

# 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 January 19, 2021, 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 4
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. Matador Special Services Department (MSSD) Overview 5
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).
    1. Discussion Regarding Deputy Chief Operations Officer
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 to Select Deputy Chief Operations Officer	
7.	<b>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 Public Hearing - December 15, 2020 and Regular Meeting - December 15, 2020.	19
B.	Approval of Tax Collection Reports for December 2020	25
C.	Approval of Proposed Budget Amendments & Financial Statements for November 2020	26
D.	Approval of Donations Received December 2020	34
E.	Approval of District-Wide Vehicle Maintenance, Parts and Services (RFP #:21:01)	36
F.	Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts and Services (RFP #:21-03)	38
G.	Approval of District-Wide Special Education Services (RFP #:21-05)	40
H.	Seguin ISD Resolution Regarding the Office of the Governor's Truancy Prevention Grant	42
I.	Information Regarding the Purchase of a Copier Lease Agreement for Seguin ISD from Toshiba Business Solutions Through the DIR Purchasing Cooperative	44
J.	Information Regarding the Purchase of the Let's Inspire Innovation 'N Kids ("TCU LiiNK") Project for Seguin ISD from Texas Christian University	45
K.	Public Information Act Requests Dec. 2020 - Jan. 2021	46
8.	<b>Action Items</b>	
A.	Approval of the Comprehensive Annual Financial Report for the Year Ended June 30, 2020	48
B.	Approval of the Unassigned Fund Balance Compliance Requirement for the Year Ended June 30, 2020	49
C.	Adopt the Resolution for the Assignment of Fund Balance	51
D.	Approval of the General Contractor(s) for Additions and Renovations at Briesemeister Middle School (RFCSP #: 21-06) and Jefferson Elementary (RFCSP #: 21-07)	54
E.	Resolution for Extending Paid Sick Leave for COVID-19 Related Illness	55
F.	Personnel Action Professional Employees	57
9.	<b>Board Comments and Request</b>	

## 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.

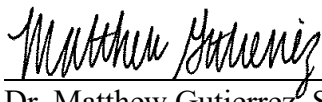
**REFERENCE and COMPLIANCE:**     BJA (LOCAL) 1. h. Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.  
  
BJA (LOCAL) 2. m. Encourage, oversee, and participate in staff recognition and support activities.

**PAPERWORK IMPACT:**             None

**BUDGET IMPACT/ INFORMATION:**     None

**EXHIBITS:**                     None

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

Submitted by:              Date Submitted: 01/19/21  
(Signature)             Dr. Matthew Gutierrez, Superintendent  
(Name)                 1221 E. Kingsbury St., Seguin, TX 78155  
(Address)             (830) 401-8642  
(Telephone)

**INFORMATION ITEM:** **Matador Special Services Department (MSSD) Overview**

**RECOMMENDATION:** That the Board of Trustees receives an overview of the special education program from the Matador Special Services Department (MSSD).


**RATIONALE:** The purpose of the presentation is to provide an overview and update on the district's Special Education program including Results Driven Accountability (RDA) ratings and scores, Corrective Action plans and Targeted Improvement Plans as well as ongoing efforts for programmatic monitoring and improvements. This will serve as an annual program review for the board for the Special Education programs.

**REFERENCE and COMPLIANCE:** EHBA (Legal) Special Programs: Special Education, EHBAA (Legal) Equal Education Opportunity, EHBAB (Legal) Special Education: Identification, Evaluation, and Eligibility, FB (Legal) Special Education: ARD Committee and Individualized Education Program

**PAPERWORK IMPACT:** None

**EXHIBITS:** Powerpoint Presentation

**RESOURCE PERSONNEL:** Halcy Martin-Dean, Director of Special Education

Submitted by:  Date Submitted: 01/19/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614



# Matador Special Services Department Update

January, 2021

**Special Education, §504 and Dyslexia  
programs in Seguin ISD**

# Special Education Programs in Seguin ISD

Students enrolled: 875

**Programs offered:** Learning Facilitation, Resource support, Essential Academics, PLUS (Behavior) support, Seguin Works Transition Program

**Supports Provided:** Speech Therapy, Counseling, Physical Therapy, Occupational Therapy, Auditory services, Visual Services, In Home and Parent training

**Continuum of Services:** We provide a full continuum of services to support students.

# Monitoring Events

- RDA Monitoring
- TEA Desk Review-September 2020



# Results Driven Accountability Results

Overall Rating: DL 1

Indicators 1-5 related to STAAR Assessment: No Data reported

Indicator 6: SPED Graduation Rate=ORI—we made significant improvement

Indicator 11 SPED Regular Class $\geq$ 80% =33.3

ORI—we made significant improvements

# Results Driven Accountability Results

Indicator 14-SPED OSS and Expulsion $\leq$ 10 days—Report Only

Indicator 14 (iv) African American—Risk Ratio 2.6 =Significant  
Disproportionality

