

# Agenda of Regular Meeting

## The Board of Trustees Seguin ISD

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A Regular Meeting of the Board of Trustees of Seguin ISD will be held December 15, 2020, beginning at 6:45 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. Proclamation 2021 Steering Committee and Adoption Guidelines 4
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.
  - 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).
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).

<b>7. Consent Agenda Items - Consider and Possible Approval as Applicable</b>	
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 Team of 8 Training - November 11, 2020; Special Meeting - November 12, 2020 and Regular Meeting - November 17, 2020.	10
B. Approval of Tax Collection Reports for November 2020	18
C. Approval of Proposed Budget Amendments & Financial Statements for October 2020	19
D. Approval of Donations Received November 2020	27
E. Approval of District-Wide Vehicle Maintenance, Parts and Services (RFP #:21:01)	29
F. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts and Services (RFP #:21-04)	31
G. Approval of District-Wide Special Education Services (RFP #:21-05)	33
H. Information Regarding the Purchase of Three 71 Passenger Buses and One 48 Passenger Special Needs Bus for Seguin ISD from Rush Bus Centers of Texas, LP Through the BuyBoard Purchasing Cooperative	35
I. Acknowledge Public Information Act Requests Nov. 2020 - Dec. 2020	36
<b>8. Action Items</b>	
A. CONSIDERATION AND APPROVAL OF AN ORDER BY THE BOARD OF TRUSTEES OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT AUTHORIZING THE ISSUANCE OF "SEGUIN INDEPENDENT SCHOOL DISTRICT UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2021"; LEVYING A CONTINUING DIRECT ANNUAL AD VALOREM TAX FOR THE PAYMENT OF THE BONDS; DELEGATING THE AUTHORITY TO CERTAIN MEMBERS OF THE BOARD OF TRUSTEES AND DISTRICT STAFF TO EXECUTE CERTAIN DOCUMENTS RELATING TO THE SALE OF THE BONDS; AND OTHER MATTERS INCIDENT AND RELATED THERETO	38
B. Adopt the Resolution for the Assignment of Fund Balance to Provide a One-Time Payment to All Seguin ISD Employees	49
C. Approval of a Resolution Requesting Governor Abbott to Include Public School District Personnel in the Official Expert Vaccine Allotment Panel's Definition of Frontline Workers	52
D. Personnel Action Professional Employees	55
<b>9. Board Comments and Request</b>	
<b>10. Adjourn</b>	



**INFORMATION ITEM:** **Proclamation 2021 Steering Committee and Adoption Guidelines**

**RECOMMENDATION:** The Board of Trustees receive an update on the Proclamation 2021 Steering Committee and Adoption Guidelines.

**RATIONALE:** The State Board of Education (SBOE) issued Proclamation 2021 to call for new instructional materials in the programs: Pre-K (English and Spanish). Per Board Policy EFA (LEGAL), an Instructional Materials Adoption Committee has been established and includes both district- and campus-level staff. District Adoption Guidelines have been created to provide guidance during the process. Recommendations will be made to the board this spring for final approval of instructional materials selected by teacher committees. Instructional Material Allotment (IMA) funds will be used to purchase the materials to be used beginning in the 2021-2022 school year.

**REFERENCE and COMPLIANCE:** EFA (LEGAL) Instructional Resources, Instructional Materials; TEC §31.022; 19 Administrative Code 66

**PAPERWORK IMPACT:** None.

**BUDGET IMPACT/ INFORMATION:** None.

**EXHIBITS:** Proclamation 2021 Adoption Guidelines and Presentation

**RESOURCE PERSONNEL:** Mark Cantu, Chief Academic Officer

Submitted by: Matthew Gutierrez Date Submitted: 12/15/20  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

# Proclamation 2021 Adoption Guidelines

Seguin ISD Board Meeting  
December 15, 2020

# Proclamation 2019

- The State Board of Education (SBOE) issued Proclamation 2021 in June 2019, amended in January 2020
- Instructional Materials go into classrooms in the 2021-2022 school year
- Calls for instructional materials for Pre-K in English and Spanish

# Proclamation 2019

## Instructional Materials for Seguin ISD

### Pre-K Materials

English

Spanish

# Proclamations

- **Proclamation 2019** - ELAR (K-8); SLAR (K-5); Spelling (Spanish and English grades 1-6); Handwriting (Spanish and English grades K-5)
- **Proclamation 2020** - English I-IV; ELA Electives
- **Proclamation 2021** - Pre-K (English and Spanish)
- **Proclamation 2022** - Health And Physical Education
- **Proclamation 2023** - Science (grades K-12)

# Proclamation 2021 Committees

- Steering Committee consists of district-level staff
- Teacher Committees were created based on recommendation from Mrs. Reilly
- Teacher Committee members will review materials and make final recommendations in March 2021
- Instructional Materials Adoption Recommendations will be made at the May 2021 Board Meeting

# Minutes of Team of 8 Training

## The Board of Trustees

### Seguin ISD

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A Team of 8 Training of the Board of Trustees of Seguin ISD was held Wednesday, November 11, 2020, beginning at 6:00 p.m. in the Board Room, 1221 E. Kingsbury St., Seguin, Texas.

Present: Ben Amador (arrived at 6:11 p.m.), Denise Crettenden (arrived at 6:02 p.m.), 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; Bill Lewis, Chief Operating Officer and Associate Superintendent; Greg Gibson and Lloyd Graham, Moak Casey Consultants; and Nancy Ramirez, Superintendent Secretary.

#### 1. Call to Order

- A. Mrs. Thomas-Jimenez called the meeting to order at 6:00 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 Dr. Gutierrez followed by a moment of silence.

#### 2. Audience with the Board

No one signed up to address the board.

#### 3. Team of 8 Training: Facilitated by Moak Casey Consultants

##### A. Professional Development and Good Governance Inventory (GGI) Session

The Board and Dr. Gutierrez participated in a Team of 8 Training facilitated by Greg Gibson and Lloyd Graham regarding Professional Development in reference to TEAM TRUST and Good Governance Inventory (GGI).

#### 4. Adjourn

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

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

**Nays: None**

The meeting adjourned at 8:07 p.m.

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Secretary/December 15, 2020

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President/December 15, 2020

# Minutes of Special Meeting

## The Board of Trustees

### Seguin ISD

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A Special Meeting of the Board of Trustees of Seguin ISD was held Thursday, November 12, 2020, beginning at 12:00 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent: Alejandro R. Guerra and Cindy Moreno

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; Nikki Bittings, Director of Human Resources & Transportation and Nancy Ramirez, Superintendent Secretary.

