

# Agenda of Regular Meeting

## The Board of Trustees Seguin ISD

---

A Regular Meeting of the Board of Trustees of Seguin ISD will be held June 16, 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**

- A. 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.
- B. Pledges to the United States Flag and Texas Flag. Moment of silence.
- C. Superintendent Announcements

2. **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):

- A. those wishing to speak shall sign up before the meeting begins stating the concern or noting the agenda item they wish to address; audience participation is limited to five minutes; the Board shall not deliberate any subject that is not on the posted agenda.

3. **Reports/Information Items:**

- A. Seguin Early College High School Update 4
- B. Seguin ISD Use of ALICE Training Institute 19
- C. Bond 2019 Project Update 20
- D. Update Regarding the Task Force for Reopening Schools 50

4. **Closed Session:** Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act

- 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 Jefferson Elementary Principal

- C. Pursuant to Texas Government Code Section § 551.072 - Discuss the purchase, exchange, lease, or value of real property.
- 5. **Reconvene to Open Meeting**, the Board will take appropriate action on items, if necessary, as discussed in Closed Session
  - A. Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).
    - 1. Possible Action to Select Jefferson Elementary Principal
- 6. **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.
  - A. Approval of Board Minutes of Regular Board Meeting - May 26, 2020. 58
  - B. Approval of Tax Collection Reports for May 2020 64
  - C. Approval of Proposed Budget Amendments & Financial Statements for May 2020 65
  - D. Approval of Donations Received May 2020 75
  - E. Approval to Submit Waiver from the Annual Financial Report November 27th Due Date Requirements Due to COVID-19 77
  - F. Consideration of Approval of Inter-local Agreements with the City of Seguin for the Latch Key Program, Day Camp and Facility Use 78
  - G. ESC XIII and XX Annual Commitment Forms 88
  - H. Missed School Day Waiver 89
  - I. HB 3834 – Cyber Security Training 90
  - J. Public Information Act Requests April-June 2020 96
- 7. **Action Items**
  - A. Review of the 2019-2020 Optional Flexible School Day Program and Approval of the 2020-2021 Application for Seguin High School and Mercer Blumberg Learning Center at Saegert 98
  - B. Consideration or Approval of Local District Update (LDU) – EIA (LOCAL) 125
  - C. Adopt the Resolution for the Assignment of Fund Balance 128
  - D. Adoption of 2020-21 Budgets for the General Fund, Child Nutrition Fund, and Debt Service Fund 137
  - E. Consider Recommendations for Term Contracts, Probationary Contracts, and Employment Agreements for Administrative Personnel 140
  - F. Personnel Action Professional Employees 141

8. **Board Comments and Request**
9. **Adjourn**

**INFORMATION ITEM:**

**Seguin Early College High School Update**

**RECOMMENDATION:**

That the Board of Trustees receives an update on ECHS and ECHS sustainability. An update regarding the recruitment and enrollment process for Cohort 2024 will be provided, along with an update on support systems and TSIA testing.

**RATIONALE:**

In partnership with St. Philip’s College of the Alamo Colleges District, Seguin ISD has implemented an Early College High School with the goal of increasing dual credit opportunities and improving post-secondary readiness. This past school year, in alignment with the TEA ECHS blueprint, Seguin ECHS implemented a recruitment process that will allow the program to meet the state required outcomes-based measures.

**BOARD POLICY**

**REFERENCE:**

Strategic Priority 1: Improve student learning through improved instructional practice.

**PAPERWORK**

**IMPACT:**

Annual TEA ECHS Designation application

**BUDGET IMPACT**

**INFORMATION:**

2020-2021 school year tuition and fees have been waived for ECHS students enrolled in dual credit courses taught at the high school campus by an ISD faculty member.

**EXHIBITS:**

Board Presentation

**RESOURCE**

**PERSONNEL:**

Anna Lisa Garza, Director of Early College High School  
Mark Cantu, Chief of Staff & School Improvement  
Dr. Hector Esquivel, Seguin High School Principal

Submitted by:

(Signature)



Date Submitted: 06/16/20

(Name)

Dr. Matthew Gutierrez, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614



Seguin ECHS Board Update:  
*June 16, 2020*

# Presentation Overview

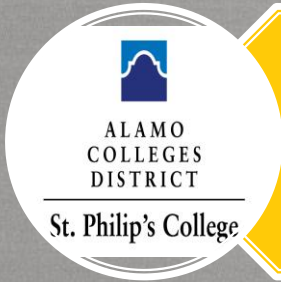
- ▶ Seguin ECHS Reflection (Recruitment Video)
- ▶ ECHS Class of 2020 At-a-Glance
- ▶ Cohort 2024 Recruitment & Enrollment
- ▶ ECHS Events Impacted by COVID-19
- ▶ Looking ahead: Alamo Colleges – SPC Partnership Financial Impact

# Seguin ECHS Reflection

# Class of 2020 At-a-Glance



19 Students



Over 1,150 College Credits earned



Over \$245,100 saved by ECHS students and their families

# Seguin ECHS Systems: Recruitment & Enrollment (B1)

- ▶ ECHS Training (ECHS & TSIA Support)
  - ▶ ECHS Counselors
  - ▶ Middle School Counselors
  - ▶ 8<sup>th</sup> grade CCR Teachers
- ▶ ECHS Student & Parent Outreach (English & Spanish)
  - ▶ Brochures
  - ▶ Commitment Applications
  - ▶ Presentations
  - ▶ School Messenger Calls/Emails
  - ▶ Social Media & Campus/District Website Postings
  - ▶ ECHS Student Voice & Perspective

# Cohort 2024 Recruitment



## ECHS Recruitment & Enrollment Timeline

Date	Activity	Description	Who is involved?
December	ECHS Presentation to AJB & Barnes CCR Classes	Provide ECCHS overview and enrollment details to 8th grade students in CCR classes	Director of ECCHS & Counselor
January	Middle School Lunch Recruitment	Promote ECCHS during 8th grade lunches at both middle school	Director of ECCHS, Counselor, and former students of each middle school campus
February	Chart Your Course – Elective Fair (8 <sup>th</sup> Grade Students: School Day Event)	ECCHS Session as part of rotation sessions	Director of ECCHS, High School Counselors & Middle School Counselors
February	Chart Your Course – Elective Fair (8 <sup>th</sup> Grade Parents: Evening Event)	ECCHS Session as part of rotation sessions (all 8 <sup>th</sup> grade students & families welcome)	Director of ECCHS, High School Counselors & Middle School Counselors (all 8 <sup>th</sup> grade students & families welcome)
February	ECCHS Parent Information Breakfast	Provide ECCHS overview and enrollment details to parents (only for students invited to attend)	Director of ECCHS & HS Counselors
February	ECCHS Evening Parent Information Session	Provide ECCHS overview and enrollment details to parents (only for students invited to attend)	Director of ECCHS, High School Counselors & Middle School Counselors (only for students invited to attend)

Date	Activity	Description	Who is involved?
Mid-February	Release ECCHS Applications	Email Middle School Counselors, 8th Grade CCR teachers, and post ECCHS Application on Seguin ISD Website	Director of ECCHS and District Technology webmaster, Middle School Admin & Counselors, 8th grade CCR teachers
Early March	ECCHS Application Deadline	All students interested in ECCHS should submit ECCHS Applications to their campus counselor or CCR teacher	Middle School Counselors & 8th Grade CCR teachers
Mid to late March	Review of ECCHS Applications	Applications will be reviewed, evaluated, and sorted based on ECCHS application rubric	Director of ECCHS and High School Counselors
End of March	Students notified of ECCHS acceptance	ECCHS Acceptance/Welcome letters mailed home	Director of ECCHS & ECCHS Clerk
April	ECCHS Induction Ceremony	Students will be honored and recognized for their acceptance into ECCHS	Director of ECCHS, Principal of SHS, Associate Principal of SHS, SHS Counselors
June	Summer Bridge Program	Associate degree students are required to attend; All other students are invited to attend; Students will participate in team-building, college prep workshops, and TSI prep workshops. Students will also participate in a college tour of St. Philip's College.	Director of ECCHS and Summer Bridge Teachers

# Access OBM's

## Access Outcomes-Based Measures

*TEA is currently in a phase-in process for the new ECHS Blueprint. These data are for information and planning purposes only. This information will not be used to determine designation status.*

Data Indicators	Provisional Early College	Early College	Distinguished Early College
<b>Requirements</b>	Must meet at-risk students for incoming 9th graders and at least three additional target population data indicators	Must meet at-risk students for incoming 9th graders and at least three additional target population data indicators	Must meet at-risk students for incoming 9th graders and at least four additional target population data indicators
ECHS proportionate to or over-represents at-risk students for incoming 9th graders	No more than 20% points under district	No more than 15% points under district	No more than 10% points under district
ECHS proportionate to or over-represents economically disadvantaged students	No more than 10% points under district	No more than 5% points under district	Meets or over-represents district
ECHS proportionate to or over-represents African American students	No more than 10% points under district	No more than 5% points under district	Meets or over-represents district
ECHS proportionate to or over-represents Hispanic students	No more than 10% points under district	No more than 5% points under district	Meets or over-represents district
ECHS proportionate to or over-represents males	No more than 10% points under district	No more than 5% points under district	Meets or over-represents district
ECHS proportionate to or over-represents ELL and SWDs	Not taken into account for designation	Not taken into account for designation	No more than 5% points under district

# ECHS Enrollment Application Rubric



## Seguin ECHS Application Review Rubric

In accordance with the TEA ECHS Blueprint, the Seguin ECHS must implement and meet the following requirements:

1. The ECHS recruitment and enrollment processes shall identify, recruit, and enroll the subpopulations of at-risk students (as defined by PEIMS), including, but not limited to, students who are of limited English proficiency, students with disabilities, or students who have failed a state administered assessment. Enrollment decisions shall not be based on state assessment scores, discipline history, teacher recommendation, parent or student essays, minimum grade point average (GPA), or other criteria that create barriers for student enrollment.
2. The ECHS shall identify, recruit, and enroll subpopulations (in addition to those who are at risk as defined by PEIMS) that are historically underrepresented in college courses (e.g., first generation college goers, students of low socioeconomic status, African American, Hispanic, Native American.)

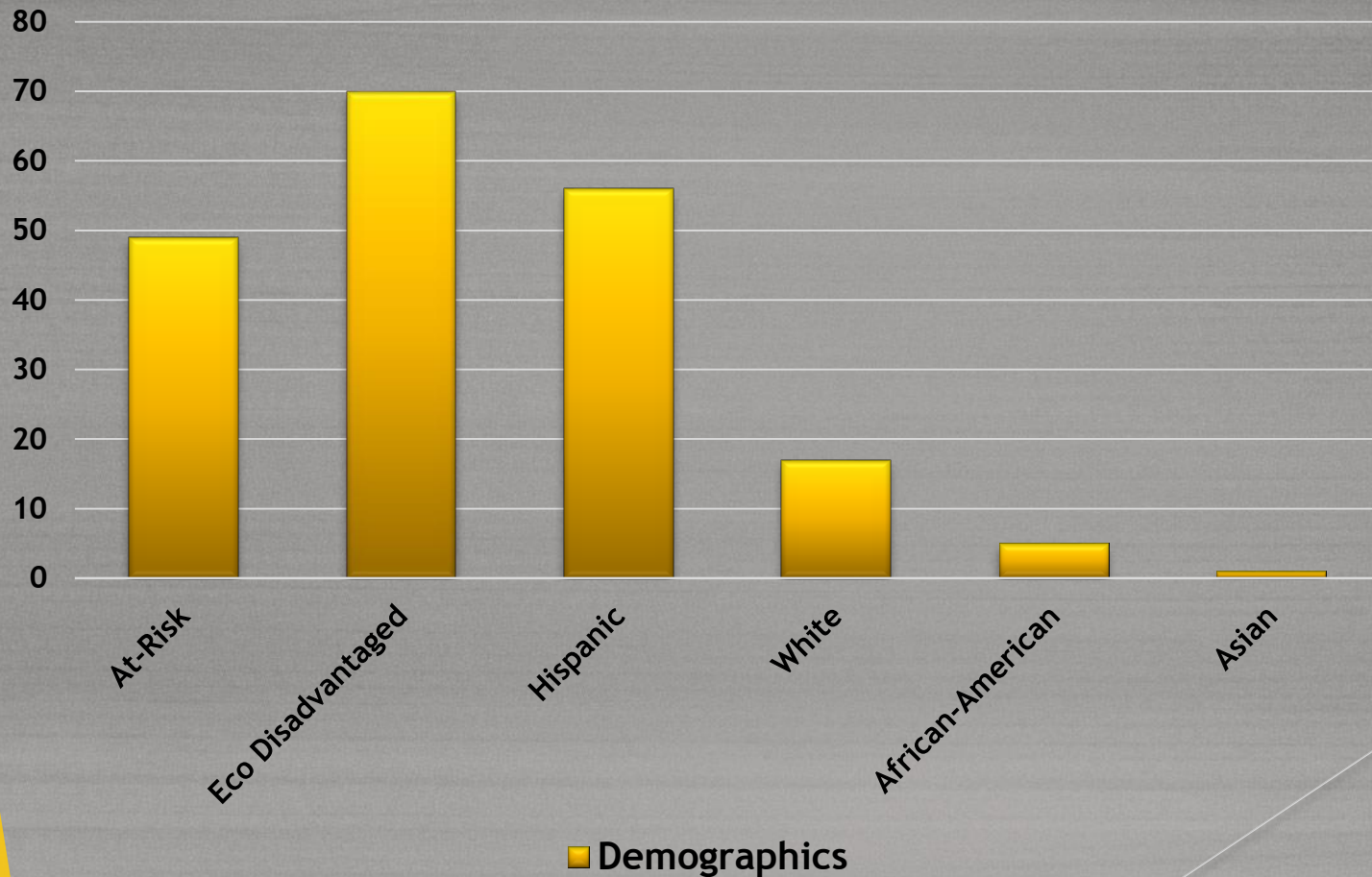
**Student's Name:** \_\_\_\_\_ **ID:** \_\_\_\_\_

**Date of application review:** \_\_\_\_\_

Indicator	Total Points Available for Indicator	Number of Points for Indicators
Student submitted ECHS Application	10	
At-Risk	8	
Economically Disadvantaged: Free and reduced lunch participant	6	
<b>TOTAL</b>	<b>10-24</b>	

# Cohort 2024 ECHS Enrollment: 82 Students

*(Associate-degree seeking students)*



9

13

# ECHS Events Impacted by COVID-19

Release of ECHS  
Acceptance  
Letters

- Date changed from March to June

Summer Bridge

- Date changed from June to July

TSIA Testing

- All March, April, and May dates canceled and moved to July.

PGP Sessions

- April dates canceled and rescheduled for early fall

# Seguin ECHS Systems: Academic Support (B4)



# Seguin ECHS Systems: Partnership Agreement (B2) & Leadership Initiatives (B3)

MOU

ECHS Steering Committee

Monthly IHE Liaison Meetings

TEA/ECHS Leadership Coach Sessions

# St. Philip's College Partnership Fiscal Updates

- ▶ Tuition is still waived when SHS faculty members teach a dual credit course.
- ▶ Seguin ECHS charged \$100 per student for dual credit courses required to be taught online. (Economics, Texas Government, & US Government)
- ▶ Effective Fall 2019, SPC implemented an "Instructional Materials" fee that will be charged each semester to ISD's for specific dual credit courses. This applies to 4 of the dual credit courses this year.
- ▶ This school year, Seguin ECHS will have spent approximately \$6,944 on "Instructional Material" fees.

# Next Steps

- ▶ Present at annual state-wide [CCRSM Leadership Summit](#).
- ▶ Evaluate Seguin ECHS program gaps and growth after new TEA Blueprint is released in June 2020.
- ▶ Address needs of students' TSIA gaps after new cut scores are released in fall 2020.
- ▶ Ensure that summer TSIA testing opportunities and ECHS Summer Bridge align with all COVID-19 CDC health and safety guidelines.
  - Health Screener
  - Transportation
  - More staff and smaller classroom sizes
  - Lunch in classrooms
  - Classroom ceremony v. large Parent Ceremony

**INFORMATION ITEM:** **Seguin ISD Use of ALICE Training Institute**

**RECOMMENDATION:** That the Board of Trustees receive information regarding use of ALICE Training Institute.

**RATIONALE:** In March 2020, Seguin ISD purchased a one (1) year license for ALICE (Alert, Lockdown, Inform, Counter, Evacuate) online training, support, and maintenance in the amount of \$68,455.26. This license provides students and staff with training regarding threat assessments and emergency preparedness.

**REFERENCE and COMPLIANCE:** DMA (LEGAL) Professional Development Required Staff Development  
CKC (LEGAL) and (LOCAL) Safety Program/Risk Management  
Emergency Plans

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** None

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Anthony Hillberg, CPA, Chief Financial Officer  
Kirsten Legore, Deputy Operations Officer

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



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

Date Submitted: 06/16/20

**INFORMATION ITEM:**

**Bond 2019 Project Update**

**RECOMMENDATION:**

That the Board of Trustees receives an update on 2019 Bond projects.

**RATIONALE:**

To provide the board with regular updates and progress reports on Bond 2019 related projects.

