

Agenda of Regular Meeting

The Board of Trustees Seguin ISD

A Regular Meeting of the Board of Trustees of Seguin ISD will be held November 17, 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. **Recognition/Campus Presentations**
 - A. Student/Staff/Board/Community Recognition 3
3. **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.
4. **Reports/Information Items:**
 - A. Seguin ISD 2020-2021 Gifted and Talented Update 4
 - B. Bond 2019 Project Update 15
5. **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.
 1. Seguin ISD Emergency Operations and Safety Protocols 50
 2. Seguin ISD Safety and Security Audit Results 51
 - 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 Proposed Termination of Chapter 21 Probationary Contract Employee	
C.	Pursuant to Texas Government Code Section § 551.072 - Discuss the sale, purchase, exchange, lease, or value of real property.	
6.	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 Regarding Proposed Termination of Chapter 21 Probationary Contract Employee	
B.	Possible action regarding the sale, purchase, exchange, lease, or value of real property, including potential delegation of authority to the Superintendent to make an offer on behalf of the District.	
7.	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 Public Hearing - October 27, 2020; Regular Meeting - October 27, 2020 and Special Meeting - October 29, 2020.	52
B.	Approval of Tax Collection Reports for October 2020	62
C.	Approval of Donation Received October 2020	63
D.	Adoption of Resolution Stating Review of Investment Policy and Designation of Investment Officers	65
E.	Approval of Resolution Approving Independent Sources of Instruction Relating to Investment Responsibilities	90
F.	Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts, And Services (RFP #: 21-03)	92
G.	Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 21-04)	94
H.	Public Information Act Requests Oct. 2020 - Nov. 2020	96
8.	Action Items	
A.	Appointment of Director(s) to the Seguin Education Foundation	98
B.	Discussion and Possible Action to Reorganize and Select Board Officers	99
C.	Personnel Action Professional Employees	102
9.	Board Comments and Request	
10.	Adjourn	

RECOGNITION ITEM: Student/Staff/Board/Community Recognition

RECOMMENDATION: That the Board of Trustees recognizes positive student- and staff-based accomplishments, as well as those of community partners and trustees, during a board meeting setting in order to be apprised of the many successes that contribute to a nurturing, academic environment in Seguin ISD schools.

- **Superintendent’s Award**
The purpose of the Superintendent’s Award is to recognize those Seguin ISD employees who go above and beyond to cultivate, inspire and empower in support of students and colleagues. Dr. Gutierrez with the recipient of announce this month’s Superintendent’s Award.

RATIONALE: The purpose of this presentation is to recognize the performance and effort put forth daily by Seguin ISD students, trustees, staff, campus administrators and community partners.

REFERENCE and COMPLIANCE: BJA (LOCAL) 1. h. Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.

BJA (LOCAL) 2. m. Encourage, oversee, and participate in staff recognition and support activities.

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: None

RESOURCE PERSONNEL: Dr. Matthew Gutierrez, Superintendent
Sean Hoffmann, Executive Director of Communications

Submitted by: Matthew Gutierrez Date Submitted: 11/17/20
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) 830 401-8614

INFORMATION ITEM: **Seguin ISD 2020-20201 Gifted and Talented Update**

RECOMMENDATION: That the Board of Trustees receive a report on the Seguin ISD 2020-2021 Gifted and Talented Programming.

RATIONALE: Provide the Board of Trustees information on the 2020-2021 Gifted and Talented program goals.

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

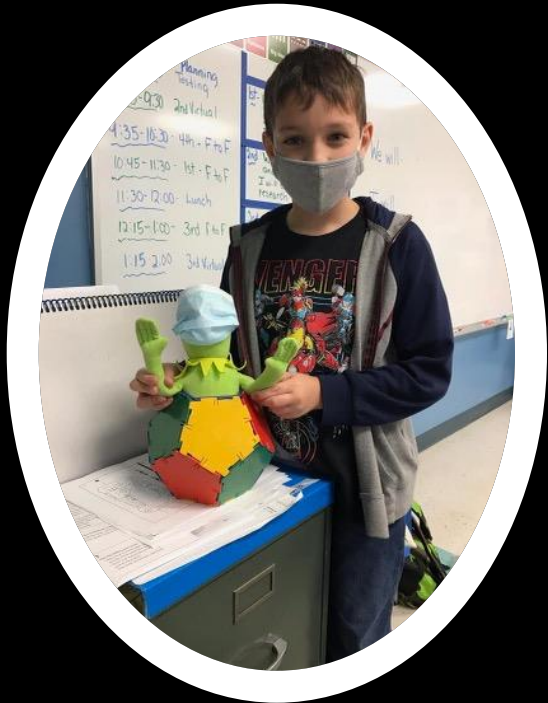
PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: Board Presentation

RESOURCE PERSONNEL: Mark Cantú, Chief Academic Officer
Lesli Mahaffey, Elementary Coordinator

Submitted by: _____ Date Submitted: 11/17/20
(Signature) *Matthew Gutierrez*
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614



Gifted & Talented Program

November 2020 Board Meeting

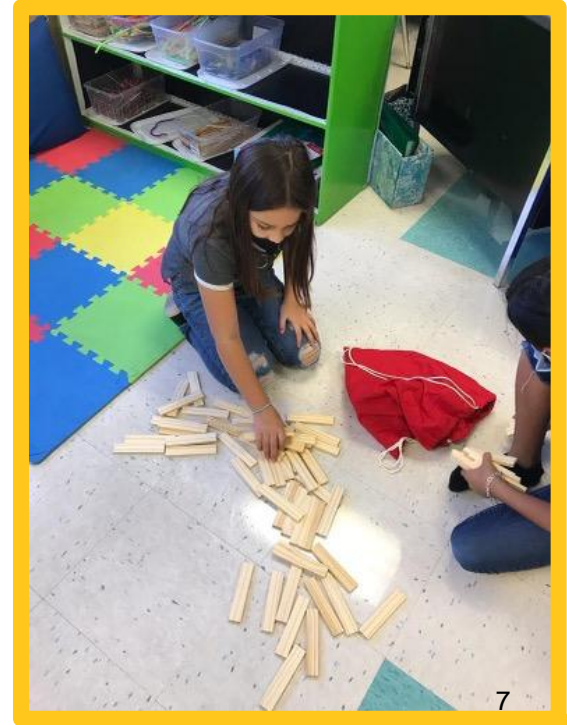


State Goal for Gifted/Talented

Students who participate in services designed for gifted/talented students will demonstrate skills in self-directed learning, thinking, research and communication as evidenced by the development of innovative products and performances that reflect individuality and creativity and are advanced in relation to students of similar age, experience, or environment.

Service Model

- **Elementary Program- Pull-Out Model**
 - Part-time services in a classroom, other than the student's regular class, that take place on a regular schedule
- **Middle school- GT Cluster science & advanced math**
- **High school- Advanced academics (AP & Dual Credit)**



Learning Opportunities

The **Texas Performance Standards Project (TPSP)** comprises a set of performance standards, curricula, and assessments for differentiating instruction and deepening academic learning.

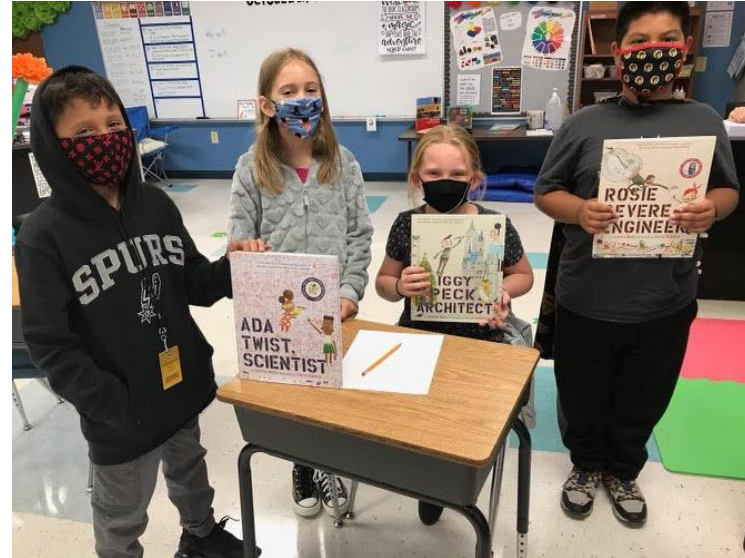
- provide students with opportunities for inquiry across multiple content areas.
- tasks are aligned to the Texas Essential Knowledge and Skills (TEKS) for English language arts and reading, mathematics, science, and social studies.
- provide opportunities to create professional quality work as described by the *Texas State Plan for the Education of Gifted/Talented Students*.
- tasks allow us to best meet students' interests, abilities, and backgrounds.

“Most of my students have been virtual thus far and they need time to talk and share. Each class period we spend a few minutes talking, strengthening our relationship and sharing concerns. **Social emotional needs are taking priority these first nine weeks.** The stress of the world and online learning is a lot to handle for elementary students. (and grownups).”

~Sarah Klesel, McQueeney Elementary

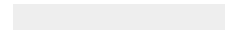
Classroom Teacher Support

- Support classroom teachers in differentiating the instruction to meet the needs of their students.
 - One example: We are helping kinder and first graders use their sight words, HFW, to create their own elaborate sentences and stories/non-fiction writing with proper handwriting, word spacing, spelling, capitalization, and punctuation.
- Each GT Facilitator participates in a grade level district-wide PLC monthly to support teachers.



GT- Elementary 2019-2020

Campus	Total Enrollment	GT Population	GT%
Koennecke	566	26	4.6%
Patlan	450	28	6.2%
Rodriguez	541	35	6.5%
Vogel	358	14	3.9%
Weinert	474	55	11.6%
Jefferson	365	20	5.4%
McQueeney	315	16	5%



Previous Numbers

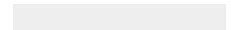
School Year	District Enrollment	GT Enrollment	GT %
2019-2020	7226	488	6.8%
2018-2019	7366	503	6.8%
2017-2018	7467	533	7.1%



Population Served 2019-2020

	American Indian	Asian	Black	Hispanic	White	Hawaiian /Pacific Islander	Two or more
District Enrollment	0.12%	0.36%	4.35%	70.63%	23.1%	0.8%	1.36%
GT Enrollment	0%	0.61%	3.48%	49.59%	45.49%	0%	0.82%

According to the *Texas State Plan for the Education of Gifted/Talented Students*, equity in G/T education exists when "the population of the total district is reflected in the population of the gifted/talented services program or has been for two (2) of the past three (3) years" (State Plan, 1.6E).



What's Next?

- Whole group screening in 2nd grade instead of kindergarten
- Design a cohesive program for virtual and face to face students
- Develop a plan to audit qualification process and instructional practices for equity to ensure our GT population mirrors that of the district
- Professional learning for teachers to address the needs of the GT student academic as well as social and emotion
- Develop a plan for assessing students at the secondary level



Questions?



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

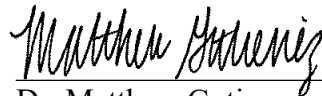
EXHIBITS:

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: 11/17/20



Sequin
exceptional students to exceptional citizens
INDEPENDENT SCHOOL DISTRICT

pfluger

planning · architecture · interior design

pbGroup LLC

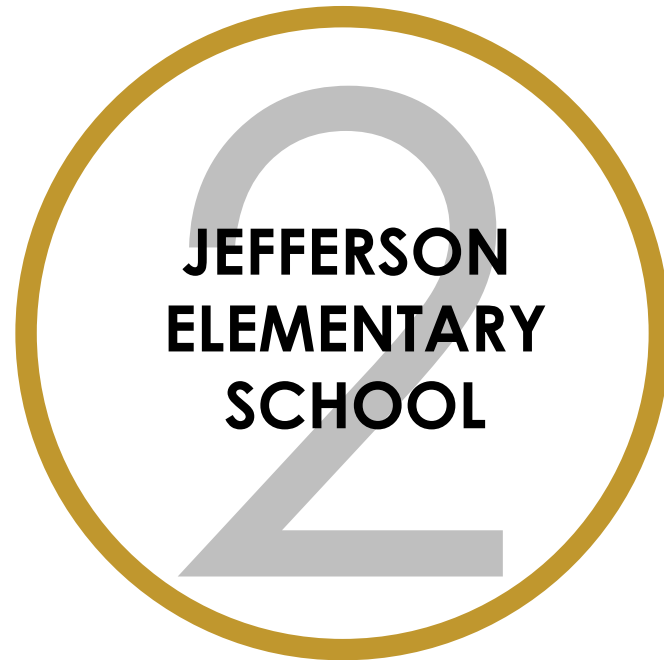
architecture · interior design · design build

Seguin ISD 2019 Bond Update

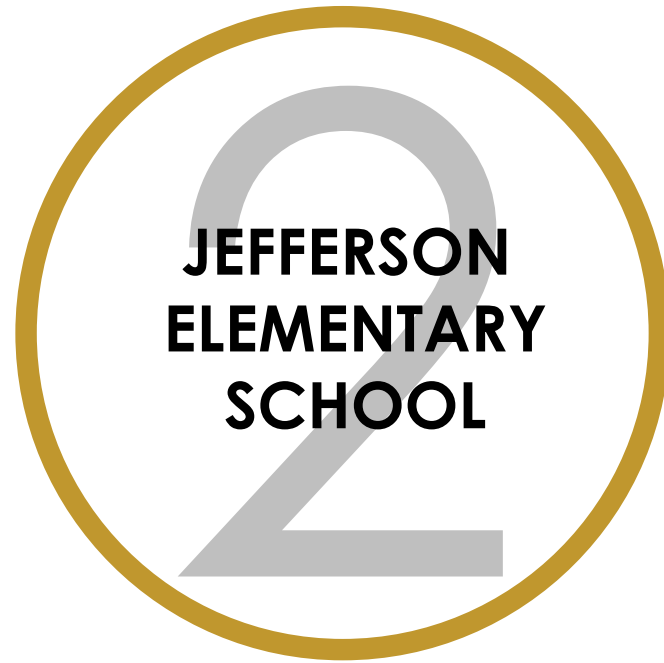
Board of Trustees Meeting
November 17, 2020

