

# 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 February 25, 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
  - D. Board Member Reports
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. 2021-2022 Instructional Calendar Update 5
  - B. Proclamation of Career and Technical Education (CTE) Month 6
  - C. Strategic Priority and Initiative Report: Elementary ISIP and Curriculum Update 8
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 DAEP Principal at Saegert
- 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 DAEP Principal at Saegert
- 7. **Consent Agenda Items - Consider and Possible Approval as Applicable**  
 Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.
  - A. Approval of Board Minutes of Public Meeting - January 19, 2021 and Regular Meeting - January 19, 2021 26
  - B. Approval of Tax Collection Reports for January 2021 33
  - C. Approval of Proposed Budget Amendments & Financial Statements for December 2020 34
  - D. Approval of Proposed Budget Amendments & Financial Statements for January 2021 42
  - E. Approval of Investment Report for the Second Quarter 2020-21 50
  - F. Approval of Donations Received January 2021 55
  - G. Approval of District-Wide Vehicle Maintenance, Parts and Services (RFP #:21:01) 57
  - H. Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts and Services (RFP #:21-03) 59
  - I. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 21-04) 61
  - J. First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 116, Affecting LEGAL and LOCAL Policies 63
  - K. Information Regarding the Purchase of TEKS Classroom Kits for Seguin ISD from Hand2Mind, Inc. Through the 2013 Purchasing Cooperative 80
  - L. Public Information Act Requests Jan. 2021 - Feb. 2021 81
- 8. **Action Items**
  - A. Consider Recommendations for Term Contracts, Probationary Contracts, and Employment Agreements for Administrative Personnel 83
  - B. Personnel Action Professional Employees 84
- 9. **Board Comments and Request**

## 10. Adjourn

**RECOGNITION ITEM:     Student/Staff/Board/Community Recognition**

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

- **Superintendent’s Awards**  
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 Awards.

**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: 02/25/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614



**INFORMATION ITEM:**     **Proclamation of Career and Technical Education (CTE) Month**

**RECOMMENDATION:**     That the Board of Trustees proclaim February 1-28, 2021, as been designated Career and Technical Education Month by the Association for Career and Technical Education.

**RATIONALE:**             The purpose of this is to proclaim February 1-28, 2021 as Career and Technical Education Month.

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

**PAPERWORK IMPACT:**             None

**BUDGET IMPACT/ INFORMATION:**     None

**EXHIBITS:**                     Proclamation

**RESOURCE PERSONNEL:**             Rick Bough, CTE Director  
Mark Cantú, Chief Academic Officer

Submitted by: Matthew Gutierrez             Date Submitted: 02/25/21  
(Signature)     Dr. Matthew Gutierrez, Superintendent  
(Name)         1221 E. Kingsbury St., Seguin, TX 78155  
(Address)      (830) 401-8614  
(Telephone)



# Proclamation

**WHEREAS:** February 1-28, 2021, has been designated Career and Technical Education Month<sup>®</sup> by the Association for Career and Technical Education; and

**WHEREAS:** career and technical education offers students the opportunity to gain the academic, technical and employability skills necessary for true career readiness

**WHEREAS:** students in career and technical education programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

**WHEREAS:** career and technical education provides students with career exploration opportunities earlier in their educational experience, which enables them to make informed and beneficial decisions about their academic coursework and pursue established programs of study and career pathways; and

**WHEREAS:** leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing, cybersecurity and information technology; and

**WHEREAS:** career and technical education prepares students for these and other fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

**WHEREAS:** career and technical education programs ensure that employers have access to a qualified and thriving workforce, ensuring America is a strong and competitive economy;

**NOW THEREFORE, I, (Cinde Thomas-Jimenez, Board President) of Seguin ISD**  
name title town/county

do hereby proclaim February 1-28, 2021, as

## Career and Technical Education Month

in Seguin ISD and urge all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual skills and productivity.

**IN TESTIMONY WHEREOF,** I have hereunto set my hand and caused to be affixed the Great Seal of the Seguin ISD of Seguin, TX this 25 day of February, 2021.