**REFERENCE and COMPLIANCE:**

CV (LOCAL) Facilities Construction

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT INFORMATION:**

None

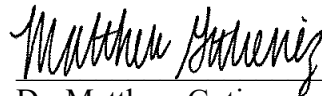
**EXHIBITS:**

Bond Update Presentation

**RESOURCE PERSONNEL:**

Bill Lewis, Chief of Operations and Associate Superintendent  
Tony Hillberg, Chief Financial Officer  
James Pizana, Director of Maintenance and Operations

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



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

Date Submitted: 06/16/20

# Seguin ISD 2019 Bond Update

**Board of Trustees Update**  
June 16, 2020



# Projects





Mar St

# Matador Stadium

DESIGN

**100%**

complete

JAN 2019 – MAY 2019

BID &  
PRECONSTRUCTION

**100%**

complete

JUNE 2019 – AUG 2019

CONSTRUCTION

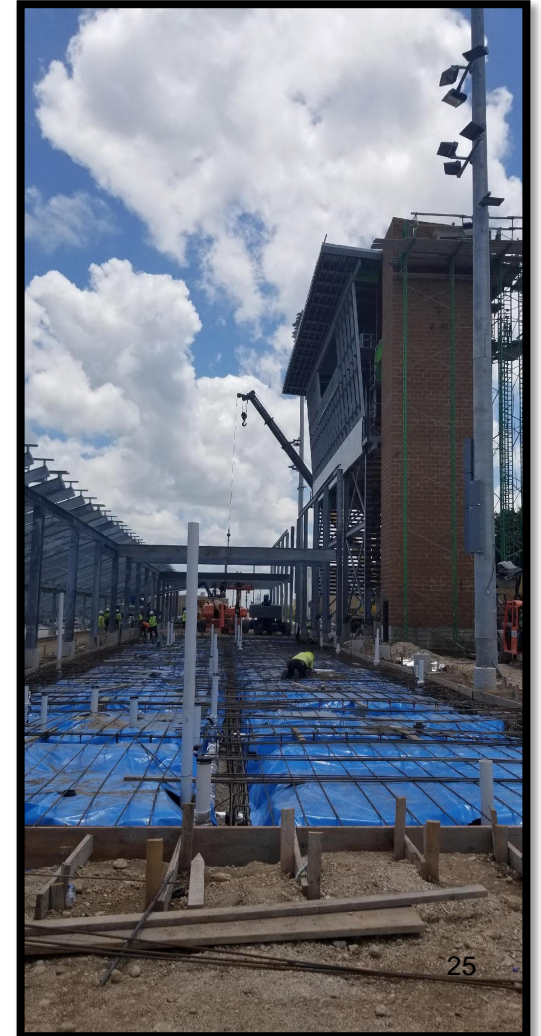
**73%**

complete  
(May 2020)

SEPT 2019 – AUG 2020

# Recent Activity:

- Concrete Placement at underside of Home Bleachers



# Recent Activity:

- Home Side Bleacher Installation Ongoing



# Recent Activity:

- Ticket Booth Construction Ongoing



# Recent Activity:

- Restroom Construction Ongoing
- Artificial Turf Installation Complete
- Track Surface pending Striping



# Recent Activity:

- Press Box  
Construction  
Ongoing

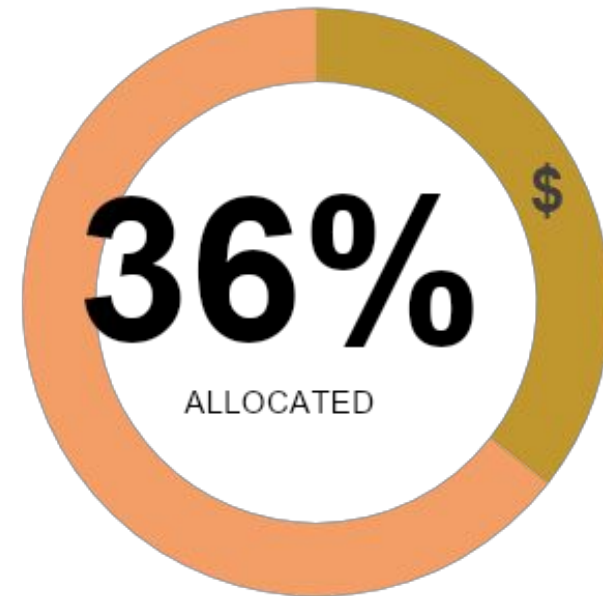


# Upcoming Milestones:

- Schedule is “On Track” for completion (Field = 6/29/20; Complex = 8/27/20)
- 10-day contract extension for east parking lot improvements



CONSTRUCTION COST @ PROPOSAL TIME  
(\$17M BUDGET)



CONTINGENCY

AJ Briesemeister  
Middle School

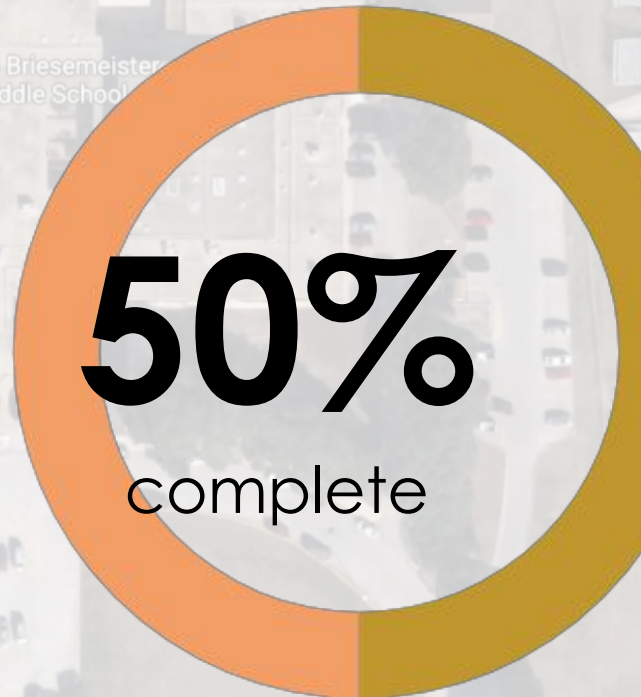
# AJ Briesemeister MS

**SURVEY &  
PRE-DESIGN**



SEPT 2019 – OCT 2019

**DESIGN & BID**



NOV 2019 – DEC 2020

**CONSTRUCTION**



JAN 2021 – TBD

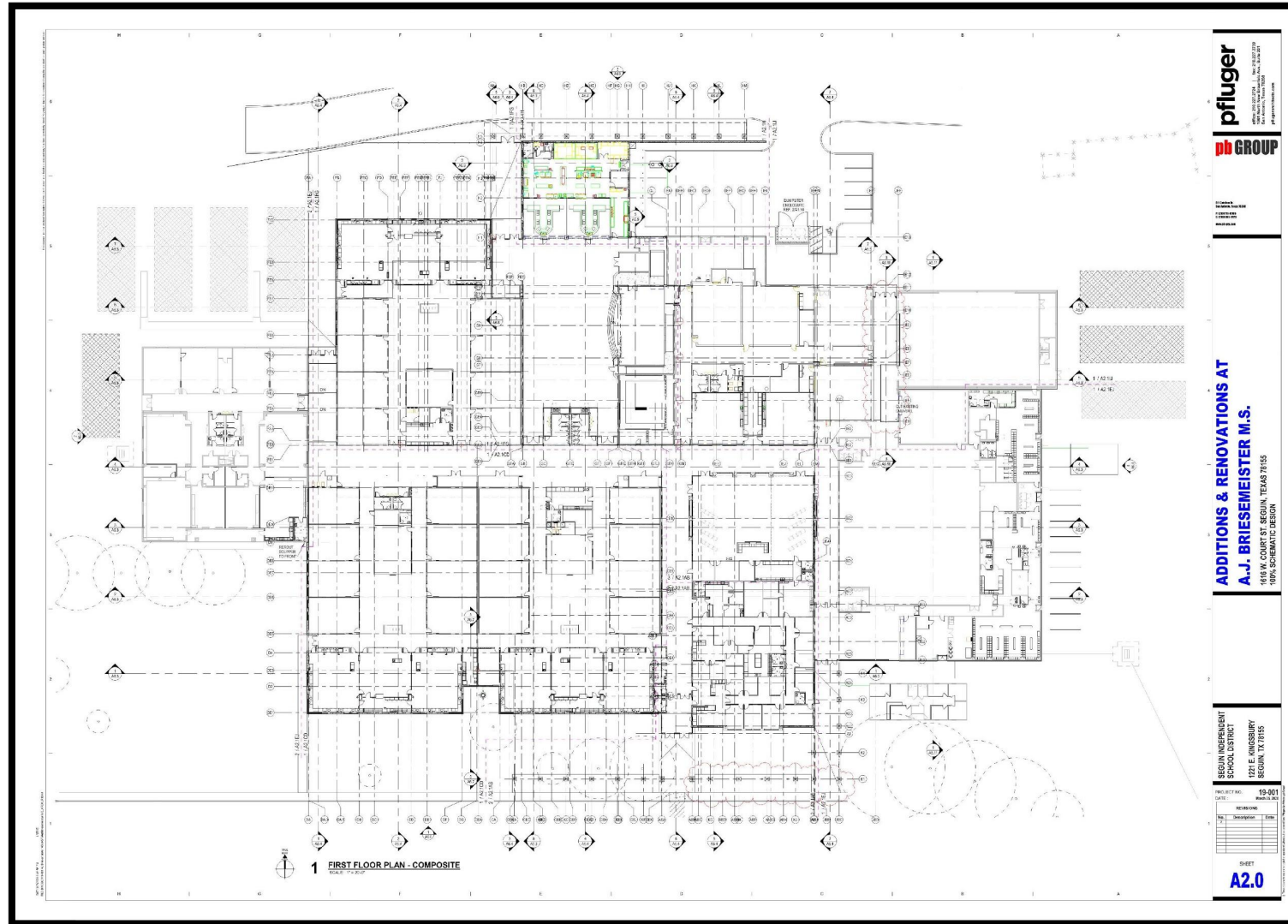
# Recent Activity:

- 5/18/2020 = 100% DD Set Transmitted to the District
- 5/28/2020 = 100% DD Review with District – Day 1
  - Technology
  - MEP
  - Civil
  - Landscape
- 5/29/2020 = 100% DD Review with District – Day 2
  - Food Service
  - Audio-Visual
  - Architectural

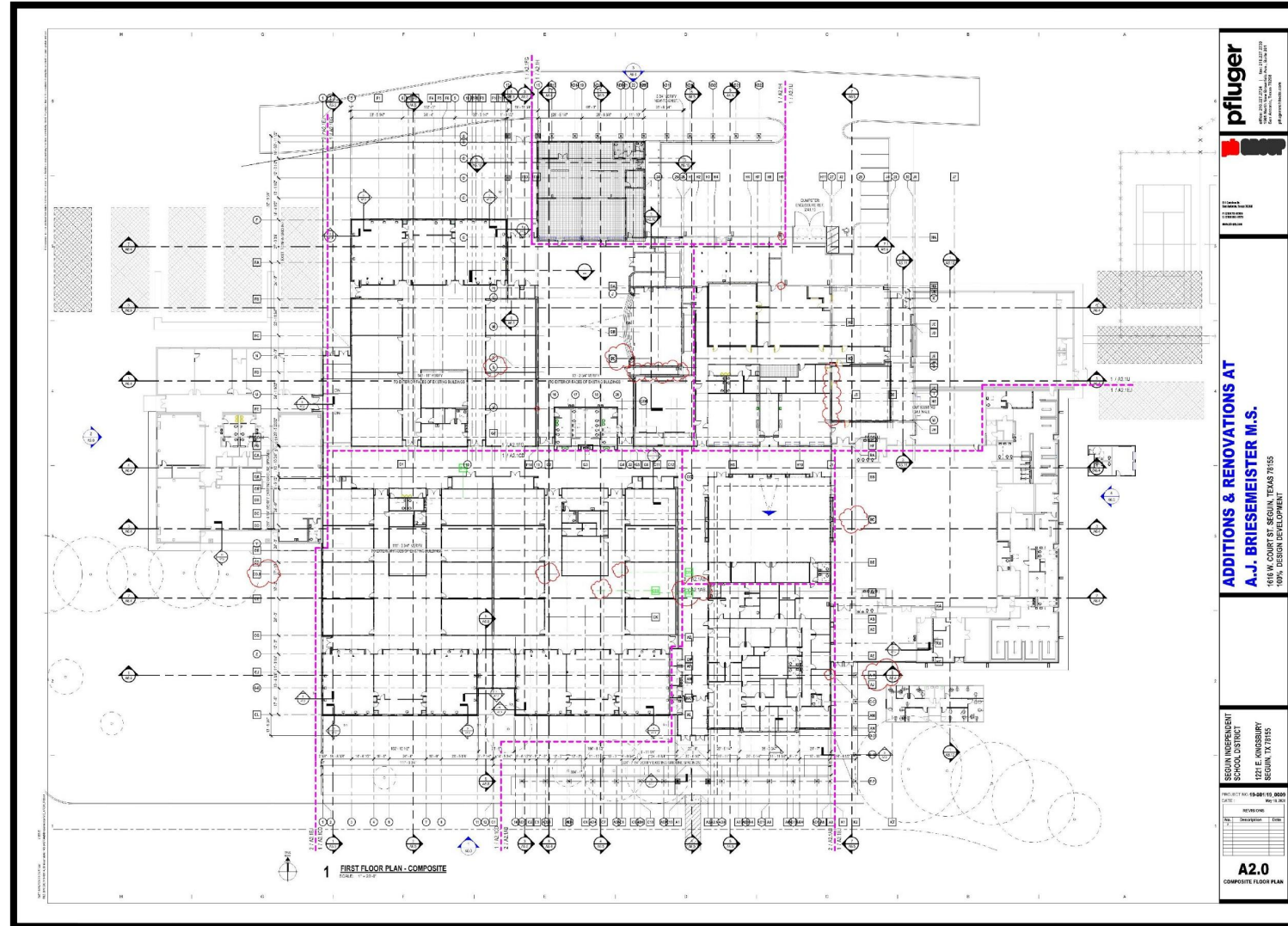
# Design – 100% SD



# Design – 50% DD

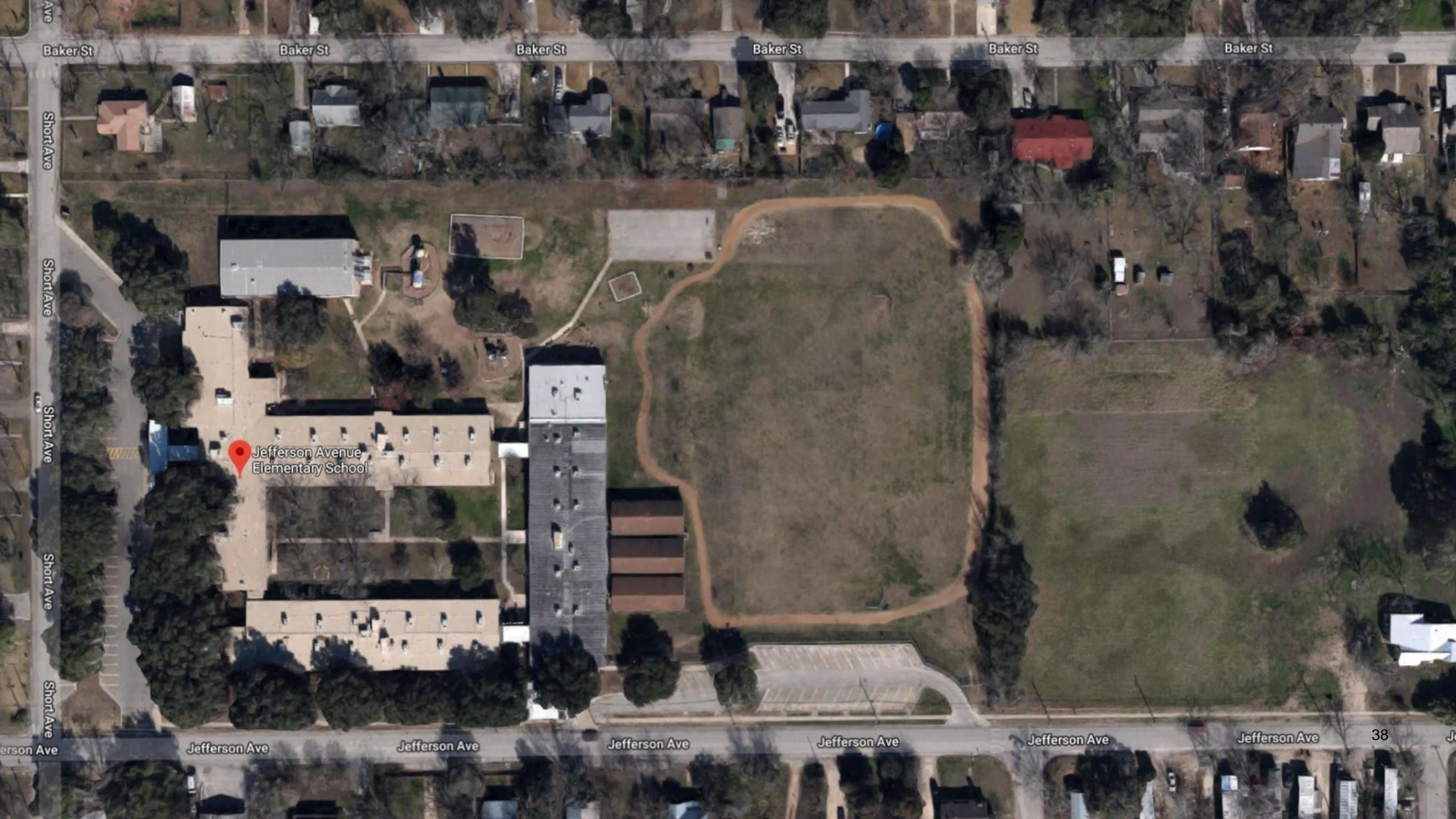


# Design – 100% DD



# Upcoming Milestones:

- Upcoming Milestones:
  - Meeting with TXDoT = June 9
  - Meeting with City of Seguin = June 16 (Tentative)
  - “Contractor Interest” Meeting = Late June
  - Color/Finish Presentation # 1 = Late June/Early July
- Next Deliverable (50% CD): July 31
- Target Dates:
  - Board Mtg. for CD Approval & Approval to Bid: 11/17/20
  - Proposal Opening: 1/5/21
  - Board Mtg. for Contractor Selection: 1/26/21
  - Construction Start: February 2021