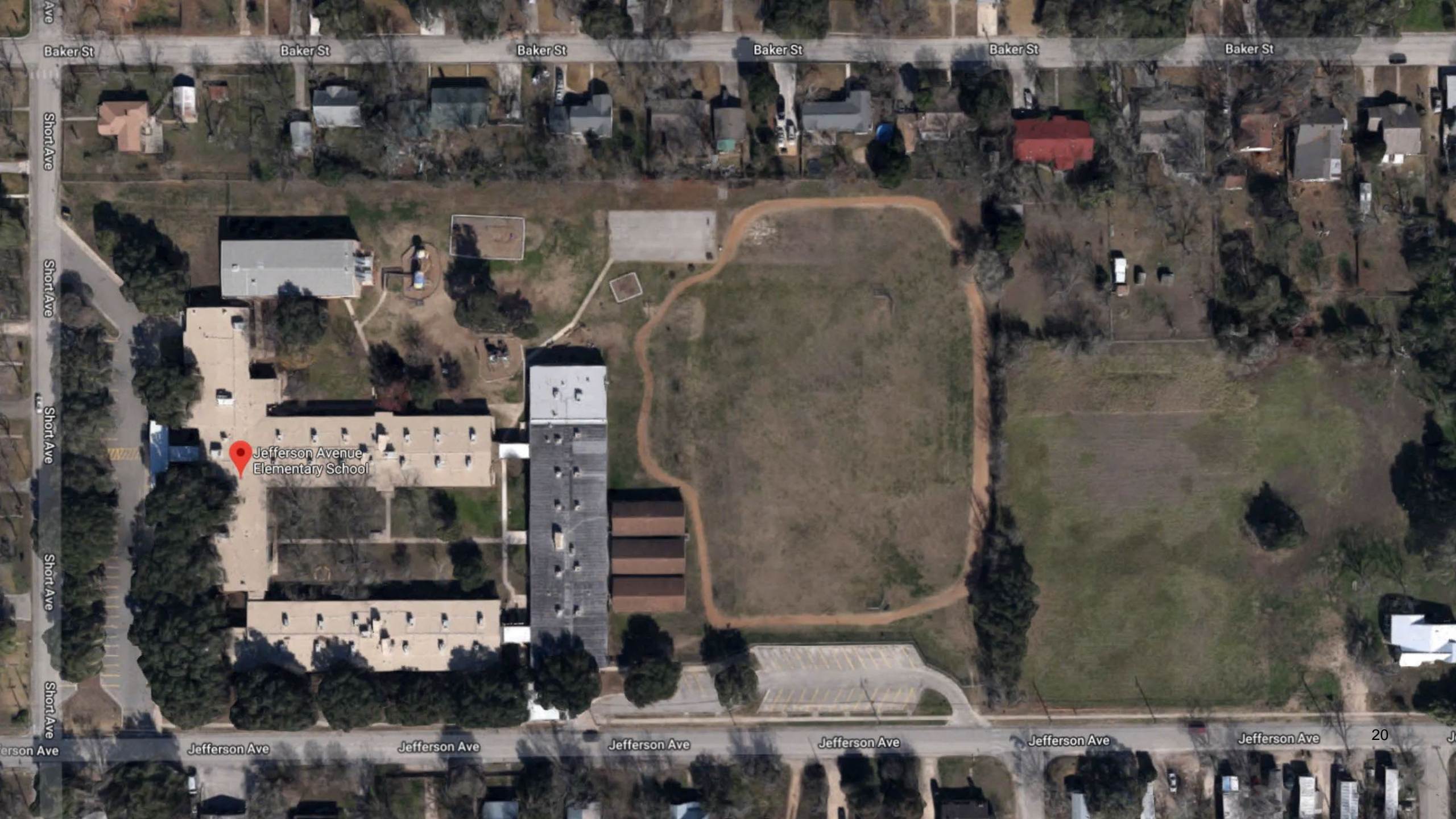


Projects



Projects





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

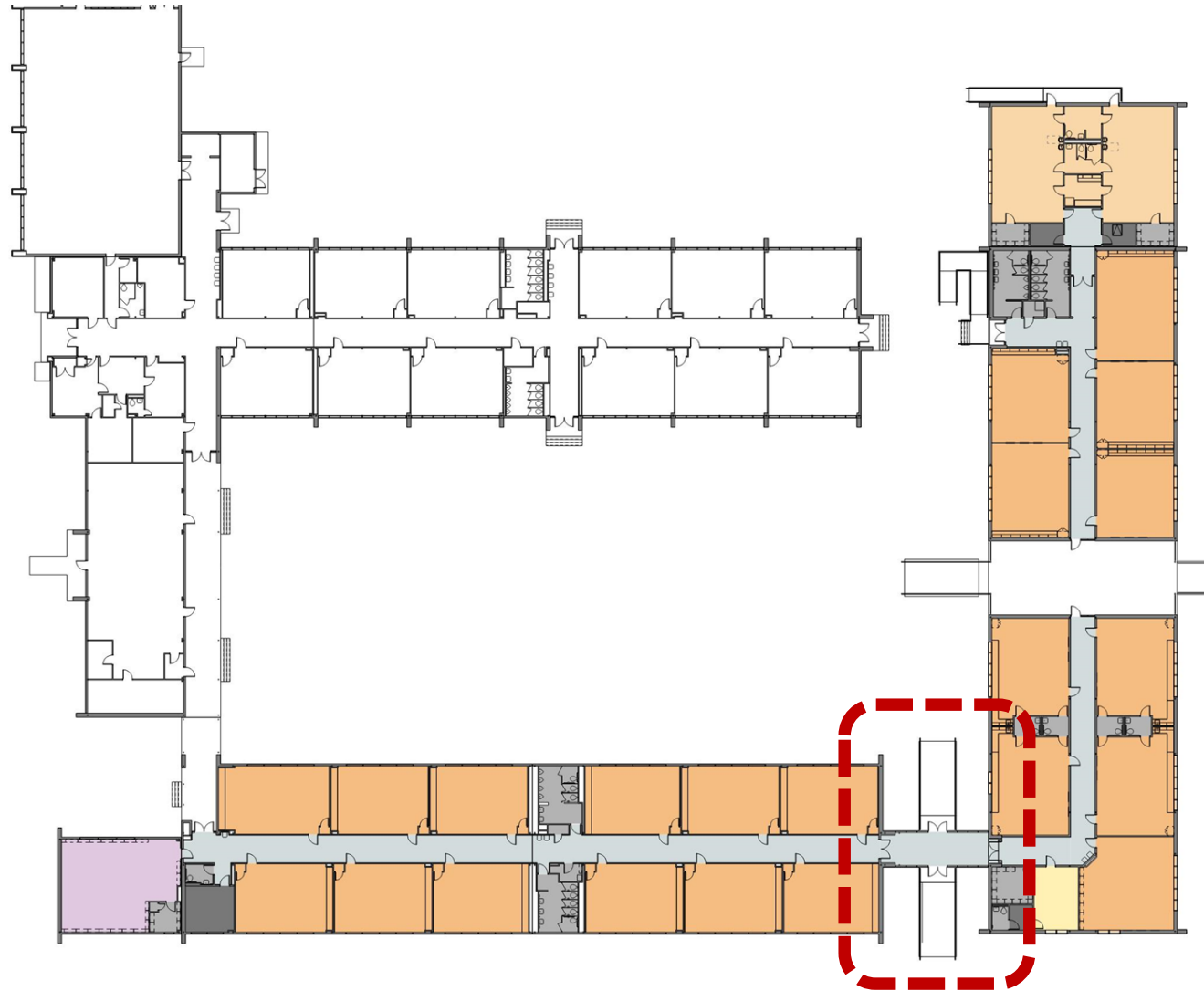
Jefferson Ave

Jefferson Ave

Jefferson Ave

20

Jefferson Phasing



2021

Spring Semester

Summer Break

Fall Semester

2022

Spring Semester

Summer Break

Fall Semester

2023

Spring Semester

Summer Break

Fall Semester

2024

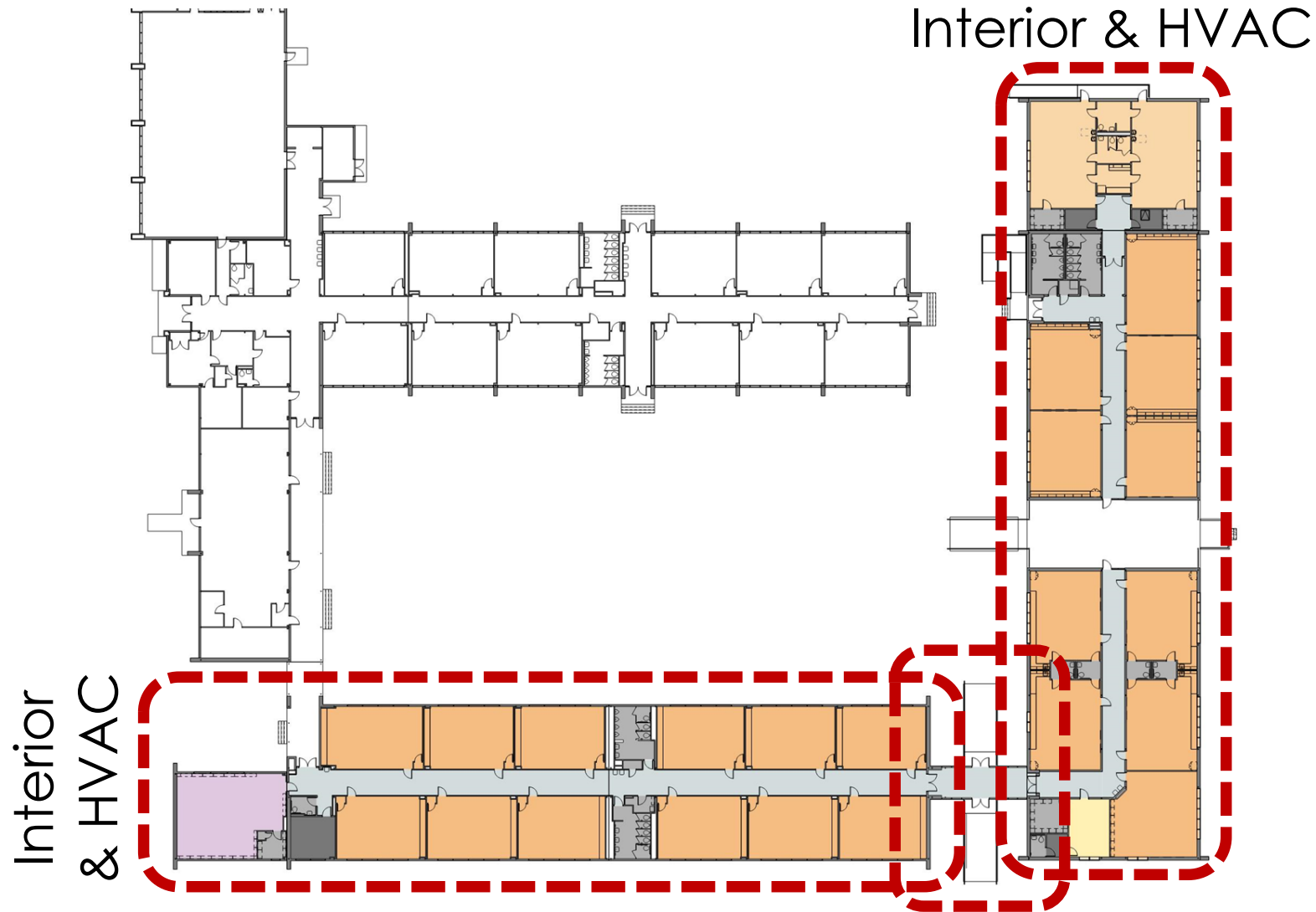
Spring Semester

Summer Break

Fall Semester

2025

Jefferson Phasing



- 2021**
 - Spring Semester
 - Summer Break**
 - Fall Semester
- 2022**
 - Spring Semester
 - Summer Break
 - Fall Semester
- 2023**
 - Spring Semester
 - Summer Break
 - Fall Semester
- 2024**
 - Spring Semester
 - Summer Break
 - Fall Semester
- 2025**
 - Spring Semester
 - Summer Break
 - Fall Semester

Jefferson ES Questions?