Indicator 16 SPED ISS $\leq$  10 Days Rate—Report Only

Indicator 18 SPED Total Disciplinary Removals Rate=PL3

Indicator 18(iv) African American, Risk Ratio 3.3= Significant  
Disproportionality

# TEA Desk Review Results

- Based on RDA 19-20 results, initiated in March 2020 and delayed until September 2020
- Random sample of folders selected to upload to TEA for review in 15 areas related to indicators of concern for Seguin ISD: STAAR Passing rate (all areas), Disciplinary removal rate
- Strengths noted: Comprehensive Intensive Program of instruction plans and detailed service logs documenting services students received
- Concerns: IEP development, one student the goal was not updated for the Annual ARD (not systemic), 6 student IEPs were lacking a description of how the student's progress would be measured (systemic)

# TEA Desk Review Results

- The district must complete a Corrective Action Plan to address the systemic issue.
- The Plan is focused on training staff and administrators in IEP development, reviewing policies and procedures to ensure they address the issue of concern, and correcting individual student ARDs
- CAP must be completed within one calendar year

## Program Highlights:

- Seguin Works Transition Program—Print Shop
- Structured Learning Units at Rodriguez Elementary
- PLUS Behavioral Program
  - Programs at Patlan, Koennecke, Barnes, AJB and SHS
  - Added 2 BCBA's
- Added Reading Supports at Elementaries

## COVID Program Supports:

- “Magic School Bus”
- Walk In Special Education Centers
- Community “Fun Fridays”

# COVID Considerations:

- Compensatory services
  - We will take a look at each individual student to determine if there is a need for additional services based on services missed during COVID school outages.
- Assessment Concerns
  - We are working with parents to complete assessments for those students who are remote learners.
  - Assessments must be face to face.

## Upcoming Events:

- Spring 2021—Self Assessment due
- Cyclical Monitoring—21-22 or 22-23



# §504 Programs

Students enrolled: 511

Services: Students receive supports and accommodations as determined by Individual Support plans based on disability and needs.



# Dyslexia Programs

Students identified: 264

Curriculum: Reading By Design (English) / Esperanza (Spanish)

Students in the program work on modules designed to teach skills and strategies to remediate basic reading difficulties specific to dyslexia and related disorders.

The program generally takes 3-5 years to complete.

Students are screened for dyslexia at the end of Kindergarten and 1st grade and then tested individually to determine eligibility for the program and accommodations and supports in the classroom.

# Minutes of Public Hearing

## The Board of Trustees

### Seguin ISD

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A Public Hearing of the Board of Trustees of Seguin ISD was held Tuesday, December 15, 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; and Nancy Ramirez, Superintendent Secretary.

#### 1. Call to Order

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

#### 2. Public hearing to receive the Annual Financial Management Report regarding the District's 2019-2020 Financial Integrity Rating System (FIRST) rating of Superior based on the school year 2018-2019 data.

Mr. Hillberg presented the Annual Financial Management Report regarding the District's 2019-2020 FIRST Rating of Superior based on the school year 2018-2019 data from the Texas Education Agency. The District has received the state's highest rating of "A" for "Superior Achievement" under Texas' Schools FIRST financial accountability rating system. The District earned a Superior Achievement rating with a score of 96. The District has received the Superior Achievement rating from the Texas Education Agency every year since the ratings were first issued in the 2002-2003 school year. All board questions and comments were addressed. There were no questions from the community.

#### 3. Adjourn

The meeting adjourned at 6:43 p.m.

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Secretary/January 19, 2021

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President/January 19, 2021

# 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, December 15, 2020, beginning at 6:45 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; Victor Quiroga, District's Financial Advisor; Nancy Ramirez, Superintendent Secretary and media.

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:45 p.m. and a quorum was established. The meeting of the Seguin ISD has been duly called and notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.

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

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, upcoming key dates and event information since the last board meeting which included recognizing staff and student achievements and successes from across the district and a COVID-19 update. Dr. Gutierrez and the Board expressed how proud they are of our Matador football team finishing the season strong and recognized the Matador fans for their support and showing their Matador spirit and pride. They also wished the Matador Family and community a safe Winter Holiday.

#### 2. Recognition/Campus Presentations

##### A. Student/Staff/Board/Community Recognition

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

- **Superintendent's Award**

Dr. Gutierrez was honored to recognize Sheila Ramirez, 2<sup>nd</sup> grade dual language teacher at Rodriguez Elementary, as the December recipient of the Superintendent's Leadership Award for going above and beyond daily duties to cultivate, inspire and empower her colleagues and Seguin ISD community.

#### 3. Audience with the Board

No one signed up to address the board.

#### 4. Closed Meeting –The Board did not go into closed.

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).

**5. Reconvene to Open Meeting**

A. Possible action to approve professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of employee(s). No action was taken.