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the special meeting to order at 12:00 p.m. and a quorum was established. A quorum was established by 2 board members according to BBB (LEGAL).

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

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

#### 2. Audience with the Board

No one signed up to address the Board.

#### 3. Action Items:

##### A. Administer Statement of Elected Officers in:

**District 1 – Carl W. Jenkins**

**District 3 – Cinde Thomas-Jimenez**

**District 6 – Benito Amador**

The Board of Trustees administered the Statement of Elected Officers be sworn to and signed by elected trustees. In accordance with the following codes: The Tex. Const. Art. XVI Sec. 1 (b), and Board Policy BBB (LEGAL). All newly elected trustees signed the Statement of Elected Officer.

##### B. Administer Oath of Office to Elected Trustees in:

**District 1 – Carl W. Jenkins**

**District 3 – Cinde Thomas-Jimenez**

**District 6 – Benito Amador**

The newly elected trustees took the oath of office. Trustees in Voting Districts 1, 3, and 6 are elected to four-year terms that will expire in 2024. The oath is in accordance with the following codes: The Tex. Const. Art. XVI, Sec. 1 (a), Education Code 11.061 and Board Policy BBB (LEGAL).

#### 4. Adjourn

Mr. Amador moved, seconded by Ms. Duncan to adjourn the meeting.

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

**Nays: None**

The meeting adjourned at 12:05 p.m.

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Secretary/December 15, 2020

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President/December 15, 2020

# Minutes of Regular Meeting

## The Board of Trustees

### Seguin ISD

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A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, November 17, 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, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez, Superintendent

Absent: Glenda Moreno

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; Lesli Mahaffey, Elementary Coordinator; Robyn Popa, Partner with Pfluger Architects; Florin Popa, Partner with PB Group LLC; James Pizana, Director of Facilities and Maintenance; Nancy Ramirez, Superintendent Secretary and media.

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:30 p.m. and a quorum was established. The meeting of the Seguin ISD has been duly called and notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.

B. The pledges were led by Mr. Jenkins, followed by a moment of silence.

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, events and great news since the last board meeting including recognizing staff and student achievements and successes from across the district. He also recognized Mr. Ron Heinemeyer for his 33 years of service as the voice of the Matadors and wished him the very best in his future endeavors. Dr. Gutierrez wished the school community a restful break and encouraged everyone to engage in safe practices to help slow the spread of COVID-19.

#### 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 James Pizana, Director of Facilities and Maintenance, as the November 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. Seguin ISD 2020-2021 Gifted and Talented Update**

The Board of Trustees received an update from Mr. Cantu and Mrs. Mahaffy regarding the Gifted and Talented Program goals, testing process and next steps for the program.

**B. Bond 2019 Project Update**

The Board of Trustees received an update from Mrs. Popa regarding the 2019 Bond projects. The board will receive regular updates and progress reports on Bond 2019 related projects.

**5. Closed Meeting** –The Board went into closed session at 7:24 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.

1. Seguin ISD Emergency Operations and Safety Protocols
2. Seguin ISD Safety and Security Audit Results

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).

1. Possible Action 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 reconvened at 9:07 p.m.

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

1. Possible Action Regarding Proposed Termination of Chapter 21 Probationary Contract Employee

No action was taken on this item.

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.

Ms. Duncan moved, seconded by Mr. Amador to delegate authority to the Superintendent to make an offer on behalf of the District as discussed in closed session.

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

**Nays: None**

**7. Consent Agenda Items – Consider and Possible Approval:**

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

Public Hearing, October 27, 2020

Regular Meeting, October 27, 2020

Special Meeting, October 29, 2020

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

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for October 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 Donations Received Donations October 2020**

The Board of Trustees approved the donations received by the District during the month of October 2020 in the amount of \$2,535.00 from various business and individuals. District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval."

**D. Adoption of Resolution Stating Review of Investment Policy and Designation of Investment Officers**

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

**E. Approval of Resolution Approving Independent Sources of Instruction Relating to Investment Responsibilities**

The Board of Trustees approved the resolution approving independent sources of instruction relating to investment responsibilities. 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.

**F. 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.

**G. 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.

**H. Acknowledge Public Information Act Request October 2020 – November 2020**

The Board of Trustees received information regarding the Public Information Act requests received since October 15, 2020. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

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

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

**Public Hearing, October 27, 2020**

**Regular Meeting, October 27, 2020**

**Special Meeting, October 29, 2020**

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

**C. Approval of Donations Received Donations October 2020**

**D. Adoption of Resolution Stating Review of Investment Policy and Designation of Investment Officers**

**E. Approval of Resolution Approving Independent Sources of Instruction Relating to Investment Responsibilities**

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

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

**H. Acknowledge Public Information Act Request October 2020 – November 2020**

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

**Nays: None**

**8. Action Items:**

**A. Appointment of Director(s) to the Seguin Education Foundation**

Mr. Amador moved, seconded by Mrs. Crettenden that the Board of Trustees appoint Linda Duncan and Carl Jenkins to serve on the Seguin Education Foundation Board of Directors. This appointment will be for one year (January to January) until the SEF meeting in January 2022. The two (2) representatives will serve alongside approximately 20 Directors that are comprised of Community and School District members.

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

**Nays: None**

**B. Discussion and Possible Action to Reorganize and Select Board Officers**

Mr. Amador moved, seconded by Ms. Duncan to appoint Glenda Moreno as Secretary and keep Cinde Thomas-Jimenez as President and Carl Jenkins as Vice President. 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.

Board President – Cinde Thomas-Jimenez

Vice President – Carl W. Jenkins

Secretary – Glenda R. Moreno

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

**Nays: None**

**C. Personnel Action Professional Employees**

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

**New Hire Elections:**

Name	Campus	Effective
Parker, Audrey	Seguin High School	10/19/2020
Smith, Elliott	AJB Middle School	11/2/2020
Taylor, Jessica	Seguin High School	10/21/2020

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

**Nays: None**

**9. Board Comments and Request**

Mr. Jenkins and Mrs. Thomas-Jimenez thanked the Board for the opportunity to serve them again in the capacities of Vice President and President.

Mrs. Thomas-Jimenez encouraged the Board to participate and complete Board Officer training in the future.

All prior board requests have been addressed.

**10. Adjourn**

Mr. Amador moved, seconded by Mr. Jenkins to adjourn the meeting.

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

**Nays: None**

The meeting adjourned at 9:16 p.m.