Baker St

Baker St

Baker St

Baker St

Baker St

Baker St

Short Ave

Short Ave

Short Ave

Short Ave

Short Ave

Jefferson Avenue  
Elementary School

erson Ave

Jefferson Ave

Jefferson Ave

Jefferson Ave

Jefferson Ave

Jefferson Ave

Jefferson Ave

38

J

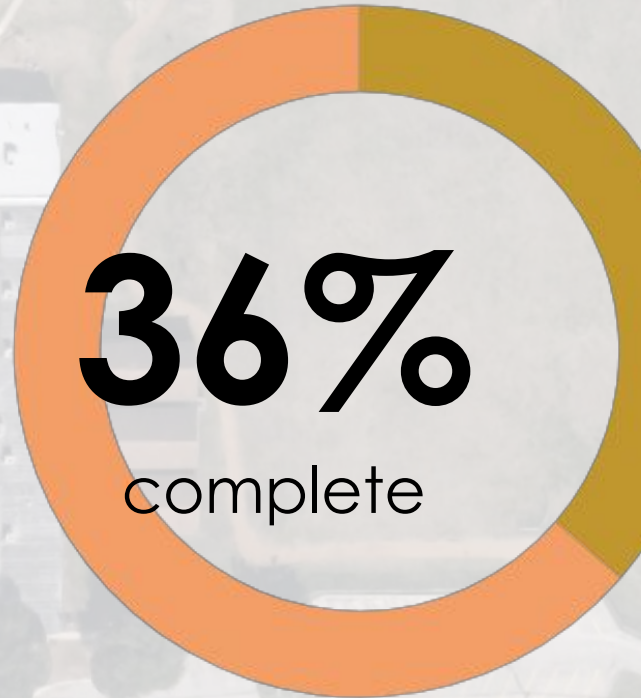
# Jefferson ES

**SURVEY &  
PRE-DESIGN**



SEPT 2019 – JAN 2020

**DESIGN & BID**



FEB 2020 – DEC 2020

**CONSTRUCTION**

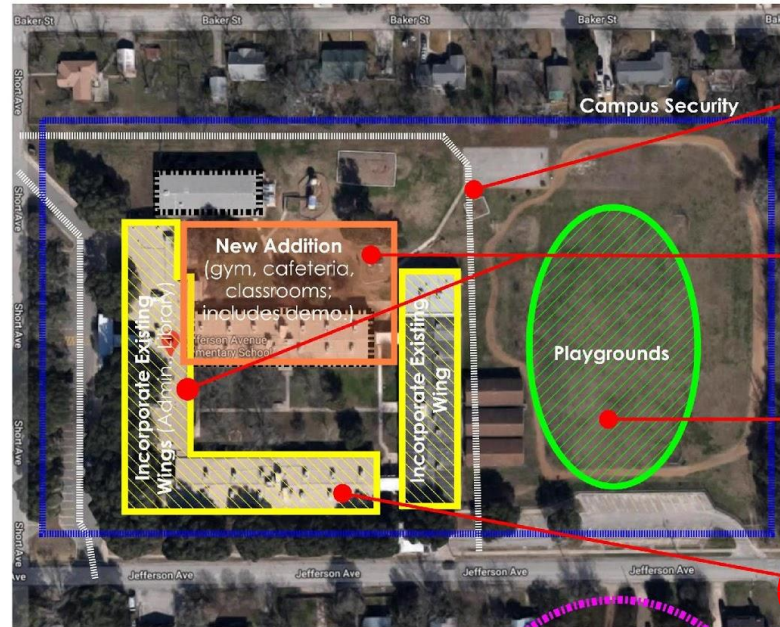


JAN 2021 – TBD

# Intended Scope:

## JEFFERSON ELEMENTARY SCHOOL:

OPTION B: Address Items 1-10



RECONFIGURATION OF PARKING/VEHICULAR CIRCULATION (Item 3): **\$1,000,000**

J-1

CANNOT BE DONE PRIOR TO J-2

CONSTRUCTION OF NEW BUILDING ADDITION & RENOVATION OF WEST WING (Items 1, 2, 4, 6, 7, 8, 9, 10): **\$11,000,000**

J-2

PLAYGROUND IMPROVEMENTS & RECONFIGURATIONS (Item 5): **\$250,000**

J-3

RENOVATIONS OF SOUTH/EAST EXISTING WINGS TO REMAIN (Items 1, 2, 4, 9, 10): **\$3,900,000**

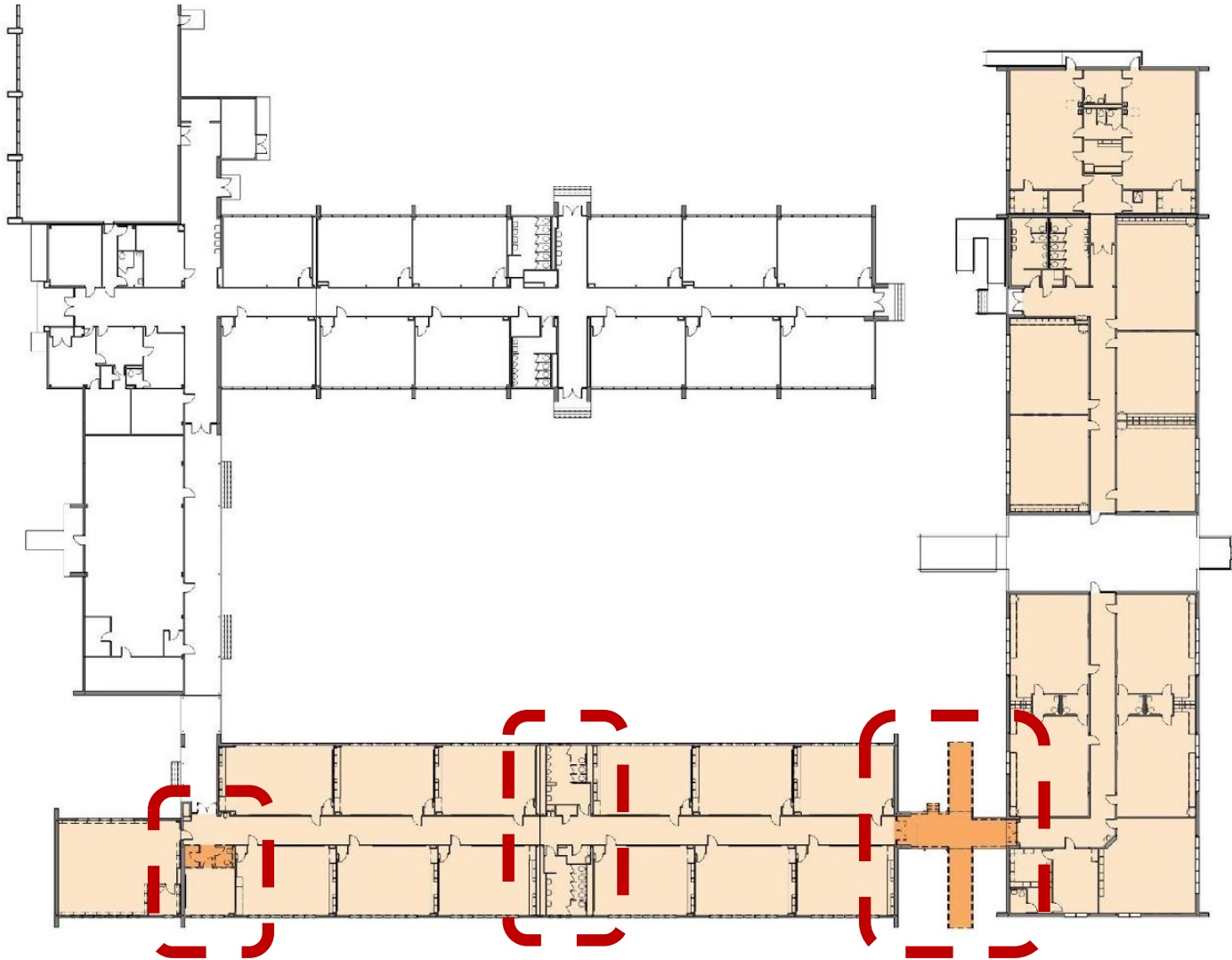
J-4

### LIST OF CAMPUS PRIORITIES:

1. Aging Mechanical Systems = 9
2. Connectivity (General) = 9
3. Drainage (Typical) = 7
4. Roofing = 6
5. Playgrounds (General) = 5
6. Classrooms (Typical) = 5
7. Administration = 5
8. Library = 3
9. Safety/Security (General) = 3
10. Accessibility = 2

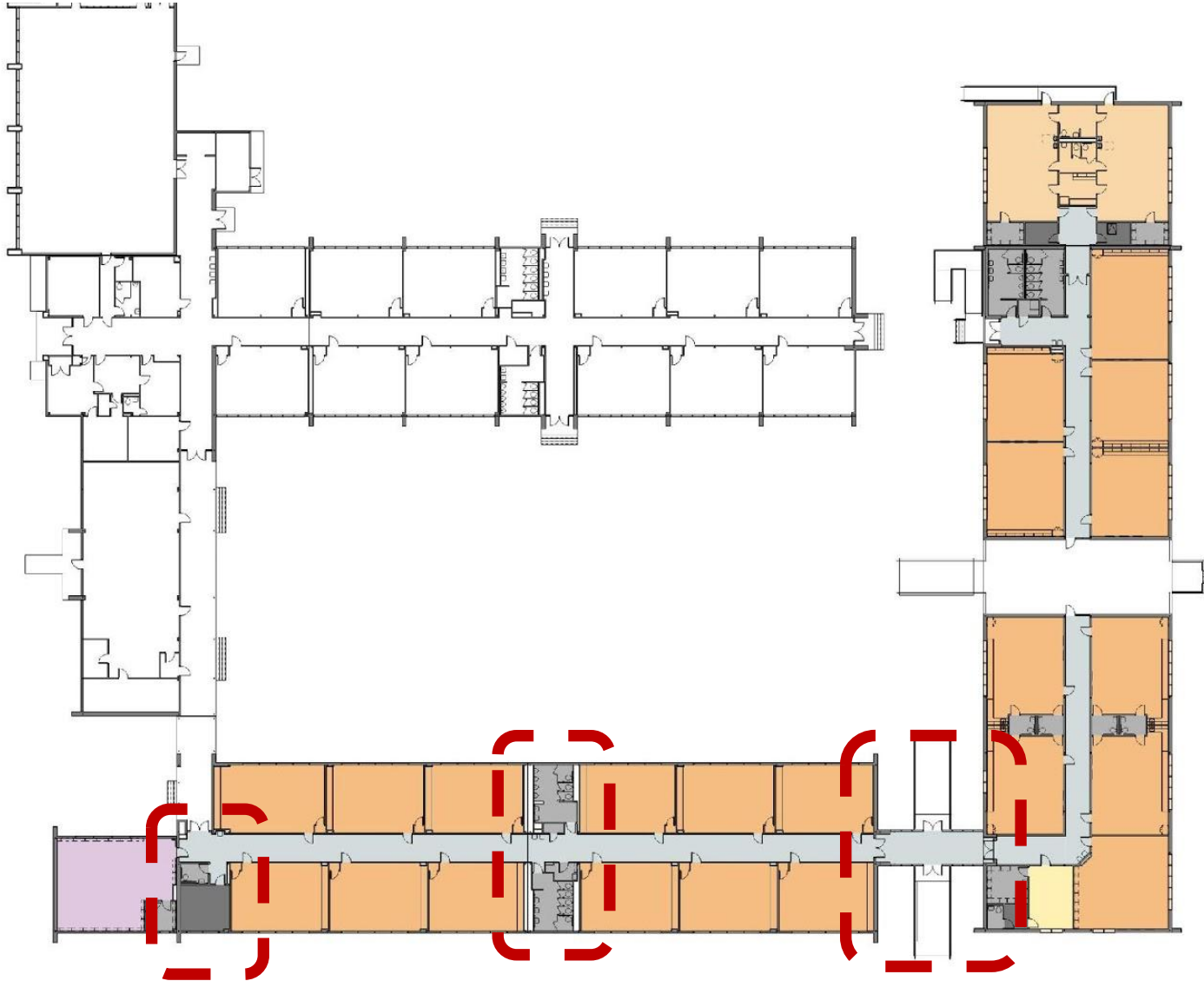
**JEFFERSON:  
TOTAL VALUE OF  
IMPROVEMENTS:  
\$16,150,000**

# Existing Conditions



- Restrooms Not Fully Accessible
- Exterior Connection Between Wings
- Aging HVAC System + Roof
- Aging Electrical & Technology Systems
- Aging Finishes

# Project Scope



- Accessibility Upgrades (Focused on Restrooms)
- Internal Connection between Wings
- Replacement of HVAC System
- Roof Repairs as Needed
  
- Upgrading of Electrical & Tech. Systems, as budget allows *(not part of LRFP scope)*
- Upgrading of Finishes, as budget allows *(not part of LRFP scope)*

# Jefferson ES Connection



# Recent Activity:

- Survey Completed
- Existing Conditions Verification Ongoing
- June 5, 2020 = 100% DD Submitted to District

# Upcoming Milestones:

- 100% DD Review = mid June (pending)
- 50% CD Submittal = August 14
- Design Complete = November 2020
- Bid = Simultaneous with AJB MS Project

# Play Grounds

- **Rodriguez - complete.**
- **McQueeney - complete**
- **Patlan - 99% complete. Some concrete clean-up work still needs to be completed.**
- **Jefferson- concrete and flat work is complete. Equipment installation has started.**
- **Koennecke - concrete curbing and sidewalk work is complete. Base material has been added and leveled to prepare the site for the equipment installation**
- **Vogel - concrete curbing and sidewalk work is complete. Base material has been added and leveled to prepare the site for the equipment installation.**
- **Weinert – designated old playground pieces has been removed. Concrete forms for curbing and sidewalks are in place.**

# Recent Activity:

Rodriguez Elementary



McQueeney Elementary



# Recent Activity:

Patlan Elementary



Jefferson Elementary



# Recent Activity:

Koennecke Elementary



Vogel Elementary



# Recent Activity:

Weinert Elementary



**INFORMATION ITEM:**    **Update Regarding the Task Force for Reopening Schools**

**RECOMMENDATION:**    That the Board of Trustees receives an update regarding the Task Force for Reopening Schools.

**RATIONALE:**    The purpose of this update is to share the plan that the Task Force has crafted over the last two months. The plan includes multiple school and work scenarios to bring students and staff back to buildings in a safe and responsive manner. It also includes plans to quickly move into blended or remote learning, based on need.

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

**PAPERWORK IMPACT:**    None

**BUDGET IMPACT/ INFORMATION:**    None

**EXHIBITS:**    Board Presentation

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

Submitted by: Matthew Gutierrez Date Submitted: 06/16/20  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

# Task Force for Reopening Schools

June 2020 Board Meeting





# List of Subcommittees

- School Operations: Public Health Concerns
- School Operations: School Meals
- School Operations: Transportation
- Academics
- Whole Child Supports
- School Personnel
- Distance Learning
- General considerations



# Learning Models

## Face2Face

100% of Students in Schools

## Staggered Schedules/Blended Learning

- Monday/Tuesday Group
- Wednesday/Thursday Group
- Friday is a remote learning day = Remote instruction with Intervention, extensions and expectations

## Remote

100% Remote



# Highlights of the Task Force

- **We will be ready for at least three different modes of school**
  - Face to Face, blended learning, remote learning
- **We will be ready to launch technology into students hands**
  - Electronic device and hotspots for access
- **We will be ready with screening protocols and personal protection equipment, sanitation protocols**
  - Hand washing, hand sanitizer, masks, daily sanitation
- **We will be ready for serving meals in a safe way**
  - Cafeteria, classrooms, grab & go, outdoors, use common areas





# Minutes of Regular Meeting

## The Board of Trustees

### Seguin ISD

---

A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, May 26, 2020, beginning at 6:30 PM in the Performing Arts Center, 1315 E. Cedar St., Seguin, Texas.

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

Absent: Mark Cantu and Anthony Hillberg

Also Present: 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; Nancy Ramirez, Superintendent Secretary and media.

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:30 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 Mr. Jenkins, 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 shared information regarding the district Task Force for Reopening Schools, the online survey for community input on the two proposed instructional calendars and the UIL announcement for band and athletic students. Congratulations to our 2020 graduates!

D. Board Member Reports:

Mrs. Thomas-Jimenez recognized Dr. Gutierrez, all Staff and Seguin ISD community for their efforts and contributions during the COVID-19 pandemic.

#### 2. Audience with the Board

No one signed up to address the Board.

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

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

Regular Meeting, April 28, 2020

Budget Workshop, April 30, 2020

Board Workshop, May 14, 2020

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

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for April 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 April 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 April 30, 2020.

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

The Board of Trustees approved the donations received by the District during the month of April 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 District-Wide Student Accident/Catastrophic Insurance from the Brokerage Store, Inc.**

The Board of Trustees approved 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. 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.

**F. Approval of the Publication of Notice of Public Meeting to Discuss Budget and Proposed Tax Rate**

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

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.

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

The Board of Trustees approved the Credit by Exam dates 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

A school district must provide at least one window to test in each of the times listed.

**H. Strategic Priority and Initiative Report: Istation**

The Board of Trustees receives an update regarding Istation instructional reading levels in Kindergarten – 8<sup>th</sup> Grade. The purpose of this report is to present the reading progress of students 59

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.

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

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

**Regular Meeting, April 28, 2020**

**Budget Workshop, April 30, 2020**

**Board Workshop, May 14, 2020**

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

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

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

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

**F. Approval of the Publication of Notice of Public Meeting to Discuss Budget and Proposed Tax Rate**

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

**H. Consideration and Approval of School Health Advisory Council Annual Report, SHAC Goals and Committee Members**

**I. Strategic Priority and Initiative Report: Istation**

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

**Nays: None**

**4. Closed Meeting** –The Board went into closed session at 6:37 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 Rodriguez Elementary Assistant Principal

**5. Reconvene to Open Meeting** – The Board reconvened at 7:21 p.m.

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

1. Possible Action to Select Rodriguez Elementary Assistant Principal

Mrs. Moreno moved, seconded by Mr. Jenkins to approve LeeAnn Dunn as the Rodriguez Elementary Assistant Principal.

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

**Nays: None**

**Abstains: Crettenden, Duncan**

**6. Action Items:**

**A. Possible Action to Approve Superintendent's Evaluation Instrument**

Mr. Guerra moved, seconded by Ms. Duncan to approve the Superintendent's Evaluation Instrument. 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.

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**  
**Nays: None**

**B. Approval of Resolutions for TASB Advocacy Agenda**

Ms. Duncan moved, seconded by Mrs. Moreno to approve two resolutions to be considered for the TASB 2018-2020 Advocacy Agenda. 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.

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**  
**Nays: None**

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

Mr. Amador moved, seconded by Mrs. Crettenden to approve the contract renewals, employment agreements, and/or extensions for administrative personnel as recommended.

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**  
**Nays: None**

**D. Personnel Action Professional Employees**

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

**New Hire Elections:**      **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, LeeAnn, Rodriguez Elementary, effective 7/20/2020**  
   Ms. Dunn to Assistant Principal.

**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, Jefferson Elementary, effective 5/29/2020**

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

The above advancement was removed from the vote as the administrator's contract was approved in a previous action item under 5A 1.

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

**Nays: None**

**Abstains: Crettenden**

**7. Board Comments and Request**

Dr. Gutierrez informed the Board that the Task Force for Reopening Schools is working hard to develop several different scenarios and plans for reopening schools and possible school closures. They look forward to providing an update to the Board mid-June.

Mrs. Moreno asked if the UIL, Band and Athletics departments will consider opening all departments. Dr. Gutierrez explained there will be an update to the Board once the district gathers more information. All this information is fairly new.