**6. Reports/Information Items:**

**A. Proclamation 2021 Steering Committee and Adoption Guidelines**

The Board of Trustees received an update from Mr. Cantu regarding the Proclamation 2021 Steering Committee and Adoption Guidelines. 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.

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

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

Team of 8 Training, November 11, 2020

Special Meeting, November 12, 2020

Regular Meeting, November 17, 2020

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

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for November 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 October 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 October 31, 2020.

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

The Board of Trustees approved the donations received by the District during the month of November 2020 in the amount of \$860.00 from various business and individuals. District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval."

**E. Approval of District-Wide 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 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.

**F. 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 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.

**G. 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 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.

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

The Board of received information regarding the purchase through the BuyBoard Purchasing Cooperative reference#: 549-17 from Rush Bus Centers of Texas, LP at a cost of \$411,740.00.

**I. Acknowledge Public Information Act Request November 2020 – December 2020**

The Board of Trustees received information regarding the Public Information Act requests received since November 5, 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:**

**Team of 8 Training, November 11, 2020**

**Special Meeting, November 12, 2020**

**Regular Meeting, November 17, 2020**

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

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

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

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

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

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

**H. Information Regarding the Purchase of Three 71 Passenger Buses and One 48 Passenger** 22

**Special Needs Bus for Seguin ISD from Rush Bus Center of Texas, LP Through the BuyBoard Purchasing Cooperative**

**I. Acknowledge Public Information Act Request November 2020 – December 2020**

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

**Nays: None**

**8. Action Items:**

**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**

Mrs. Moreno moved, seconded by Ms. Duncan to adopt the order authorizing the issuance of Seguin Independent School District Unlimited Tax School Building Bonds, Series 2021 pursuant to a delegated sale and authorizing the Superintendent of Schools and Chief Financial Officer to approve the final sales terms of the Bonds. 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.

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

**Nays: None**

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

Ms. Duncan moved, seconded by Mr. Guerra to adopt the Resolution for the Assignment of Fund Balance to provide a one-time payment to all Seguin ISD Employees as presented.

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

**Nays: None**

**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**

Mr. Amador moved, seconded by Mrs. Crettenden to approve the resolution prioritizing public school district personnel, especially campus staff, as frontline workers with expedited access to a COVID-19 vaccine.

**D. Personnel Action Professional Employees**

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

**New Hire Elections:**

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

**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.

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

**Nays: None**

**9. Board Comments and Request**

Mrs. Moreno thanked the Board for appointing her as the Board Secretary at the last meeting and thanked the Seguin ISD staff and community for continuing to push through and move forward through this unforeseen year and wishing all the best for 2021.

There were no new requests from the Board.

All prior Board requests have been addressed.

**10. Adjourn**

The meeting adjourned at 7:29 p.m.

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

**Nays: None**

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Secretary/January 19, 2021

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President/January 19, 2021

**ACTION ITEM:**

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

**RECOMMENDATION:**

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

Current	\$ 15,104,206
Delinquent	95,648
Penalty and Interest	33,849
Total Monthly Collections	<u>\$ 15,233,703</u>
Total Tax Collections Year to Date	<u>\$ 20,717,353</u>
Delinquent Tax Levy	2,838,950
Percent Collected through December 2020	47.03%
Percent of Tax Levy Collected last year	40.03%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Sally Eckhart, Budget Coordinator

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 01/19/21

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

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for November 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 November 30, 2020.

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


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

**PAPERWORK IMPACT:** None

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

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

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

Submitted by:  Date Submitted: 01/19/21  
(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**  
**November 2020**