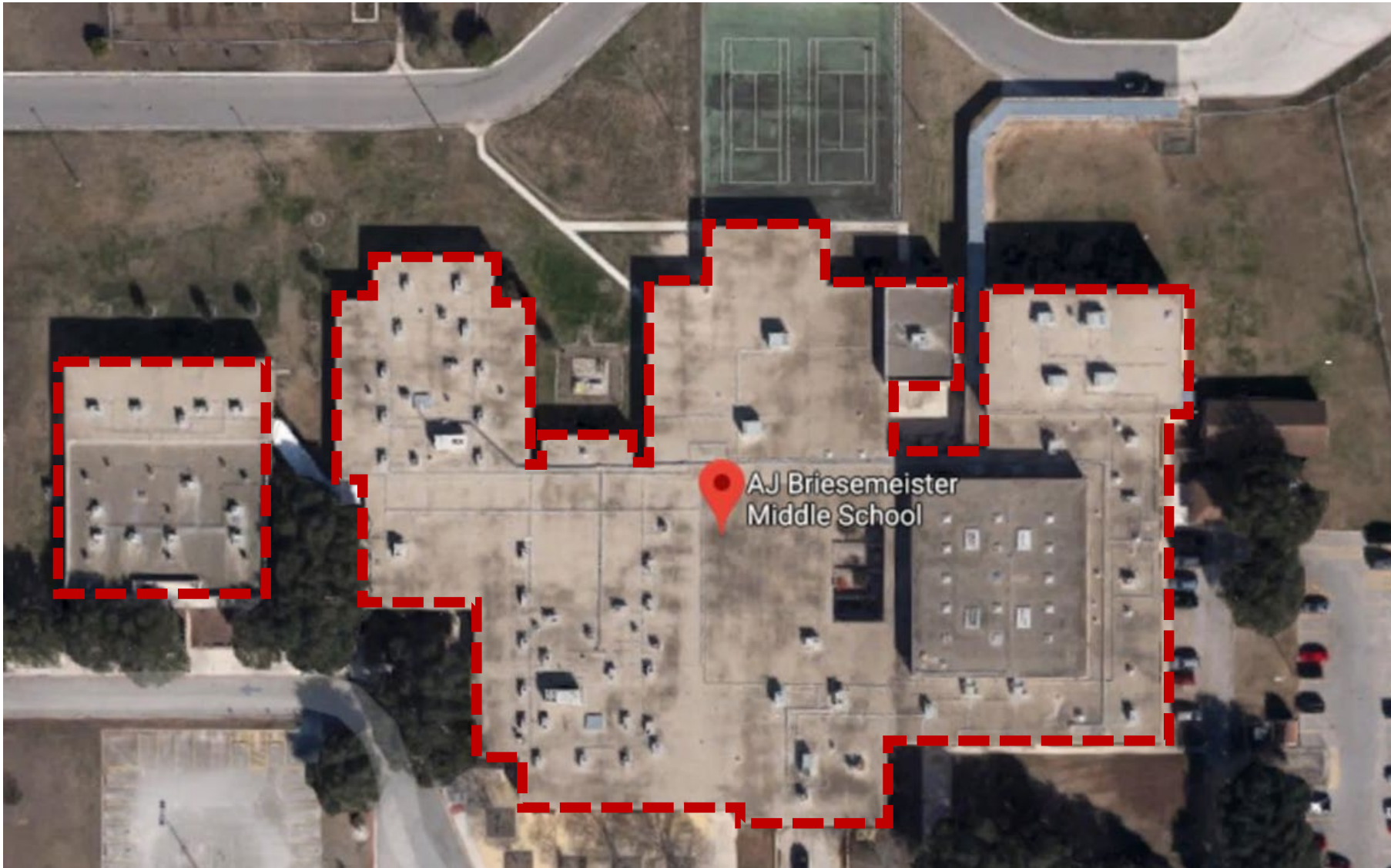


Projects



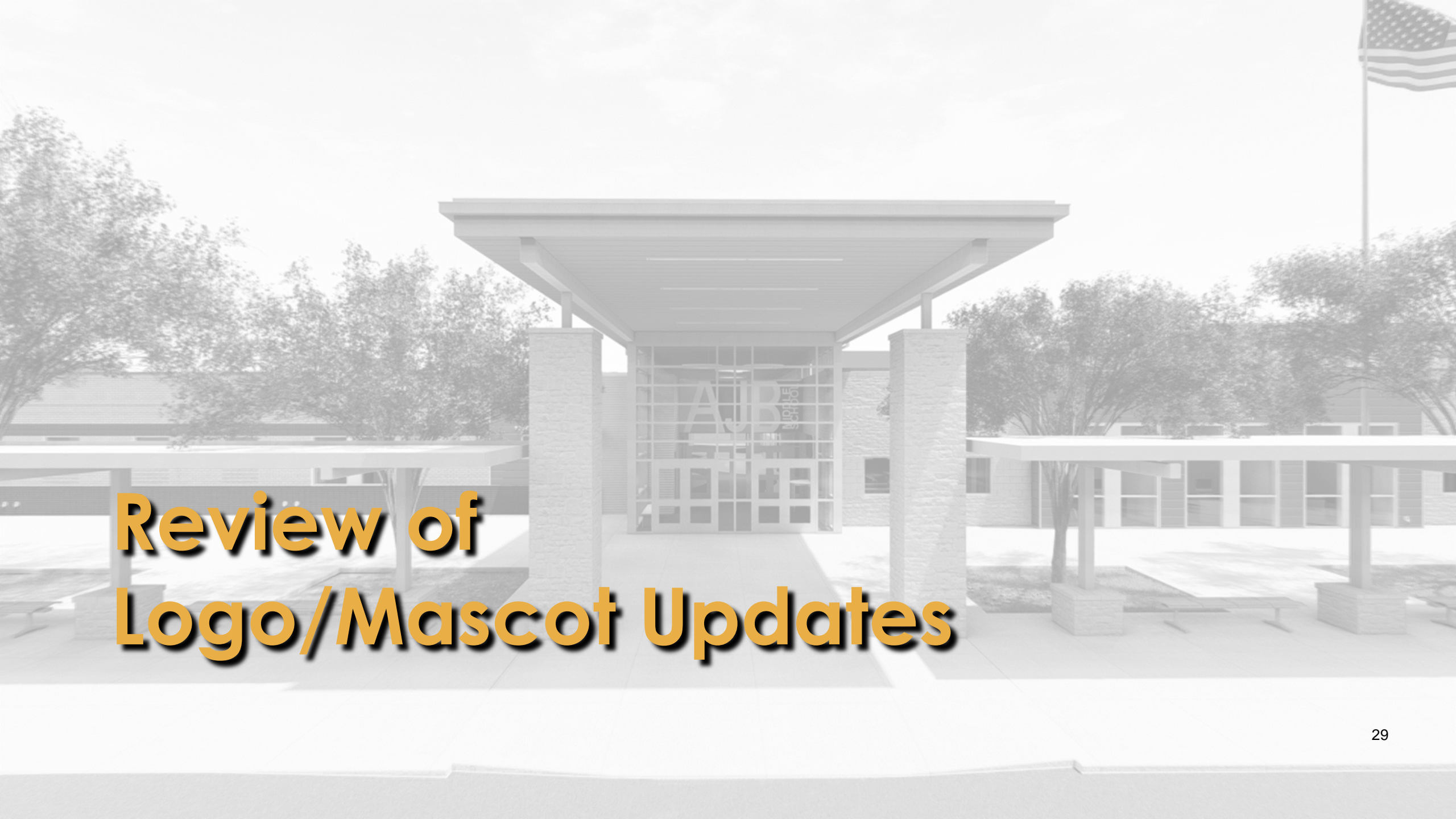
AJ Briesemeister
Middle School

Composite Floor Plan



Composite Floor Plan





Review of Logo/Mascot Updates



Current Logos/Images in Use



A.J. BRIESEMEISTER

M I D D L E S C H O O L



A.J. BRIESEMEISTER

M I D D L E S C H O O L

Logo Concept



A.J. BRIESEMEISTER

M I D D L E S C H O O L



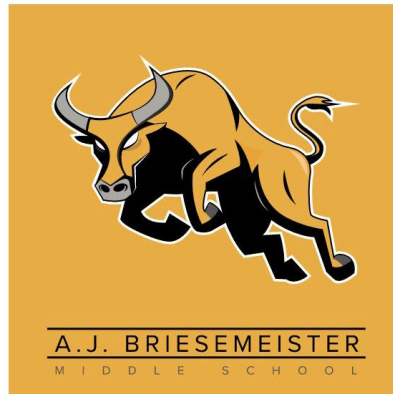
A.J. BRIESEMEISTER

M I D D L E S C H O O L



A.J. BRIESEMEISTER

M I D D L E S C H O O L



A.J. BRIESEMEISTER
M I D D L E S C H O O L



A.J. BRIESEMEISTER
M I D D L E S C H O O L



A.J. BRIESEMEISTER
M I D D L E S C H O O L

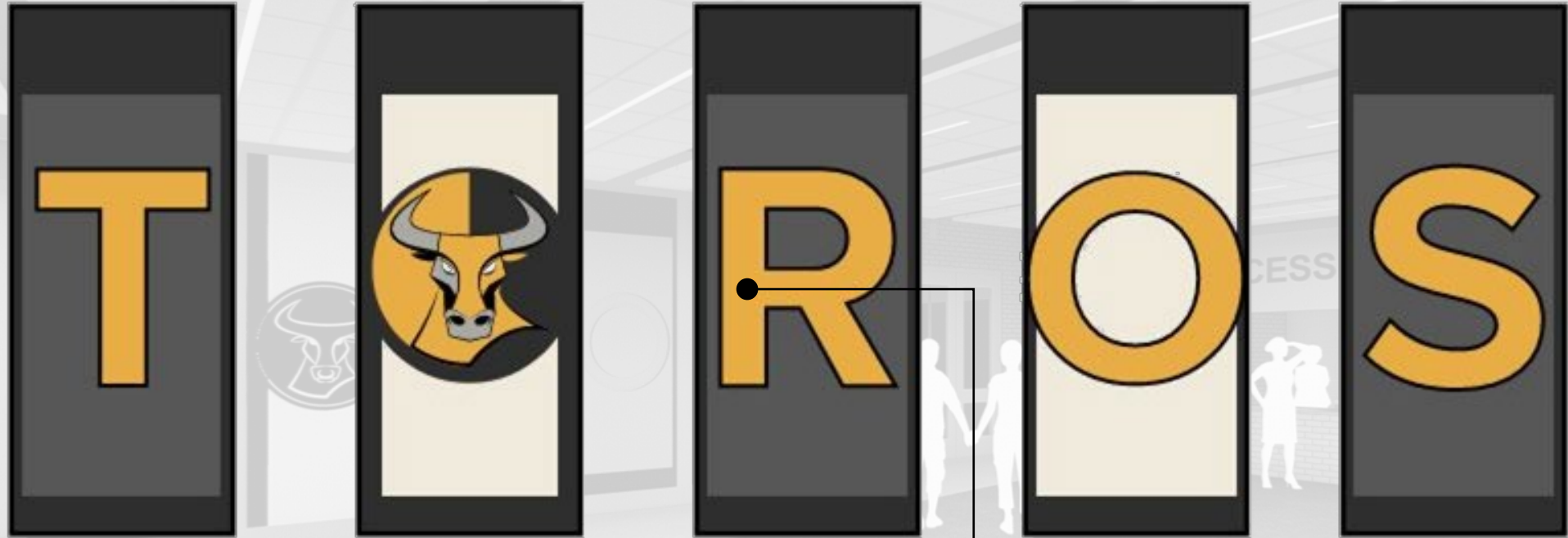
Logo Concept



Cafeteria – Bus Loop Entry



Cafeteria – Bus Loop Entry



Individual panels with cut-out letters

Athletics Lobby



Athletics Lobby

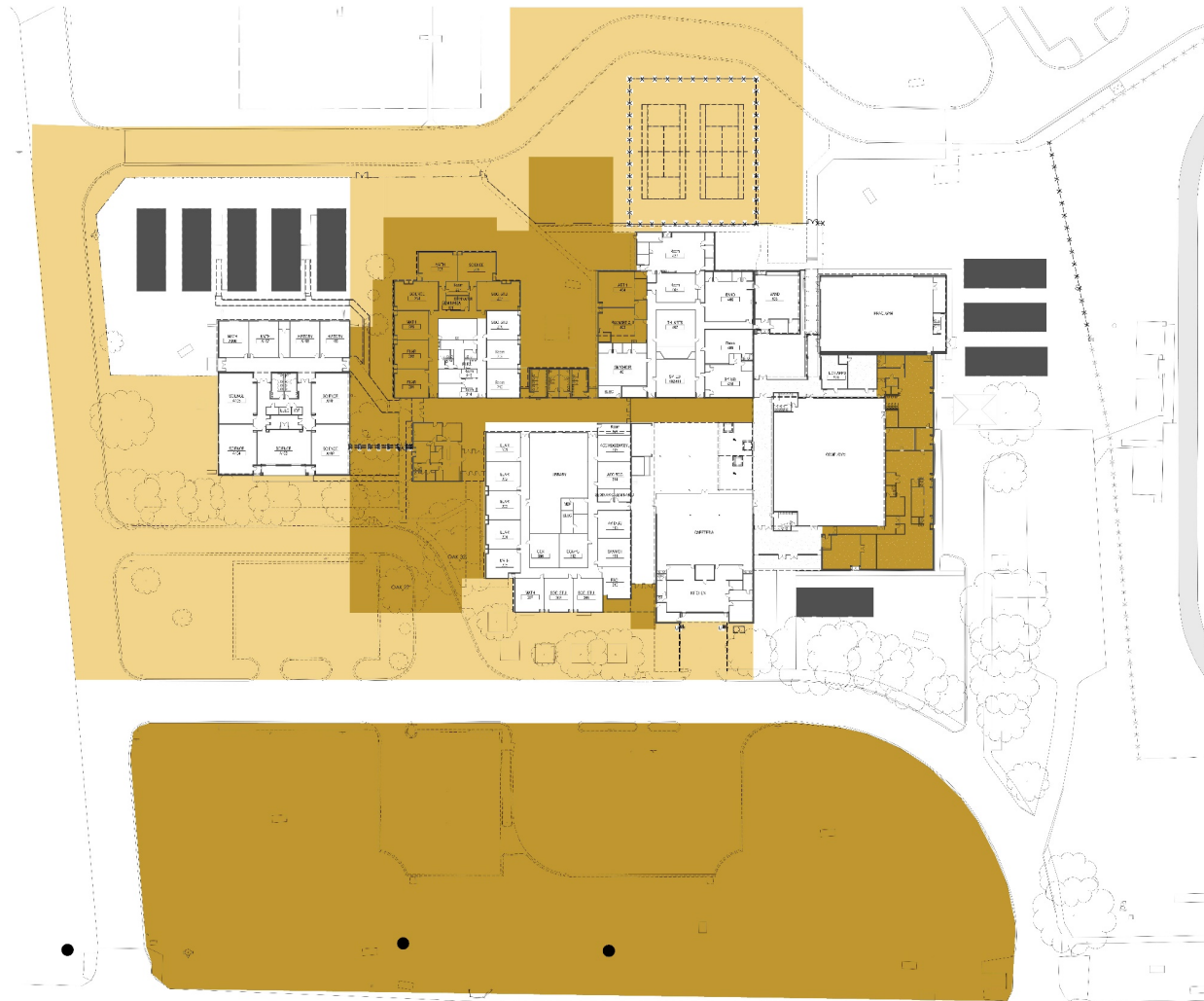
AJB Phasing



- 2021**
Spring Semester
Summer Break
Fall Semester
- 2022**
Spring Semester
Summer Break
Fall Semester
- 2023**
Spring Semester
Summer Break
Fall Semester
- 2024**
Spring Semester
Summer Break
Fall Semester