# Strategic Priority and Initiative Report

Station: Indicators of Progress (ISIP)  
Guaranteed and viable curriculum

February 25, 2021 Board Meeting



# Strategic Priorities

## Strategic Priorities (Year 3 of 3)

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



# Strategic Initiatives

## Superintendent and Board Goals

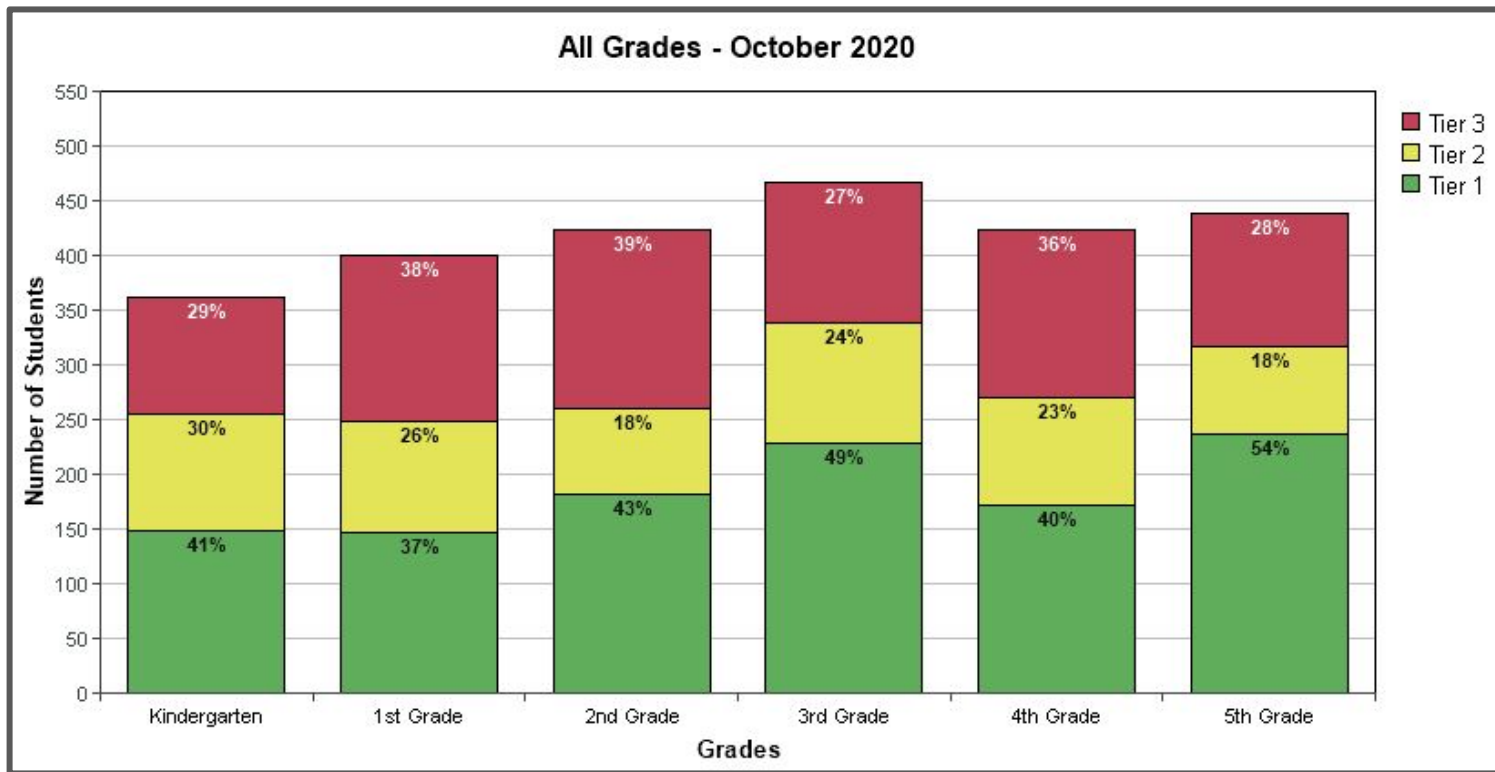
1. **Increase K-3 literacy proficiency - 100% on level by end of 3rd grade**
2. Implement PLCs district-wide
3. Utilize Rigor and Relevance Framework district-wide
4. **Develop a Guaranteed and Viable Curriculum**





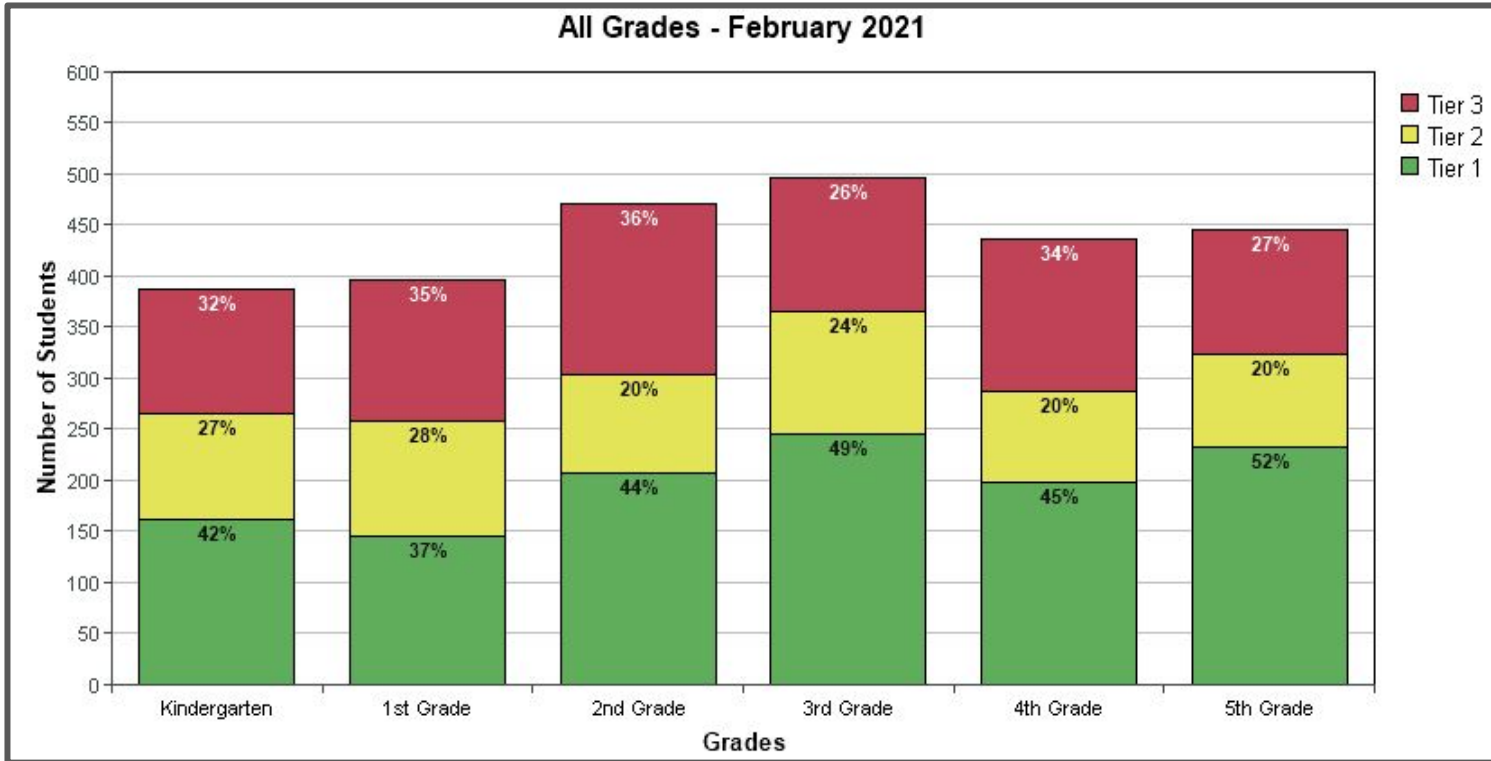
# Station's Indicators of Progress (ISIP)