\_\_\_\_\_  
Secretary/December 15, 2020

\_\_\_\_\_  
President/December 15, 2020

**ACTION ITEM:**

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

**RECOMMENDATION:**

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

Current	\$	3,922,209
Delinquent		85,857
Penalty and Interest		26,920
Total Monthly Collections	\$	<u>4,034,986</u>
Total Tax Collections Year to Date	\$	<u>5,483,650</u>
Delinquent Tax Levy		2,852,774
Percent Collected through November 2020		42.26%
Percent of Tax Levy Collected last year		36.96%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Anthony Hillberg, CPA, Chief Financial Officer

Submitted by:



Date Submitted: 12/15/20

(Signature)

(Name)

(Address)

(Telephone)

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

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

**RECOMMENDATION:** That the Board of Trustees approve the proposed budget amendments and financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund as of October 31, 2020.

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


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

**PAPERWORK IMPACT:** None

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

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

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

Submitted by:  Date Submitted: 12/15/20  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

## Function Codes

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

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

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

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

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

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

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

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

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

35 – Food Service – Expenditures for food service operations

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

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

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

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

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

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

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

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

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

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**General Operating Fund**  
**October 2020**

	Budget				Actual			Budget Remaining	
	Adopted Budget	October 1, 2020	Proposed Amendment(s)		October 31, 2020	October 1, 2020	Current Month		October 31, 2020
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	35,470,987	35,470,987	-	-	35,470,987	-	255,284	255,284	35,215,703
Property Taxes-Delinquent	261,853	261,853	-	-	261,853	560,548	85,327	645,875	-
Property Taxes-Penalty & Interest	-	-	-	-	-	126,890	27,867	154,757	-
Interest Income	730,000	730,000	-	-	730,000	22,576	4,262	26,838	703,163
Other Local Income	456,000	456,000	-	-	456,000	45,201	34,966	80,167	375,833
State	30,299,547	30,374,547	-	-	30,374,547	7,232,528	4,227,075	11,459,603	18,914,944
Federal	967,000	967,000	-	-	967,000	31,772	28,893	60,664	906,336
<b>REVENUE</b>	<b>68,185,387</b>	<b>68,260,387</b>	-	-	<b>68,260,387</b>	<b>8,019,514</b>	<b>4,663,673</b>	<b>12,683,188</b>	<b>56,115,979</b>
<b>EXPENSE</b>									
11 - Instruction	37,185,280	38,101,174	-	(72,000)	38,029,174	4,060,967	3,239,699	7,300,666	30,728,508
12 - Instructional Resources & Media Svcs	1,052,175	1,170,769	-	-	1,170,769	182,955	98,683	281,638	889,131
13 - Curr & Instructional Staff Development	1,044,285	1,048,576	-	50	1,048,626	173,427	67,481	240,908	807,718
21 - Instructional Leadership	1,926,823	1,926,823	-	-	1,926,823	332,676	127,150	459,827	1,466,996
23 - School Leadership	4,872,005	4,871,355	-	72,000	4,943,355	914,749	390,920	1,305,669	3,637,686
31 - Guidance & Counseling Services	2,533,507	2,572,532	-	(50)	2,572,482	472,151	189,502	661,653	1,910,829
32 - Social Work Services	526,791	526,791	-	-	526,791	131,301	41,289	172,590	354,201
33 - Health Services	620,656	620,656	-	-	620,656	72,523	56,632	129,155	491,501
34 - Student Transportation	3,053,895	3,053,895	-	(29,000)	3,024,895	413,636	236,015	649,652	2,375,243
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,071,617	2,122,467	-	-	2,122,467	379,878	182,689	562,567	1,559,900
41 - General Administration	2,294,166	2,303,729	-	-	2,303,729	540,179	192,892	733,071	1,570,658
51 - Plant Maintenance & Operations	6,714,399	6,810,425	-	-	6,810,425	1,768,078	569,950	2,338,029	4,472,396
52 - Security & Monitoring Services	495,287	570,287	-	-	570,287	220,755	30,047	250,803	319,484
53 - Data Services	1,713,481	1,713,481	-	-	1,713,481	553,913	156,508	710,421	1,003,060
61 - Community Services	78,762	78,762	-	-	78,762	3,557	4,517	8,074	70,688
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	-	-	29,000	29,000	-	29,000	29,000	-
99 - Intergovernmental Charges (Appraisal Servs)	595,325	595,325	-	-	595,325	134,239	-	134,239	461,086
<b>EXPENSE</b>	<b>66,778,454</b>	<b>68,752,047</b>	-	-	<b>68,752,047</b>	<b>11,019,985</b>	<b>5,612,976</b>	<b>16,632,961</b>	<b>52,119,086</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ 1,406,933</b>	<b>\$ (491,660)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (491,660)</b>	<b>(3,000,470)</b>	<b>(949,303)</b>	<b>(3,949,773)</b>	<b>3,996,893</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ 1,406,933</b>	<b>\$ (491,660)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (491,660)</b>	<b>(3,000,470)</b>	<b>(949,303)</b>	<b>(3,949,773)</b>	

Note:  
Fund Balance projection data for 2020-21 will be provided upon completion of the annual financial audit for the 2019-20 fiscal year.

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

Budget Report - Attachment 1  
15-Dec-2020

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	October 1, 2020	Proposed Amendment(s)		October 31, 2020	October 1, 2020	Current Month		October 31, 2020
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	487	69	556	19,444
Other Local Income	771,000	771,000	-	-	771,000	7,615	14,243	21,858	749,142
State	70,000	70,000	-	-	70,000	324,797	12,358	337,155	-
Federal	3,914,000	3,914,000	-	-	3,914,000	252,433	432,088	684,521	3,229,479
<b>REVENUE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>585,333</b>	<b>458,758</b>	<b>1,044,090</b>	<b>3,998,065</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service	4,764,500	4,764,500	-	-	4,764,500	573,878	387,219	961,097	3,803,403
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	2,749	903	3,653	6,347
52 - Security & Monitoring Services	500	500	-	-	500	177	44	221	279
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>576,804</b>	<b>388,166</b>	<b>964,970</b>	<b>3,810,030</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>8,529</b>	<b>70,591</b>	<b>79,120</b>	<b>188,035</b>
Other Sources	-	-	-	-	-				
Other Uses	-	-	-	-	-				
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,529</b>	<b>\$ 70,591</b>	<b>\$ 79,120</b>	

Note:  
Fund Balance projection data for 2020-21 will be provided upon completion of the annual financial audit for the 2019-20 fiscal year.