2025
37

AJB Phasing



2021

Spring Semester
Summer Break

Fall Semester

2022

Spring Semester
Summer Break

Fall Semester

2023

Spring Semester
Summer Break

Fall Semester

2024

Spring Semester
Summer Break

Fall Semester

2025

AJB Phasing



2021

Spring Semester
Summer Break

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2022

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Summer Break
Fall Semester

2023

Spring Semester
Summer Break

Fall Semester

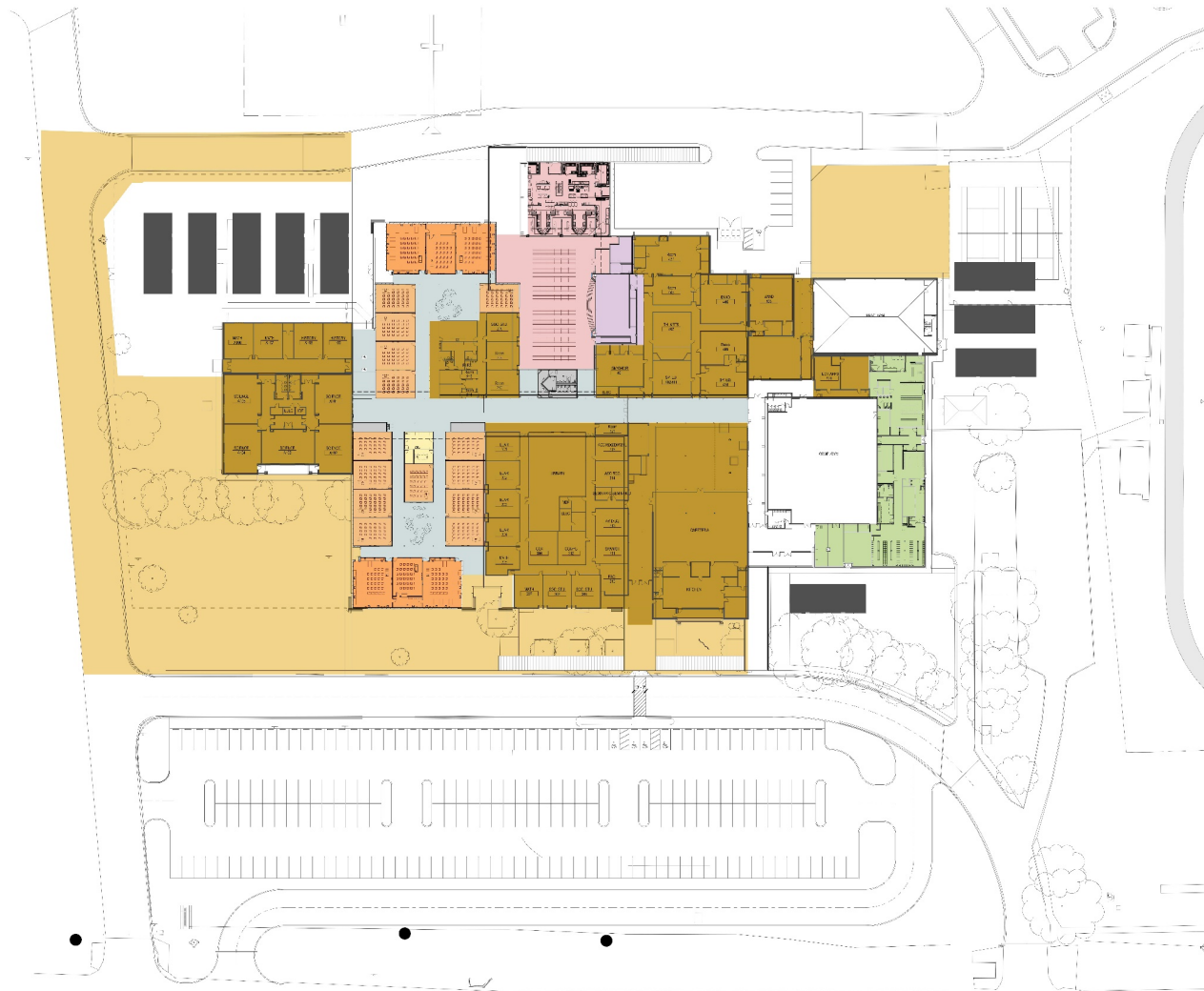
2024

Spring Semester
Summer Break

Fall Semester

2025

AJB Phasing



2021
Spring Semester
Summer Break
Fall Semester

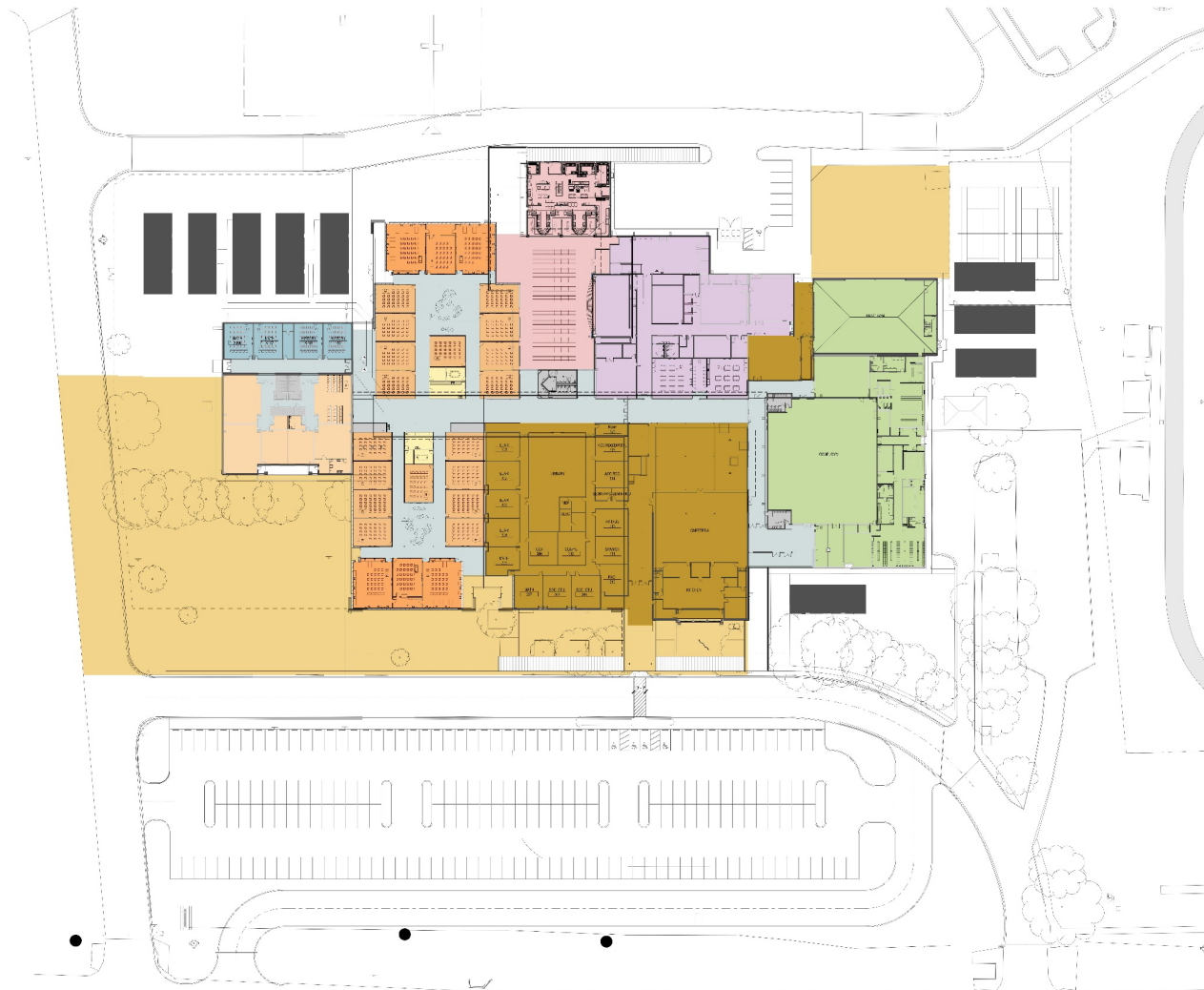
2022
Spring Semester
Summer Break
Fall Semester

2023
Spring Semester
Summer Break
Fall Semester

2024
Spring Semester
Summer Break
Fall Semester

2025

AJB Phasing



2021
Spring Semester
Summer Break
Fall Semester

2022
Spring Semester
Summer Break

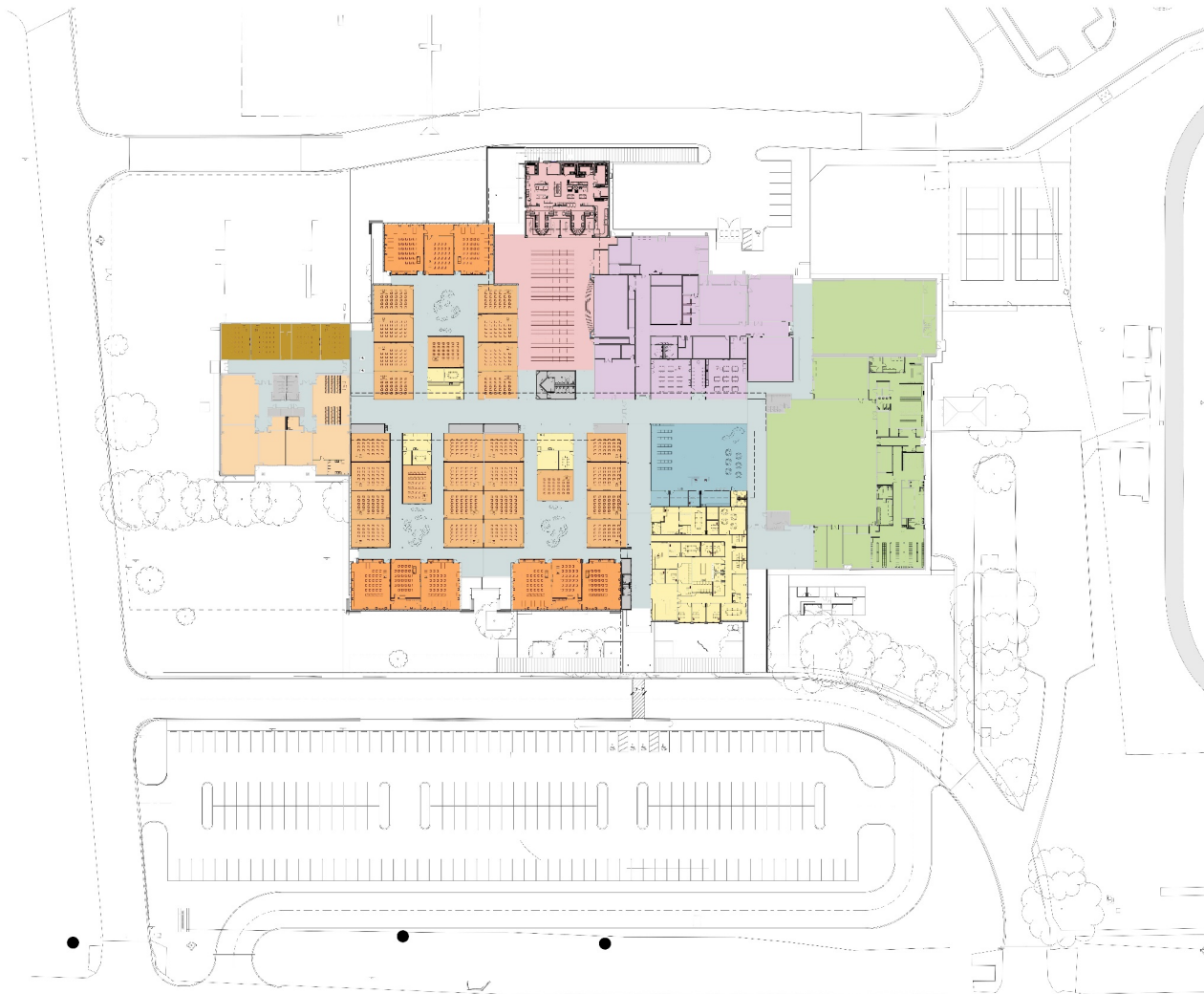
Fall Semester
2023

Spring Semester
Summer Break
Fall Semester

2024
Spring Semester
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Fall Semester

2025

AJB Phasing



2021

Spring Semester
Summer Break
Fall Semester

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Spring Semester
Summer Break
Fall Semester