# Istation ISIP Data: October 2020 (Eng)



Data includes both F2F & Online Learners

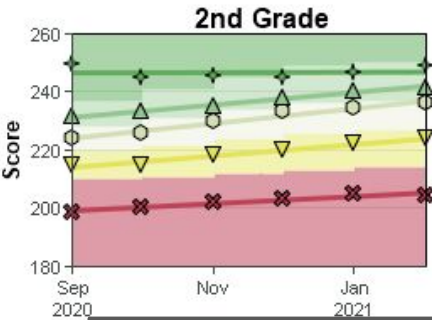
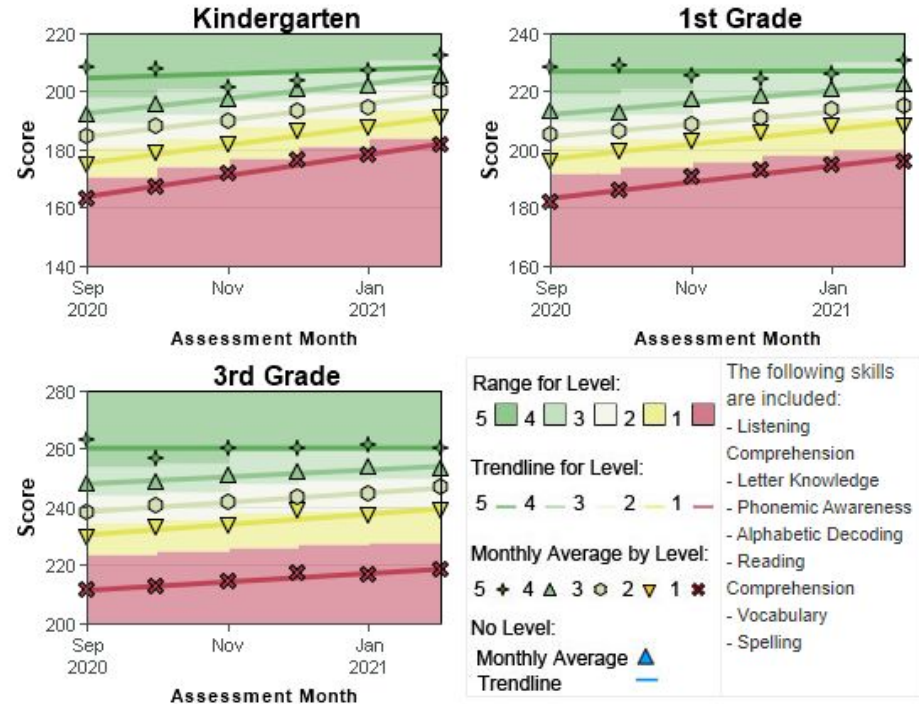
# Istation ISIP Data: February 2021 (Eng)



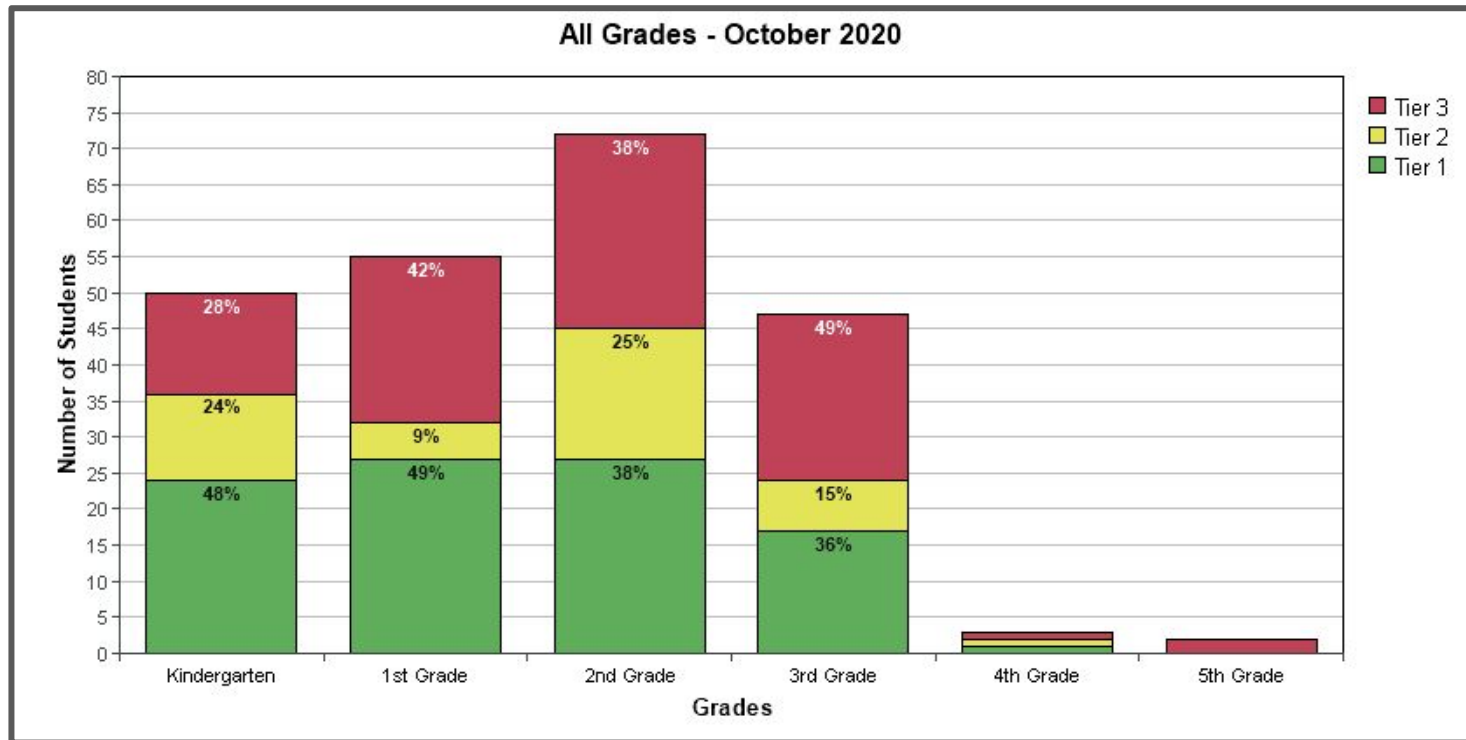
Data includes both F2F & Online Learners