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

Budget Report - Attachment 1  
15-Dec-2020

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	October 1, 2020	Proposed Amendment(s)		October 31, 2020	October 1, 2020	Current Month		October 31, 2020
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	13,377,002	13,377,002	-	-	13,377,002	-	100,636	100,636	13,276,366
Property Taxes-Delinquent	135,496	135,496	-	-	135,496	208,477	31,191	239,667	-
Property Taxes-Penalty & Interest	-	-	-	-	-	42,968	9,477	52,445	-
Interest Income	-	-	-	-	-	5,496	413	5,909	-
Other Local Income	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-	-
	<b>13,512,498</b>	<b>13,512,498</b>	-	-	<b>13,512,498</b>	<b>256,940</b>	<b>141,717</b>	<b>398,658</b>	<b>13,276,366</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service									
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations									
52 - Security & Monitoring Services									
53 - Data Services									
61 - Community Services									
71 - Debt Services	13,512,498	13,512,498	-	-	13,512,498	8,450,275	49,336	8,499,611	5,012,887
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
	<b>13,512,498</b>	<b>13,512,498</b>	-	-	<b>13,512,498</b>	<b>8,450,275</b>	<b>49,336</b>	<b>8,499,611</b>	<b>5,012,887</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(8,193,335)</b>	<b>92,381</b>	<b>(8,100,954)</b>	<b>\$ 8,263,479</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(8,193,335)</b>	<b>\$ 92,381</b>	<b>\$ (8,100,954)</b>	

Note:  
Fund Balance projection data for 2020-21 will be provided upon completion of the annual financial audit for the 2019-20 fiscal year.

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

Budget Report - Attachment 1  
15-Dec-2020

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

**ACTION ITEM:**

**Approval of Donations Received November 2020**

**RECOMMENDATION:**

That the Board of Trustees approve donations received by the District during the month of November 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: 12/15/20

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

<b>Donor</b>	<b>Purpose</b>	<b>Campus Receiving Donation</b>	<b>Date Rcvd</b>	<b>Amount</b>	<b>Board Approval</b>
Norton, Benson	Thanksgiving baskets	Student Services	11/20/20	\$ 85.00	Pending
Wensinger, Cathy	Richard Garza-In Memory of	Student Services	11/20/20	\$ 75.00	Pending
Faith Lutheran Church	Family Support Fund	Student Services	11/05/20	\$ 100.00	Pending
Taylor, Gary	Briesemeister Band	Briesemeister Middle School	11/02/20	\$ 500.00	Pending
Seguin Sports Boosters	Golf	Seguin High School	11/10/20	\$ 100.00	Pending

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

**ACTION ITEM:** **Approval of District-Wide Vehicle Maintenance, Parts, And Services (RFP #: 21-01)**

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

**RATIONALE:** 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 two responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents will be added to the list of approved vendors for this RFP: Ogburn's Truck Parts, and J&A Collision Center. 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  
Nikki Elaine Bittings, Deputy Chief of Human Resources  
Jennifer Raske, Purchasing Coordinator

Submitted by: \_\_\_\_\_ Date Submitted: 12/15/20  
(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 #:** 21-01, VEHICLE MAINTENANCE PARTS & SERVICES

**BID CLOSING DATE:** June 30, 2023

**ISSUING DEPARTMENT(S):** TRANSPORTATION AND MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
Ogburn's Truck Parts	Truck parts, sales, service	<b>Y</b>
J&A Collision Center	Vehicle repairs	<b>Y</b>

**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 three responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents will be added to the list of approved vendors for this RFP: Seguin Electric Company, Tork Winch USA, LLC, and Hufcor, Inc. 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: 12/15/20  
(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 #:** 21-04, FACILITIES MAINTENANCE, ELECTRICAL EQUIPMENT, PARTS, AND SERVICES

**BID CLOSING DATE:** JUNE 30, 2023

**ISSUING DEPARTMENT(S):** MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
Seguin Electric Company	Electric services	<b>Y</b>
Tork Winch USA, LLC	Winches	<b>Y</b>
Hufcor, Inc.	Builder's supplies	<b>Y</b>

**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 Special Education Services (RFP #: 21-05)**

**RECOMMENDATION:**

That the Board of Trustees approve to contract with each of the recommended respondents, as reflected in the attached exhibit, for Special Education Services.

**RATIONALE:**

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 three responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents will be added to the list of approved vendors for this RFP: Therapy Travelers, Presence Learning, Inc, and Trinity Educational Services. 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:**

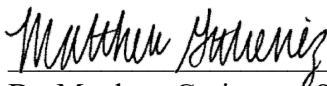
Vendor Recommendation Form

**RESOURCE PERSONNEL:**

Anthony Hillberg, CPA, Chief Financial Officer  
Halcey Dean, Director of Matador Special Services  
Jennifer Raske, Purchasing Coordinator

Submitted by:

(Signature)



Date Submitted: 12/15/20

(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 #:** 21-05, SPED SERVICES  
**BID CLOSING DATE:** JUNE 30, 2023  
**ISSUING DEPARTMENT(S):** SPED

VENDOR	SERVICES PROVIDED	Recommended
PresenceLearning, Inc.	Therapy, behavior and mental health services, assessments	<b>Y</b>
Therapy Travelers	Therapists	<b>Y</b>
Trinity Educational Services	Therapy, consulting, diagnostics, teaching	<b>Y</b>

**Note:**

- The issuing department has evaluated all respondents based on the following criteria:
- Required documents were completed by the respondent
  - Experience
  - Goods and/or services meet District needs

**INFORMATION ITEM:** **Information Regarding the Purchase of Three 71 Passenger Buses and One 48 Passenger Special Needs Bus for Seguin ISD from Rush Bus Centers of Texas, LP Through the BuyBoard Purchasing Cooperative**

**RECOMMENDATION:** This purchase is through the BuyBoard Purchasing Cooperative reference #: 549-17 from Rush Bus Centers of Texas, LP at a cost of \$411,740.00.

**RATIONALE:** The purchase is a part of the annual replacement schedule to maintain the District's bus fleet. Purchasing cooperatives are an important and helpful tool to Texas School Districts because they:

- Facilitate compliance with state purchasing requirements
- Identify qualified vendors of commodities, goods, and services
- Benefit from a competitive market place to maximize savings

Seguin ISD participates in several purchasing cooperatives. A purchasing cooperative is an administrative agency created in accordance with various state statutes.

The cooperative is governed by a board of trustees that represent members from schools, cities, and counties. The board's primary function is to govern the cooperative and award all the contracts directly with no delegation of authority to staff. Because all contracts are advertised and solicited directly by the cooperative, no lead agency is involved. All catalogs and items available for purchase on the cooperative are competitively procured and awarded by the cooperative's board of trustees.