2023

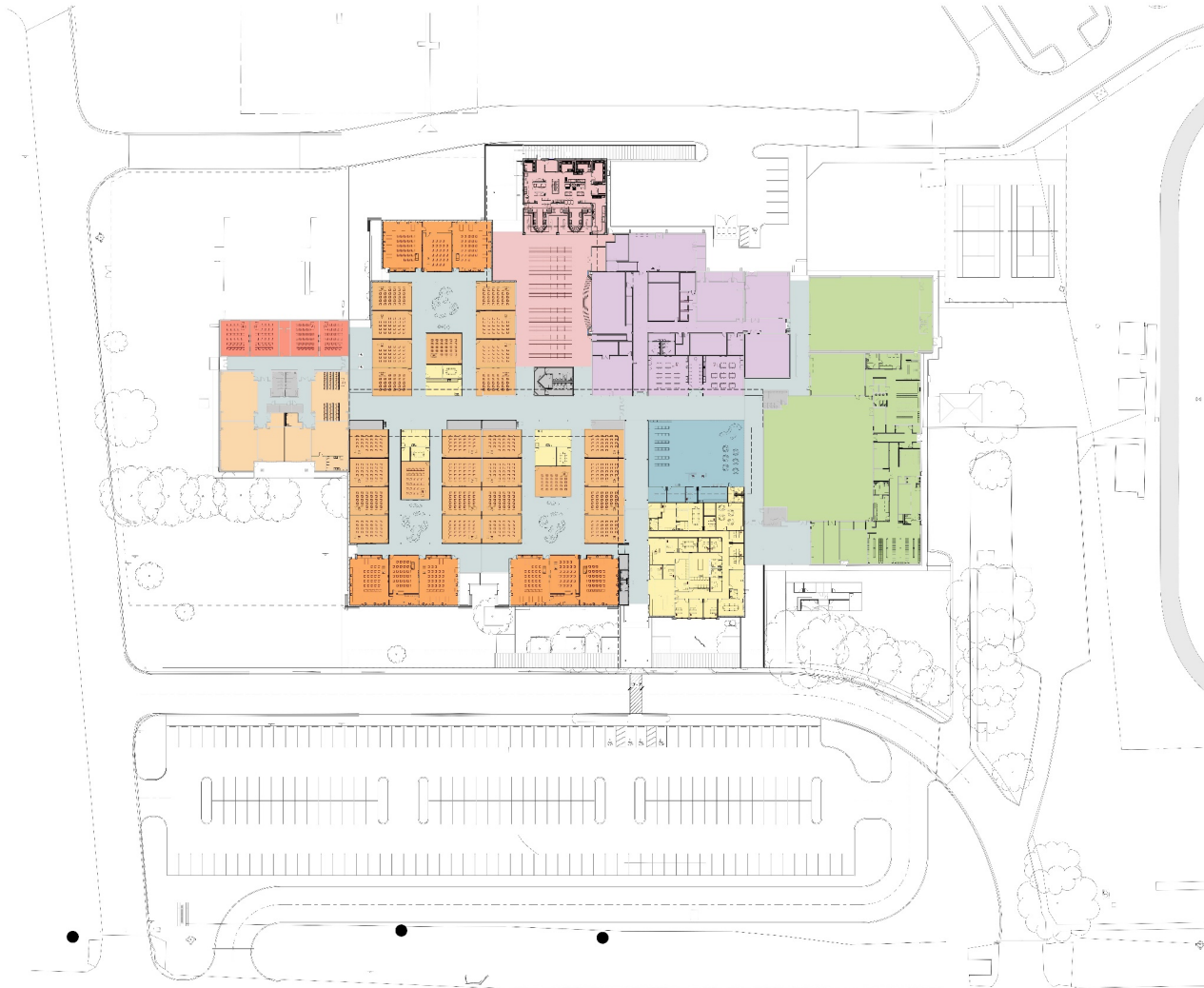
Spring Semester
Summer Break
Fall Semester

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Spring Semester
Summer Break
Fall Semester

2025

AJB Phasing



2021
Spring Semester
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Fall Semester

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Spring Semester
Summer Break

Fall Semester
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Spring Semester
Summer Break
Fall Semester

2025

AJB MS Questions?



- City of Seguin Permit – Step 1 (Site Plan Review): Submitted
- Documents Available: November 24, 2020
- City of Seguin Permit – Step 2 (Bldg. Review): Nov. 25, 2020
- Pre-Proposal Conference: Dec. 9, 2020 @ 2pm
 - Tour Jefferson ES – approx. 3:30pm
 - Tour AJB MS – after Jefferson ES
- Last Day for Pre-Bid Questions: Dec. 29, 2020
- Last Day to Issue Addendum: Dec. 31, 2020
- Proposal Deadline: **January 5, 2021**
- Evaluations & Interviews: Week of January 11, 2021
- Recommendation to Board: January 19, 2021

Proposal Timeline

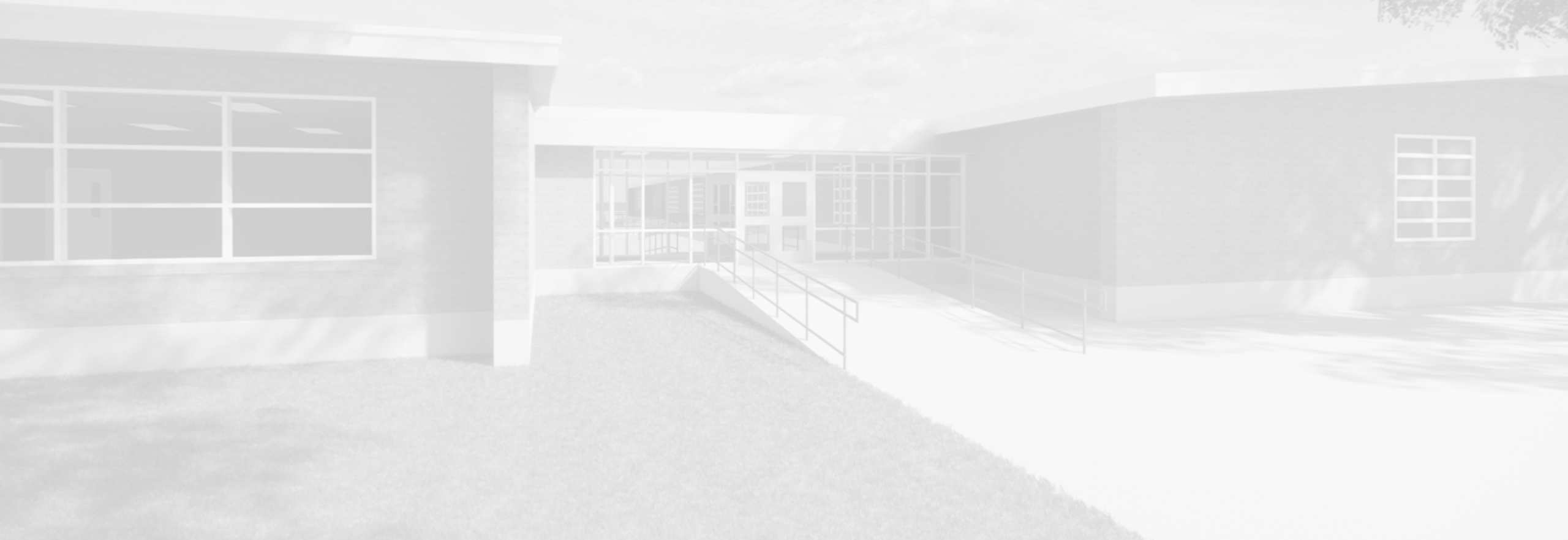
- Construction Budget (AJB MS) = \$31,400,000
- Construction Budget (Jefferson) = \$3,000,000
- Project Procurement Method: **Competitive Sealed Proposal**
- Bundle Option: Contractor's Option to bid both Projects
- AJB Contractor Trailer
- City of Seguin Contractor Licensing Requirement

Items of Note for Proposers

1. Install new Tennis Courts, Equipment, and Assoc. Fencing (Add)
2. Provide Overhead Doors in lieu of Windows at Classrooms (Add)
3. Relocation of Portables to District's Transportation Lot
4. Renovation of Existing Concession Building (Add)
5. Reduce Amount of Parking in Front Parking Lot (Deduct)
6. Install New Curbs & New Paving in East Parking Lot (Add)
7. Utilizing Split-Face CMU in lieu of Stone Veneer (Deduct)
8. Provide Lighting at Football Field (Add)
9. Refinish and Restripe Competition Gymnasium Floor (Add)
10. Replace Lighting in both Gymnasiums (Add)
11. Provide Sod in lieu of Concrete at Dining Plaza (Deduct)
12. Utilize VCT in lieu of Marmoleum at specific Interior Locations (Deduct)
13. Reclad Existing Greenhouse (Add)

AJB Alternates

1. Install new VCT in Classroom Wing



Jefferson Alternates

Questions?



INFORMATION ITEM:

Emergency Operations and Safety Protocols (closed session)

RECOMMENDATION:

That the Board of Trustees receive information regarding the safety updates to the 2020-2021 Seguin ISD Emergency Operations Plan.

RATIONALE:

The District's Emergency Operations Plan (EOP) is updated annually in conjunction with the District Safety Committee. It is best practice for the EOP to be reviewed by the Board of Trustees.

REFERENCE and COMPLIANCE:

CKC (LEGAL) (LOCAL) Safety Program/Risk Management Emergency Plans

PAPERWORK IMPACT:

Minimal

BUDGET IMPACT INFORMATION:

None

EXHIBITS:

2020-2021 Emergency Operations Plan

RESOURCE PERSONNEL:

Kirsten Legore, Deputy Chief Operations Officer

Submitted by:

(Signature)



Date Submitted: 11/17/20

(Name)

Dr. Matthew Gutierrez, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614

INFORMATION ITEM: **Safety and Security Audit Results (closed session)**

RECOMMENDATION: That the Board of Trustees receive a report of the results of the Safety and Security audit.

RATIONALE: School districts are required to conduct a safety and security audit of the district’s facilities every three years. In following the procedures developed by the Texas School Safety Center, the results must be reported to the district’s Board of Trustees and to the Texas School Safety Center.

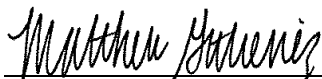
REFERENCE and COMPLIANCE: CK (LEGAL); Safety Program/Risk Management
Texas Education Code §37.108

PAPERWORK IMPACT: Minimal

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: Safety and Security Audit Results

RESOURCE PERSONNEL: Kirsten Legore, Deputy Chief Operations Officer

Submitted by:  Date Submitted: 11/17/20
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Minutes of Public Hearing

The Board of Trustees

Seguin ISD

A Public Hearing of the Board of Trustees of Seguin ISD was held Tuesday, October 27, 2020, beginning at 6:00 P.M. in the Board Room, 1221 E. Kingsbury, 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:

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

1. Call to Order

A. Mrs. Thomas-Jimenez called the special meeting to order at 6:00 p.m. and a quorum was established.

2. Public Hearing to present the Targeted Improvement Plans for A.J. Briesemeister, Jim Barnes, Patlan, Rodriguez, and Vogel

Mr. Cantu presented the board with an overview of the Targeted Improvement Plans and action plans/milestones for A.J. Briesemeister, Jim Barnes, Patlan, Rodriguez, and Vogel. All board questions and comments were addressed. There were no questions or comments from the community.

3. Adjourn

The meeting adjourned at 6:22 p.m.

Secretary/November 17, 2020

President/November 17, 2020

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, October 27, 2020, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, 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:

Also Present: Mark Cantu, Chief Academic Officer; Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Kirsten Legore, Deputy Chief Operations Officer; Bill Lewis, Chief Operating Officer and Associate Superintendent; Cindy Moreno, Chief Human Resources Officer; Cynthia Borden, Director of Federal and State Accountability; Andrea Jaramillo, Director of Elementary Curriculum and Multilingual Services; Rick Bough, CTE Director; Susan Wetz, Communities in Schools Chief Program Officer; Nancy Ramirez, Superintendent Secretary and media.

1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:31 p.m. and a quorum was established. 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 Mrs. Crettenden, followed by a moment of silence.

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, events and great news since the last board meeting including back to school updates. Dr. Gutierrez thanked the voters who casted a ballot during the Seguin ISD bond election in May 2019 to support the new Matador Stadium and recognized the Matadors for opening the football season with a 48-2 win on September 25.

2. Recognition/Campus Presentations

A. Student/Staff/Board/Community Recognition

The Board of Trustees recognized the following staff for their outstanding accomplishments:

- **Superintendent's Award**

Dr. Gutierrez was honored to recognize Jeffrey Lee, Webmaster and District Technologist, as the October recipient of the Superintendent's Leadership Award for going above and beyond daily duties to cultivate, inspire and empower his colleagues, students and Seguin ISD community.

3. Audience with the Board

No one signed up to address the Board.

4. Reports/Information Items:

A. Communities in Schools (CIS) Update

The Board of Trustees received an update from Susan Wetz, Communities in Schools (CIS) Chief

Program Officer who provided a presentation on the current efforts made by Communities in Schools and site coordinators during the 2019-20 and current school year to support students, empowering them to succeed in school and achieve in life. Communities in Schools is the nation's largest and most effective dropout prevention organization that is proven to both decrease dropout rates and increase graduation rates. The site coordinators work closely with students to help provide a one-on-one relationship with a caring adult, a safe place to learn and grow a healthy start for a healthy future, a marketable skill to use upon graduation and a chance to give back to peers in the community. Case-managed students receive targeted services such as supportive guidance/counseling, mental health intervention, health/human services (basic life needs such as shelter, food, and clothing), tutoring, and college preparation assistance. COVID-19's impact on the community and students has resulted in increased mental health and support needs.

B. Seguin ISD 2019-2020 Bilingual/English as a Second Language (ESL) Program Evaluation and Texas English Language Proficiency Assessment (TELPAS) Results

The Board of Trustees received a report from Ms. Jaramillo on the Seguin ISD 2019-2020 Bilingual/ESL Program Evaluation and TELPAS results. Pursuant to Texas Administrative Code (TAC) 89.1265, which requires districts to present annual reports of the educational performance and the academic progress in either language of the limited English proficient students, the Bilingual/English as a Second Language (ESL) Program Evaluation and the Texas English Language Proficiency Assessment (TELPAS) results for the school year 2019-2020 were presented.

C. Career and Technical Education Update and Evaluation

The Board of Trustees received an update from Mr. Bough regarding the Career and Technical Education (CTE) program and evaluation of the program. Mr. Bough also shared future plans for the program and examples of how CTE opportunities successfully impact student achievement.

D. Bilingual Education Exception

The Board of Trustees received an update from Mrs. Moreno regarding the shortage of bilingual educators in the state of Texas. TEA is allowing districts to request a Bilingual Education Exception and ESL waiver for the 2020-2021 academic year. Providing face to face and remote instruction while ensuring Bilingual/ESL certified teachers for all English Language Learners has proven challenging in the wake of the COVID 19 pandemic. Seguin ISD currently has 35 elementary teachers serving our bilingual students. Of the 35, 25 meet the Texas State Board of Education - Certification regulations. Currently the state requires potential candidates to pass three exams: Bilingual EC-6 exam, the Pedagogy & Professional Responsibilities exam (PPR), and the Bilingual Target Language Proficiency Test (BTLPT). In addition to our Bilingual Teachers, Seguin ISD has 60 teachers serving our English Learners in the ESL program. Of the 60 teachers, 38 are ESL certified. Seguin ISD will be required to apply for the Bilingual Exception and ESL waiver through the TEA. The exception and waiver will include a summary of the number of Bilingual/ESL teachers in classrooms, the number of Bilingual/ESL students, a plan that addresses academic programming and support, and a recruitment and retention plan for hiring Bilingual/ESL certified teachers.