# Data Trends

## ISIP Early Reading - Skill Growth by Level - Overall Reading

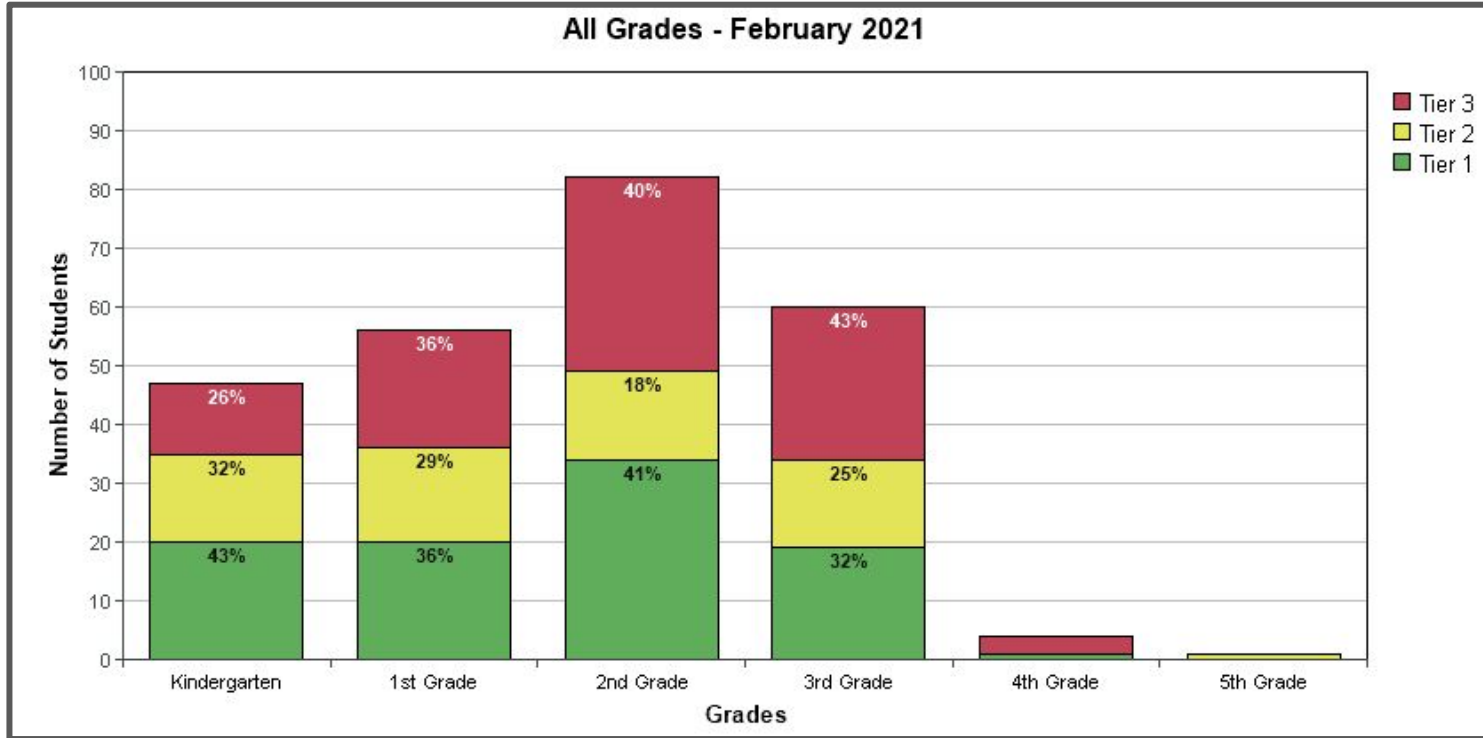


# Istation ISIP Data: October 2020 (Sp)



Data includes both F2F & Online Learners

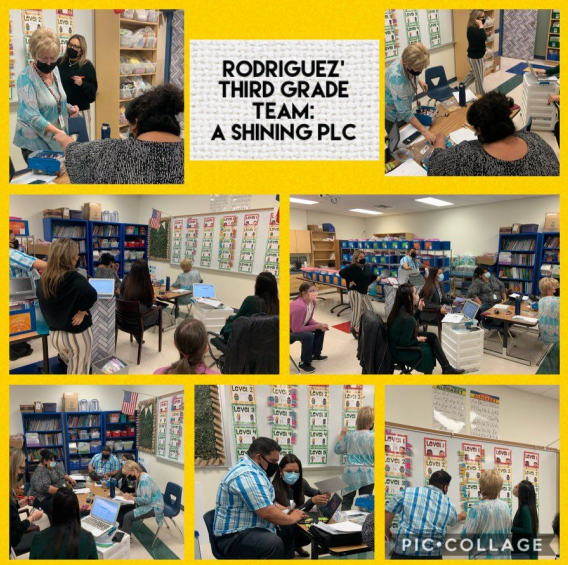
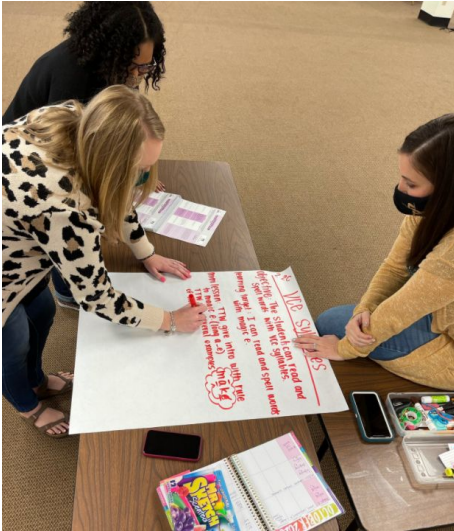
# Istation ISIP Data: February 2021 (Sp)