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

**BUDGET IMPACT / INFORMATION:** Funds are provided by the General Operating Fund.

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Nikki Bittings, Deputy Chief of Human Resources  
Anthony Hillberg, CPA, Chief Financial Officer  
Jennifer Raske, Purchasing Coordinator

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

  
\_\_\_\_\_  
Date Submitted: 12/15/20  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

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

**RECOMMENDATION:** That the Board of Trustees acknowledge Public Information Act requests received since Nov. 5, 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:** Nov. 5-Dec. 2, 2020 Public Information Act request roster

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

Submitted by: Matthew Gutierrez Date Submitted: 12/15/20  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**Seguin ISD PIA requests received from Nov. 5-Dec. 2, 2020**

<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
11/09/20 029	Daniel Burrows, SmartProcure	Staff contact database	Completed 11/30/20	Documents provided
11/16/20 030	Robin Villarreal, IDEA Public Schools	Roster with employee name, ethnicity, gender, salary, e-mail, title/position	In progress	
11/16/20 031	SSgt Kenneth Anthony, U.S. Marines	SISD juniors directory information	In progress	
11/30/20 032	Vickie De La Rosa	"I am requesting an electronic file that contains the first & last name, position held, yearly salary, daily rate, # of days worked, # of years of experience in education, travel stipend, phone stipend, any other stipend/benefits for all cabinet members, directors, coordinators, all principals and all assistant principal for the 2020-2021 school year."	In progress	
11/30/20 033	Vickie De La Rosa	"I am requesting the electronic copy of the 2020-2021 SISD Compensation handbook that includes any additions, revisions and/or deletions that have been made to date."	In progress	
11/30/20 034	Vickie De La Rosa	"I am requesting electronic copies of any and all of TEA's correspondence related to the above mentioned on-site visit starting on Nov 29, 2017 thru the present."	In progress	

**ACTION ITEM:**

**CONSIDERATION AND APPROVAL OF AN ORDER BY THE BOARD OF TRUSTEES OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT AUTHORIZING THE ISSUANCE OF “SEGUIN INDEPENDENT SCHOOL DISTRICT UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2021”; LEVYING A CONTINUING DIRECT ANNUAL AD VALOREM TAX FOR THE PAYMENT OF THE BONDS; DELEGATING THE AUTHORITY TO CERTAIN MEMBERS OF THE BOARD OF TRUSTEES AND DISTRICT STAFF TO EXECUTE CERTAIN DOCUMENTS RELATING TO THE SALE OF THE BONDS; AND OTHER MATTERS INCIDENT AND RELATED THERETO**

**RECOMMENDATION:**

That the Board of Trustees adopt an order approving the issuance of Seguin Independent School District Unlimited Tax School Building Bonds, Series 2021 and authorizing the Superintendent of Schools and Chief Financial Officer to approve the final sales terms of the Bonds.

**RATIONALE:**

On May 4, 2019, voters approved the issuance of school building bonds of \$64,700,000 for the purposes of designing, acquiring, renovating, constructing, and equipping school facilities (and any necessary or related removal of existing facilities) and the purchase of the necessary sites for school facilities, with priority given to the design, construction, replacement, improvement, renovation, demolition, and equipment of facilities at the current Briesemeister Middle School, Jefferson Elementary School, and Matador Stadium; outdoor recreation improvements at all existing elementary schools; and the acquisition of land for a new elementary school. Bonds are to be sold in two issues. The first issue of \$34.7 million to fund initial construction costs was sold in August 2019. This is the second of the two planned sales and will include the remaining balance of funds as approved by voters.

The District’s Financial Advisor, Mr. Victor Quiroga, will present the financing plan for the Series 2021 Bonds in conjunction with this action item. The District's Bond Counsel, Norton Rose Fulbright US LLP, has provided the parameter sale bond order.

**REFERENCE and COMPLIANCE:**

CCA (LEGAL) Local Revenue Sources-Bond Issues


**EXHIBITS:**

Financing Plan for the Issuance of \$30,000,000 Unlimited Tax School Building Bonds, Series 2021

**RESOURCE PERSONNEL:**

Anthony Hillberg, CPA, Chief Financial Officer  
Victor Quiroga – Specialized Public Finance  
Jeff Kuhn and Arnold Cantu – Norton Rose Fulbright

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

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

Date Submitted: 12/15/20



**SPECIALIZED PUBLIC FINANCE INC.**  
FINANCIAL ADVISORY SERVICES

# Seguin Independent School District

**Financing Plan for the Issuance of  
\$30,000,000 Unlimited Tax School Building Bonds, Series 2021**

*December 15, 2020*



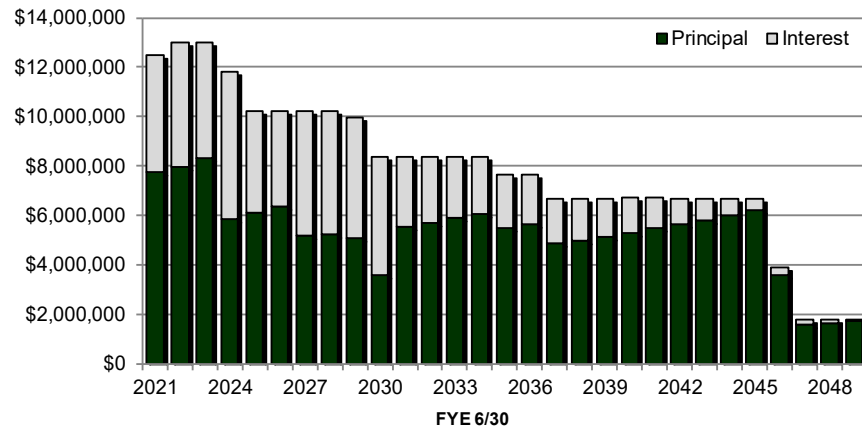
# Current Interest Rate Environment



# Unlimited Tax Bonds Outstanding

Issue	Delivery	Purpose	Original Principal	Principal as of 12/1/20		Final Maturity	Callable	Callable Coupons
				Total	Callable			
U/L Tax Ref Bds, Series 2006	10/9/06	Refunding	8,894,858	9,858	-	8/1/23	n/a	n/a
U/L Tax Ref Bds, Series 2010	8/4/10	Refunding	9,725,000	2,045,000	2,045,000	8/1/22	Any	4.00%
U/L Tax Ref Bds, Taxable Series 2013	4/17/13	Refunding	10,135,000	4,235,000	1,445,000	4/1/23	4/1/22	2.55%
U/L Tax Sch Bldg Bds, Series 2015	9/29/15	New Money	37,065,000	33,310,000	29,030,000	8/15/45	8/15/25	3.375% - 5.00%
U/L Tax Ref Bds, Series 2016	3/30/16	New Money	33,375,000	27,030,000	14,325,000	8/15/35	8/15/25	3.125% - 5.00%
U/L Tax Ref Bds, Series 2016A	6/8/16	Refunding	7,045,000	6,960,000	3,325,000	8/1/27	8/1/25	3.00% - 4.00%
U/L Tax Sch Bldg Bds, Series 2019	8/14/19	Refunding	31,565,000	30,240,000	25,355,000	2/15/49	2/15/28	3.00% - 5.00%
U/L Tax Ref Bds, Taxable Series 2020	10/28/20	Refunding	44,769,951	44,769,951	33,905,000	8/15/44	8/15/30	1.495% - 2.362%
				\$ 148,599,809	\$ 109,430,000			