Mr. Guerra informed the Board he will be attending a virtual Legislative Advisory Council meeting on June 19.

All prior Board requests have been addressed.

**8. Adjourn**

The meeting adjourned at 7:33 p.m.

---

Secretary/June 16, 2020

---

President/June 16, 2020

**ACTION ITEM:**

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

**RECOMMENDATION:**

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

Current	\$	465,134
Delinquent		51,996
Penalty and Interest		63,923
Total Monthly Collections	\$	<u>581,053</u>
Total Tax Collections Year to Date	\$	<u>48,621,268</u>
Delinquent Tax Levy		2,701,078
Percent Collected through May 2020		63.49%
Percent of Tax Levy Collected last year		66.35%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Anthony Hillberg, CPA, Chief Financial Officer

Submitted by:



Date Submitted: 06/16/20

(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 May 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 May 31, 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: 06/16/20

## 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)**  
**May 2020**

	Budget				Actual			Budget Remaining	
	Adopted Budget	May 1, 2020	Proposed Amendment(s)		May 31, 2020	May 1, 2020	Current Month		May 31, 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	33,199,998	334,897	33,534,895	941,097
Property Taxes-Delinquent	922,604	940,400	-	-	940,400	866,844	39,022	905,866	34,534
Property Taxes-Penalty & Interest	332,957	500,000	-	-	500,000	342,442	46,767	389,209	110,791
Interest Income	635,000	731,331	-	-	731,331	505,847	27,405	533,252	198,079
Other Local Income	636,000	621,000	-	-	621,000	643,879	5,359	649,238	-
State	23,908,914	28,411,802	-	-	28,411,802	15,165,830	1,410,426	16,576,256	11,835,546
Federal	1,097,000	1,097,000	-	-	1,097,000	821,354	37,585	858,940	238,060
<b>REVENUE</b>	<b>62,175,859</b>	<b>66,777,525</b>	-	-	<b>66,777,525</b>	<b>51,546,195</b>	<b>1,901,460</b>	<b>53,447,655</b>	<b>13,358,107</b>
<b>EXPENSE</b>									
11 - Instruction	34,593,695	38,321,332	-	(33,723)	38,287,609	23,527,723	2,884,625	26,412,348	11,875,261
12 - Instructional Resources & Media Svcs	972,412	1,237,962	-	-	1,237,962	733,117	78,375	811,492	426,470
13 - Curr & Instructional Staff Development	974,970	1,059,100	-	(2,449)	1,056,651	569,948	32,723	602,671	453,980
21 - Instructional Leadership	1,581,064	1,942,378	-	(85)	1,942,293	1,474,071	148,213	1,622,284	320,009
23 - School Leadership	4,388,695	4,876,678	-	-	4,876,678	3,534,315	378,054	3,912,369	964,309
31 - Guidance & Counseling Services	2,258,241	2,551,586	-	-	2,551,586	1,731,209	169,681	1,900,890	650,696
32 - Social Work Services	511,441	561,791	-	-	561,791	417,993	38,791	456,784	105,007
33 - Health Services	571,797	650,656	-	-	650,656	413,821	46,634	460,454	190,202
34 - Student Transportation	2,910,685	3,025,981	-	-	3,025,981	2,274,865	192,557	2,467,421	558,560
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,023,882	2,135,248	-	(3,743)	2,131,505	1,448,736	118,631	1,567,367	564,138
41 - General Administration	2,225,379	2,394,176	-	(16,675)	2,377,501	1,561,334	190,799	1,752,133	625,368
51 - Plant Maintenance & Operations	6,409,126	7,431,259	-	-	7,431,259	5,641,923	541,725	6,183,648	1,247,612
52 - Security & Monitoring Services	492,579	638,978	-	-	638,978	388,319	33,242	421,561	217,417
53 - Data Services	1,593,606	1,755,908	-	40,000	1,795,908	1,366,339	85,835	1,452,174	343,734
61 - Community Services	72,962	78,762	-	-	78,762	10,393	941	11,334	67,428
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	237,500	-	-	237,500	237,500	-	237,500	-
99 - Intergovernmental Charges (Appraisal Servs)	595,325	595,325	-	16,675	612,000	459,545	152,308	611,853	147
<b>EXPENSE</b>	<b>62,175,859</b>	<b>70,159,620</b>	-	-	<b>70,159,620</b>	<b>46,456,151</b>	<b>5,093,134</b>	<b>51,549,285</b>	<b>18,610,335</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (3,382,095)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,382,095)</b>	<b>\$ 5,090,044</b>	<b>\$ (3,191,674)</b>	<b>\$ 1,898,370</b>	<b>\$ (5,252,227)</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>\$ 5,205,950</b>	<b>\$ (3,191,674)</b>	<b>\$ 2,014,276</b>	

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	May 1, 2020	Proposed Amendment(s)		May 31, 2020	May 1, 2020	Current Month		May 31, 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	33,199,998	334,897	33,534,895	941,097
Property Taxes-Delinquent	922,604	940,400	-	-	940,400	866,844	39,022	905,866	34,534
Property Taxes-Penalty & Interest	332,957	500,000	-	-	500,000	342,442	46,767	389,209	110,791
Interest Income	635,000	730,000	-	-	730,000	504,516	27,405	531,921	198,079
Other Local Income	636,000	621,000	-	-	621,000	643,879	5,359	649,238	-
State	23,908,914	28,411,802	-	-	28,411,802	15,165,830	1,410,426	16,576,256	11,835,546
Federal	1,097,000	1,097,000	-	-	1,097,000	821,354	37,585	858,940	238,060
<b>REVENUE</b>	<b>62,175,859</b>	<b>66,776,194</b>	-	-	<b>66,776,194</b>	<b>51,544,864</b>	<b>1,901,460</b>	<b>53,446,325</b>	<b>13,358,107</b>
<b>EXPENSE</b>									
11 - Instruction	34,593,695	38,321,332	-	(33,723)	38,287,609	23,527,723	2,884,625	26,412,348	11,875,261
12 - Instructional Resources & Media Svcs	972,412	1,237,962	-	-	1,237,962	733,117	78,375	811,492	426,470
13 - Curr & Instructional Staff Development	974,970	1,059,100	-	(2,449)	1,056,651	569,948	32,723	602,671	453,980
21 - Instructional Leadership	1,581,064	1,942,378	-	(85)	1,942,293	1,474,071	148,213	1,622,284	320,009
23 - School Leadership	4,388,695	4,876,678	-	-	4,876,678	3,534,315	378,054	3,912,369	964,309
31 - Guidance & Counseling Services	2,258,241	2,551,586	-	-	2,551,586	1,731,209	169,681	1,900,890	650,696
32 - Social Work Services	511,441	561,791	-	-	561,791	417,993	38,791	456,784	105,007
33 - Health Services	571,797	650,656	-	-	650,656	413,821	46,634	460,454	190,202
34 - Student Transportation	2,910,685	3,025,981	-	-	3,025,981	2,274,865	192,557	2,467,421	558,560
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,023,882	2,135,248	-	(3,743)	2,131,505	1,448,736	118,631	1,567,367	564,138
41 - General Administration	2,225,379	2,394,176	-	(16,675)	2,377,501	1,561,334	190,799	1,752,133	625,368
51 - Plant Maintenance & Operations	6,409,126	7,098,858	-	-	7,098,858	5,309,522	541,725	5,851,247	1,247,611
52 - Security & Monitoring Services	492,579	638,978	-	-	638,978	388,319	33,242	421,561	217,417
53 - Data Services	1,593,606	1,755,908	-	40,000	1,795,908	1,366,339	85,835	1,452,174	343,734
61 - Community Services	72,962	78,762	-	-	78,762	10,393	941	11,334	67,428
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	237,500	-	-	237,500	237,500	-	237,500	-
99 - Intergovernmental Charges (Appraisal Svcs)	595,325	595,325	-	16,675	612,000	459,545	152,308	611,853	147
<b>EXPENSE</b>	<b>62,175,859</b>	<b>69,827,219</b>	-	-	<b>69,827,219</b>	<b>46,123,751</b>	<b>5,093,134</b>	<b>51,216,885</b>	<b>18,610,334</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (3,051,025)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,051,025)</b>	<b>5,421,114</b>	<b>(3,191,674)</b>	<b>2,229,440</b>	<b>\$ (5,252,227)</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>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (3,051,025)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,051,025)</b>	<b>\$ 5,537,020</b>	<b>\$ (3,191,674)</b>	<b>\$ 2,345,346</b>	<b>\$ -</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)
19 - 20 Actual Year to Date Revenue Over/(Under) Expense	\$ 2,229,440		Less: Non-Operating Expenses
19 - 20 Actual Year to Date Other Sources and Uses	115,906		Assigned 07/23/19 for Barnes Stadium Lighting
19 - 20 Budget Remaining Revenue Over/(Under) Expense	\$ (5,252,227)		Assigned 10/29/19 for Bal. of Tech. Transfer from Bond Projects
			Assigned 10/29/19 for Uniforms, Travel, Timeclocks
			Assigned 10/29/19 for Balance for Saegert Facility Renovations
			Assigned 10/29/19 for 19-20 QZAB Payment
19 - 20 Estimated Year End Result of Activities	\$ (2,906,881)		Assigned 10/29/19 for Band Instruments & Equipment
* 19 - 20 Estimated Ending Unassigned Fund Balance (Unaudited)	\$ 27,970,213		Assigned 10/29/19 for Maint. Vehicles, Equipment & Badge Readers
			Assigned 10/29/19 for Library Book Replacement
			Assigned 10/29/19 for PK-5 Teacher Stations
			Assigned 10/29/19 for Current Year only Personnel
			Assigned 12/17/19 for MS Mariachi Uniforms
			Assigned 12/17/19 for Student Services Vehicle
			Assigned 12/17/19 for Compensatory Special Education Services
			Assigned 1/21/20 for SHS Ag Dept vehicle replacement
			Total Non-Operating Expenses
			19 - 20 Budgeted Operating Expense (official test will use actuals at year end)
			25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)
			19 - 20 Minimum Unassigned Fund Balance
			* 19 - 20 Estimated Ending Unassigned Fund Balance (Unaudited)
			Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	May 1, 2020	Proposed Amendment(s)		May 31, 2020	May 1, 2020	Current Month		May 31, 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	
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>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	
52 - Security & Monitoring Services	-	-	-	-	-	-	-	-	
53 - Data Services	-	-	-	-	-	-	-	-	
61 - Community Services	-	-	-	-	-	-	-	-	
71 - Debt Services	-	-	-	-	-	-	-	-	
81 - Facilities Acquisition & Construction	-	-	-	-	-	-	-	-	
99 - Intergovernmental Charges (Appraisal Servs)	-	-	-	-	-	-	-	-	
<b>EXPENSE</b>	-	<b>332,401</b>	-	-	<b>332,401</b>	<b>332,401</b>	-	<b>332,401</b>	
<b>REVENUE OVER/(UNDER) EXPENSE</b>	\$ -	\$ (331,070)	\$ -	\$ -	\$ (331,070)	(331,070)	-	(331,070)	
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  
May, 2020

Budget Report - Attachment 1  
16-Jun-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  
May 2020**

	Budget				Actual			Budget Remaining	
	Adopted Budget	May 1, 2020	Proposed Amendment(s)		May 31, 2020	May 1, 2020	Current Month		May 31, 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	14,707	618	15,326	4,674
Other Local Income	821,000	821,000	-	-	821,000	610,922	-	610,922	210,078
State	70,000	70,000	-	-	70,000	500,977	237,503	738,480	-
Federal	3,489,000	3,489,000	175,000	-	3,664,000	2,439,547	-	2,439,547	1,224,453
<b>REVENUE</b>	<b>4,400,000</b>	<b>4,400,000</b>	<b>175,000</b>	<b>-</b>	<b>4,575,000</b>	<b>3,566,154</b>	<b>238,121</b>	<b>3,804,275</b>	<b>1,439,205</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	175,000	395,000	4,959,500	3,580,185	265,042	3,845,227	1,114,273
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	7,271	684	7,954	2,046
52 - Security & Monitoring Services	500	500	-	-	500	320	80	401	99
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>4,400,000</b>	<b>4,400,000</b>	<b>175,000</b>	<b>395,000</b>	<b>4,970,000</b>	<b>3,587,776</b>	<b>265,806</b>	<b>3,853,582</b>	<b>1,116,418</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (395,000)</b>	<b>\$ (395,000)</b>	<b>\$ (21,623)</b>	<b>\$ (27,685)</b>	<b>\$ (49,307)</b>	<b>322,788</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>\$ (395,000)</b>	<b>\$ (395,000)</b>	<b>\$ (21,623)</b>	<b>\$ (27,685)</b>	<b>\$ (49,307)</b>	

<b>Additional Information to the Reader</b>			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
<i>19 - 20 Beginning Fund Balance (Unaudited)</i>			
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	\$	(49,307)	
19 - 20 Actual Year to Date Other Sources and Uses	\$	-	
19 - 20 Budget Remaining Revenue Over/(Under) Expense	\$	322,788	
19 - 20 Estimated Year End Result of Activities	\$	273,480	
<b>19 - 20 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$</b>	<b>1,444,847</b>	

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

Budget Report - Attachment 1  
 16-Jun-2020

Revenues:

BUA 527	Increase Revenues for USDA Commodities received	\$	175,000
	Total Revenue Increase (Decrease)		<u>\$ 175,000</u>

Expenditures:

BUA 527	Increase Function 35 to cover:		
	Projected Salary Costs (includes Covid 19 expenses)	\$	125,000
	Projected Food Costs Through Year End	\$	100,000
	Projected USDA Commodities to be received through YE	\$	175,000
	2018-19 PO 2195985 Received in FY 2019-20 Serving Line	\$	170,000
	Total Expenditures Increase (Decrease)		<u>\$ 570,000</u>

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	May 1, 2020	Proposed Amendment(s)		May 1, 2020	Current Month	May 31, 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	13,241,131	130,238	13,371,369	-
Property Taxes-Delinquent	300,000	300,000	-	-	300,000	279,510	12,974	292,484	7,516
Property Taxes-Penalty & Interest	125,000	125,000	-	-	125,000	110,289	17,155	127,445	-
Interest Income	340,000	340,000	-	-	340,000	119,582	8,259	127,841	212,159
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>13,982,849</b>	<b>168,626</b>	<b>14,151,475</b>	<b>219,675</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	13,786,238	-	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>13,786,238</b>	<b>-</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>196,611</b>	<b>168,626</b>	<b>365,237</b>	<b>\$ 211,891</b>
Other Sources	-	-	-	-	-			109	
Other Uses	-	-	-	-	-				
<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>\$ 196,611</b>	<b>\$ 168,626</b>	<b>\$ 365,346</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	\$ 365,237
19 - 20 Actual Year to Date Other Sources and Uses	\$ 109
19 - 20 Budget Remaining Revenue Over/(Under) Expense	<u>\$ 211,891</u>
19 - 20 Estimated Year End Result of Activities	\$ 577,237
<b>19 - 20 Estimated Ending Fund Balance (Unaudited)</b>	<b><u>\$ 11,058,942</u></b>

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

Budget Report - Attachment 1  
16-Jun-2020

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

**ACTION ITEM:**

**Approval of Donations Received May 2020**

**RECOMMENDATION:**

That the Board of Trustees approve donations received by the District during the month of May 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: 06/16/20

**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>
Rotary Club of Seguin	Personal protective equipment	Child Nutrition	05/13/20	\$ 500.00	Pending
Faith Lutheran Church	Family Support Fund	Student Services	05/13/20	\$ 100.00	Pending

NOTE: This listing includes only documented, unsolicited donations received by the District during May 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 to Submit Waiver from the Annual Financial Report  
November 27th Due Date Requirements Due to COVID-19**

**RECOMMENDATION:**

That the Board of Trustees approve the submission of a waiver to TEA for the annual financial report November 27th due date requirements due to COVID-19.

**RATIONALE:**

Districts may request a waiver of a requirement, restriction, or prohibition imposed by the Texas Education Code (TEC) or rule of the board or commissioner, except as prohibited by TEC 7.056(e). Seguin ISD is requesting the waiver of TEC 44.008 and applicable rules in TAC 109.23 and the Financial Accountability System Resource Guide. This waiver is applicable to the fiscal year 2019-2020 annual financial report due to COVID-19. The request, if approved, will provide the district with additional time to finalize the annual financial report beyond the November 27th due date.

**REFERENCE and  
COMPLIANCE:**

CFC (LEGAL) Accounting - Audits

**BUDGET IMPACT /  
INFORMATION:**

None

**EXHIBITS:**

None

**RESOURCE  
PERSONNEL:**

Anthony Hillberg, CPA, Chief Financial Officer

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 06/16/20

Dr. Matthew Gutierrez, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

**ACTION ITEM:** **Consideration of Approval of Inter-local Agreements with the City of Seguin for the Latch Key Program, Day Camp and Facility Use**

**RECOMMENDATION:** That the Board of Trustees approves inter-local agreements with the City of Seguin for the Latch Key Program and Facility Use for the 2020-2021 school year or one year as stated in the agreement.

**RATIONALE:** **Latch Key Program** - This agreement allows the City of Seguin to operate an after-school, latchkey program using District facilities. The program has operated successfully for over twenty years. For the 2020-2021 school year, the program will continue to serve students at all of the district's elementary school sites that have sufficient enrollment to run the program. The District provides gym, playground, cafeteria and storage space. The District will continue to share in the net revenue or loss from the program on a 25/75 basis with the City.

**Facility Use Agreement** - This agreement allows Seguin ISD athletic and summer feeding programs to utilize four city facilities for an established fee for two (Cross Country & Golf), a use agreement for one (Baseball) and no fee for the use of Park West (Summer Feeding). The facilities include Cross Country - east side of Max Starcke Park, Golf - Max Starcke Park Golf Course, Smokey Joe Baseball Field and the use of the Park West Concession Building and Large Pavilion for the summer food service program sponsored by the District

**REFERENCE** GKD (LOCAL) Community Relations  
**COMPLIANCE:** CX (LEGAL) Rent or Leasing Facilities From Others

**PAPERWORK**  
**IMPACT:** The inter-local agreements will be signed by both parties.

**BUDGET IMPACT/**  
**INFORMATION:** District cost for the programs include maintenance and custodial services plus utility costs.