Data includes both F2F & Online Learners

# Data Trends and Analysis

Goal is to be at 74% by May 2021 and 100% by May 2023



SISD Goal = EOY ISIP 74%

SISD Goal = EOY ISIP 74%

	Oct	Nov	Dec	Jan	Feb	Mar	April	May
District	41%	38%	39%					
Walmart	39%	31%	41%	41%	42%			

	Oct	Nov	Dec	Jan	Feb	Mar	April	May
District	48%	46%	41%					
Walmart	56%	47%	56%	47%	49%			

	Oct	Nov	Dec	Jan	Feb	Mar	April	May
District	36%	38%	37%					
Walmart	50%	53%	51%	55%	56%			

	Oct	Nov	Dec	Jan	Feb	Mar	April	May
District	42%	46%	46%					
Walmart	45%	47%	55%	45%	47%			

	Oct	Nov	Dec	Jan	Feb	Mar	April	May
District	41%	43%	44%					
Walmart	51%	40%	55%	55%	56%			

	Oct	Nov	Dec	Jan	Feb	Mar	April	May
District	51%	52%	55%					
Walmart	65%	69%	70%	68%	66%			

# Elementary Curriculum

# District-Wide PLCs- Digging into the WHAT we are teaching

- Monthly District-Wide PLCs provided to teachers once a month by our Academic Deans.
- Monthly newsletters offered via a grade level Smore <https://www.smore.com/4b96t>

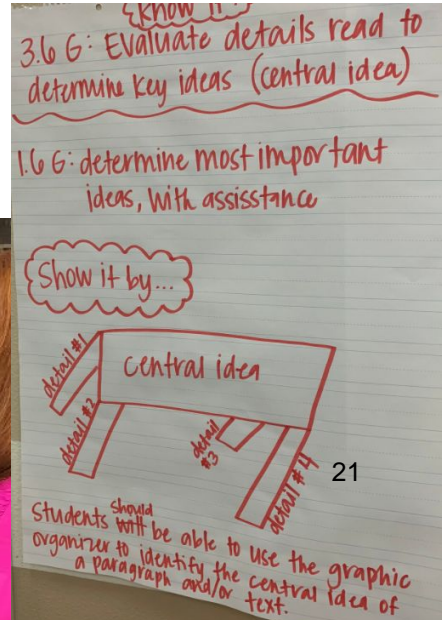
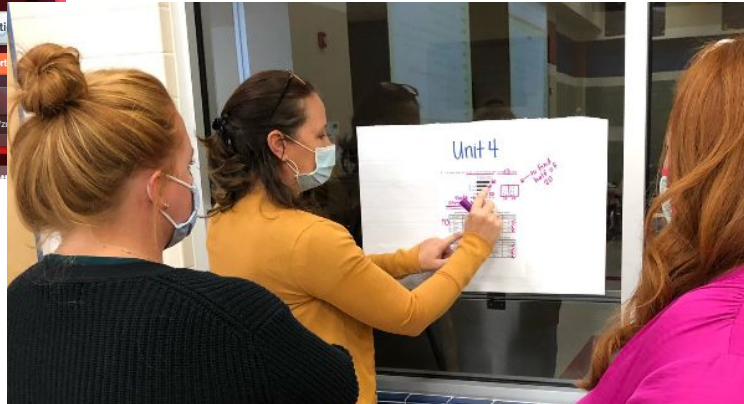
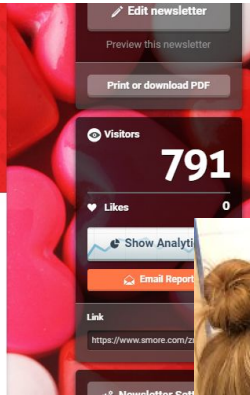


## Teacher Spotlight! First Grade at Vogel

Mrs. Sarah Kent from Vogel Elementary has been such a resilient teacher in the district this year. In September she took on a kindergarten and first grade class, virtually, all with a smile on her face. She has continuously offered resources and tech help to all of the first grade teachers during our district PLCs. We are so thankful for hard working teachers, such as herself! Thank you, Mrs. Kent!

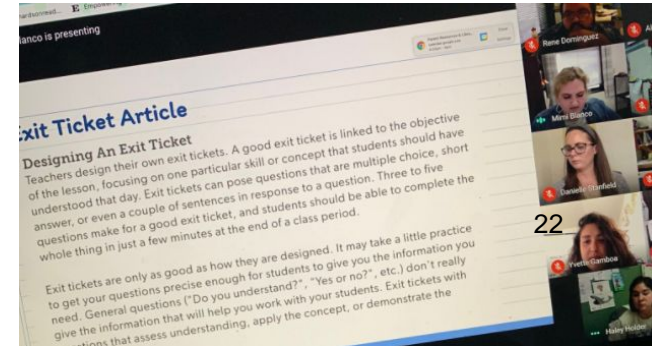
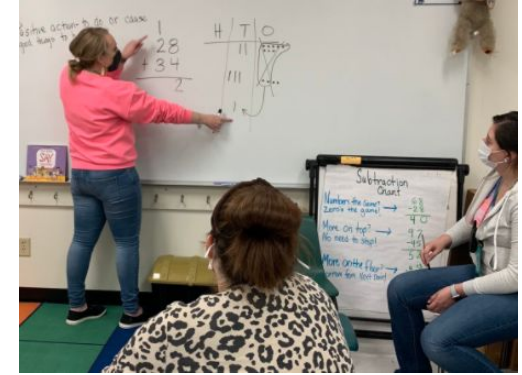
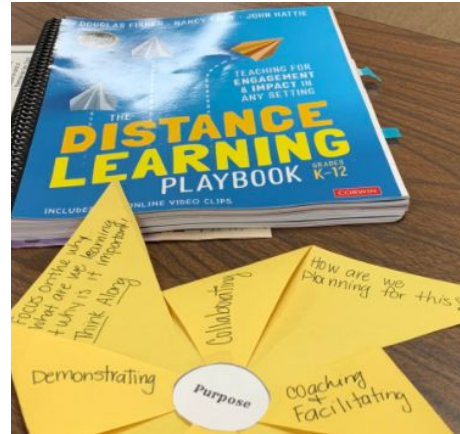
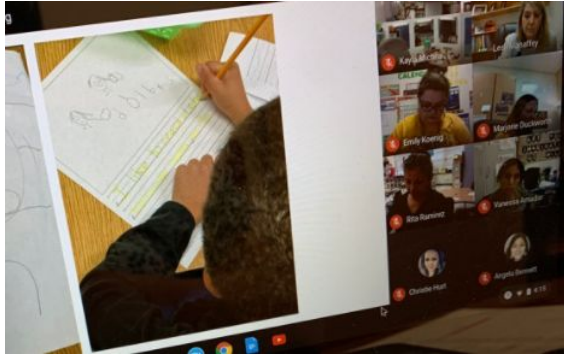