## Outstanding Debt Service Requirements



Source: Municipal Advisory Council of Texas

## Summary Statistics

Fixed Rate Principal	\$ 148,599,809	100.00%
Variable Rate Principal	-	0.00%
Total Principal	\$ 148,599,809	
Final Maturity	Monday, February 15, 2049	
Percent of Principal Retired		
w/in 5 Years	\$ 35,964,858	23.38%
w/in 10 Years	61,444,809	39.95%
w/in 20 Years	116,074,809	75.47%
w/in 25 Years	145,249,809	94.44%
Underlying Bond Ratings	Moody's: "Aa3" / Fitch: "NR" / S&P: "AA-"	

# Results of Most Recent Bond Sales

## \$34,7000,000 School Building Bonds, Series 2019:

- Sold in July 2019
- 1<sup>st</sup> of 2 bond issues from the \$64.7 million, 2019 Bond Program
- 30-year bond with a fixed interest rate of 3.16%

## \$44,770,000 Refunding Bonds, Series 2020:

- Sold in September 2020
- Refinanced the Series 2014 bond issue
- Achieved total taxpayer savings of \$11.4 million

# \$64,700,000 Bond Program – Voter Communication

## Facility Additions, Renovations and Improvements:

- Briesemeister Middle School Renovation
- Stadium rebuild at the current Matador Stadium site
- Jefferson Elementary School partial renovation
- Playscape improvements for all elementary schools
- Land purchase to replace McQueeney Elementary School
- Various campus improvements

## I&S Tax Impact for the 2019 Bond Program:

- 5¢ Tax Rate Increase
- For a \$150,000 taxable value home, the annual impact from 5¢ is \$75 or \$6.25/month

# \$64,700,000 Bond Program –Bond Sale Plan

- ❑ The tax impact of 5¢ for the 2019 Bond Program originally assumed a two-year bond sale installment strategy with respective incremental tax rate increases

<b>Sale Date:</b>	<b>Bond Amount:</b>	<b>Tax Impact:</b>	<b>Fiscal Year Impact:</b>
July 2019	\$34,700,000	2.5¢	2020
January 2021	<u>\$30,000,000</u>	<u>2.5¢</u>	2022
	\$64,700,000	5.0¢	

# Financing Goals

- Issue a \$30,000,000 Bond with a 30-year repayment term
- Lock-in a fixed interest rate on Wednesday, January 20, 2021
- Close the transaction on Thursday, February 18, 2021

# Preliminary I&S Tax Rate Model (For Illustration Purposes)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
FYE 6/30	Freeze-Adj. Assessed Valuations	Est. Growth	Existing U/L Tax D/S	<b>\$30,000,000 Series 2021 2/18 2.67%</b>	Projected Total D/S	Less: D/S Fund Balance	Less: Frozen Tax Revenues	Less: Est. State Assistance	Projected Total Net D/S	Est. I&S Tax Rate
2021	\$3,241,047,065		\$ 13,504,611	\$ -	\$ 13,504,611	\$ -	\$ (1,339,921)	\$ -	\$ 12,164,690	\$ 0.3850
2022	3,305,868,006	2.00%	13,024,814	1,474,695	14,499,509	-	(1,401,198)	-	13,098,311	0.4100
2023	3,371,985,366	2.00%	13,026,079	1,472,850	14,498,929	-	(1,379,639)	-	13,119,290	0.4011
2024	3,371,985,366	0.00%	11,820,557	1,471,600	13,292,157	-	(1,293,942)	-	11,998,215	0.3668
2025	3,371,985,366	0.00%	10,226,032	1,474,350	11,700,382	-	(1,174,517)	-	10,525,864	0.3218
2026	3,371,985,366	0.00%	10,225,707	1,470,850	11,696,557	-	(1,174,221)	-	10,522,335	0.3217
2027	3,371,985,366	0.00%	10,232,707	1,471,350	11,704,057	-	(1,174,802)	-	10,529,255	0.3219
2028	3,371,985,366	0.00%	10,240,207	1,475,600	11,715,807	-	(1,175,711)	-	10,540,095	0.3222
2029	3,371,985,366	0.00%	9,956,182	1,473,350	11,429,532	-	(1,153,432)	-	10,276,099	0.3142
2030	3,371,985,366	0.00%	8,381,382	1,474,850	9,856,232	-	(1,026,270)	-	8,829,961	0.2700
2031	3,371,985,366	0.00%	8,375,745	1,474,850	9,850,595	-	(1,025,800)	-	8,824,795	0.2698
2032	3,371,985,366	0.00%	8,373,036	1,473,350	9,846,386	-	(1,025,448)	-	8,820,938	0.2697
2033	3,371,985,366	0.00%	8,370,270	1,475,350	9,845,620	-	(1,025,384)	-	8,820,236	0.2697
2034	3,371,985,366	0.00%	8,358,598	1,470,600	9,829,198	-	(1,024,013)	-	8,805,185	0.2692
2035	3,371,985,366	0.00%	7,648,630	1,471,600	9,120,230	-	(963,904)	-	8,156,326	0.2494
2036	3,371,985,366	0.00%	7,642,939	1,471,400	9,114,339	-	(963,397)	-	8,150,942	0.2492
2037	3,371,985,366	0.00%	6,700,260	1,475,000	8,175,260	-	(880,972)	-	7,294,289	0.2230
2038	3,371,985,366	0.00%	6,696,897	1,472,200	8,169,097	-	(880,420)	-	7,288,678	0.2228
2039	3,371,985,366	0.00%	6,692,302	1,473,200	8,165,502	-	(880,098)	-	7,285,404	0.2227
2040	3,371,985,366	0.00%	6,705,380	1,472,800	8,178,180	-	(881,233)	-	7,296,947	0.2231
2041	3,371,985,366	0.00%	6,706,536	1,471,000	8,177,536	-	(881,175)	-	7,296,360	0.2231
2042	3,371,985,366	0.00%	6,694,123	1,472,800	8,166,923	-	(880,225)	-	7,286,698	0.2228
2043	3,371,985,366	0.00%	6,688,557	1,473,000	8,161,557	-	(879,745)	-	7,281,812	0.2226
2044	3,371,985,366	0.00%	6,686,673	1,471,600	8,158,273	-	(879,450)	-	7,278,823	0.2225
2045	3,371,985,366	0.00%	6,683,114	1,473,600	8,156,714	-	(879,311)	-	7,277,403	0.2225
2046	3,371,985,366	0.00%	3,881,200	1,473,800	5,355,000	-	(612,614)	-	4,742,386	0.1450
2047	3,371,985,366	0.00%	1,794,000	1,472,200	3,266,200	-	(391,298)	-	2,874,902	0.0879
2048	3,371,985,366	0.00%	1,790,200	1,473,800	3,264,000	-	(391,054)	-	2,872,946	0.0878
2049	3,371,985,366	0.00%	1,794,000	1,473,400	3,267,400	-	(391,431)	-	2,875,969	0.0879
2050	3,371,985,366	0.00%	-	1,471,000	1,471,000	-	(183,599)	-	1,287,401	0.0394
2051	3,371,985,366	0.00%	-	1,471,600	1,471,600	-	(183,671)	-	1,287,929	0.0394
			\$228,920,736	\$ 44,187,645	\$ 273,108,381	\$ -	\$ (28,397,897)	\$ -	\$ 244,710,484	