	Budget					Actual			Budget Remaining
	Adopted Budget	November 1, 2020	Proposed Amendment(s)		November 30, 2020	November 1, 2020	Current Month	November 30, 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	2,813,021	3,068,304	32,402,683
Property Taxes-Delinquent	261,853	261,853	-	-	261,853	645,875	62,903	708,778	-
Property Taxes-Penalty & Interest	-	-	-	-	-	154,757	20,085	174,842	-
Interest Income	730,000	730,000	-	-	730,000	26,838	3,452	30,289	699,711
Other Local Income	456,000	456,000	-	-	456,000	80,167	61,410	141,577	314,423
State	30,299,547	30,374,547	-	-	30,374,547	11,459,603	2,521,615	13,981,218	16,393,329
Federal	967,000	967,000	-	-	967,000	60,664	23,438	84,102	882,898
<b>REVENUE</b>	<b>68,185,387</b>	<b>68,260,387</b>	-	-	<b>68,260,387</b>	<b>12,683,188</b>	<b>5,505,923</b>	<b>18,189,111</b>	<b>50,693,043</b>
<b>EXPENSE</b>									
11 - Instruction	37,185,280	38,029,174	-	(220)	38,028,954	7,300,666	3,212,617	10,513,283	27,515,671
12 - Instructional Resources & Media Svcs	1,052,175	1,170,769	-	-	1,170,769	281,638	83,886	365,524	805,245
13 - Curr & Instructional Staff Development	1,044,285	1,048,626	-	-	1,048,626	240,908	76,667	317,575	731,051
21 - Instructional Leadership	1,926,823	1,926,823	-	-	1,926,823	459,827	126,325	586,152	1,340,671
23 - School Leadership	4,872,005	4,943,355	-	-	4,943,355	1,305,669	398,251	1,703,920	3,239,435
31 - Guidance & Counseling Services	2,533,507	2,572,482	-	-	2,572,482	661,653	191,615	853,268	1,719,214
32 - Social Work Services	526,791	526,791	-	-	526,791	172,590	41,211	213,801	312,990
33 - Health Services	620,656	620,656	-	-	620,656	129,155	62,129	191,284	429,372
34 - Student Transportation	3,053,895	3,024,895	-	-	3,024,895	649,652	580,137	1,229,789	1,795,106
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,071,617	2,122,467	-	(1,400)	2,121,067	562,567	148,544	711,111	1,409,956
41 - General Administration	2,294,166	2,303,729	-	-	2,303,729	733,071	178,161	911,232	1,392,497
51 - Plant Maintenance & Operations	6,714,399	6,810,425	-	-	6,810,425	2,338,029	484,531	2,822,559	3,987,866
52 - Security & Monitoring Services	495,287	570,287	-	-	570,287	250,803	86,098	336,901	233,386
53 - Data Services	1,713,481	1,713,481	-	-	1,713,481	710,421	141,149	851,570	861,911
61 - Community Services	78,762	78,762	-	1,620	80,382	8,074	5,247	13,321	67,061
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>16,632,961</b>	<b>5,816,569</b>	<b>22,449,530</b>	<b>46,302,517</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>(3,949,773)</b>	<b>(310,646)</b>	<b>(4,260,419)</b>	<b>4,390,526</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>(3,949,773)</b>	<b>(310,646)</b>	<b>(4,260,419)</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  
November , 2020

Budget Report - Attachment 1  
19-Jan-2021

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**  
**November 2020**

	Budget					Actual			Budget Remaining
	Adopted Budget	November 1, 2020	Proposed Amendment(s)		November 30, 2020	November 1, 2020	Current Month	November 30, 2020	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	556	34	590	19,410
Other Local Income	771,000	771,000	-	-	771,000	21,858	12,750	34,608	736,392
State	70,000	70,000	-	-	70,000	337,155	-	337,155	-
Federal	3,914,000	3,914,000	-	-	3,914,000	684,521	423,336	1,107,857	2,806,143
<b>REVENUE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>1,044,090</b>	<b>436,120</b>	<b>1,480,210</b>	<b>3,561,945</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	961,097	371,263	1,332,360	3,432,140
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	3,653	790	4,442	5,558
52 - Security & Monitoring Services	500	500	-	-	500	221	44	265	235
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>964,970</b>	<b>372,097</b>	<b>1,337,067</b>	<b>3,437,933</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>79,120</b>	<b>64,023</b>	<b>143,143</b>	<b>124,012</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>\$ 79,120</b>	<b>\$ 64,023</b>	<b>\$ 143,143</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  
November , 2020

Budget Report - Attachment 1  
19-Jan-2021

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	November 1, 2020	Proposed Amendment(s)		November 30, 2020	November 1, 2020	Current Month		November 30, 2020
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	13,377,002	13,377,002	-	-	13,377,002	100,636	1,109,188	1,209,824	12,167,178
Property Taxes-Delinquent	135,496	135,496	-	-	135,496	239,667	22,954	262,622	-
Property Taxes-Penalty & Interest	-	-	-	-	-	52,445	6,835	59,280	-
Interest Income	-	-	-	-	-	5,909	426	6,335	-
Other Local Income	-	-	-	-	-	-	4,958	4,958	-
State	-	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-	-
<b>REVENUE</b>	<b>13,512,498</b>	<b>13,512,498</b>	<b>-</b>	<b>-</b>	<b>13,512,498</b>	<b>398,658</b>	<b>1,144,362</b>	<b>1,543,020</b>	<b>12,167,178</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	8,499,611	-	8,499,611	5,012,887
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>13,512,498</b>	<b>13,512,498</b>	<b>-</b>	<b>-</b>	<b>13,512,498</b>	<b>8,499,611</b>	<b>-</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>(8,100,954)</b>	<b>1,144,362</b>	<b>(6,956,592)</b>	<b>\$ 7,154,291</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>(8,100,954)</b>	<b>\$ 1,144,362</b>	<b>\$ (6,956,592)</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  
November , 2020

Budget Report - Attachment 1  
19-Jan-2021

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

**ACTION ITEM:**

**Approval of Donations Received December 2020**

**RECOMMENDATION:**

That the Board of Trustees approve donations received by the District during the month of December 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, Chief Financial Officer, CPA, CTSBO  
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: 01/19/21