**EXHIBITS:** Inter-local agreements are attached for the Latch Key Program, Day Camp and Facility Use.

**RESOURCE**  
**PERSONNEL:** Bill Lewis, Associate Superintendent and Chief Operating Officer  
Tony Hillberg, Chief Financial Officer  
Jack Jones, Director of Parks and Recreation - City of Seguin

Submitted by: Matthew Gutierrez Date Submitted: 06/16/20  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**AGREEMENT BETWEEN  
THE CITY OF SEGUIN AND  
THE SEGUIN INDEPENDENT SCHOOL DISTRICT  
2020-2021**

It is agreed that the Seguin Independent School District (hereinafter "SISD") and the City of Seguin, Texas (hereinafter "CITY") do hereby agree to provide an after-school program (hereinafter "**Latch Key Program**") on the following terms and conditions:

**PREAMBLE**

**Whereas**, SISD and the CITY desire to provide a safe and supervised environment for children to spend their "free" time after-school and before they are in a parent's or guardian's care; and

**Whereas**, SISD and the CITY believes such a program will be in the best interests of both the SISD and the CITY because it will encourage children to expend positive energy through organized group and individual games and activities;

**Therefore**, SISD and the CITY, by this document, enter into an Interlocal Agreement pursuant to the authority granted the school district by Texas Education Code Sec., Sec. 33.902, and Texas Local Government Code Chapter 791.

**AGREEMENT**

ACCORDINGLY, the parties agree as follows:

I. **BASIC SERVICES**

A. CITY shall provide the following:

1. Staff to supervise and conduct activities for enrolled children from K through 5<sup>th</sup> grade;
2. Training for all staff, including first-aid, CPR and security/safety;
3. Recreational supplies for games and activities;
4. Light snack items;
5. Any other aspect of the Latch Key Program, other than as set forth in paragraph 2 below, including, but not limited to staffing, Latch Key Program delivery, equipment, supplies and;
6. A "first-aid" kit for each campus.

B. SISD shall provide the following:

1. Facilities (gym, playground and cafeteria); limited to a maximum of seven (7) school campuses (to be designated by SISD, at its sole and absolute discretion);
2. Storage space at each such building for program supplies and snack items (including, where possible, refrigerator space).

## II. FUNDING AND COSTS

- A. The CITY shall pay all customary and usual out-of-pocket expenses incurred in the Latch Key Program out of the fees charged; however, in no event shall SISD be liable for any normal Latch Key Program expense other than that incurred in providing the facilities and including the cost of electricity. Each party paying for functions or services shall make those payments from current revenues available to the paying party.
- B. The City shall pay to SISD 25% of the net revenue, if any, received by the City for the operation of the Latch Key Program. This payment will be made by March 31.

## III. PERSONNEL

The CITY shall maintain a ratio of one instructor to every 12 students, with a ten (10) student minimum and a maximum of ninety-six (96) students at each campus. All volunteers and employees shall be given and pass a "criminal history check" before being allowed to begin any duties on a campus. All employees shall also be given and pass a drug screen before being allowed to begin any duties on a campus.

## IV. MISCELLANEOUS PROVISIONS

- A. This agreement shall expire on the last day of June 2021. Either party may cancel it by giving 30 days written notice to the other party at their respective official address.
- B. It is agreed that neither Party waives any immunity, which it currently has or may obtain from liability and or suit;
- C. The Latch Key Program shall begin in August 2020, and run through June 2021, and be conducted between the hours of 3:00 p.m. and 6:00 p.m., Monday through Friday. The SISD school calendar shall govern the days when the Latch Key Program is available. On select school holidays, the City shall be permitted to hold "Holiday Camps" to provide recreation and care while children are out of school, between the hours of 7:30 a.m. and 5:30 p.m.
- D. The curriculum shall emphasize psychomotor skills and cooperation. Activities promoting "self-help" and survival skills will be encouraged to allow children to expend their physical and creative energies. Games and activities will be suitable for student's skill levels and are organized for maximum participation.
- E. Each campus will be provided a "Programs Guide" included in the after school program Campus Program Packet. This guide lists suggested activities by categories, including physical activities and arts and crafts.
- F. SISD agrees to include the CITY in a possible SISD submittal for the 2020-2021 Texas 21<sup>st</sup> Century Community Learning Center grant application whereby the CITY receives grant funds for leading recreational programs. If the grant is awarded, the CITY agrees to operate a paid JAAM program for children that are not covered under the SISD grant application.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

By: \_\_\_\_\_  
City Manager – City of Seguin

By: \_\_\_\_\_  
Superintendent – Seguin Independent School District

**SISD/CITY OF SEGUIN COOPERATIVE PROGRAM  
2020-2021 LATCH KEY PROGRAM**

**Program Description:** The Latch Key Program serves students at the F.C. Weinert, Jefferson Ave, Koennecke, McQueeney, Rodriguez, Patlan, and Vogel school campuses. The program hours are from 3:00 to 6:00 p.m. and other hours as the school mandates early release/closure. Children will be offered a light snack and are allowed to bring any additional snacks.

The program provides a safe and supervised environment for children to spend their "free" time, after-school before they are in a parent or guardian's care. Activities will encourage children to expend positive energy through organized group and individual games and activities.

There are 1-week sessions that comprise the JAAM After-School program schedule beginning August 20, 2020 and ending May 26, 2021 (with utilization of SISD facilities ending in June 2021). JAAM staff arrives at 3:00 p.m. at a SISD gymnasium or cafeteria and children are to be picked up by 6:00 p.m.

**SISD Commitment to the Program:** As outlined in the proposed Inter-local Agreement (attached) the SISD would provide the following:

**Support to the Program by the SISD:**

Facility Usage (gym, playground, cafeteria, restrooms, storage space, janitorial, and utility costs)  
Administrative Staff Support  
Janitorial Support

<b><u>Cost to CITY for JAAM After-School Program:</u></b>	<b><u>2018-2019</u></b>
Part-Time Staff Salaries.....	\$ 128,441.07
Administrative Costs / Salaries.....	\$ 108,558.25
Pre-employment Screening.....	\$ 2,378.00
Operational / Snacks & Supplies / Vehicle Expense.....	\$ 20,051.66
<b><u>TOTAL</u></b> .....	<b><u>\$ 259,428.98</u></b>

	<b><u>2018-2019</u></b>
<b><u>CITY'S GROSS Revenue</u></b> .....	\$ 263,138.20
<i>Participation fees</i>	

**Variance (Revenue exceeds expenses).....\$ 3,709.22**

Overall JAAM (\$3,702.22) and Day Camp (\$6,803.43) revenue versus expenses = \$10,512.65

Contractual obligations regarding the JAAM and Day Camp programs is that SISD receives 25% of the net revenue versus expenses for associated with both programs (\$10,512.65 x 25%) = \$2,628.16

**City of Seguin check to SISD = \$2,628.16**

## FACILITIES USE AGREEMENT

### I.

The City of Seguin, Texas (hereinafter "City") and the Seguin Independent School District (hereinafter "District") enter into this Agreement governing the usage of specified Park Facilities and related appurtenances owned by the City of Seguin, Texas.

The City does hereby grant to the District the right and privilege to use the **"Smokey" Joe Williams Baseball Field**, in Seguin, Texas for the high school baseball program, which include practices, games, clinics and tournaments sponsored by the District (see Sections II. and III.).

The City does hereby grant to the District the right and privilege to use the **East Side of Max Starcke Park**, in Seguin, Texas for school cross-country events sponsored by the District (see Sections IV. and V.).

The City does hereby grant to the District the right and privilege to use the **Max Starcke Park Golf Course**, in Seguin, Texas for the school golf program sponsored by the District (see Sections VI. and VII.).

The City does hereby grant to the District the right and privilege to use the **Park West Concession Building and Large Pavilion**, in Seguin, Texas for the summer food service program sponsored by the District (see Sections VIII. and IX.).

Use of aforementioned City facilities is for a term that will expire on July 31, 2021 or until cancelled by either party by giving thirty (30) days written notice to the party at their respective official address.

### II.

In consideration for such privilege herein granted by the City, the District agrees as follows regarding the use of the **"Smokey" Joe Williams Baseball Field**:

- A. District will have full control and access to the "Smokey" Joe Williams Baseball Field facility from September 1, 2020, through May 31, 2021 at no charge to the District.
- B. District is responsible for field maintenance including mowing, weed control, fertilization, turf aeration and establishment, over-seeding, clay leveling, removal of infield "lips", bases, and any other maintenance and improvements to the infield or outfield as needed.
- C. District is responsible for dragging and marking the field, retrieving foul balls, and the set-up of any temporary batting cages, pitching machines, or other items needed and used in the course of play or programs.

- D. District agrees to return the field of play to the City in an “acceptable condition” as the City will rent the facility for public use June, July, and August. Special consideration should be given when over-seeding the turf with winter rye grass as acceptable condition means, among other things, that there is no winter rye grass present and the bermuda grass is fully green and established by June 1. A chemical application to kill the winter rye grass may be necessary.
- E. District shall ensure that any use of the keep the facility grounds clear of trash and debris by collecting same and depositing it in trash containers provided by the City while being utilized.
- F. District agrees to ensure that other users of the “Smokey” Joe Williams Baseball Field that are not affiliated with the District for insurance purposes supply their own Certificate of Liability Insurance to the City prior to their use of the facility.

### III.

The City agrees to perform the following tasks as far as its resources shall allow regarding the District use of **“Smokey” Joe Williams Baseball Field:**

- A. City will be responsible for the ball field irrigation including for repairs and will irrigate the field of play as requested by the District and/or as needed as the irrigation source comes from the Starcke Park Golf Course retention ponds.
- B. City will maintain and provide access to electricity for scheduled use including ball field lights, concessions, etc.
- C. City will provide trash containers in order for the District to maintain the area in a clean and sightly manner.
- D. City will provide storage space to the District that will be designated by the City at its sole discretion for use by the District.
- E. City will maintain the locker-room, restrooms, bleacher areas, and ticket booth.

### IV.

In consideration for such privilege herein granted by the City, the District agrees as follows regarding the use of the **East Side of Max Starcke Park:**

- A. Pay for park usage directly related to District sponsored cross-country events at a discounted cost of \$150 per day. The City will send an invoice to the District for payment once all events for the season has ended.
- B. District shall pay all customary and usual out-of-pocket cost and expenses incurred in offering and managing cross-country events including course setup.

- C. District shall keep the facility grounds clear of trash and debris by collecting same and depositing it in trash containers provided by the City while being utilized.
- D. District agrees to be responsible for any damage to the Park Facility's grassy areas due to rutting, trenching or other damage beyond normal wear and tear, and for cleanup of any mud splattering on buildings or other structures, such as the dance slab and bathrooms. Should such damage occur, the District shall undertake all necessary cleaning and restoration within five (5) days of the conclusion of the event.

V.

The City agrees to perform the following tasks as far as its resources shall allow regarding the District use of the **East Side of Max Starcke Park**:

- A. Maintenance of Max Starcke Park east including mowing and removal of tree limbs and other debris within the areas of the Patricia K. Irvine-King Pavilion, Multi-Use Trail, Wave Pool Facility, and general grounds.
- B. Access to electricity for scheduled events.
- C. Trash containers in order for the District to maintain the area in a clean and sightly manner.

VI.

In consideration for such privilege herein granted by the City, the District agrees as follows regarding the use of the **Max Starcke Park Golf Course**:

- A. Free High School Team play is limited to after 1:00 p.m., Monday through Thursday for the entire school year and summer. Free Junior High School Team play is limited to after 1:00 p.m., Monday through Thursday from February through April.
- B. A maximum of 20 participants from the High School Team and a maximum of 20 participants from the Junior High School Team each school year are included as part of the agreement. All participants' names shall be submitted to the Golf Pro each semester. A participants' name must be listed as a Team Member to be afforded free play as described above.
- C. Team members may play during restricted hours and months for a \$3.00 surcharge.
- D. Teams shall be charged \$2.00 per bucket for range balls.
- E. Junior High School Team members must be supervised by a school official or adult unless permitted to do so by the Pro Shop staff.
- F. Coaches and/or appropriate District personnel will supervise all range practice and will ensure that novice players are restricted to the practice areas.

- G. Teams shall reserve tee times in advance. Otherwise, play time shall be accommodated at the Pro Shop's discretion.
- H. Teams shall display proper golf etiquette at all times and should allow paying customers to play through.
- I. Team coaches shall be entitled to free play and be allowed to use golf carts for play and coaching at no cost depending on cart availability.

VII.

The City agrees to perform the following tasks as far as its resources shall allow regarding the District use of the **Max Starcke Park Golf Course**:

- A. Create an ex-officio position on the Golf Course Advisory Board for the Team Head Coach.
- B. Maintain the roster of current Team Members and Coaches for the High School Team and Junior High School Team.

VIII.

In consideration for such privilege herein granted by the City, the District agrees as follows regarding the use of the **Park West Concession Building and Large Pavilion**:

- A. District shall pay all customary and usual out-of-pocket cost and expenses incurred in offering and managing the summer food service program.
- B. District shall keep the facility grounds clear of trash and debris by collecting same and depositing it in trash containers provided by the City while being utilized.
- C. District agrees to be responsible for any damages to the concession building and large pavilion. Should such damage occur, the District shall undertake all necessary cleaning and restoration within five (5) days of the conclusion of the event.

IX.

The City agrees to perform the following tasks as far as its resources shall allow regarding the District use of the **Park West Concession Building and Large Pavilion**:

- A. Access to the Park West Concession Building and Large Pavilion at no charge.
- B. Access to electricity for scheduled events.
- C. Trash containers in order for the District to maintain the area in a clean and sightly manner.

X.

- A. No permanent improvements may be constructed upon the premises without prior written approval of the City. Title to any and all facility improvements shall be vested to the City and revert to the City's control at the expiration of the term of this agreement.
- B. Neither Party waives any immunity, which it currently has or may obtain from liability and/or suit.
- C. City will assist with the enforcement of Texas law, including but not limited to, the Texas Education Code Section 38.006, prohibiting smoking or using tobacco products, and Texas Education Code Section 38.007, prohibiting the use of alcoholic beverages. The City understands that these laws must be enforced at any school-related or school sanctioned activity, on or off school property. Enforcement will include but not be limited to allowing the District to place signage relating to these prohibitions for school-sanctioned activities at the above-mentioned facilities.
- D. The usage of lights and other related appurtenances will be within reason and utilized only within a time limit specified by the City's Director of Parks & Recreation or designee.
- E. District will provide schedules for field and facility usage sixty (60) days in advance to the Director of Parks & Recreation or designee and advise of cancellations or changes as soon as possible. The Parks and Recreation Department shall retain the right to rent the facilities when not in use by the District.
- F. While using the facilities, the District shall keep the facility grounds clear of trash and debris by collecting same and depositing it in trash containers provided by the City. District will have no responsibility to empty the trash containers.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

By: \_\_\_\_\_  
City Manager – City of Seguin

By: \_\_\_\_\_  
Superintendent – Seguin Independent School District

**ACTION ITEM:**                    **ESC XIII and XX Annual Commitment Forms**

**RECOMMENDATION:**    That the Board of Trustees approves the ESC commitment forms.

**RATIONALE:**                    Region Service Centers provide instructional and administrative services on an annual contract basis. The recommended commitment forms for the 2020-2021 school year have been prepared. Cost of all services does not exceed \$155,000.

Administrative Services

Business Management Cooperatives  
2020-21 20/13 Purchasing Cooperative  
Commodity Processing Cooperative

Curriculum and Instruction

TEKS Resource System for Continuing Districts  
Discovery Education (DE) Streaming Video  
Bilingual /ESL Coop  
GT Cooperative  
College Preparatory Course Partnership Cooperative

Information Services

TSDS PEIMS Cooperative  
Distance Learning Network  
Adobe Licensing  
NewsBank and EBSCO Data bases

Special Programs

Health and Safety Cooperative

School and Administrative Support

Career and Technical Education Cooperative  
Counselor Support Services Cooperative  
eduphoria! School Objects and WebCCAT

**REFERENCE and COMPLIANCE:**

GNB (LEGAL), EF (LOCAL), CH (LOCAL)  
Strategic Priority #1: Improve student learning through improved instructional practice.

**PAPERWORK IMPACT:**

Submission of commitment forms and Purchase Orders

**BUDGET IMPACT:**

Expenses to participate in these cooperatives and programs are budgeted within each applicable central office department.

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Bill Lewis, Associate Superintendent and Chief Operating Officer  
Mark Cantu, Chief of Staff

Submitted by: Matthew Gutierrez                    Date Submitted 06/16/20  
(Signature)                    Dr. Matthew Gutierrez Superintendent  
(Name)                         1221 E. Kingsbury St., Seguin TX 78155  
(Address)                     (830) 401-8614  
(Telephone)

**INFORMATION ITEM:** **Missed School Day Waiver**

**RECOMMENDATION:** That the Board receive information regarding the Missed School Day waiver.

**RATIONALE:** If an LEA chooses to voluntarily close school and the LEA is below (or due to the closure falls below) the 75,600 operational minute requirement, the agency will provide missed school day waivers for the closed days with the requirement that the LEA provide educational supports for the off-campus education of all students. In the event schools are closed, the current policy regarding missed school days still applies to LEAs at or above the 75,600 operational minute requirement (or 180 days for charter schools on a day's calendar). Generally, the first two missed days must be made up using bad weather make up days or by using built in or additional minutes, prior to the granting of waivers, up to the 4,200-minute waiver cap, per Section 3.8.2 of the Student Attendance Accounting Handbook (SAAH). If an LEA has a school closure based on COVID-19 related concerns that cannot be accommodated by the above mechanism or other options available to the district, the district may seek additional minute waivers from the agency. Those waivers would be granted as long as the district commits to supporting students instructionally while absent from school grounds. Seguin ISD will be applying for a missed school day waiver for the instructional days on the approved school calendar starting March 16 to May 28. March 16 to March 20, Seguin ISD was "Closed – Preparing" for instruction and March 23 to May 28, Seguin ISD was "Closed- Instructing". Seguin ISD is submitting a waiver for 450 minutes per day for all instructional days missed during the closure starting March 16, 2020 to May 28, 2020.

**REFERENCE and COMPLIANCE:** FEB (LEGAL) Attendance, Attendance Accounting;  
BF (LEAGAL) Board Policies

**PAPERWORK IMPACT:** None

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Bill Lewis, Associate Superintendent and Chief Operating Officer

Submitted by: Matthew Gutierrez Date Submitted: 06/16/20  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**INFORMATION ITEM:**    **HB 3834 – Cyber Security Training**

**RECOMMENDATION:**    That the Board of Trustees is updated on HB 3834.

**RATIONALE:**                    House Bill (HB) 3834 (86R) requires the Department of Information Resources (DIR) in consultation with the Texas Cybersecurity Council to certify training programs for state and local government employees and also requires state and local government employees to complete a certified training program. All State Agency and Local Government employees must complete a certified training program annually.