Mrs. Kent would like to share a site that she uses, Balancing Equations. This can be used with all grade levels. Check it out here- <https://toytheater.com/addition-scale/>



# Professional Learning- Digging into HOW we are teaching

- Additional PL support available by District specialist & coordinator
- GT & Dyslexia support during each district-wide PLC
- Biweekly AD meetings to continue to build their toolbox
- Weekly PLCs for our virtual teachers
- Job-Embedded PL opportunities

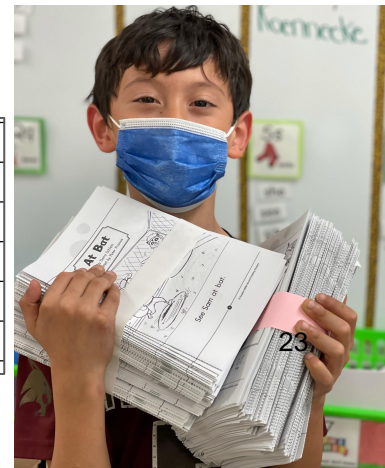


# Curriculum Documents: COVID Response

Unit	Unit 5: Data Analysis 10 Days	Unit 6: 2D and 3D Figures 12 Days
Understandings	Students demonstrate prior understanding of the process and purpose of data collection. Students transition data representations from bar-type graphs to bar graphs and from picture graphs to pictographs. A bar graph is a graphical representation to organize data that uses solid bars that do not touch each other to show the frequency (number of times) that each category occurs. Each bar represents a category and each bar within the bar graph is independent from the other bars. Students determine the total frequency of each category, the length of each bar, by associating the end of each bar to the scale marked interval of the axis. Frequency values may be interval values on the axis or in-between interval values on the axis. A pictograph is a graphical representation to organize data that uses a picture or symbol, where each picture or symbol represents one or more than one unit of data, to show the frequency that each category occurs. In pictographs, the value of each picture or symbol is defined by the pictograph key. Students use skip counting or repeated addition to determine the frequency, the total value of all pictures (or symbols), including partial pictures (or partial symbols), within each category. Both vertical and horizontal orientations of bar graphs and pictographs with up to four categories and intervals of one, two, five, or ten are experienced during this unit. Students summarize the factual data and inferential data (existing data used to make predictions about future data) in bar graphs and pictographs to draw conclusions and make	Students analyze attributes of two-dimensional shapes and three-dimensional solids in order to develop generalizations about their properties. Using formal geometric language, students classify and sort polygons with 12 or fewer sides by identifying the number of sides and number of vertices. Students understand that all two-dimensional polygons have a specific name based on the number of sides and vertices in the figure. It is also important that students are exposed to both regular figures where sides are the same length and irregular figures where sides are not the same length. Students use attributes based on formal geometric language to classify and sort three-dimensional solids, including spheres, cones, cylinders, rectangular prisms (including cubes as special rectangular prisms), triangular prisms, square pyramids, and triangular pyramids. Students develop spatial visualization skills, meaning the creation and manipulation of mental representations of shapes, as they investigate creating two-dimensional shapes based on given attributes of the figures. Spatial visualization is also reinforced as students compose two-dimensional shapes and three-dimensional solids with given properties or attributes. Students also decompose two-dimensional shapes into equal or unequal parts and use geometric attributes to identify and name the resulting parts.
Resources/ Assessments	Feb. 11th - Unit 5 Common Unit Assessment Imagine Math MOY 2/8-2/12	March 2nd - Unit 6 Common Unit Assessment
Prerequisite Skills	Collect, sort, organize, and represent data using picture and bar-type graphs, draw conclusions, generate questions, and answer questions from the data.	Use both formal and informal geometric language to identify two- and three-dimensional figures based on attributes. Students also create, compose, and partition two-dimensional figures.
Essential Standards	2.10C	2.8D
TEKS	2.1A, 2.1B, 2.1C, 2.1D, 2.1E, 2.1F, 2.1G, 2.10A, 2.10B, 2.10C, 2.10D	2.1A, 2.1B, 2.1C, 2.1D, 2.1E, 2.1F, 2.1G, 2.8A, 2.8B, 2.8C, 2.8D, 2.8E
COVID Response		TEKS Resource System Unit 13 Three-Dimensional Figures 1.6B, 1.6E

- Spiraled essential standards throughout each unit (Math)
- Prerequisites & COVID response provided for each unit of study (Math)
- Targeted Tier 2 & 3 literacy intervention

7	Can Pat Nap?	Identify phonemes	short a	p	help, l, is, you
8	Tap, Tap, Tap	Categorize phonemes	short a	p	and, go
9	Fan, Fan, Fan	Blend phonemes	short a	f	the
10	Fat Cat	Blend phonemes	short a	f	a, like, help, we, l
11	Nan and Tim	Segment phonemes	short i	s, t, c, n, d, p, f	and, help, too, go, is
12	Sid	Segment phonemes	short i	s, t, c, n, d, p, f	be



# Curriculum Documents- Digging into our Plan for Learning

- District plans written by teachers during district-wide PLCs
- Differentiation of plans occurs at the campus level
- Unpacked standard, key vocabulary, vertical alignment and testing implications are provided throughout the plans.