**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>
Faith Lutheran Church	Family Support Fund	Student Services	12/04/20	\$ 100.00	Pending
Spirit of Joy Lutheran Church	Water Bottle fill staton	Whole Child Initiatives	12/04/20	\$ 690.00	Pending

NOTE: This listing includes only documented, unsolicited donations received by the District during December 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 one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondent will be added to the list of approved vendors for this RFP: Tire Express & Road Service #2. 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, Chief Financial Officer, CPA, CTSBO  
Nikki Elaine Bittings, Deputy Chief of Human Resources  
Jennifer Raske, Purchasing Coordinator

Submitted by: \_\_\_\_\_ Date Submitted: 01/19/21  
(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
Tire Express & Road Service #2	Tires, repairs, and related services	<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 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 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: DLH Plumbing Services, Griffin & Sons Plumbing, LLC, Morsco Supply, LLC. 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

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

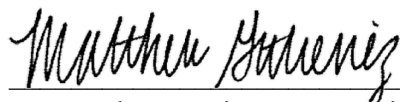
**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Vendor Recommendation Form

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

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

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

Date Submitted: 01/19/21

**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
DLH Plumbing Services	Plumbing parts and supplies	<b>Y</b>
Griffin & Sons Plumbing, LLC	Plumbing parts and supplies	<b>Y</b>
Morsco Supply, LLC	Plumbing parts and 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 one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondent will be added to the list of approved vendors for this RFP: Charles Silverman (CNS Consulting). 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, Chief Financial Officer, CPA, CTSBO  
Halcey Dean, Director of Matador Special Services  
Jennifer Raske, Purchasing Coordinator

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

 Date Submitted: 01/19/21  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(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
Charles Silverman (CNS Consulting)	LSSP/Psych evaluations	<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

**ACTION ITEM:** **Seguin ISD Resolution Regarding the Office of the Governor’s Truancy Prevention Grant**

**RECOMMENDATION:** That the Board of Trustees approve the resolution for the application to the Office of the Governor Truancy Prevention Grant.

**RATIONALE:** The Office of the Governor Criminal Justice Division has announced funding for Truancy Prevention and Intervention Program grants. Seguin ISD was awarded the grant for two Case Managers for the 2018-19 school year, and continued for the 2019-20 and 2020-21 school years. The current grant expires on August 31, 2021. The district is eligible to apply and continue the grant for truancy prevention and intervention purposes for an additional 3 year term. The application to continue the grant for a second term will be submitted with the resolution by February 11, 2021. The grant will include the continuation of the two case managers to implement a campus based truancy intervention program with the goals of increasing overall student attendance, student engagement, decreasing unexcused absences, and improving student academic progress with a focus on secondary schools.

**REFERENCE and COMPLIANCE:** FEA (LEGAL) Attendance Compulsory Attendance;  
FED (LEGAL) Attendance Enforcement

**PAPERWORK IMPACT:** Minimal

**BUDGET IMPACT:** Grant submission for all costs with no additional costs to the district

**EXHIBITS:** Resolution

**RESOURCE PERSONNEL:** Kirsten Legore, Deputy Chief Operations Officer

Submitted by: Matthew Gutierrez Date Submitted: 01/19/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614



**Board of Trustees**

Cinde Thomas-Jimenez

President  
District 3

Carl Jenkins  
Vice-President  
District 1

Glenda Moreno  
Secretary  
District 7

Alejandro Guerra  
District 2

Linda Duncan  
District 4

Denise Crettenden  
District 5

Benito Amador  
District 6

**Superintendent**

Dr. Matthew Gutierrez

1221 E. Kingsbury St  
Seguin, TX 78155

830-372-5771

[www.seguinisd.net](http://www.seguinisd.net)

**SEGUIN INDEPENDENT SCHOOL DISTRICT**

**Resolution of the Board Regarding the Grant Submission to the Office of the Governor Criminal Justice Division (CJD) for Truancy Prevention and Intervention Program**

**WHEREAS**, the Seguin ISD Board of Trustees finds it in the best interest of the citizens of the Seguin School District, that the Missing Matadors Matter project be continued for the 2020-21 school year; and

**WHEREAS**, the Seguin ISD Board of Trustees agrees to provide applicable matching funds for the said project, as required by the Office of the Governor grant application if listed in the grant application; and

**WHEREAS**, the Seguin ISD Board of Trustees agrees that in the event of loss or misuse of the Office of the Governor funds, Seguin ISD Board of Trustees assures that the funds will be returned to the Office of the Governor in full; and

**WHEREAS**, the Seguin ISD Board of Trustees designates Dr. Matthew Gutierrez as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that Seguin ISD Board of Trustees approves the submission of the grant application for the Missing Matadors Matter to the Office of the Governor.

Signed by:

Passed and Approved this 19th day of January, 2021 by the Board of Trustees.