# Series 2021 Term Sheet

- Sale Date:** January 20, 2021
- Dated Date:** February 1, 2021
- Delivery Date:** February 18, 2021
- Project Fund Deposit:** \$30,000,000
- Interest Rate Mode:** Fixed rate to be locked-in on the Sale Date, January 20, 2021
- Interest Payment Dates:** Semi-annually on February 15<sup>th</sup> and August 15<sup>th</sup> of each year, commencing on February 15, 2022
- Principal Payment Dates:** Annually on February 15<sup>th</sup>, beginning February 15, 2022 through February 15, 2051 (30 Year Term)
- Call Option:** Bonds callable beginning February 15, 2030 at par
- Rating:** Application to be made to Moody's
- Credit Enhancement:** "Aaa" with the TEA PSF Bond Guarantee Program
- Sale Method:** Negotiated

# Parameter Sale Order

- ❑ The Parameter Sale Bond Order under consideration at this Board meeting allows the Administration and consultants to proceed with the financing contingent on certain parameters being met:
  - 1) Maximum Interest Rate = 5.00%
  - 2) Maximum Term = 2/15/2051
  - 3) Maximum Bond Amounts for New Projects = \$30,000,000
  
- ❑ If the parameters are met, the District has the option to lock-in an interest rate and delegates the authority to sign final documents to Dr. Gutierrez without having to convene at a future board meeting for further action.

**ACTION ITEM:**

**Adopt the Resolution for the Assignment of Fund Balance to Provide a One-Time Payment to All Seguin ISD Employees**

**RECOMMENDATION:**

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

**RATIONALE:**

School districts have the authority to assign General Operating Fund balance for specific purposes. In order to make changes within fund balance classifications, the School Board must adopt those changes by resolution. Districts use this practice to plan for large one-time expenses and to prepare for upcoming projects or initiatives.

Texas school districts are navigating the challenges of educating students face-to-face and remotely as the COVID pandemic continues to affect day-to-day operations. Seguin ISD is proud of the resilience and dedication that staff continue to put forth each day to meet the new and unique needs of all students. Teachers, nurses, librarians, cafeteria workers, bus drivers, custodians, as well as many others are to be commended for their hard work in these challenging times.

Although a traditional wage increase to all staff is well-deserved, it is not fiscally responsible in light of the current economic climate. The recommendation for this one-time payment is thus offered as an expression of appreciation while conserving valuable district resources at the same time. The one-time payment will be made available to employees hired prior to October 1, 2020 and scheduled to return to Seguin ISD for the spring semester of the 20-21 school year. The payment will be issued to all qualifying employees in December 2020.

**REFERENCE and COMPLIANCE:**

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

**BUDGET IMPACT / INFORMATION:**

Funding provided by assignment of fund balance.

**EXHIBITS:**

Resolution

**RESOURCE PERSONNEL:**

Anthony Hillberg, CPA, Chief Financial Officer

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 12/15/20

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

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

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

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

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

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

**FUND BALANCE POLICY**

- Fund balance measures the net financial resources available to finance expenditures of future periods.
- The District’s Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The Unassigned General Fund Balance may only be appropriated by resolution of the Board of Trustees.
- Fund Balance of the District may be committed for a specific purpose by formal action of the Seguin ISD Board of Trustees and may be amended or modified at a later date.
- When appropriate for fund balance to be assigned, the Board delegates authority to the Superintendent or the Chief Financial Officer.
- In circumstances where expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance.

**NOW THEREFORE BE IT RESOLVED** that Seguin ISD Board of Trustees Assign Fund Balance for the purpose(s) of:

*A One-Time (incentive) payment to all employees hired prior to October 1, 2020 and scheduled to return to Seguin ISD for the spring semester of the 20-21 school year. The payment will be issued to all qualifying employees in December 2020 as follows:*

<b><u>2.0% One-Time Pay for Teaching Professionals</u></b> .....	650,000
• <i>Individual calculation to be based on average annual salary of the Teacher Pay-Table for Bachelor, Master, or Counselor as applicable and as published in the 20-21 Compensation Manual.</i>	
<b><u>1.5% One-Time Pay for Other Professionals</u></b> .....	140,000
• <i>Individual calculation to be based on daily midpoint multiplied by the average number of days for all positions within the applicable paygrade as published in the 20-21 Compensation Manual.</i>	
<b><u>2.0% One-Time Pay for Non-Professionals</u></b> .....	225,000
• <i>Individual calculation to be based on daily midpoint multiplied by the average number of days for all positions reflected within the applicable paygrade as published in the 20-21 Compensation Manual.</i>	
<b>SUBTOTAL</b> .....	<b><u>\$1,015,000</u></b>

*Superintendent shall have discretion to adjust recipient criteria on a case-by-case basis.*

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

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by the Board of Trustees of the Seguin Independent School District.

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

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Glenda Moreno, Secretary

**ACTION ITEM:** **Approval of a Resolution Requesting Governor Abbott to Include Public School District Personnel in the Official Expert Vaccine Allotment Panel’s Definition of Frontline Workers**

**RECOMMENDATION:** That the Board of Trustees consider approval of resolution prioritizing public school district personnel, especially campus staff, as frontline workers with expedited access to a COVID-19 vaccine.