E. Report Board of Trustees Continuing Education Hours

The Board President announced the continuing education hours for the Seguin ISD Board of Trustees. In accordance with HB 2563 and Texas Education Code, Section 11.159(b), each school board must reflect in the official minutes of the meeting held before an election of trustees whether each board member has met or is deficient in meeting training requirements for the trustee as of the first anniversary of the date of the trustee's election or appointment. If the minutes reflect that a trustee is deficient, the district shall post the minutes on the district's internet website within 10 business days of the meeting and maintain the posting until the trustee meets the requirements.

- **Carl Jenkins** - **District 1 – Exceeded Required Training Hours**
- **Alejandro R. Guerra** - **District 2 – Exceeded Required Training Hours**
- **Cinde Thomas-Jimenez** - **District 3 – Exceeded Required Training Hours**
- **Linda Duncan** - **District 4 – Exceeded Required Training Hours**
- **Denise Crettenden** - **District 5 – Exceeded Required Training Hours**
- **Ben Amador** - **District 6 – Exceeded Required Training Hours**
- **Glenda Moreno** - **District 7 – Exceeded Required Training Hours**

The board recessed from 8:06 p.m. until 8:16 p.m.

5. **Closed Meeting** –The Board went into closed session at 8:16 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 an employee(s).
6. **Reconvene to Open Meeting** - The Board reconvened at 8:54 p.m. No action was taken.
 - A. Possible action to approve professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of employee(s).
7. **Consent Agenda Items – Consider and Possible Approval:**
 - A. **Approval of Board Minutes for:**
 Regular Meeting, September 22, 2020
 Special Meeting, October 5, 2020
 - B. **Approval of Tax Collection Reports for September 2020**
 The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for September 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 September 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 September 30, 2020.
 - D. **Approval of Donations Received Donations September 2020**
 The Board of Trustees approved the donations received by the District during the month of September 2020 in the amount of \$3,421.87 from various business and individuals. District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval."
 - E. **Approval of Investment Report for the First Quarter Ended September 30, 2020**
 The Board of Trustees approved the Investment Report for the Quarter Ended September 30, 2020. This report is designed to allow the Board of Trustees to review the investment activity for the quarter ended September 30, 2020. The District's earnings rates, investment position, and yield information are presented for the period.

F. Approval of District-Wide Vehicle Maintenance, Parts, and Services (RFP #: 21-01)

The Board of Trustees approved the contract with each of the recommended respondents, as reflected in the exhibit, for Vehicle Maintenance, Parts, and Services. A Request for Proposals (RFP#: 21-01) was issued on August 7, 2020 for Vehicle Maintenance, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the four responses received, all met the RFP requirements. With approval from the Board of Trustees, these respondents will be added to the list of approved vendors for this RFP. All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

G. Approval of District-Wide HVAC Systems Maintenance, Equipment, Parts, and Services (RFP #:21-02)

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit for HVAC Systems Maintenance, Equipment, Parts, and Services. A Request for Proposals (RFP#: 21-02) was issued on August, 7, 2020 for HVAC Systems Maintenance, Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the five response received, all met the RFP requirements. With approval from the Board of Trustees, these respondents will be added to the list of approved vendors for this RFP. All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

H. Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts, and Services (RFP #:21-03)

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Plumbing Systems Maintenance, Equipment, Parts, and Services. A Request for Proposals (RFP#: 21-03) was issued on August 7, 2020 for Plumbing Systems Maintenance, Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the four response received, all met the RFP requirements. With approval from the Board of Trustees, these respondents will be added to the list of approved vendors for this RFP. All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

I. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, and Services (RFP #: 21-04)

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Facilities Maintenance, Electrical Equipment, Parts, and Services. A Request for Proposals (RFP#: 21-04) was issued on August 7, 2020 for Facilities Maintenance, Electrical Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the seven responses received, all met the RFP requirements. With approval from the Board of Trustees, these respondents will be added to the list of approved vendors for this RFP. All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023

J. Approval of District-Wide Special Education Services (RFP #: 21-05)

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Special Education Services. A Request for Proposals (RFP#: 21-05) was issued on August 7, 2020 for Special Education Services. The bid was competitively solicited in compliance with Board Policy. Of the four responses received, all met the RFP requirements. With approval from the Board of Trustees, these respondents will be added to the list of approved vendors for this RFP. All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

K. Consideration of Approval of Certified Appraisers for 2020-2021

The Board of Trustees approved the following administrators as certified appraisers for the Texas Teachers Evaluation Support System (T-TESS) or to conduct formal goal setting known as the Annual Teacher Review in the 2020-2021 school year.

Instructional Technology
Jason Adam, Director of Fine Arts

L. Acknowledge Public Information Act Request September 2020 – October 2020

The Board of Trustees received information regarding the Public Information Act requests received since September 10, 2020. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

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

A. Approval of Board Minutes for:

Regular Meeting, September 22, 2020

Special Meeting, October 5, 2020

B. Approval of Tax Collection Reports for September 2020

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

D. Approval of Donations Received Donations September 2020

E. Approval of Investment Report for the First Quarter Ended September 30, 2020

F. Approval of District-Wide Vehicle Maintenance, Parts, and Services (RFP #: 21-01)

G. Approval of District-Wide HVAC Systems Maintenance, Equipment, Parts, and Services (RFP #:21-02)

H. Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts, and Services (RFP #:21-03)

I. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, and Services (RFP #: 21-04)

J. Approval of District-Wide Special Education Services (RFP #: 21-05)

K. Consideration of Approval of Certified Appraisers for 2020-2021

L. Acknowledge Public Information Act Request September 2020 – October 2020

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

Nays: None

8. Action Items:

A. Adopt the Resolution for the Renovations of A.J. Briesemeister Middle School and Jefferson Elementary (the "Projects") to Select a Construction Delivery Methodology, Identify Weighted Criteria to be Used in Selecting a Contractor, Adopt Prevailing Wage Rates, and Delegate Authority to the Superintendent or His Designee to Take Necessary Actions to Procure Construction Services

Mr. Amador moved, seconded by Mr. Jenkins that the Board of Trustees adopt the resolution for various construction matters regarding the renovations of A.J. Briesemeister Middle School and Jefferson Elementary projects as presented. On April 30, 2019, the Board of Trustees received information explaining the allowable construction methodologies and procurement guidelines associated with construction services as per Texas Government Code Chapter 2269. One of the allowable methodologies, competitive sealed proposals (CSP), is a procurement method by which a district requests proposals, ranks the offerors, negotiates as prescribed, and then contracts with a general contractor for the construction, rehabilitation, alteration, or repair of a facility. The CSP delivery method provides the best value to the District and is best suited for the project.

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

Nays: None

B. Discuss and Consider Resolution Granting Tax Credit to Caterpillar Inc. (#160), Pursuant to Texas Tax Code 313.104

Mr. Jenkins moved, seconded by Mr. Guerra to adopt the resolution granting Tax Credit to Caterpillar Inc. (#160). An additional benefit to the company of the value limitation agreement with the Seguin ISD is the statutorily authorized property tax credit. The tax credit is the difference between the amount of maintenance and operations levy during the first two complete tax years of the qualifying time period that exceeds the limitation amount. Because the company applied this year, the company is eligible for the credit for the first time for taxes paid for the 2020 tax year. The credit will then continue for at least the next two years and is fully reimbursed by TEA. If the company maintains compliance with the Agreement and all requirements of statute, the credit must be given by the school district.

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

Nays: None

C. Approval of the 2020 – 2021 Targeted Improvement Plans for A.J. Briesemeister, Jim Barnes, Patlan, Rodriguez, and Vogel

Ms. Duncan moved, seconded by Mr. Guerra to approve the Targeted Improvement Plans as presented. Under the provisions of Texas Education Code (TEC) Chapter 39A.056 and 39A.057 and 19 Texas Administrative Code (TAC) 97.1063, all F and D rated campuses along with the District are required to develop a Targeted Improvement Plan (TIP). This plan addresses all domain performance measures not meeting the required performance standard in the State's academic accountability rating system. In developing these plans, campuses are required to follow the Effective School Framework model, collect and analyze data, determine the factors contributing to unacceptable performance, and include specific intervention activities for improvement. Stakeholder input was solicited and taken into consideration as each campus developed their TIP.

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

Nays: None

D. Consideration and Approval of the District and Campus Performance Objectives for the 2020-21 School Year

Mr. Amador moved, seconded by Mr. Guerra to approve the District and Campus Performance Objectives, as contained in the District and Campus Improvement Plans, for the 2020-21 school year. Texas Education Code 11.251(a) states that the Board of Trustees shall annually approve both the district and campus performance objectives. These objectives form the basis of the district and campus improvement plans, with strategies and activities that lead to attainment of the objectives developed by the District and Campus site councils.

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

Nays: None

E. Approval of Local Criteria for Identification of Students at Risk of Dropping Out of School

Mrs. Moreno moved, seconded by Ms. Duncan to adopt the local criteria for identification of students at risk of dropping out of school. One goal of the State Compensatory Education Program (SCE) is to provide funding to reduce disparity in performance on assessment instruments between at-risk students and all other students. The state provides 14 criteria used to identify at-risk students. In addition to serving at-risk students defined by state criteria, LEAs may serve students who meet

local eligibility criteria if the local criteria have been adopted by the board of trustees. Nearly 50% of students in grades PreK-5 are remote learners. While online learning is a beneficial option for many families, there are drawbacks including social isolation, limited interaction, limited academic feedback, lack of face-to-face communication, and more. For these reasons, Seguin ISD proposes to adopt online students (grades PreK-5) as an additional criterion to identify at-risk students.

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

F. Consideration of the Submission of a Class Size Waiver to the Texas Education Agency

Mrs. Moreno moved, seconded by Mrs. Crettenden to approve the submission of a class size waiver to the Texas Education Agency for the 2020-2021 academic year. Each semester, a school district must conduct a class size enrollment survey for kindergarten through grade 4. If the survey indicates that any class exceeds the allowable limit of 22:1, the district must submit a waiver request and a compliance plan to the Texas Education Agency (TEA). With the grade level registration for the 2020-2021 school year many virtual classes have exceeded the 22 student limit for elementary students assigned to one teacher. The exhibit contains a breakdown of virtual classes that exceed the 22 student limit. With classes exceeding the 22:1 ratio, a waiver request must be submitted to TEA. All other elementary grade level classrooms throughout the district are currently at or under the allowable limit.

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

G. Personnel Action Professional Employees

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

New Hire Elections:

Name	Campus	Effective
Driver, Daniel	AJB Middle School	10/16/2020
Hernandez, Rosalva	Koennecke Elementary	10/5/2020
Terrill, Randee	Barnes Middle School	10/1/2020

Resignations:

Dement, Steve, Barnes Middle School, effective 8/28/2020

Mr. Dement, AVID Teacher, has resigned due to medical reasons.

Soefje, Kelly, Seguin High School, effective 10/23/2020

Ms. Soefje, CNA Instructor/Health Science Teacher, has resigned to accept a position in the private sector.

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

9. Board Comments and Request

Mr. Guerra asked how the technology with the Chromebooks is coming along. Mr. Lewis provided a brief update to the Board.

Mrs. Thomas-Jimenez would like for the Board to have an opportunity to visit a virtual class room.

The Board, Dr. Gutierrez and the staff held a brief discussion regarding COVID-19 testing and

county cases.

All prior board requests have been addressed.

10. Adjourn

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

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

Nays: None

The meeting adjourned at 9:40 p.m.

Secretary/November 17, 2020

President/November 17, 2020

Minutes of Special Meeting

The Board of Trustees

Seguin ISD

A Special Meeting of the Board of Trustees of Seguin ISD was held Thursday, October 29, 2020, beginning at 12:00 PM by video and telephone conference.

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

Present: Ben Amador, Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Carl Jenkins (arrived at 12:01 p.m.), Glenda Moreno, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez

Absent:

Also Present: Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Officer; Bill Lewis, Chief Operating Officer and Associate Superintendent; Cindy Moreno, Chief Human Resources Officer and Nancy Ramirez, Superintendent Secretary.

1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 12:00 p.m. and a quorum was established.

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

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

2. Audience with the Board

No one signed up to address the Board.

3. Open Session:

A. Approval of Tax Roll Levy for the 2020 Tax Year

Mr. Amador moved, seconded by Mr. Guerra to approve the 2020 tax roll levy as presented. In accordance with the Texas Property Tax Code, the Board of Trustees shall approve the tax roll levy for the Seguin Independent School District. The property tax levy is calculated after certified values are received from the Guadalupe Appraisal District and the District sets the tax rates.

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

Nays: None

4. Adjourn – The meeting adjourned at 12:04 p.m.

ACTION ITEM:

Approval of Tax Collection Reports for October 2020

RECOMMENDATION:

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

Current	\$	355,920
Delinquent		116,518
Penalty and Interest		37,344
Total Monthly Collections	\$	<u>509,782</u>
Total Tax Collections Year to Date	\$	<u>1,448,664</u>
Delinquent Tax Levy		2,855,471
Percent Collected through October 2020		38.27%
Percent of Tax Levy Collected last year		34.27%

EXHIBITS:

None

RESOURCE PERSONNEL:

Anthony Hillberg, CPA, Chief Financial Officer

Submitted by:



Date Submitted: 11/17/20

(Signature)

(Name)

(Address)

(Telephone)

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

ACTION ITEM:

Approval of Donations Received October 2020

RECOMMENDATION:

That the Board of Trustees approve donations received by the District during the month of October 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: 11/17/20

**Donations Received By Seguin ISD
During the 2020-21 School Year**

Donor	Purpose	Campus Receiving Donation	Date Rcvd	Amount	Board Approval
Seguin Sunrise Rotary Club	Art Supplies	Briesemeister MS	10/01/20	\$ 225.00	Pending
Randolph Brooks FCU	Art Supplies	Briesemeister MS	10/12/20	\$ 210.00	Pending
Faith Lutheran Church	Family Support Fund	Student Services	10/13/20	\$ 100.00	Pending
CT Fieldscapes	Volleyball program	SHS Athletics	10/27/20	\$ 2,000.00	Pending

NOTE: This listing includes only documented, unsolicited donations received by the District during October 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:

Adoption of Resolution Stating Review of Investment Policy and Designation of Investment Officers

RECOMMENDATION:

That the Board of Trustees adopt the attached resolution stating review of investment policy and investment strategies for the Seguin Independent School District and naming Investment Officers for the District.