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

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

Grant Number: 3636204

**INFORMATION ITEM:** **Information Regarding the Purchase of a Copier Lease Agreement for Seguin ISD from Toshiba Business Solutions Through the DIR Purchasing Cooperative**

**RECOMMENDATION:** This purchase is through the DIR Purchasing Cooperative reference #: DIR-TSO-3042 from Toshiba Business Solutions at a cost of \$50,400.00. The cost for each black and white print is \$0.0039 and \$0.039 for each color print for an estimated \$150,035.55 for 2020-21. This is the annual renewal of an on-going lease contract that the District has maintained for the last three years.

**RATIONALE:** This lease agreement was previously awarded through the Request for Proposals #17-04 for the leasing and installation of copiers throughout Seguin ISD. 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.

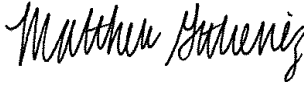
**REFERENCE and COMPLIANCE:** CH(LEGAL) and CH (LOCAL) Purchasing and Acquisition

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

**EXHIBITS:** None

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

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

  
\_\_\_\_\_  
Date Submitted: 01/19/21  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

**INFORMATION ITEM:** **Information Regarding the Purchase of the Let's Inspire Innovation 'N Kids ("TCU LiiNK") Project for Seguin ISD from Texas Christian University**

**RECOMMENDATION:** This purchase is a continuation of costs negotiated through a memorandum of understanding with Texas Christian University and the LiiNK project that began in the fall of 2018. Project costs for LiiNK will decrease from \$114,300 to \$93,900 for the current school year. This reduction is attributable to costs trailing off as the implementation of campus cohorts is nearing completion.

**RATIONALE:** LiiNK recognizes the foundational needs of all students. The program implements physical activity, unstructured outdoor play, and character education for developing highly successful life-long learners.


This explanation of the current fiscal year cost is a continuation of the agreement approved by the School Board on February 27, 2018. Texas Christian University is the sole source provider for the LiiNK program.

**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:** Pete Silvius, Director of Whole Child Initiative  
Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Jennifer Raske, Purchasing Coordinator

Submitted by:  Date Submitted: 01/19/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**INFORMATION ITEM:** **Acknowledge Public Information Act Requests Dec. 2020-Jan. 2021**

**RECOMMENDATION:** That the Board of Trustees acknowledge Public Information Act requests received since Dec. 3, 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:** Dec. 3, 2020-Jan. 8, 2021 Public Information Act request roster

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

Submitted by: Matthew Gutierrez Date Submitted: 01/19/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**Seguin ISD PIA requests received from Dec. 3, 2020-Jan. 8, 2021**

<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
12/08/20 035	Grace Macaspag, CLC Infinite	Employee directory information	Completed 01/08/21	Documents provided
12/10/20 035	Mandy Dorman	"...a copy of a listing of all full time employees' first, middle and last names including their job title/position, their campus/office location, date of hire, and email address."	Completed 01/08/21	Documents provided

**ACTION ITEM:**

**Approval of the Comprehensive Annual Financial Report for the Year Ended June 30, 2020**

**RECOMMENDATION:**

That the Board of Trustees approve the Comprehensive Annual Financial Report for the year ended June 30, 2020.

**RATIONALE:**

The Texas Education Code requires the District obtain an annual financial audit that includes all fund types and account groups that are the accounting responsibility of the school district. The audit must be performed in accordance with generally accepted governmental auditing standards.

The firm of Maxwell Locke and Ritter, LLLP audited the financial statements of the District for the year ended June 30, 2020 and their reports are included in the Annual Financial Report.

The Board of Trustees is required to certify to TEA that the annual financial report was reviewed and approved. If the report is not approved, the reasons must be listed on the Certificate of Board.

The Comprehensive Annual Financial Report (CAFR) that includes additional statistical information will be submitted to the Government Financial Officers Association of the United States and Canada for review. The District has consistently received the Certificate of Achievement for Excellence in Financial Reporting since 1990.

**BOARD POLICY REFERENCE and COMPLIANCE:**

CFC (LEGAL) Accounting - Audits

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

Funds for the cost of the 2019-20 independent audit are provided in the General Operating Fund budget.

**EXHIBITS:**

The Comprehensive Annual Financial Report for the Year ended June 30, 2020 was sent to the Board under separate cover.

**RESOURCE PERSONNEL:**

Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Sally Eckhart, Budget Specialist  
Christina Garcia, General Ledger Specialist

Submitted by:

- (Signature)
- (Name)
- (Address)
- (Telephone)

Date Submitted: 01/19/21

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

**ACTION ITEM:** **Approval of the Unassigned Fund Balance Compliance Requirement for the Year Ended June 30, 2020**

**RECOMMENDATION:** That the Board of Trustees approve the annual calculation of unassigned fund balance in compliance with board policy CE(LOCAL) as of June 30, 2020.