## Unpacking the Standard:

Second Grade	Third Grade
<p style="text-align: center;"><b>2.8C</b></p> <p>Classify and sort polygons with 12 or fewer sides according to attributes, including identifying the number of sides and number of vertices.</p>	<p style="text-align: center;"><b>3.6A</b></p> <p>Classify and sort two- and three-dimensional figures, including cones, cylinders, spheres, triangular and rectangular prisms, and cubes, based on attributes using formal geometric language.</p>
<p style="text-align: center;"><b>2.8B</b></p> <p>Classify and sort three-dimensional solids, including spheres, cones, cylinders, rectangular prisms (including cubes as special rectangular prisms), and triangular prisms, based on attributes using formal geometric language.</p>	

<p><b>Mini-Lesson (40 minutes)</b></p>	<p><b>Mini Lesson:</b></p> <p>In their math journal, have kids write out the vocabulary</p> <ul style="list-style-type: none"> <li>● Pyramid - a solid three-dimensional shape with a polygon base and triangular faces that taper to a point, also called the vertex or apex.</li> <li>● Prism - a prism is a solid three-dimensional shape with two identical, parallel polygon bases in a right prism all other faces are rectangles, in an oblique prism other faces are parallelograms.</li> </ul>	<p><b>How is this TEK tested???</b> <a href="#">3.6A</a></p>
	<p><b>Directions:</b></p> <p>Have kids cut out the foldable (one shape at a</p>	<p><b>Lead4ward Field Guide - Includes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Stimulus (visuals are typically used to develop understanding of this concept?)</li> <li><input type="checkbox"/> Academic Vocabulary</li> <li><input type="checkbox"/> Interesting Items (How do these particular released test assessment items inform instruction?)</li> <li><input type="checkbox"/> Supports</li> <li><input type="checkbox"/> Connection/Relevance</li> <li><input type="checkbox"/> When to Teach</li> <li><input type="checkbox"/> Instructional Implications</li> <li><input type="checkbox"/> Learning Mistakes</li> </ul> <p style="text-align: right;">24</p>
		<p><b>TEK:</b> <a href="#">3.6A</a></p>



# 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, January 19, 2021, beginning at 6:00 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador, Denise Crettenden (arrived at 6:02 p.m.), Linda Duncan, Alejandro R. Guerra, Glenda Moreno, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez, Superintendent

Absent: Carl Jenkins

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

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the public hearing 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.

#### 2. Public Hearing on the Seguin ISD 2019-20 Texas Academic Performance Report (TAPR), PEIMS Financial Standard Report, District Accreditation Status, Report on Violent and Criminal Incidents, and a Report from the Texas Higher Education Coordinating Board on Student Performance in Post-Secondary Institutions.

Mr. Cantu shared the Seguin ISD 2019-20 Texas Academic Performance Report (TAPR) and addressed questions and comments from the Board. Texas Education Code § 39.053 requires each district's Board of Trustees to publish an annual report that includes the TAPR Report, PEIMS Financial Standard Report (2018-2019 Financial Actual Reports), District Accreditation Status, campus performance objectives, a report on Violent and Criminal incidents, and information received under § TEC 51.403(e) from the Texas Higher Education Coordinating Board. An electronic copy of the report may be accessed through the district's website at <https://www.seguin.k12.tx.us/page/required.home>, at campus libraries or offices, and on the TEA website at <https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting/texas-academic-performance-reports>.

#### 3. Adjourn

The meeting adjourned at 6:23 p.m.

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Secretary/February 25, 2021

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President/February 25, 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, January 19, 2021, 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 (arrived at 6:34 p.m.), 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; Halcy Martin-Dean, Director of Special Education; Michelle Kopplow, CPA, Audit Associate with Maxwell Locke & Ritter; 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 Mrs. Moreno, 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. On behalf of the staff and students of the district, Dr. Gutierrez individually recognized each of the Board of Trustees for their dedication and service to the district in honor of School Board Recognition Month.

#### 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 Sally Eckhart, Budget and Accounting Specialist in the Business Department, as the January 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. Reports/Information Items:

##### A. Matador Special Services Department (MSSD) Overview

The Board of Trustees received an overview from Mrs. Martin-Dean of the special education program from the Matador Special Services Department (MSSD). The purpose of the presentation was 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.

5. **Closed Meeting** –The Board went into closed session at 7:13 p.m.
  - A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.
  - B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
    1. Discussion Regarding Deputy Chief Operations Officer
6. **Reconvene to Open Meeting** – The Board reconvened at 7:56 p.m.
  - A. Possible action to approve professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of employee(s).
    1. Possible Action to Select Deputy Chief Operations Officer

Mrs. Moreno moved, seconded by Ms. Duncan to select Nikki Bittings as Deputy Chief Operations Officer.

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

7. **Consent Agenda Items – Consider and Possible Approval:**
  - A. Approval of Board Minutes for:**  
Public Hearing, December 15, 2020  
Regular Meeting, December 15, 2020
  - B. Approval of Tax Collection Reports for December 2020**  
The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for December 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 November 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 November 30, 2020.
  - D. Approval of Donations Received December 2020**  
The Board of Trustees approved the donations received by the District during the month of December 2020 in the amount of \$790.00 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 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.

**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 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: 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 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 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.

**H. Seguin ISD Resolution Regarding the Office of the Governor’s Truancy Prevention Grant**

The Board of Trustees approved the resolution for the application to the Office of the Governor Truancy Prevention Grant. 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.

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

The Board of Trustees received information regarding the purchase of a copier lease agreement for Seguin ISD from Toshiba Business Solutions at a cost of \$50,400.00 through the DIR Purchasing Cooperative reference #: DIR-TSO-3042. 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.

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

The Board of Trustees received information regarding the purchase of 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. 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.