RATIONALE:

The attached resolution states that the Board of Trustees has reviewed the investment policy, and names the Superintendent, the Chief Financial Officer, and the General Ledger Specialist as the District's investment officers.

The investment policy of the District primarily emphasizes safety or principal and liquidity with additional consideration of diversification of the portfolio and investment yield. Authorized investments are designated and are all authorized by the Texas Public Funds Investment Act. Policies CDA (Legal) and CDA (Local) have been reviewed by the Chief Financial Officer. There have been no legislative changes to CDA (Legal) and no changes are recommended for CDA (Local). Both policies are attached.

BOARD POLICY REFERENCE and COMPLIANCE:

CDA (LEGAL) and CDA (LOCAL) Other Revenues - Investments

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

None

EXHIBITS:

Exhibit 1 - Resolution
Exhibit 2 - Board Policy

RESOURCE PERSONNEL:

Anthony Hillberg, CPA, Chief Financial Officer

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 11/17/20

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

**Resolution Stating Review of Investment Policy
And Investment Strategies for the
Seguin Independent School District**

Whereas, School Board policy CDA (Legal) requires the Board of Trustees to review its investment policy and investment strategies not less than annually;

Whereas, the Board of Trustees of the Seguin Independent School District, "District", adopted Investment Policies for the District, in the form attached hereto as Exhibit "2," pursuant to Board policy CDA (Legal);

And Whereas, the Board of Trustees wishes to designate one or more employees of the District as investment officer to be responsible for the investment of its funds consistent with the Investment Policy;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT THAT:

Section 1. The Investment Policy, in the form attached hereto as Exhibit "2," and investment strategies contained in such policy has been reviewed and is hereby adopted with no changes.

Section 2. The Superintendent, the Chief Financial Officer, and the General Ledger Specialist are hereby named as investment officers of the District to be responsible for the investment of its funds consistent with the Investment Policy.

Section 3. The provisions of the Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the Board of Trustees.

Adopted this 22nd Day of November 2020.

Signature of President, Board of Trustees

Attest:

Signature of Secretary, Board of Trustees

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All investments made by a district shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules, or regulations. *Gov't Code 2256.026*

Definitions

Bond Proceeds	"Bond proceeds" means the proceeds from the sale of bonds, notes, and other obligations issued by a district, and reserves and funds maintained by a district for debt service purposes.
Investment Pool	"Investment pool" means an entity created under the Texas Government Code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield.
Pooled Fund Group	"Pooled fund group" means an internally created fund of a district in which one or more institutional accounts of a district are invested.
Separately Invested Asset	"Separately invested asset" means an account or fund of a district that is not invested in a pooled fund group. <i>Gov't Code 2256.002(1), (6), (9), (12)</i>
Pledged Revenue	"Pledged revenue" means money pledged to the payment of or as security for: <ol style="list-style-type: none">1. Bonds or other indebtedness issued by a district;2. Obligations under a lease, installment sale, or other agreement of a district; or3. Certificates of participation in a debt or obligation described by item 1 or 2. <i>Gov't Code 2256.0208(a)</i>
Repurchase Agreement	"Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations, described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds), at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement. <i>Gov't Code 2256.011(b)</i>
Hedging	"Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering

into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.

Eligible Entity

“Eligible entity” means a political subdivision that has:

1. A principal amount of at least \$250 million in outstanding long-term indebtedness, long-term indebtedness proposed to be issued, or a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and
2. Outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

Eligible Project

“Eligible project” has the meaning assigned by Government Code 1371.001 (issuance of obligations for certain public improvements).

Gov’t Code 2256.0207(a)

Corporate Bond

“Corporate bond” means a senior secured debt obligation issued by a domestic business entity and rated not lower than “AA-” or the equivalent by a nationally recognized investment rating firm. The term does not include a debt obligation that, on conversion, would result in the holder becoming a stockholder or shareholder in the entity, or any affiliate or subsidiary of the entity, that issued the debt obligation, or is an unsecured debt obligation. *Gov’t Code 2256.0204(a)*

Written Policies

The board shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which the district’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the district;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;

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4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see Loss of Required Rating, below].

Gov't Code 2256.005(a), (b)

Annual Review

The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*

Annual Audit

A district shall perform a compliance audit of management controls on investments and adherence to the district's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit. *Gov't Code 2256.005(m)*

Investment
Strategies

As an integral part of the investment policy, the board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the district;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

Gov't Code 2256.005(d)

Investment Officer

A district shall designate by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees as investment officer(s) to be responsible for the investment of its funds consistent

with the investment policy adopted by the board. If the board has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting board's district. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the board retains the ultimate responsibility as fiduciaries of the assets of the district. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the district. Authority granted to a person to invest the district's funds is effective until rescinded by the district or until termination of the person's employment by a district, or for an investment management firm, until the expiration of the contract with the district. *Gov't Code 2256.005(f)*

A district or investment officer may use the district's employees or the services of a contractor of the district to aid the investment officer in the execution of the officer's duties under Government Code, Chapter 2256. *Gov't Code 2256.003(c)*

Investment Training Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. *Gov't Code 2256.008(c)*

Initial Within 12 months after taking office or assuming duties, the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend at least one training session from an independent source approved by the board or a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

Ongoing The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated investment committee advising the investment officer. *Gov't Code 2256.008(a-1)*

Exception The ongoing training requirement does not apply to the treasurer, chief financial officer, or investment officer of a district if:

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1. The district does not invest district funds or only deposits those funds in interest-bearing deposit accounts or certificates of deposit as authorized by Government Code 2256.010; and
2. The treasurer, chief financial officer, or investment officer annually submits to the agency a sworn affidavit identifying the applicable criteria under item 1 that apply to the district.

Gov't Code 2256.008(g)

Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

1. The investment of all funds, or funds under the district's control, over which the officer had responsibility rather than the prudence of a single investment; and
2. Whether the investment decision was consistent with the district's written investment policy.

Gov't Code 2256.006

Personal Interest

A district investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the district shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573 (nepotism prohibition), to an individual seeking to sell an investment to the investment officer's district shall file a statement disclosing that relationship. A required statement must be filed with the board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

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1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

Gov't Code 2256.005(i)

Quarterly Reports

Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented not less than quarterly to the board and the superintendent within a reasonable time after the end of the period. The report must:

1. Describe in detail the investment position of the district on the date of the report;
2. Be prepared jointly and signed by all district investment officers;
3. Contain a summary statement of each pooled fund group that states the:
 - a. Beginning market value for the reporting period;
 - b. Ending market value for the period; and
 - c. Fully accrued interest for the reporting period;
4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
5. State the maturity date of each separately invested asset that has a maturity date;
6. State the account or fund or pooled group fund in the district for which each individual investment was acquired; and
7. State the compliance of the investment portfolio of the district as it relates to the investment strategy expressed in the district's investment policy and relevant provisions of the Public Funds Investment Act.

If a district invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the board by that auditor.

Gov't Code 2256.023

Selection of Broker

The board or the designated investment committee shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with a district.

Gov't Code 2256.025

Bond Proceeds

The investment officer of a district may invest bond proceeds or pledged revenue only to the extent permitted by the Public Funds Investment Act, in accordance with:

1. Statutory provisions governing the debt issuance or the agreement, as applicable; and
2. The district's investment policy regarding the debt issuance or the agreement, as applicable.

Gov't Code 2256.0208(b)

Authorized Investments

A board may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with its adopted investment policies and according to the standard of care set out in this policy. *Gov't Code 2256.003(a)*

In the exercise of these powers, the board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under this authority may not be for a term longer than two years. A renewal or extension of the contract must be made by the board by order, ordinance, or resolution. *Gov't Code 2256.003(b)*

The board may specify in its investment policy that any authorized investment is not suitable. *Gov't Code 2256.005(j)*

Obligations of
Governmental
Entities

The following are authorized investments:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

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2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by the FDIC or its successor, or the National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described at item 7 above if:
 - a. The funds are invested through a broker with a main office or a branch office in this state that the district selects from a list the board or designated investment committee of the district adopts as required at Selection of Broker above or a depository institution with a main office or a branch office in this state and that the district selects;
 - b. The broker or depository institution selected as described above arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the district's account;
 - c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
 - d. The district appoints as the district's custodian of the banking deposits issued for the district's account the de-

pository institution selected as described above, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating under Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

Gov't Code 2256.009(a)

*Unauthorized
Obligations*

The following investments are not authorized:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Gov't Code 2256.009(b)

Certificates of
Deposit and Share
Certificates

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in Texas and is:

1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;
2. Secured by obligations described at Obligations of Governmental Entities, above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities described at Unauthorized Obligations, above; or
3. Secured in accordance with Government Code Chapter 2257 (Public Funds Collateral Act) or in any other manner and amount provided by law for the deposits of the district.

Gov't Code 2256.010(a)

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

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1. The funds are invested by the district through a broker that has its main office or a branch office in this state and is selected from a list adopted by the district as required at Selection of Broker, above or a depository institution that has its main office or a branch office in this state and that is selected by the district;
2. The broker or depository institution selected by the district arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the district;
3. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
4. The district appoints the depository institution selected by the district, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the district with respect to the certificates of deposit issued for the account of the district.

Gov't Code 2256.010(b)

The district's investment policies may provide that bids for certificates of deposit be solicited orally, in writing, electronically, or in any combination of those methods. *Gov't Code 2256.005(c)*

Repurchase
Agreements

A fully collateralized repurchase agreement is an authorized investment if it:

1. Has a defined termination date;
2. Is secured by a combination of cash and obligations described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds);
3. Requires the securities being purchased by the district or cash held by the district to be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or a third party selected and approved by the district; and
4. Is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas.

The term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by a district under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a repurchase agreement by a district.

Gov't Code 2256.011

Securities Lending
Program

A securities lending program is an authorized investment if:

1. The value of securities loaned is not less than 100 percent collateralized, including accrued income;
2. A loan allows for termination at any time;
3. A loan is secured by:
 - a. Pledged securities described at Obligations of Governmental Entities, above;
 - b. Pledged irrevocable letters of credit issued by a bank that is organized and existing under the laws of the United States or any other state, and continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or
 - c. Cash invested in accordance with Government Code 2256.009 (obligations of governmental entities), 2256.013 (commercial paper), 2256.014 (mutual funds), or 2256.016 (investment pools);
4. The terms of a loan require that the securities being held as collateral be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or with a third party selected by or approved by the district; and
5. A loan is placed through a primary government securities dealer, as defined by 5 C.F.R. Section 6801.102(f), as that regulation existed on September 1, 2003, or a financial institution doing business in this state.

An agreement to lend securities under a securities lending program must have a term of one year or less.

Gov't Code 2256.0115

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Banker's
Acceptances

A banker's acceptance is an authorized investment if it:

1. Has a stated maturity of 270 days or fewer from the date of issuance;
2. Will be, in accordance with its terms, liquidated in full at maturity;
3. Is eligible for collateral for borrowing from a Federal Reserve Bank; and
4. Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least on nationally recognized credit rating agency.

Gov't Code 2256.012

Commercial Paper

Commercial paper is an authorized investment if it has a stated maturity of 365 days or fewer from the date of issuance; and is rated not less than A-1 or P-1 or an equivalent rating by at least:

1. Two nationally recognized credit rating agencies; or
2. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States law or any state.

Gov't Code 2256.013

Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered with and regulated by the Securities and Exchange Commission;
2. Provides the district with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. 80a-1 et seq.); and
3. Complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

Gov't Code 2256.014(a)

In addition to the no-load money market mutual fund authorized above, a no-load mutual fund is an authorized investment if it:

1. Is registered with the Securities and Exchange Commission;
2. Has an average weighted maturity of less than two years; and
3. Either has a duration of:
 - a. One year or more and is invested exclusively in obligations approved by the Public Funds Investment Act, or
 - b. Less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

Gov't Code 2256.014(b)

Limitations

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Government Code 2256.014(b);
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Government Code 2256.014(b); or
3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Government Code 2256.014(a) or (b) in an amount that exceeds ten percent of the total assets of the mutual fund.

Gov't Code 2256.014(c)

Guaranteed
Investment
Contracts

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

1. Has a defined termination date;
2. Is secured by obligations described at Obligations of Governmental Entities, above, excluding those obligations described at Unauthorized Obligations, in an amount at least equal to the amount of bond proceeds invested under the contract; and
3. Is pledged to the district and deposited with the district or with a third party selected and approved by the district.

Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term longer than five years from the date of issuance of the bonds.

To be eligible as an authorized investment:

1. The board must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The district must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a guaranteed investment contract by a district.

Gov't Code 2256.015

Investment Pools

A district may invest its funds or funds under its control through an eligible investment pool if the board by rule, order, ordinance, or resolution, as appropriate, authorizes the investment in the particular pool. *Gov't Code 2256.016, .019*

To be eligible to receive funds from and invest funds on behalf of a district, an investment pool must furnish to the investment officer or other authorized representative of the district an offering circular or other similar disclosure instrument that contains the information specified in Government Code 2256.016(b). To maintain eligibility, an investment pool must furnish to the investment officer or other authorized representative investment transaction confirmations and a monthly report that contains the information specified in Government Code 2256.016(c). A district by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds. *Gov't Code 2256.016(b)-(d)*

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Corporate Bonds

A district that qualifies as an issuer as defined by Government Code 1371.001 [see CCF], may purchase, sell, and invest its funds and funds under its control in corporate bonds (as defined above) that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA-" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased.

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or
2. Invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

A district subject to these provisions may purchase, sell, and invest its funds and funds under its control in corporate bonds if the board:

1. Amends its investment policy to authorize corporate bonds as an eligible investment;
2. Adopts procedures to provide for monitoring rating changes in corporate bonds acquired with public funds and liquidating the investment in corporate bonds; and
3. Identifies the funds eligible to be invested in corporate bonds.

The district investment officer, acting on behalf of the district, shall sell corporate bonds in which the district has invested its funds not later than the seventh day after the date a nationally recognized investment rating firm:

1. Issues a release that places the corporate bonds or the domestic business entity that issued the corporate bonds on negative credit watch or the equivalent, if the corporate bonds are rated "AA-" or the equivalent at the time the release is issued; or
2. Changes the rating on the corporate bonds to a rating lower than "AA-" or the equivalent.