**RATIONALE:** The Comprehensive Annual Financial Report (CAFR) for fiscal year 2019-20 is now complete. Board policy CE(LOCAL) requires the District to maintain an annual unassigned general fund balance in the General Operating Fund of 25 percent of the general operating expenditures. The required calculation, attached, is to be performed based on the CAFR for each fiscal year.


**REFERENCE and COMPLIANCE:** CE (LOCAL) Annual Operating Budget

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** None

**EXHIBITS:** Fund Balance Compliance Test

**RESOURCE PERSONNEL:** Anthony Hillberg, Chief Financial Officer, CPA, CTSBO

Submitted by:  Date Submitted: 01/19/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**SEGUIN ISD  
GENERAL OPERATING FUND  
FUND BALANCE TEST PER BOARD POLICY CE(LOCAL)  
2019-20**

18-19 Fund Balance Restricted for Authorized Construction (18-19 Schedule C-1 Audit)	331,070	
18-19 Fund Balance EXCLUDING Restricted for Authorized Construction	31,049,812	
19-20 Beginning Fund Balance		31,380,882
19-20 Revenue (Schedule C-2 Audit)	65,445,080	
19-20 Expenses (Schedule C-2 Audit)	(65,214,364)	
19-20 Result of Operations		230,716
19-20 Other Financing Sources - Transfers In (Schedule C-2 Audit)		126,000
19-20 Ending Available Fund Balance		31,737,598
Fund Balance		
Inventories		(194,068)
Prepaid Items		(24,489)
Early Education Allotment		(1,096,450)
Board Designated Assignment for Distance Learning Devices, Software and Access		(620,000)
<b>19-20 Ending Unassigned Fund Balance</b>		<b>29,802,591</b>
19-20 Total Expense (Schedule C-2 Audit)		65,214,364
Less: Non-Operating Expenses		
Assigned for 19-20 QZAB Payment	(665,000)	
* Subtotal of All Other FB Assignment Actual Expenditures	(1,691,250)	
Total Non-Operating Expenses		(2,356,250)
19-20 Actual Operating Expenses		62,858,114
25% Unassigned Fund Balance Criteria as per Board Policy CE(LOCAL)		25%
19-20 Minimum Unassigned Fund Balance		15,714,529
19-20 Unassigned Fund Balance (Schedule C-1 Audit)		29,802,591
<b>19-20 Unassigned Fund Balance Over/(Under) CE(LOCAL) Requirement</b>		<b>14,088,063</b>

**\*\*\* CE(LOCAL) Requirement met for 19-20 \*\*\***

**ACTION ITEM:**                      **Adopt the Resolution for the Assignment of Fund Balance**

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

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

**REFERENCE and COMPLIANCE:**              CE (LEGAL) and CE (LOCAL) Annual Operating Budget

**PAPERWORK IMPACT:**              None

**BUDGET IMPACT / INFORMATION:**              Funding provided by assigning unassigned fund balance.

**EXHIBITS:**                          Resolution

**RESOURCE PERSONNEL:**              Anthony Hillberg, Chief Financial Officer, CPA, CTSBO

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



Date Submitted: 01/19/21

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

**FUND BALANCE POLICY**

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

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

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

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

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

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

SHS Ag Department Vehicle Replacement (19-20 Roll-Forward) .....	50,000
Middle School Mariachi Uniforms (19-20 Roll-Forward) .....	13,000
District-Wide Library Book Replacement (19-20 Roll-Forward) .....	118,594
Compensatory Special Education Services (19-20 Roll-Forward).....	34,400
Destination Imagination Travel (19-20 Roll-Forward) .....	50,000
District-Wide Time-clock Implementation (19-20 Roll-Forward).....	9,563
Maintenance Vehicle and Equipment Replacement (19-20 Roll-Forward) .....	26,026
Distance Learning Wifi Access and Hotspots (19-20 Roll-Forward) .....	92,010
SHS Technology Infrastructure (19-20 Roll-Forward) .....	70,000
20-21 Qualified Zone Academy Bond Payment .....	665,000
Real Property Auction Purchase for Ball Campus .....	29,000
80 Hours of Emergency Paid Sick Leave (EPSL) Extended for 20-21 .....	956,000
RaaWee's Truancy and Dropout Prevention Software (TDPS) Update .....	<u>15,000</u>

**Subtotal .....\$2,128,593**

The above Resolution is adopted this 19th day of January 2021.

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

---

Glenda Moreno, Secretary

**ACTION ITEM:** **Approval of the General Contractor(s) for Additions and Renovations at Briesemeister Middle School (RFCSP #: 21-06) and Jefferson Elementary (RFCSP #: 21-07)**

**RECOMMENDATION:** That the Board of Trustees authorize the Superintendent to contract for Additions and Renovations at Briesemeister Middle School (RFCSP #: 21-06) and Jefferson Elementary (RFCSP #: 21-07) as per the attached recommendations.