Local Government Requirement:

- Employees who have access to a local government computer
- All elected officials of the local government

Seguin ISD used Cybersecurity for Educators through the Region 6 Eduhero online training program.

**REFERENCE and COMPLIANCE:**                    CQB (LEGAL) (LOCAL) Technology Resources, Cybersecurity

**PAPERWORK IMPACT:**                    None

**BUDGET IMPACT:**                    None

**EXHIBITS:**                    Presentation

**RESOURCE PERSONNEL:**                    Bill Lewis, Associate Superintendent and Chief Operating Officer

Submitted by: *Matthew Gutierrez*                    Date Submitted 06/16/20  
(Signature)                    Dr. Matthew Gutierrez, Superintendent  
(Name)                    1221 E. Kingsbury St., Seguin TX 78155  
(Address)                    (830) 401-8614  
(Telephone)



# **HB 3834**

# **Cybersecurity**

# **Awareness Training**

June 16, 2020

# Legislative Background

- SB 820 (June 2019)
  - Appoint district Cybersecurity Coordinator, and adopt a cybersecurity policy
  - Report any security breach to TEA
  - Notify guardians of students with compromised information
- HB 3834 (June 2019)
  - Mandatory Cybersecurity Training
- Board Policy CQB- 'Technology Resources: Cybersecurity' adopted in update 114 (Nov 2019)

# HB 3834 Requirements

All State Agency and Local Government employees must complete a certified training program annually

## Local Government Requirement

- Employees who have access to a local government computer <sup>(1)</sup>
- All elected officials of the local government <sup>(2)</sup>

<sup>1</sup> Access is defined as “any person who has been given an account to access any local information system.”

<sup>2</sup> All elected officials must take training, regardless of whether they use a computer or not.

# Deadlines and Reporting

June 14

- Complete online training of all employees and elected officials

June 15

- Local government self-reports completion of training to DIR via online form
- One submission by designated Cybersecurity Coordinator  
(Bill Lewis)

# Additional Information

- [DIR \(Tx Department of Information Resources\) information web page for HB 3834](#)

<https://dir.texas.gov/View-About-DIR/Information-Security/Pages/Content.aspx?id=154>

- Documentation Retained
  - Minutes of this board information item, training completion reports, receipt of online certification
  - [Governing Body Acknowledgement Form](#) for board signatures is optional.
- A paper version of training materials was offered to staff who have not completed the online training by Jun 12.



**Seguin ISD PIA requests received from April 16-June 3, 2020**

<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
04/16/20 047	Juana Ferreyra, Navy recruiter	SHS 11-12 grade directory information	Completed 04/21/20	Document provided
04/21/20 048	Laura Torres, SEF	Names and email addresses of SHS top 10	Completed 04/27/20	Document provided
05/20/20 049	Toni Ward, College Funding Academy	Student directory information for SHS graduating classes of 2021-2024	Completed 05/21/20	Document provided
05/20/20 050	Glenda Moreno, Seguin Sports Boosters	Parent email addresses for 2029-2020 7-11 graders enrolled in athletics	Completed 05/21/20	Document provided
05/29/20 051	Thomas Means, Guadalupe Co. Retired Teachers	Contact information for 2019-2020 retirees	Completed 06/03/20	Document provided

**ACTION ITEM:** **Review of the 2019-2020 Optional Flexible School Day Program and Approval of the 2020-2021 Application for Seguin High School and Mercer Blumberg Learning Center at Saegert**

**RECOMMENDATION:** That the Board of Trustees review the 2019-2020 Optional Flexible School Day Program and approval of the 2020-2021 application for Seguin High School and Mercer Blumberg Learning Center at Saegert.

**RATIONALE:** The Optional Flexible School Day Program (OFSDP) allows SISD to provide flexible hours and days of attendance for students who meet at least one of the requirements of the Texas Education Code §29.0822(a). The goal of the program is to improve graduation rates for students who are in danger of dropping out of school, have poor attendance patterns, are returning drop outs, or are behind in credits.

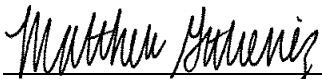
**REFERENCE and COMPLIANCE:** Strategic Priority #1: Improve student learning through improved instructional practice.


**PAPERWORK IMPACT:** TEA Application; Daily attendance accounting procedures; 2019-2020 Program Overview

**BUDGET IMPACT/ INFORMATION:** Will increase average daily attendance and overall graduation rates.

**EXHIBITS:** Optional Flexible School Day (OFSD) Presentation

**RESOURCE PERSONNEL:** Dr. Hector Esquivel, Seguin High School Principal  
Mr. Mark Cantu, Chief of Staff and School Improvement

Submitted by:  Date Submitted: 06/16/20  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614



**2019-2020 OPTIONAL FLEXIBLE SCHOOL  
DAY PROGRAM (OFSD) REPORT**

**Seguin High School  
Mercer-Blumberg Learning Center**

**June 16, 2020**

**SISD Board Room**

# OPTIONAL FLEXIBLE SCHOOL DAY

## ● What is Optional Flexible School Day?

- The OFSDP is a program that Seguin ISD may offer to provide flexible hours and days of attendance for students in grades 9-12 at Seguin High School and MBLC who meet one of the following criteria:
- The student has dropped out of school or is at risk of dropping out.
- The student participates in an approved Early College High School plan.
- The student attends a campus implementing an innovative redesign under a plan approved by the commissioner of education.
- The student will be denied credit for one or more classes in which the student has been enrolled as a result of attendance requirements under the Texas Education Code, §25.092.

# Optional Flexible School Day

## Program Description

- The goal of the program is to improve graduation rates for students who are in danger of dropping out of school or have dropped out or who are behind in core subject courses.
- Students participating in an OFSDP may attend on a fixed or flexible schedule that does not meet the traditional attendance requirement. Typical OFSDP instructional arrangements include the following:
  - Weekend or night classes
  - Extended day classes
  - Classes offered throughout the year
  - Flexible schedules
  - Credit recovery classes

# Optional Flexible School Day

## Typical Optional Flexible School Day Students

- One of the goals of this program is to target students who are unable to attend school in a traditional setting, for example:
  - 1) Students who must seek employment to support their families,
  - 2) Students who must provide child care during traditional school hours,
  - 3) Students who have a documented history (eg. Medical/Behavioral) of being unable to succeed in a full day or large school setting.
  - 4) Students who have dropped out and wish to return to school in a nontraditional setting.

## Attendance and Compliance Procedures of Proposed Program

The goal of the Optional Flexible School Day Program (OFSDP) is to target 75 students who have been identified as unsuccessful in a traditional high school setting. This may include students who must seek employment to support their families, seek childcare during traditional school hours, or who have dropped out of school and wish to complete their education in a nontraditional setting. The OFSDP will expand opportunities for students with special circumstances in grades 9-12 to have a more accommodating schedule based on their demonstrated need.

Teachers in OFSDP will provide instruction through APEX Learning and are certified to teach in the state of Texas. The teaching staff will consist of four teachers who are identified as highly qualified to teach their assigned courses. Department leads will also be assigned to assist in monitoring the program, one will hold a Special Education Certification and facilitate individualized educational services. Another department lead will hold an English as a Second Language (ESL) Endorsement to facilitate sheltered instruction as needed by students. Students may participate in the Career and Technical Education Program with prior approval from the Principal and CTE Director. Administrators and Counselors working in the OFSDP will also be certified by the state of Texas and qualified to operate as administrators and counselors and offer additional support and guidance. Wrap around student support services will be administered through Communities in Schools.

## Attendance and Compliance Procedures of Proposed Program

Application, eligibility, and consent will be included in the student's permanent records cumulative folder. Attendance records will be maintained through PEIMS and the assigned program coordinators at both Seguin High School and MBLC.

Attendance will be taken daily by the teacher and verified on a weekly basis.

Attendance records will be kept by the teachers and documented on a spreadsheet for monitoring purposes. The teacher will verify and submit student attendance sheets to the attendance office weekly. All student records will be kept in a secured location at both Seguin High School and MBLC.

A process will be implemented to maintain records of student enrollment, eligibility, consent, and attendance to verify the number of a students' instructional minutes. Students not meeting the required 45 minutes of daily instruction will be recorded on the daily and weekly attendance records. If a student continuously does not meet the daily required minutes, he or she will be referred to the OFSD Administrator for a conference. If a student is chronically absent, district truancy services will be implemented to recover instructional time for students.

## Attendance and Compliance Procedures of Proposed Program

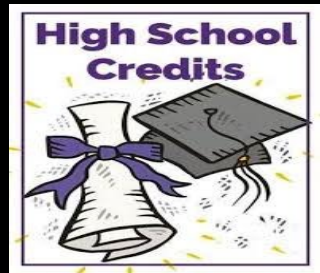
Regarding item 3c in Appendix 3, Seguin ISD will utilize the recommended formula (180- Traditional Days Present x 240) to determine the maximum number of eligible OFSDP minutes. As an additional safeguard, our student information system, TEAMS, will not allow for a student to be dual coded within the system.

Seguin ISD will create and deliver an attendance training session in order to ensure that attendance practices comply with Section 2.2.3 and 1.1.6 of the Student Attendance Accounting Handbook.

Campuses and district audits will be held to ensure that Student Detail Audit reports for the OFSDP track are reviewed and certified each six weeks.

**TEC 29.081 (e-1)(3) requires that a campus-based dropout recovery education program must provide at least one instructor for each 28 students. Considering the preceding statement, classes will be capped at a maximum ratio of no more than 28:1.**

# OPTIONAL FLEXIBLE SCHOOL DAY 2019-2020 Program Overview



**476 Total Credits Earned by  
Students in Flexible School Day  
Program (+236 from 2018-2019)**



**62 Students Graduated from  
the OFSD Program Class of  
2020 (+4 from 2018-2019)**

OPTIONAL FLEXIBLE SCHOOL DAY  
PROGRAM (OFSDP)

**72 Students Enrolled in  
2019-2020  
(-10 from 2018-2019)**

# OPTIONAL FLEXIBLE SCHOOL DAY

## ● Optional Flexible School Day Requirements

- To participate in the OFSDP, Seguin ISD must submit an annual application notifying the Texas Education Agency (TEA) that it plans to participate. The application requires the following information:
  - 1) implementation plan description,
  - 2) staff plans,
  - 3) schedules, and
  - 4) student attendance accounting security procedures and documentation.
- The TEA will notify each applicant of its approval status to operate an OFSDP.

# LOCAL REQUIREMENTS TO ENROLL IN OFSD

**Student petitions to enroll in FSD by meeting with a school counselor to determine academic, social, or economic need.**

• Student

• **Receives OFDS Application**

**Parents and student meet with the OFSD Admissions Committee to determine placement status in OFSD.**

• **Student Enrolls in OFSD on Day 1 of Next Grading Period**

# FSD SUCCESS 2019-2020



72



476



62

STUDENTS  
ENROLLED

CREDITS  
EARNED

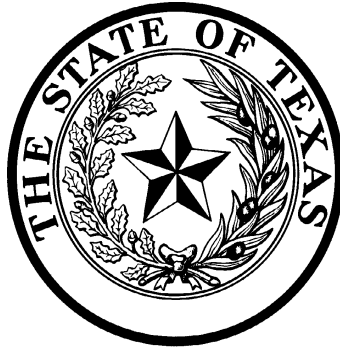
2020  
GRADUATES

# QUESTIONS



Thank You

# Texas Education Agency



## APPLICATION

### Optional Flexible School Day Program (OFSDP)

2020-2021 School Year

**ELIGIBLE APPLICANTS:** The Texas Education Agency (TEA) will make available to eligible school districts and open-enrollment charter schools an application form that must be completed and submitted to the TEA for approval.

## Definition of Program Provisions

### Eligible Students

A student is eligible to participate in an optional flexible school day program (OFSDP) authorized under the Texas Education Code (TEC) §29.0822, if:

1. the student meets one of the following conditions:
  - the student is at risk of dropping out of school, as defined by the TEC, §29.081; or
  - the student, as a result of attendance requirements under the TEC, §25.092, will be denied credit for one or more classes in which the student has been enrolled;
  - the student is attending a school with an approved early college high school program designation; or
  - the student is attending an academically unacceptable campus implementing a campus turnaround plan approved by the commissioner under TEC 39A Subchapter C; or
  - **the student is attending a community-based dropout recovery education program as defined by TEC, §29.081 (e-1) or(e-2).**

**and**

2. the student, if less than 18 years of age and not emancipated by marriage or court order, and the student's parent, or person standing in parental relation to the student, agree in writing to the student's participation.

### Assessment

The student must take the required state assessments specified under the TEC, §39.023, during the regularly scheduled assessment calendar.

### Participation in University Interscholastic League (UIL)

A student enrolled in an OFSDP under the TEC, §29.0822, may participate in a competition or other activity sanctioned or conducted under the authority of the University Interscholastic League (UIL) only if he or she meets all UIL eligibility criteria.

### Attendance Credit

A student attending an OFSDP under the TEC, §29.0822, may be counted in attendance for purposes of funding under the TEC, Chapters 46, 48, and 49, only for the actual number of contact hours the student receives, not to exceed 720 hours or 43,200 minutes per 12-month period. **Students in enrolled in the traditional program for part of the year and the OFSDP program for part of the year may not earn more than one ADA.**

### Board Approval

The board of trustees of a school district must include the OFSDP as an item on a regular agenda for a board meeting. Board of trustees of a school district must discuss the progress of the program before approving the program and applying to operate an OFSDP. (see Appendix Two).

## **Continuation or Revocation of Program Authorization**

Applications are approved for a period of one (1) school year. Continuation of the approval for the OFSDP will be contingent on the demonstrated success of the program. Determination of success will include a review and analysis of data provided in the mandatory final progress report(s). The commissioner of education may revoke authorization for participation in the OFSDP after consideration of relevant factors, including performance of students participating in the program on assessment instruments required under the TEC, Chapter 39; the percentage of students participating in the program who graduate from high school; and other criteria agreed to in the application and adopted by the commissioner of education. A decision to revoke approval of the program by the commissioner of education is final and may not be appealed.

## **Reporting Requirements**

Following approval of the application, the applicant may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. When requested, reports will require applicants to disclose the overall progress of the students in the program, the number of students enrolled in the program (disaggregated by ethnicity, age, gender, and socioeconomic status), the number of students graduating from high school (disaggregated by ethnicity, age, gender, and socioeconomic status), and additional criteria selected by the applicant and agreed to by the commissioner. The TEA will provide notice to applicants and additional instructions for completion of reports at least 45 days before the date a report is due, or as soon as possible, in order to give school districts and charter schools adequate time to prepare and submit the reports to the TEA. The TEA may request additional reports as necessary to monitor and assess progress of students participating in the program.

## Article I - Parties to Agreement

### Provisions of Agreement

This agreement is entered into by and between the Texas Education Agency, an agency of the State of Texas, hereinafter referred to as the "TEA," and

Seguin Independent School District

---

(Legal Name of School District or Open-Enrollment Charter School)

located at

1221 E Kingsbury St, Seguin, TX 78155

---

(Physical Address)

hereinafter referred to as "district."

## Article II - Period of Agreement

The period of the agreement, as detailed by participating campus in **Appendix 5**, is for a maximum of one school year plus an additional 30 school days if the district is applying for credit recovery. **Please note that the agreement term is subject to annual renewal.**

## Article III - Purpose of Agreement

The district must perform all the functions and duties set out in the agreement, the authorizing program statute, and applicable regulations.

## Article IV - Reporting Requirements

The district may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. The TEA may request additional reports as necessary to monitor and assess progress of students participating in the program.

## Article V - General and Special Provisions to the Agreement

Attached hereto and made a part hereof by reference is each of the provisions indicated below with an "X" beside it:

- Appendix One, Assurances
- Appendix Two, Board Approval
- Appendix Three, Attendance and Compliance Procedures of Proposed Program (Attach File)
- Appendix Four, Contact Sheet
- Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement (Attach File)

## Article VI - Application Process

- For questions or assistance regarding this application, please email [opflex@tea.texas.gov](mailto:opflex@tea.texas.gov) or call 512-463-9294.
- Applications should be submitted 30 days prior to the start of the program, please make sure the start date(s) on Appendix 5 is 30 days or more after the application is submitted.
- Applications submitted by July 15th should be approved by August 15th.
- Please email the complete application and attachments to: [opflex@tea.texas.gov](mailto:opflex@tea.texas.gov) .
- Email subject line should indicate: 2020-2021 OFSDP Application - District Name, County District Number

## Article VII - Agreement

AGREED and accepted on behalf of the school district or open-enrollment charter school to be effective on the earliest date written above by a person authorized to bind the district.

Typed Name Dr. Matthew Gutierrez \_\_\_\_\_  
Typed Title Superintendent of Schools \_\_\_\_\_  
Authorized Signature

## Appendix One Assurances

**The definition of terms of the application applies to this Appendix One. Assurances. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.**

**PAGE LIMIT: SUBMIT NO ADDITIONAL PAGES FOR APPENDIX ONE. ALL INFORMATION REQUESTED MUST BE INCLUDED WITH THIS FORM.**

The district agrees to enroll only eligible students to participate in an OFSDP authorized under this application. A student is eligible to participate in an OFSDP authorized under the TEC, §29.0822, if:

1. the student meets one of the following conditions:
  - the student is at risk of dropping out of school, as defined by the TEC, §29.081; or
  - the student, as a result of attendance requirements under the TEC, §25.092, will be denied credit for one or more classes in which the student has been enrolled;
  - the student is attending a school with an approved early college high school program designation; or
  - the student is attending an academically unacceptable campus implementing a campus turnaround plan approved by the commissioner under TEC 39A Subchapter C; or
  - the student is attending a community-based dropout recovery education program as defined by TEC, §29.081 (e-1) or (e-2).

**and**

2. the student, if less than 18 years of age and not emancipated by marriage or court order, and the student’s parent, or person standing in parental relation to the student, agree in writing to the student’s participation.