Gov't Code 2256.0204

Hedging
Transactions

The board of an eligible entity (as defined above) shall establish the entity's policy regarding hedging transactions. An eligible entity may enter into hedging transactions, including hedging contracts,

and related security, credit, and insurance agreements in connection with commodities used by an eligible entity in the entity's general operations, with the acquisition or construction of a capital project, or with an eligible project. A hedging transaction must comply with the regulations of the federal Commodity Futures Trading Commission and the federal Securities and Exchange Commission.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution by an eligible entity of a hedging contract and any related security, credit, or insurance agreement.

An eligible entity may:

1. Pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.
2. Credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

An eligible entity's cost of or payment under a hedging contract or agreement may be considered an operation and maintenance expense, an acquisition expense, or construction expense of the eligible entity; or a project cost of an eligible project.

Gov't Code 2256.0206

Prohibited
Investments

Except as provided by Government Code 2270 (prohibited investments), a district is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

Note: As an "investing entity" under Government Code 2270.0001(7)(A), a district must comply with Chapter 2270, including reporting requirements, regarding prohibited investments in scrutinized companies listed by the comptroller in accordance with Government Code 2270.0201.

Loss of Required
Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. A district shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. *Gov't Code 2256.021*

**Sellers of
Investments**

A written copy of the investment policy shall be presented to any business organization (as defined below) offering to engage in an investment transaction with a district. The qualified representative of the business organization offering to engage in an investment transaction with a district shall execute a written instrument in a form acceptable to the district and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district's investment policy, except to the extent that this authorization:
 - a. Is dependent on an analysis of the makeup of the district's entire portfolio;
 - b. Requires an interpretation of subjective investment standards; or
 - c. Relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of a district may not acquire or otherwise obtain any authorized investment described in the district's investment policy from a business organization that has not delivered to the district the instrument required above.

Gov't Code 2256.005(k)-(l)

Nothing in this section relieves the district of the responsibility for monitoring investments made by the district to determine that they are in compliance with the investment policy.

Business
Organization

For purposes of the provisions at Sellers of Investments above, "business organization" means an investment pool or investment management firm under contract with a district to invest or manage the district's investment portfolio that has accepted authority granted by the district under the contract to exercise investment discretion in regard to the district's funds.

Gov't Code 2256.005(k)

Donations

A gift, devise, or bequest made to a district to provide college scholarships for district graduates may be invested by the board as provided in Property Code 117.004 (Uniform Prudent Investor Act),

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unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

Investments donated to a district for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act. *Gov't Code 2256.004(b)*

**Electronic Funds
Transfer**

A district may use electronic means to transfer or invest all funds collected or controlled by the district. *Gov't Code 2256.051*

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved
Investment
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctua-

tions by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Funds/Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
Sellers of Investments	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
Soliciting Bids for CDs	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
Interest Rate Risk	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
Internal Controls	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

ACTION ITEM: **Approval of Resolution Approving Independent Sources of Instruction Relating to Investment Responsibilities**

RECOMMENDATION: That the Board approve the attached resolution approving independent sources of instruction relating to investment responsibilities.

RATIONALE: School Board policy CDA (Legal) requires investment officers attend an investment training session not less than once in a two-year period and receive specific required hours of instruction relating to investment responsibilities from an independent source approved by the Board of Trustees. The investment officers are the Superintendent, the Chief Financial Officer, and the General Ledger Specialist.

The following sources of training are included in the resolution:

- Texas Association of School Boards
- First Public, LLC
- Texas Association of School Administrators
- Texas Association of School Business Officials (and affiliates)
- Texas State University
- University of North Texas
- Government Treasurer's Organization of Texas
- Continuing Professional Education (CPE) Depot (web-based training)
- Education Service Center(s)
- TexPool
- PFM Asset Management LLC


REFERENCE and COMPLIANCE: CDA (LEGAL) and CDA (LOCAL) Other Revenues - Investments

PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: Training is paid from the operating budgets of the respective investment officers.

EXHIBITS: Resolution

RESOURCE PERSONNEL: Anthony Hillberg, CPA, Chief Financial Officer

Submitted by:  Date Submitted: 11/17/20
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

**Resolution Approving Independent Sources of Instruction
Relating to Investment Responsibilities**

Whereas, School Board policy CDA (Legal) requires the investment officers attend an investment training session not less than once in a two-year period and receive specific required hours of instruction relating to investment responsibilities from an independent source approved by the by the Board of Trustees;

Whereas, the Texas Association of School Boards, Inc. (TASB), First Public, LLC (First Public), the Texas Association of School Administrators (TASA), the Texas Association of School Business Officials (TASBO) and affiliates, the Texas State University (TXST), the University of North Texas (UNT), the Government Treasurer’s Organization of Texas (GTOT), Continuing Professional Education (CPE) Depot, Education Service Center(s) (ESC), TexPool, and PFM Asset Management LLC (PFM) provide investment training sessions relating to investment responsibilities;

And Whereas, the Board of Trustees wishes to approve TASB, First Public, TASA, TASBO and affiliates, TXST, UNT, GTOT, CPE Depot, ESC, TexPool, and PFM as independent sources of instruction to provide investment training sessions required by law;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT THAT:

Section 1. TASB, First Public, TASA, TASBO and affiliates, TXST, UNT, GTOT, CPE Depot, ESC, TexPool, and PPFM are hereby approved as independent sources of instruction relating to investment responsibilities for investment officers as required by law.

Section 2. The provisions of this Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the Board of Trustees.

Adopted this 17th day of November 2020.

Signature of President, Board of Trustees

Attest:

Signature of Secretary, Board of Trustees

ACTION ITEM: **Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts, And Services (RFP #: 21-03)**

RECOMMENDATION: That the Board of Trustees approve to contract with each of the recommended respondents, as reflected in the attached exhibit, for Plumbing Systems Maintenance, Equipment, Parts, and Services.

RATIONALE: A Request for Proposals (RFP#: 21-03) was issued on August 7, 2020 for Plumbing Systems Maintenance, Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the one response received, all met the RFP requirements. With approval from the Board of Trustees, the respondent will be added to the list of approved vendors for this RFP. The list of previously approved vendors is available on the Bids page of the [District website](#). All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

REFERENCE and COMPLIANCE: CH(LEGAL) and CH(LOCAL) Purchasing and Acquisition

PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: Funds to be provided by the General Operating Fund.

EXHIBITS: Vendor Recommendation Form

RESOURCE PERSONNEL: Anthony Hillberg, CPA, Chief Financial Officer
James Pizana, Director of Maintenance and Operations
Jennifer Raske, Purchasing Coordinator

Submitted by: _____ Date Submitted: 11/17/20
(Signature) Matthew Gutierrez
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

SEGUIN INDEPENDENT SCHOOL DISTRICT
VENDOR RECOMMENDATION FORM

RFP #: 21-03, PLUMBING

BID CLOSING DATE: JUNE 30, 2023

ISSUING DEPARTMENT(S): MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
ME Plumbing	Plumbing parts and supplies	Y

Note:

The issuing department has evaluated all respondents based on the following criteria:

- Required documents were completed by the respondent
- Purchase price (if applicable)
- Quality and reputation
- Goods and/or services meet District needs

ACTION ITEM: **Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 21-04)**

RECOMMENDATION: That the Board of Trustees approve to contract with each of the recommended respondents, as reflected in the attached exhibit, for Facilities Maintenance, Electrical Equipment, Parts, and Services.

RATIONALE: A Request for Proposals (RFP#: 21-04) was issued on August 7, 2020 for Facilities Maintenance, Electrical Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the respondent will be added to the list of approved vendors for this RFP. The list of previously approved vendors is available on the Bids page of the [District website](#). All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

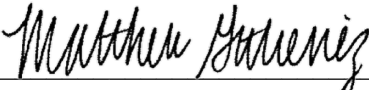
REFERENCE and COMPLIANCE: CH(LEGAL) and CH(LOCAL) Purchasing and Acquisition

PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: Funds to be provided by the General Operating Fund.

EXHIBITS: Vendor Recommendation Form

RESOURCE PERSONNEL: Anthony Hillberg, CPA, Chief Financial Officer
James Pizana, Director of Maintenance and Operations
Jennifer Raske, Purchasing Coordinator

Submitted by:  Date Submitted: 11/17/20
(Signature)
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT
VENDOR RECOMMENDATION FORM**

RFP #: 21-04, FACILITIES MAINTENANCE, ELECTRICAL EQUIPMENT, PARTS, AND SERVICES

BID CLOSING DATE: JUNE 30, 2023

ISSUING DEPARTMENT(S): MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
Producers Cooperative Marketing Association	Building maintenance supplies	Y

Note:

The issuing department has evaluated all respondents based on the following criteria:

- Required documents were completed by the respondent
- Purchase price (if applicable)
- Quality and reputation
- Goods and/or services meet District needs

INFORMATION ITEM: **Acknowledge Public Information Act Requests Oct.-Nov. 2020**

RECOMMENDATION: That the Board of Trustees acknowledge Public Information Act requests received since Oct. 15, 2020.

RATIONALE: The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

REFERENCE and COMPLIANCE: GB (LEGAL) Public Information Program

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: Oct. 14-Nov. 4, 2020 Public Information Act Request Roster

RESOURCE PERSONNEL: Dr. Matthew Gutierrez, Superintendent
Sean Hoffmann, Chief Communications Officer

Submitted by: Matthew Gutierrez Date Submitted: 11/17/20
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Seguin ISD PIA requests received from Oct. 14-Nov. 4, 2020

<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
10/14/20 024	Sarah Faeth, Lifetouch Studios	Home mailing addresses for SHS seniors	Completed 10/19/20	Documents provided
10/15/20 025	David Leonhardt, Strawbridge Studios	Ball ECC student last name, first name, teacher, grade, and ID number.	Completed 10/19/20	Documents provided
10/22/20 026	Lifetouch Studios, Thelma Huron	Barnes MS student directory information	In progress	
10/22/20 027	Juana Ferrerya, U.S. Navy	SHS junior, senior directory information	In progress	
10/26/20 028	Paula Griffin, Walsworth publishing	SHS student name, grade, parent email address	Completed 10/27/20	Document provided

ACTION ITEM: **Appointment of Director(s) to the Seguin Education Foundation**

RECOMMENDATION: It is recommended that the President of the Board of Trustees support the Seguin Education Foundation (SEF) by appointing representation from the Board of Trustees to serve on the SEF Board of Directors.

RATIONALE: The appointment of representation from the Board of Trustees to serve on the SEF Board of Directors is stated in section 2.04 of the SEF Bylaws. (below*) This appointment will be for one year (January to January) until the annual SEF meeting in January 2021. The two representatives will serve alongside approximately 20 Directors that are comprised of Community and School District members. The SEF Directors meets once a quarter – January, April, August and October. The representation from the Board of Trustees will serve on one of the following committees: Gold Rush – An Employee Partnership Campaign; Fat Tuesday – An Annual Gala; Celebration of Excellence – A Recognition Banquet for the top 10% of the graduation class and their Educational Heroes; or the Grant Committee. *Section 2.04. Number, Qualification and Term of Office. Two trustee representatives of the Seguin Independent School District Board of Trustees, appointed annually by the Board President, shall hold permanent official seat with vote.

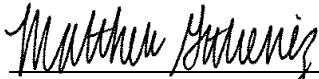
REFERENCE and COMPLIANCE: Strategic Priority #2: Engage parents, industry and community partners to enrich the experience of students and staff and to establish Seguin ISD as an integral part of the community.

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: None

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

Submitted by:  Date Submitted: 11/17/20
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

ACTION ITEM: **Discussion and Possible Action to Reorganize and Select Board Officers**

RECOMMENDATION: Discussion and possible action to reorganize and select Board Officers.

RATIONALE: According to Education Code 11.061 (c), the Board shall elect officers at the first meeting after each election. In addition to the required post-election organization, the Board may also organize at other times.


REFERENCE and COMPLIANCE: BDAA (LEGAL) (LOCAL) - Officers and Officials: Duties and Requirements of Board Officers

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: Board Policy BDAA (LEGAL) (LOCAL) Officers and Officials, Duties and Requirements of Board Officers

RESOURCE PERSONNEL: Dr. Matthew Gutierrez, Superintendent

Submitted by:  Date Submitted: 11/17/20
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LEGAL)

- Selection of Officers** At the first meeting after each election and qualification of Board members, the members of the Board shall organize by selecting:
1. A president, who shall be a member of the Board.
 2. A secretary, who may or may not be a member of the Board.
 3. Such other officers and committees as the Board may deem necessary.

Education Code 11.061(c)

Reorganization In addition to the required post-election organization, the Board may also organize at other times. *Atty. Gen. Op. MW-531 (1982)*

Duties / Powers of Board President The duties and powers of the President of the Board include, but are not limited to, the following:

1. Call a meeting of the Board, giving public notice not earlier than the 30th day or later than the tenth day before the meeting, to discuss and adopt the budget and the proposed tax rate. *Education Code 44.004* [See CE and CCG]
2. Ensure that the annual financial statements are published as required by law. *Local Gov't Code 140.006* [See CFA]
3. Execute an oil and/or gas lease or sell, exchange, and convey the minerals in land belonging to the District, approved by resolution of the Board. *Education Code 11.153*
4. Execute the deed for the sale of property, other than minerals, held in trust for free school purposes. *Education Code 11.154(b)*

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

Board Officers	The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
Vacancy	A vacancy among officers of the Board shall be filled by majority action of the Board.
Term and Duties	Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
President	In addition to the duties required by law, the President of the Board shall: <ol style="list-style-type: none">1. Preside at all Board meetings unless unable to attend.2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
Vice President	The Vice President of the Board shall: <ol style="list-style-type: none">1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.2. Become President only upon being elected to the position.
Secretary	The Secretary of the Board shall: <ol style="list-style-type: none">1. Ensure that an accurate record is kept of the proceedings of each Board meeting.2. Ensure that notices of Board meetings are posted and sent as required by law.3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.4. Sign or countersign documents as directed by action of the Board.