**RATIONALE:** Requests for Competitive Sealed Proposals (RFCSP#: 21-06 and RFCSP #:21-07) were issued on November 24, 2020 for additions and renovations at Briesemeister Middle School and Jefferson Elementary. The bids were competitively solicited in compliance with Board Policy and Sections 2269.151-.155 of the Government Code. All responses received met the RFCSP requirements.

**REFERENCE and COMPLIANCE:** CV(LEGAL) Facilities Construction CVB(LEGAL) Competitive Sealed Proposals

**BUDGET IMPACT / INFORMATION:** Funds to be provided by the Capital Improvement (Bond) Fund.

**EXHIBITS:** Briesemeister Middle School Bid Tabulation & Recommendation  
Jefferson Elementary Bid Tabulation & Recommendation

**RESOURCE PERSONNEL:** Anthony Hillberg, Chief Financial Officer, CPA, CTSBO

Submitted by:  Date Submitted: 01/19/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**ACTION ITEM:**

**Resolution for Extending Paid Sick Leave for COVID-19  
Related Illness**

**RECOMMENDATION:**

That the Board approve the resolution to extend 10 additional paid sick leave days for Seguin ISD employees that are in quarantine or isolation because of COVID-19 exposure/illness.

**RATIONALE:**

In response to the COVID-19 FFCRA’s (Families First Coronavirus Response Act) EPSL (extended personal sick leave) expiration on December 31, 2020; the need for protection of district employee leave and wages exists when employees are placed in quarantine/isolation because of the COVID-19 virus. Seguin ISD intends to continue complying with recommended CDC guidelines of quarantine/isolation time lines.

**REFERENCE and  
COMPLIANCE:**

CDC COVID-19 recommendations, FFCRA

**PAPERWORK  
IMPACT:**

Signatures on Resolution

**BUDGET IMPACT  
INFORMATION:**

None

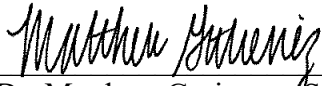
**EXHIBITS:**

Resolution

**RESOURCE  
PERSONNEL:**

Cynthia J. Moreno, Chief Human Resources Officer

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

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

Date Submitted: 01/19/21



**Board of Trustees**

Cinde Thomas-Jimenez

President  
District 3

Carl Jenkins  
Vice-President  
District 1

Glenda Moreno  
Secretary  
District 7

Alejandro Guerra  
District 2

Linda Duncan  
District 4

Denise Crettenden  
District 5

Benito Amador  
District 6

**Superintendent**

Dr. Matthew Gutierrez

1221 E. Kingsbury St  
Seguin, TX 78155

830-372-5771

[www.seguinisd.net](http://www.seguinisd.net)

**SEGUIN INDEPENDENT SCHOOL DISTRICT**

**Resolution of the Board Regarding Extended Sick Leave During Epidemic**

**WHEREAS**, the Board is authorized by Texas Education Code section 45.105 to expend funds of Seguin Independent School District for purposes necessary in the conduct of the public schools as determined by the Board; and

**WHEREAS**, the Board acknowledges that during an epidemic, District employees may exhaust available state and local leave days; and

**WHEREAS**, the Board finds that a need exists to address additional leave in the circumstance of an epidemic; and

**WHEREAS**, the Board concludes that providing additional paid leave to all regular employees—contractual and noncontractual, salaried and non-salaried—who are sick or in isolation as a result of an epidemic serves the public purposes of protecting students and staff, and maintaining morale;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Seguin Independent School District authorizes providing additional paid leave for all regular employees—contractual and noncontractual, salaried and non-salaried—who are sick or in isolation as a result of an epidemic.

The authority granted by this resolution to provide additional paid leave for a maximum duration of ten work days unless the Board takes action to authorize leave for a longer duration.

This extended leave expires at the end of the 2020-2021 school year and is conditioned on the availability of additional federal leave. If additional federal leave becomes available after January 19, 2021, the leave provided in this resolution will expire.

Signed by:

Passed and Approved this 19th day of January, 2021 by the Board of Trustees.

\_\_\_\_\_  
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
Escalera Chapman, Raquel	Koennecke Elementary	1/19/2021
Merrell, Emily	Special Education	2/1/2021

**FOR BOARD’S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**Miller, Laura, Vogel Elementary, effective 1/29/2021**

Ms. Miller, Reading Interventionist, has resigned and elected to retire. Ms. Miller has 20 years with Seguin ISD.

**Rodriguez, Rose, Rodriguez Elementary, effective 1/29/2021**

Ms. Rodriguez, Dyslexia/Reading Interventionist, has resigned and elected to retire. Ms. Rodriguez has 14 years with Seguin ISD.

**Shanafelt, Penny, Patlan Elementary, effective 1/29/2021**

Ms. Shanafelt, Dyslexia/Reading Interventionist, has resigned and Elected to retire. Ms. Shanafelt has 28 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: 01/19/21  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614