The district agrees:

1. to administer mandatory assessment instruments during the regular assessment cycle to students enrolled in OFSDPs;
2. All instructional materials and facilities must be comparable to or exceed the required standards for students in similar programs;
3. that the students participating in an OFSDP will not be isolated from other academic and vocational programs of the school district and that all students will have access to school counselors for pre- and post-entry counseling, academic or personal counseling, and career counseling;
4. to provide faculty and administrators with baccalaureate or advanced degrees, highly qualified staff, and certified teachers as required by 19 Texas Administrative Code §129.1027 for the program;
5. to adopt a policy that does not penalize students participating in an OFSDP in accordance with the 90% rule (TEC, §25.092[a]) or the 75% to 90% rule for class credit (TEC, §25.092[a-1]);
6. to adopt a policy to require students to attend regularly scheduled instruction for the OFSDP with penalties for nonattendance including filing truancy charges, if appropriate;
7. to track the number of minutes the student receives instruction each day and to comply with applicable sections of the [Student Attendance Accounting Handbook](#).

- 8. to comply with all reporting requirements established by the TEA;
- 9. not to discriminate based on disability, race, color, national origin, religion, or sex; and
- 10. to prohibit a student participating in an OFSDP from participating in a competition or other activity sanctioned or conducted under the authority of the UIL unless the student meets all UIL eligibility requirements.

**AGREED** and accepted terms and conditions of Appendix One on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Cynthia Thomas-Jimenez, SISD Board President, 830-660-0200

---

Name, Title, and Telephone Number of School Board President

---

Signature of School Board President

Date

Dr. Matthew Gutierrez, Superintendent, 830-401-8614

---

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

---

Signature of Person Authorized to Bind the District or Charter School

Date

## Appendix Two Board Approval

**The definition of terms of the application applies to this Appendix Two, Board Approval. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.**

1. The board of trustees of the school district or the governing board of the open-enrollment charter school **agrees to include the OFSDP as an item of agenda** concerning the proposed application.
2. The board of trustees of the school district or the governing board of the open-enrollment charter school must discuss the progress of the program before applying to operate an OFSDP.

**The pre-application for the OFSDP Program was on the agenda and discussed at the board meeting below:**

Month: June

---

Day: 16

---

Year: 2020

---

Time: 6:30 PM

---

Location: Seguin ISD Board Room, 1221 E Kingsbury St, Seguin, TX 78155

---

**AGREED** and accepted on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Cynthia Thomas-Jimenez, SISD Board President, 830-660-0200

---

Name, Title, and Telephone Number of School Board President

---

Signature of SchoolBoard President

Date

Dr. Matthew Gutierrez, Superintendent, 830-401-8614

---

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

---

Signature of Person Authorized to Bind the District or Charter School

Date

## Appendix Three

### Attendance and Compliance Procedures of Proposed Program

**The definition of terms of the application applies to this Appendix Three. Attendance Procedures of Proposed Program. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.**

**Concisely provide the information below on separate 8 ½” x 11” sheets of paper:**

1. Please indicate the number of OFSDP students that will be served per teacher.
2. **If** the OFSDP program will offer special education, career and technology education, pregnancy related services or bilingual education, please indicate how services will be provided, the teacher certification standards in each program area, and how services will comply with the [Student Attendance Accounting Handbook](#).
3. OFSDP requires a teacher of record to record the actual number of students’ instructional minutes on any given day. Please explain the following:
  - a. How the classroom teacher will verify the number of minutes of instruction a student receives each day.
  - b. How the district will make sure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.
  - c. How the district will make sure that students transferring from the traditional program (ADA Codes 0-6) to OFSDP (ADA Codes 7-8) will not generate more than one ADA in total for the school year and that students will not receive more than 10,800 minutes per course. It is recommended that the district apply the following formula to determine the maximum OFSDP minutes a student is eligible = (Calendar School Days - Traditional Days Present x 240).
  - d. How the district will ensure that attendance practices and records comply with Sections 2.2.3 and 11.6 of the [Student Attendance Accounting Handbook](#).
  - e. How Student Detail Audit reports for the OFSDP track will be reviewed and certified each six-weeks.

**NOTE: absences and days present do not exist in the OFSDP program**

4. **If** students are attending a community-based dropout recovery education program offered online as defined by TEC, §29.081 (e-2), please include the following:
  - a. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state.
  - b. Describe the individual learning plan or process used to monitor each student’s progress.
  - c. Indicate how student will be served by an academic coach and local advocate.
  - d. Indicate the date of the month that monthly student progress reports will be provided to the student’s school district.
  - e. Describe the educational software utilized and explain how the software will track and certify the number of instructional minutes each student receives each day.

### APPENDIX Three Attendance and Compliance Procedures of Proposed Program

The goal of the Optional Flexible School Day Program (OFSDP) is to target 75 students who have been identified as unsuccessful in a traditional high school setting. This may include students who must seek employment to support their families, seek childcare during traditional school hours, or who have dropped out of school and wish to complete their education in a nontraditional setting. The OFSDP will expand opportunities for students with special circumstances in grades 9-12 to have a more accommodating schedule based on their demonstrated need.

Teachers in OFSDP will provide instruction through APEX Learning and are certified to teach in the state of Texas. The teaching staff will consist of four teachers who are identified as highly qualified to teach their assigned courses. Department leads will also be assigned to assist in monitoring the program, one will hold a Special Education Certification and facilitate individualized educational services. Another department lead will hold an English as a Second Language (ESL) Endorsement to facilitate sheltered instruction as needed by students. Students may participate in the Career and Technical Education Program with prior approval from the Principal and CTE Director. Administrators and Counselors working in the OFSDP will also be certified by the state of Texas and qualified to operate as administrators and counselors and offer additional support and guidance. Wrap around student support services will be administered through Communities in Schools.

Application, eligibility, and consent will be included in the student's permanent records cumulative folder. Attendance records will be maintained through PEIMS and the assigned program coordinators at both Seguin High School and MBLC. Attendance will be taken daily by the teacher and verified on a weekly basis. Attendance records will be kept by the teachers and documented on a spreadsheet for monitoring purposes. The teacher will verify and submit student attendance sheets to the attendance office weekly. All student records will be kept in a secured location at both Seguin High School and MBLC.

A process will be implemented to maintain records of student enrollment, eligibility, consent, and attendance to verify the number of a students' instructional minutes. Students not meeting the required 45 minutes of daily instruction will be recorded on the daily and weekly attendance records. If a student continuously does not meet the daily required minutes, he or she will be referred to the OFSD Administrator for a conference. If a student is chronically absent, district truancy services will be implemented to recover instructional time for students.

Regarding item 3c in Appendix 3, Seguin ISD will utilize the recommended formula (180- Traditional Days Present x 240) to determine the maximum number of eligible OFSDP minutes. As an additional safeguard, our student information system, TEAMS, will not allow for a student to be dual coded within the system.

Seguin ISD will create and deliver an attendance training session in order to ensure that attendance practices comply with Section 2.2.3 and 1.1.6 of the Student

Attendance Accounting Handbook.

Campuses and district audits will be held to ensure that Student Detail Audit reports for the OFSDP track are reviewed and certified each six weeks.

**TEC 29.081 (e-1)(3) requires that a campus-based dropout recovery education program must provide at least one instructor for each 28 students. Considering the preceding statement, classes will be capped at a maximum ratio of no more than 28:1.**

## Appendix Four Contact Sheet

**The definition of terms of the application applies to this Appendix Four, Contact Sheet. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement:**

**PAGE LIMIT: SUBMIT NO ADDITIONAL PAGES FOR APPENDIX FOUR, CONTACT SHEET. ALL INFORMATION REQUESTED MUST BE INCLUDED WITH THIS FORM.**

### **District Contact for the Application**

<b>Contact Name:</b>	Dr. Matthew Gutierrez
<b>District Superintendent or Charter School Chief Operations Officer:</b>	District Superintendent
<b>Mailing Address:</b>	1221 E Kingsbury St
<b>City, State, Zip Code:</b>	Seguin, TX 78155
<b>Telephone Number:</b>	830-401-8614
<b>Alternate Telephone Number:</b>	
<b>Fax Number:</b>	830-379-0392
<b>Email Address:</b>	mgutierrez@seguin.k12.tx.us

<b>Contact Name:</b>	Mark Cantu
<b>Email Address:</b>	mcantu@seguin.k12.tx.us

<b>Contact Name:</b>	Bill Lewis
<b>Email Address:</b>	blewis@seguin.k12.tx.us

<b>Contact Name:</b>	Dr. Hector Esquivel
<b>Email Address:</b>	hesquivel@seguin.k12.tx.us

***NOTE: The majority of the contact for the approved OFSDP is done via email. Please make sure that a valid email address or valid email addresses are submitted on this form. More than one email address may be submitted. Please provide the full name(s) of the person or persons who are the email contact(s) to ensure that the TEA has accurate information.***

## Appendix Five

### Participating Campuses, Student Eligibility, and Period of Agreement

Click and download the link below to complete the template:

[2020-2021 Participating Campuses, Student Eligibility, and Period of Agreement Template.](#)

\*Note: Make sure to include the district number circled in red.

**Once Completed please email the application, Appendix three in MS Excel file format, and Appendix 5 to [OPFLEX@tea.texas.gov](mailto:OPFLEX@tea.texas.gov).**



**ACTION ITEM:** **Consideration or Approval of Local District Update (LDU) – EIA (LOCAL)**

**RECOMMENDATION:** Recommended that the Board of Trustees approve the amended board policy EIA (LOCAL) regarding the Academic Achievement: Grading/Progress Reports to Parents.

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change.

**RATIONALE:** Transitioning from grade reporting three times (every twelve weeks) to four times (every nine weeks). This will ensure continuity between early childhood and elementary.

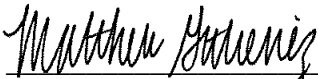
**REFERENCE and COMPLIANCE:** EIA (LOCAL) - Academic Achievement: Grading/Progress Reports to Parents  
Strategic Priority 1: Improve students learning through improved instructional practice.

**PAPERWORK IMPACT:** None

**BUDGET IMPACT INFORMATION:** None

**EXHIBITS:** EIA (LOCAL)

**RESOURCE PERSONNEL:** Mark Cantu, Chief of Staff and School Improvement  
Andrea Jaramillo, Director of Elementary and Multilingual Education

Submitted by: \_\_\_\_\_ Date Submitted: 06/16/20  
(Signature)   
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St, Seguin, TX 78155  
(Phone Number) (830) 401-8614

**Relation to Essential Knowledge and Skills**

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.

**Guidelines for Grading**

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

**Progress Reporting**

Using a form approved by the Superintendent or designee, the District shall issue grade reports/report cards for students in ~~prekindergarten every 12 weeks, for students in kindergarten~~ prekindergarten–grade 5 every nine weeks, and for students in grades 6–12 every six weeks. Performance shall be measured in accordance with this policy and the standards established in EIE.

**Interim Reports**

Interim progress reports shall be issued for students in ~~prekindergarten after the sixth week of each grading period, for students in kindergarten~~ prekindergarten–grade 5 after the fourth week of each grading period, and for students in grades 6–12 after the third week of each grading period. Supplemental progress reports may be issued at the teacher's discretion.

**Conferences**

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed.

**Academic Dishonesty**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment

of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

**ACTION ITEM:**

**Adopt the Resolution for the Assignment of Fund Balance**

**RECOMMENDATION:**

That the Board of Trustees adopt the Resolution for the Assignment of Fund Balance as presented.

**RATIONALE:**

School districts have the authority to assign General Operating Fund balance for specific purposes. In order to make changes within fund balance classifications, the School Board must adopt those changes by resolution. Districts use this practice to plan for large one-time purchases and to prepare for upcoming projects or initiatives. Providing each student with a mobile device can help ensure students are getting the most out of their day by having unlimited access to their device. 1:1 Technology in the classroom allows all students to participate in collaboration and can enhance interaction with what they are learning. With each student having their own device, you will never have to worry about students having to share technology or sink into passive learning. The 2 year goal is to provide a Chromebook to all 6-12 students to take home and for all K-5 students to have a device that stays in the classroom. The overall plan provides for five years for the purchase and updating of all equipment. This will be essential for the potential continuous distance learning as a result of COVID-19.

**REFERENCE and COMPLIANCE:**

Strategic Priority 1: Improve student learning through improved instructional practice. CE(LEGAL)(LOCAL) Annual Operating Budget; CQ(LEGAL)(LOCAL) Technology Resources; CQC(LEGAL)(LOCAL) Technology Resources, Equipment

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

Funding provided by assigning unassigned fund balance.

**EXHIBITS:**

Resolution  
Board Presentation

**RESOURCE PERSONNEL:**

Anthony Hillberg, CPA, Chief Financial Officer  
Bill Lewis, Associate Superintendent and Chief Operations Officer

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

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

Date Submitted: 06/16/20



# 1:1 Seguin Succeeds

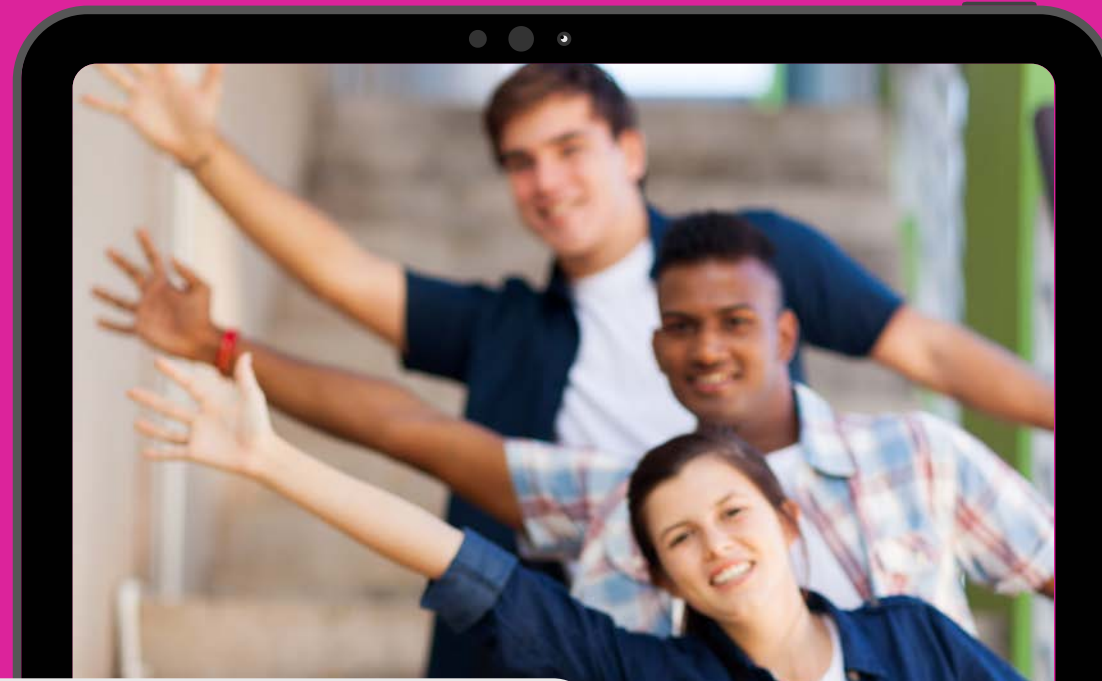
02

# What is a 1:1?



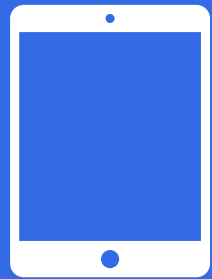
03

# Why a 1:1?



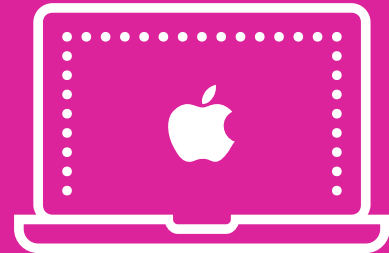
# 04 What does Year 1 look like?

K - 3



iPads

4 - 5



Macbooks

6 - 8

9 - 12



Chromebooks



Stays at School

Assigned to Students by Teachers

100% Existing Devices



Stays at School

Assigned to Students by Teachers

100% Existing Devices



Goes Home

Assigned to Students by Campus

75% New Devices  
25% Existing Devices

# 05 Highlights from future years

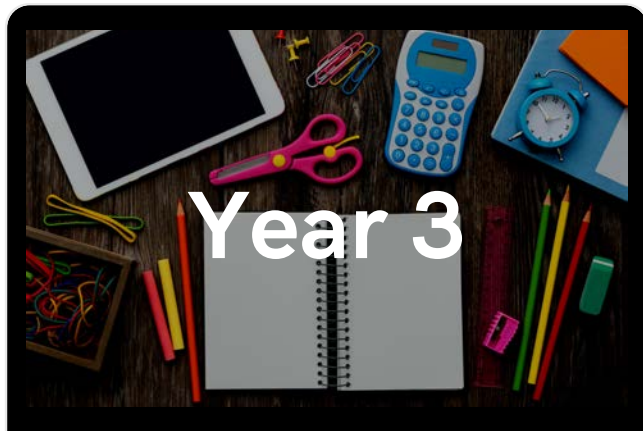


Year 2

K-3  
33% New iPads

6-8  
Chromebook 1:1

District  
100% 1:1



Year 3

K-3  
20% New iPads

4-5  
100% New Chromebooks



Year 4+

Consistent 5 Year Replacement Cycle  
for all devices

# Timeline

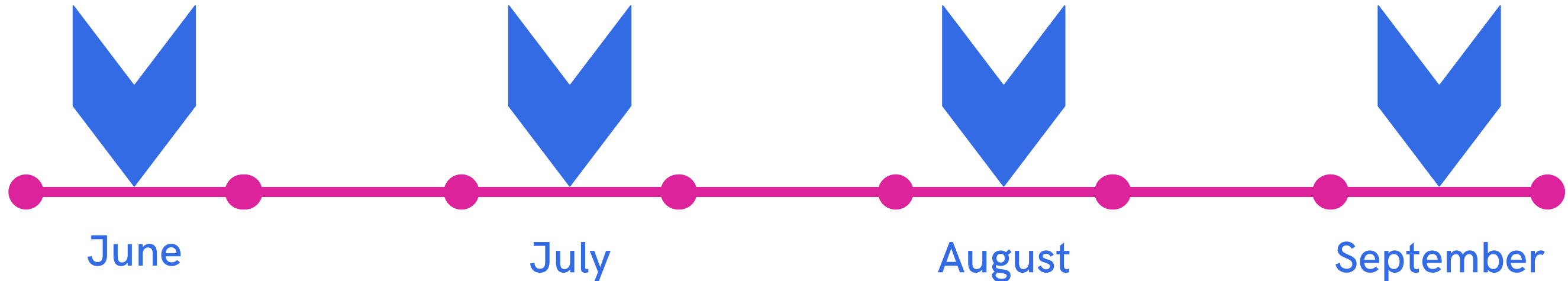


- Introduction
- Board Presentation
- Purchase of Devices
- Devices start moving

- Moving Devices
- Implement Support Systems
- Tech PL starts

- SHS Distribution
- Summer Device Check Ins
- PL on 1:1 expectations
- Moving Devices

- Moving Devices
- Redistribute at Elem Schools
- PL on 1:1 Expectations



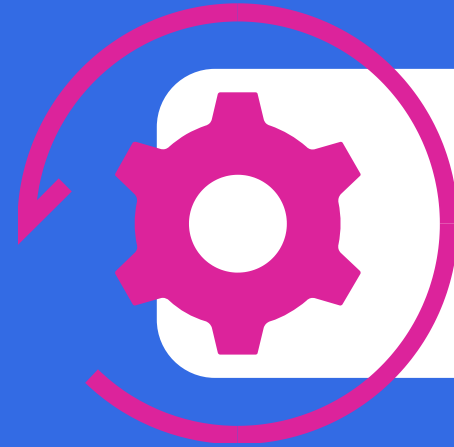
October: Elementary Campuses 1:1

07

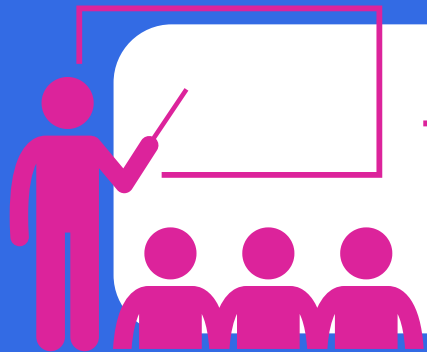
# Extras



Student Device Protection Plan



Google Classroom: Auto created classrooms and dynamic reporting



Technology PD all Summer



At Home Web Filter for students



Cord Replacments



Charging Stations



**RESOLUTION OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES  
ASSIGNMENT OF FUND BALANCE**

**WHEREAS**, the Governmental Accounting Standards Board (“GASB”) has adopted Statement 54 (“GASB 54”), a new standard for governmental fund balance reporting and governmental fund type definitions; and

**WHEREAS**, Seguin Independent School District (“Seguin ISD”) has implemented GASB Statement 54 requirements; and

**WHEREAS**, Seguin ISD desires adjustments to Assigned Fund Balance; and

**NOW THEREORE BE IT RESOLVED THAT** Seguin ISD hereby adopts the following policy:

**FUND BALANCE POLICY**

Fund balance measures the net financial resources available to finance expenditures of future periods.