**RATIONALE:** Texas public school employees are responsible for the safety, welfare and education of our state’s most precious resource and should be designated priority access to the vaccine in order to continue to safely provide support, guidance and knowledge to public school students across the state.

**REFERENCE and COMPLIANCE:** None

**PAPERWORK IMPACT:** None

**BUDGET IMPACT INFORMATION:** None

**EXHIBITS:** Seguin ISD Board of Trustees Resolution

**RESOURCE PERSONNEL:** Dr. Matthew Gutierrez, Superintendent

Submitted by: Matthew Gutierrez Date Submitted: 12/15/20  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

BOARD OF TRUSTEES  
SEGUIN INDEPENDENT SCHOOL DISTRICT

**A RESOLUTION REQUESTING GOVERNOR ABBOTT TO INCLUDE PUBLIC  
SCHOOL DISTRICT PERSONNEL IN THE OFFICIAL EXPERT VACCINE  
ALLOTMENT PANEL'S DEFINITION OF FRONTLINE WORKERS**

**WHEREAS**, the Seguin Independent School District Board of Trustees (Board) recognizes that the United States Government, the State of Texas and Local Health Authorities have declared a disaster and emergency regarding Coronavirus/COVID-19 (hereafter "COVID-19") and its spread across the State and Nation and continue to extend these declarations;

**WHEREAS**, the Board recognizes that COVID-19 is an unforeseen and unavoidable emergency of urgent public necessity, that the World Health Organization has declared COVID-19 a pandemic, and that additional emergency declarations have been and will continue to be issued in the coming days, weeks and months;

**WHEREAS**, the Public Schools of the State of Texas impact millions of students and personnel and have a profound effect on educational, social, economic and public health issues and are integral to the general welfare of the State;

**WHEREAS**, the Public Schools of the State of Texas are charged with the task of caring for, educating, nourishing and providing extra-curricular activities to millions of Texas students 5 days a week thus allowing a vast number of parents the opportunity to engage in gainful employment to support and nurture wholesome home environments for our Texas students;

**WHEREAS**, the Public Schools of the State of Texas are dependent on dedicated school personnel from administrators, teachers, educational and professional specialists to clerical, maintenance, transportation, child nutrition, security and other support staff to conduct the day to day operations of our schools and ensure the mission goal of the efficient delivery of instruction;

**WHEREAS**, although our District and our personnel as well Districts across the State have responded heroically to the challenges brought forth by COVID-19 regarding the delivery of instruction, issues persist in the quality of learning especially among students that would most benefit from live, face to face instruction;

**WHEREAS**, the Texas Department of Health recently reported 31,678 students and 18,742 school employees tested positive for COVID-19 and the Board, having a substantial public interest in protecting the health and safety of its students, staff, and community, therefore, desires to ensure that the School District and community be prepared to the fullest extent possible in light of COVID-19;

**WHEREAS**, a substantial number of School District employees are more susceptible to complications and/or death from COVID-19 due to age or pre-existing medical conditions;

**WHEREAS**, it appears that through the significant efforts of the public and private sectors, effective vaccines may soon be available to administer to our citizens in an effort to thwart the spread of the COVID-19 pandemic and return our lives to a semblance of normality and stability;

**WHEREAS**, the State of Texas convened a team of external and internal subject-matter experts into the Expert Vaccine Allocation Panel (EVAP) to develop vaccine allocation strategies as recommendations to the Texas Commissioner of Health including guiding principles for the equitable distribution of the vaccine across the State which appropriately prioritize making vaccines available to **FRONTLINE WORKERS** and vulnerable populations;

**WHEREAS**, in order to balance the educational, health and economic issues described above, the Governor of Texas, the Texas Commissioner of Education and the Texas Education Agency prescribed guidelines and directives to Public School Districts to currently make available live instruction to those students who request it and to continue to aggressively phase in live instruction for all students in the near future;

**WHEREAS**, the Board and Administration are following advice and directives from federal, state and local authorities in responding to COVID-19;

**WHEREAS**, Texas Public School District personnel are essential to the day to day operations of a District as described above and critical for the resumption of live, face to face instruction;

**WHEREAS**, Mr. Ruben Cortez, Jr., District 2 Member of the State Board of Education recently requested of the Governor Abbott that School District employees State-wide be defined as **FRONTLINE WORKERS** for purposes of vaccine allocation and the Board wishes to join Mr. Cortez and support him in his request to the Governor.

**IT IS THEREFORE RESOLVED THAT** the Board of Trustees finds a substantial public purpose exists in requesting of the Governor and EVAP that all Public School District personnel be designated **FRONTLINE WORKERS** as that term is defined by EVAP and as essential **FRONTLINE WORKERS** be given appropriate priority in the State wide administration of the COVID-19 vaccine as it becomes available.

**The above Resolution is passed and adopted this 15th day of December, 2020 by the Board of Trustees.**

Members voting in favor of the Resolution:

_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Cinde Thomas-Jimenez, President  
Seguin ISD Board of Trustees

\_\_\_\_\_  
Glenda Moreno, Secretary  
Seguin ISD Board of Trustees

**ACTION ITEM:**

**Personnel Action Professional Employees**

**RECOMMENDATION:**

The Board of Trustees recognizes and acknowledges the new professional hires for the 2020 – 2021 school year and the resignations listed below.

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

Name	Campus	Effective
Esparza, Cynthia	Student Services	1/4/2021
Franco, Monica	LLS	11/30/2020

**FOR BOARD’S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**de los Santos, Ila, Barnes Middle School, effective 12/20/2020**

Ms. de los Santos, EA Special Education Teacher, has resigned due to relocation. Ms. de los Santos has 16 years with Seguin ISD.

**Flores Jonathan, Koennecke Elementary, effective 1/29/2021**

Mr. Flores, 5<sup>th</sup> Grade Bilingual Teacher, has resigned and elected to retire. Mr. Flores has 28 years with Seguin ISD.

**McLaughlin DeLoach, Courtney, Special Education Dept. effective 12/18/2020**

Ms. McLaughlin DeLoach, Speech Language Pathologist, has resigned due to personal reasons. Ms. McLaughlin DeLoach has 2 years with Seguin ISD.

**RATIONALE:**

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

**REFERENCE and  
COMPLIANCE:**

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

**BUDGET IMPACT/  
INFORMATION:**

None

**PAPERWORK  
IMPACT:**

This item will result in follow up communication with the employee


**EXHIBITS:**

Information Sheet

**RESOURCE  
PERSONNEL:**

Cynthia Moreno, Chief Human Resource Officer

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



Date Submitted: 12/15/2020

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