The District’s Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The Unassigned General Fund Balance may only be appropriated by resolution of the Board of Trustees.

Fund Balance of the District may be committed for a specific purpose by formal action of the Seguin ISD Board of Trustees and may be amended or modified at a later date.

When appropriate for fund balance to be assigned, the Board delegates authority to the Superintendent or the Assistant Superintendent of Business Services.

In circumstances where expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance.

**NOW THEREFORE BE IT RESOLVED** that Seguin ISD Board of Trustees assigns Unassigned Fund Balance for the following:

Distance Learning Initiative:

Electronic Tablet Replacement at Seguin High School .....	450,000
Software Subscriptions .....	50,000
Wireless Infrastructure (K-5) and Supplies.....	<u>120,000</u>

**Subtotal .....** **\$620,000**

The above Resolution is adopted this 16th day of June 2020.

---

Cinde Thomas-Jimenez, President  
Board of Trustees  
Seguin Independent School District

---

Benito Amador, Secretary

**ACTION ITEM:**

**Adoption of 2020-21 Budgets for the General Fund, Child Nutrition Fund, and Debt Service Fund**

**RECOMMENDATION:**

That the Board of Trustees adopt the 2020-21 proposed budget for the General Fund, Food Service Fund, and Debt Service Fund as presented.

**RATIONALE:**

The official budget consists of three separate funds: The General Fund, Food Service Fund, and Debt Service Fund. Each of these budgets must be approved by the Board of Trustees at the functional level. Subsequent amendments involving changes to functional levels must be duly approved by the Board of Trustees.

**REFERENCE and COMPLIANCE:**

CE (LEGAL) and CE (LOCAL) Annual Operating Budget

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

2020-21 General Fund revenues of \$68,185,387 reflect a net increase from 2019-20 of \$1,409,193. This increase in General Fund revenue includes decrease in Property Tax revenue of \$183,552, and an increase in State Sources of \$1,887,745. 2020-21 Operating expenditures in the General Fund budget are \$3,048,766 less than 2019-20. The District expects to adopt a Maintenance and Operations (M&O) tax rate of \$0.9764 per \$100 valuation (prior year M&O rate was \$0.99).

The National School Breakfast and Lunch (Food Service) Fund includes revenue from charges for meals and is expected to have revenue of \$4,775,000 and expenditures of \$4,775,000 for 2020-21.

The Debt Service Fund revenue of \$13,512,498 is exclusively intended to fund debt service payments in 2020-21. The District expects to adopt an Interest and Sinking (I&S) tax rate of \$0.385 per \$100 valuation (prior year I&S rate was \$0.385).

**EXHIBITS:**

2020-21 Proposed Budget

**RESOURCE PERSONNEL:**

Anthony Hillberg, CPA, Chief Financial Officer

Submitted by:



Date Submitted: 06/16/20

(Signature)

Dr. Matthew Gutierrez, Superintendent

(Name)

1221 E. Kingsbury St., Seguin, TX 78155

(Address)

(830) 401-8614

(Telephone)

**SEGUIN INDEPENDENT SCHOOL DISTRICT  
2020-21  
SUMMARY BUDGET COMPARISON BY FUNCTION**

	General Operating Fund				Child Nutrition Fund				Debt Service Fund				Combined Total All Funds			
	2019-20		2020-21		2019-20		2020-21		2019-20		2020-21		2019-20		2020-21	
	Current Budget	Per Pupil	PROPOSED Budget	Per Pupil	Current Budget	Per Pupil	PROPOSED Budget	Per Pupil	Current Budget	Per Pupil	PROPOSED Budget	Per Pupil	Current Budget	Per Pupil	PROPOSED Budget	Per Pupil
<b>REVENUE</b>																
Property Taxes	35,916,392	4,820	35,732,840	4,795	-	-	-	-	13,454,022	1,805	13,512,498	1,813	49,370,414	6,625	49,245,338	6,608
Other Local Sources	1,351,000	181	1,186,000	159	841,000	113	791,000	106	340,000	46	-	-	2,532,000	340	1,977,000	265
State Sources	28,411,802	3,813	30,299,547	4,066	70,000	9	70,000	9	-	-	-	-	28,481,802	3,822	30,369,547	4,075
Federal Sources	1,097,000	147	967,000	130	3,664,000	492	3,914,000	525	-	-	-	-	4,761,000	639	4,881,000	655
<b>TOTAL REVENUE</b>	<b>66,776,194</b>	<b>8,961</b>	<b>68,185,387</b>	<b>9,150</b>	<b>4,575,000</b>	<b>614</b>	<b>4,775,000</b>	<b>641</b>	<b>13,794,022</b>	<b>1,851</b>	<b>13,512,498</b>	<b>1,813</b>	<b>85,145,216</b>	<b>11,426</b>	<b>86,472,885</b>	<b>11,604</b>
<b>EXPENDITURES</b>																
11 Instruction	38,279,609	5,137	37,185,280	4,990	-	-	-	-	-	-	-	-	38,279,609	5,137	37,185,280	4,990
12 Instr Resources/Media Svcs	1,237,962	166	1,052,175	141	-	-	-	-	-	-	-	-	1,237,962	166	1,052,175	141
13 Curr & Inst Staff Develop	1,064,651	143	1,044,285	140	-	-	-	-	-	-	-	-	1,064,651	143	1,044,285	140
21 Instructional Leadership	1,942,293	261	1,926,823	259	-	-	-	-	-	-	-	-	1,942,293	261	1,926,823	259
23 School Leadership	4,876,678	654	4,872,005	654	-	-	-	-	-	-	-	-	4,876,678	654	4,872,005	654
31 Guidance & Counseling	2,551,586	342	2,533,507	340	-	-	-	-	-	-	-	-	2,551,586	342	2,533,507	340
32 Social Work Services	561,791	75	526,791	71	-	-	-	-	-	-	-	-	561,791	75	526,791	71
33 Health Services	650,656	87	620,656	83	-	-	-	-	-	-	-	-	650,656	87	620,656	83
34 Student Transportation	3,025,981	406	3,053,895	410	-	-	-	-	-	-	-	-	3,025,981	406	3,053,895	410
35 Food Services	-	-	-	-	4,959,500	666	4,764,500	639	-	-	-	-	4,959,500	666	4,764,500	639
36 Extra-curricular Activities	2,131,505	286	2,071,617	278	-	-	-	-	-	-	-	-	2,131,505	286	2,071,617	278
41 General Administration	2,371,297	318	2,288,948	307	-	-	-	-	-	-	-	-	2,371,297	318	2,288,948	307
Statutorily Req. - Public Notice	4,565	1	3,579	0	-	-	-	-	-	-	-	-	4,565	1	3,579	0
Statutorily Req. - Lobbying	1,639	0	1,639	0	-	-	-	-	-	-	-	-	1,639	0	1,639	0
51 Plant Maintenance	7,098,858	953	6,714,399	901	10,000	1	10,000	1	-	-	-	-	7,108,858	954	6,724,399	902
52 Security Services	638,978	86	495,287	66	500	0	500	0	-	-	-	-	639,478	86	495,787	67
53 Data Processing Services	1,795,908	241	1,713,481	230	-	-	-	-	-	-	-	-	1,795,908	241	1,713,481	230
61 Community Services	78,762	11	78,762	11	-	-	-	-	-	-	-	-	78,762	11	78,762	11
71 Debt Service - Principal	665,000	89	-	-	-	-	-	-	7,670,000	1,029	7,035,000	944	8,335,000	1,118	7,035,000	944
Debt Service - Interest	-	-	-	-	-	-	-	-	6,114,022	820	6,467,498	868	6,114,022	820	6,467,498	868
Debt Service - Fees	-	-	-	-	-	-	-	-	10,000	1	10,000	1	10,000	1	10,000	1
81 Facilities Constr/Improvements	237,500	32	-	-	-	-	-	-	-	-	-	-	237,500	32	-	-
99 Other Governmental Charges	612,000	82	595,325	80	-	-	-	-	-	-	-	-	612,000	82	595,325	80
<b>TOTAL EXPENDITURES</b>	<b>69,827,219</b>	<b>9,370</b>	<b>66,778,454</b>	<b>8,961</b>	<b>4,970,000</b>	<b>667</b>	<b>4,775,000</b>	<b>641</b>	<b>13,794,022</b>	<b>1,851</b>	<b>13,512,498</b>	<b>1,813</b>	<b>88,591,241</b>	<b>11,888</b>	<b>85,065,952</b>	<b>11,415</b>
<b>BUDGETARY SURPLUS</b>			<b>1,406,933</b>				<b>-</b>				<b>-</b>				<b>1,406,933</b>	

19 - 20 Enrollment: 7,452  
20 - 21 Projected Enrollment: 7,452

\* Enrollment counts are based on Region XIII Summary of Finance template Release 16 as of 5/4/20

SEGUIN INDEPENDENT SCHOOL DISTRICT  
2020-21 PROPOSED BUDGET  
June 16, 2020

	General Operating <u>Fund</u>	Child Nutrition <u>Fund</u>	Debt Service <u>Fund</u>	Total All <u>Funds</u>
<b>REVENUE</b>				
Property Taxes	\$ 35,732,840	\$ -	\$ 13,512,498	\$ 49,245,338
Other Local Sources	1,186,000	791,000	-	1,977,000
State Sources	30,299,547	70,000	-	30,369,547
Federal Sources	<u>967,000</u>	<u>3,914,000</u>	<u>-</u>	<u>4,881,000</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 68,185,387</u></b>	<b><u>\$ 4,775,000</u></b>	<b><u>\$ 13,512,498</u></b>	<b><u>\$ 86,472,885</u></b>
<b>EXPENDITURES</b>				
11 Instruction	\$ 37,185,280	\$ -	\$ -	\$ 37,185,280
12 Instr Resources/Media Svcs	1,052,175	-	-	1,052,175
13 Curr & Inst Staff Develop	1,044,285	-	-	1,044,285
21 Instructional Leadership	1,926,823	-	-	1,926,823
23 School Leadership	4,872,005	-	-	4,872,005
31 Guidance & Counseling	2,533,507	-	-	2,533,507
32 Social Work Services	526,791	-	-	526,791
33 Health Services	620,656	-	-	620,656
34 Student Transportation	3,053,895	-	-	3,053,895
35 Food Services	-	4,764,500	-	4,764,500
36 Extra-curricular Activities	2,071,617	-	-	2,071,617
41 General Administration	2,288,948	-	-	2,288,948
Statutorily Req. - Public Notice	3,579	-	-	3,579
Statutorily Req. - Lobbying	1,639	-	-	1,639
51 Plant Maintenance	6,714,399	10,000	-	6,724,399
52 Security Services	495,287	500	-	495,787
53 Data Processing Services	1,713,481	-	-	1,713,481
61 Community Services	78,762	-	-	78,762
71 Debt Service - Principal	-	-	7,035,000	7,035,000
Debt Service - Interest	-	-	6,467,498	6,467,498
Debt Service - Fees	-	-	10,000	10,000
81 Facilities Constr/Improvements	-	-	-	-
99 Other Governmental Charges	<u>595,325</u>	<u>-</u>	<u>-</u>	<u>595,325</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 66,778,454</u></b>	<b><u>\$ 4,775,000</u></b>	<b><u>\$ 13,512,498</u></b>	<b><u>\$ 85,065,952</u></b>

**ACTION ITEM:** **Consider Recommendations for Term Contracts, Probationary 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.

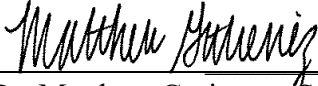
**REFERENCE and COMPLIANCE:** DC (LEGAL) DC (LOCAL) Employment Practices  
Strategic Priority 3: Create the conditions in Seguin ISD to recruit, retain and engage employees.

**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:  Date Submitted: 06/16/2020  
(Signature) \_\_\_\_\_  
(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 2020 – 2021 school year and the resignations listed below.

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

**Badrak, Jeanine, Seguin High School, effective 8/10/2020**  
**Brietzke, Rebecca, Seguin High School, effective 8/10/2020**  
**Bush, Lauren, Barnes Middle School, effective 8/10/2020**  
**Donaubauer, Thomas, Seguin High School, effective 8/10/2020**  
**Duvall, Bianca, AJB Middle School, effective 7/20/2020**  
**Ford, Caroline, AJB Middle School, effective 8/10/2020**  
**Goodson, Brittanie, Barnes Middle School, effective 8/10/2020**  
**Jones, Traci, Vogel Elementary, effective 8/10/2020**  
**Ledwig, Sarah, Koennecke Elementary, effective 8/10/2020**  
**Mason, Andrew, Barnes Middle School, effective 8/10/2020**  
**Moehrig, Jessica, AJB Middle School, effective 8/10/2020**  
**Moehrig, Karl, AJB Middle School, effective 8/10/2020**  
**Ortiz, Jacob, Barnes Middle School, effective 8/10/2020**  
**Osteen, Patricia, Barnes Middle School, effective 8/10/2020**  
**Owens, Cody, Seguin High School, effective 8/10/2020**  
**Perez Yoder, Joaquina, Seguin High School, 8/10/2020**  
**Peters, Shelby, Weinert Elementary, effective 8/10/2020**  
**Polcyn, Katie, Jefferson Elementary, effective 8/10/2020**  
**Vargas, Edith, Ball Early Childhood Center, effective 8/10/2020**  
**Voyles, Brenda, AJB Middle School, effective 8/10/2020**

**ADVANCEMENT:**

**Castro, Jessica, Ball Early Childhood Center, 7/20/2020**  
Administrative Intern  
**Guerra, Maria, Barnes Middle School, 7/20/2020**  
Administrative Intern  
**Zink, Suzanne, Seguin High School, 7/20/2020**  
Administrative Intern

**FOR BOARD'S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**Arenivas-Wollney, Marivel, Rodriguez Elementary, 6/5/2020**  
Ms. Arenivas-Wollney, Counselor, has resigned due to personal reasons.

**Blancarte, Heidi, Vogel Elementary, effective 5/29/2020**

Blancarte, Heidi, Music Teacher, has resigned to accept a position with New Braunfels ISD.

**Castilleja, Meagan, Vogel Elementary, effective 5/29/2020**

Ms. Castilleja, 4<sup>th</sup> Grade Teacher, has resigned due to family reasons.

**Goddard, Rachael, Barnes Middle School, effective 5/29/2020**

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

**Gonzalez, Rudy, AJB Middle School, effective 6/16/2020**

Mr. Gonzalez, Assistant Principal, has resigned to accept a position with New Braunfels ISD.

**Jenkins, Jennifer, Weinert Elementary, effective 5/29/2020**

Ms. Jenkins, 3<sup>rd</sup> Grade Teacher, has resigned to accept a position with NEISD.

**Marshall, Megan, Seguin High School, effective 5/29/2020**

Ms. Marshall, English Resource Teacher, has resigned due to personal reasons.

**Miller II, Theodore, Seguin High School, effective 5/29/2020**

Mr. Miller, Special Education Teacher/Coach, has resigned to accept a position with other district.

**Murray- Lewis, Katherine, Barnes Middle School, effective 5/29/2020**

Ms. Murray- Lewis, Special Education Teacher, has resigned to accept a position with Fredericksburg ISD.

**Riley, Reba, Barnes Middle School, effective 6/10/2020**

Ms. Riley, Reading Interventionist, has resigned to accept a position with San Marcos ISD.

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

Ms. Schycker, 1<sup>st</sup> Grade Teacher, has resigned to accept a position with other district.

**Sosa III, Luis, Barnes Middle School, effective 6/16/2020**

Mr. Sosa, Assistant Principal, has resigned to accept a position with other district.

**Ullrich, Sheila, Seguin High School, effective 6/10/2020**

Ms. Ullrich, Testing Coordinator, has resigned due to personal reasons.

**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, Chief of Human Resources Officer

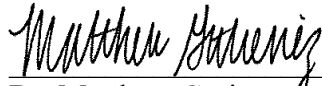
Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 06/16/20

Dr. Matthew Gutierrez, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614