**K. Acknowledge Public Information Act Request December 2020 – January 2021**

The Board of Trustees received information regarding the Public Information Act requests received since December 3, 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. Amador to approve Consent Action Items:**

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

**Public Hearing, December 15, 2020**

**Regular Meeting, December 15, 2020**

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

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

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

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

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

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

**H. Seguin ISD Resolution Regarding the Office of the Governor's Truancy Prevention Grant**

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

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

**K. Acknowledge Public Information Act Request December 2020 – January 2021**

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

**Nays: None**

**8. Action Items:**

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

Mr. Amador moved, seconded by Mrs. Crettenden to approve the Comprehensive Annual Financial Report for the year ended June 30, 2020. 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.

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

**B. Approval of the Unassigned Fund Balance Compliance Requirement for the Year Ended June 30, 2020**

Mr. Amador moved, seconded by Mr. Jenkins to approve the annual calculation of unassigned fund balance in compliance with board policy CE (LOCAL) as of June 30, 2020. 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.

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

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

Ms. Duncan moved, seconded by Mrs. Moreno to adopt the Resolution for the Assignment of Fund Balance as presented. 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.

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

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

Mrs. Moreno moved, seconded by Mr. Amador to 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. 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.

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

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

Mr. Guerra moved, seconded by Mr. Jenkins to 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. 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.

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

**F. Personnel Action Professional Employees**

Mr. Amador 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:**

Name	Campus	Effective
Escalera Chapman, Raquel	Koennecke Elementary	1/19/2021
Merrell, Emily	Special Education	2/1/2021

**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.

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

**Nays: None**

**9. Board Comments and Request**

There were no new requests from the Board.

All prior Board requests have been addressed.

**10. Adjourn**

Mr. Amador moved, seconded by Mr. Jenkins to adjourn the meeting. The meeting adjourned at 8:48 p.m.

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

**Nays: None**

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Secretary/February 25, 2021

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President/February 25, 2021

**ACTION ITEM:**

**Approval of Tax Collection Reports for January 2021**

**RECOMMENDATION:**

That the Board of Trustees approve the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for January 2021.

**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 January 2021:

Current	\$ 17,929,072
Delinquent	91,748
Penalty and Interest	33,230
Total Monthly Collections	<u>\$ 18,054,050</u>
Total Tax Collections Year to Date	<u>\$ 38,771,403</u>
Delinquent Tax Levy	2,835,203
Percent Collected through January 2021	51.50%
Percent of Tax Levy Collected last year	43.59%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 02/25/21

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

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for December 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 December 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, Chief Financial Officer, CPA, CTSBO  
Sally Eckhart, Budget Coordinator

Submitted by:  Date Submitted: 02/25/21  
(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**  
**December 2020**

	Budget					Actual			Budget Remaining
	Adopted Budget	December 1, 2020	Proposed Amendment(s)		December 31, 2020	December 1, 2020	Current Month	December 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	3,068,304	10,832,779	13,901,083	21,569,904
Property Taxes-Delinquent	261,853	261,853	-	-	261,853	708,778	70,243	779,021	-
Property Taxes-Penalty & Interest	-	-	-	-	-	174,842	25,394	200,236	-
Interest Income	730,000	730,000	-	-	730,000	30,289	3,588	33,877	696,123
Other Local Income	456,000	456,000	-	-	456,000	141,577	32,793	174,370	281,630
State	30,299,547	30,374,547	-	-	30,374,547	13,981,218	508,454	14,489,672	15,884,875
Federal	967,000	967,000	-	-	967,000	84,102	21,853	105,955	861,045
<b>REVENUE</b>	<b>68,185,387</b>	<b>68,260,387</b>	-	-	<b>68,260,387</b>	<b>18,189,111</b>	<b>11,495,103</b>	<b>29,684,214</b>	<b>39,293,577</b>
<b>EXPENSE</b>									
11 - Instruction	37,185,280	38,028,954	697,600	55	38,726,609	10,513,283	3,460,876	13,974,159	24,752,450
12 - Instructional Resources & Media Svcs	1,052,175	1,170,769	15,800	-	1,186,569	365,524	79,568	445,092	741,477
13 - Curr & Instructional Staff Development	1,044,285	1,048,626	4,400	(55)	1,052,971	317,575	52,338	369,913	683,058
21 - Instructional Leadership	1,926,823	1,926,823	24,000	-	1,950,823	586,152	168,431	754,583	1,196,240
23 - School Leadership	4,872,005	4,943,355	75,000	-	5,018,355	1,703,920	451,703	2,155,624	2,862,731
31 - Guidance & Counseling Services	2,533,507	2,572,482	41,000	-	2,613,482	853,268	217,824	1,071,092	1,542,390
32 - Social Work Services	526,791	526,791	8,000	-	534,791	213,801	48,236	262,037	272,754
33 - Health Services	620,656	620,656	12,500	-	633,156	191,284	69,968	261,252	371,904
34 - Student Transportation	3,053,895	3,024,895	26,000	-	3,050,895	1,229,789	192,519	1,422,308	1,628,587
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,071,617	2,121,067	5,000	-	2,126,067	711,111	134,079	845,190	1,280,877
41 - General Administration	2,294,166	2,303,729	21,000	-	2,324,729	911,232	176,854	1,088,086	1,236,643
51 - Plant Maintenance & Operations	6,714,399	6,810,425	62,500	-	6,872,925	2,822,559	499,633	3,322,192	3,550,733
52 - Security & Monitoring Services	495,287	570,287	5,200	-	575,487	336,901	55,270	392,171	183,316
53 - Data Services	1,713,481	1,713,481	16,000	-	1,729,481	851,570	121,684	973,254	756,227
61 - Community Services	78,762	80,382	1,000	-	81,382	13,321	11,134	24,455	56,927
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	165,029	299,268	296,057
<b>EXPENSE</b>	<b>66,778,454</b>	<b>68,752,047</b>	<b>1,015,000</b>	-	<b>69,767,047</b>	<b>22,449,530</b>	<b>5,905,148</b>	<b>28,354,678</b>	<b>41,412,369</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ 1,406,933</b>	<b>\$ (491,660)</b>	<b>\$ (1,015,000)</b>	<b>\$ -</b>	<b>\$ (1,506,660)</b>	<b>(4,260,419)</b>	<b>5,589,955</b>	<b>1,329,536</b>	<b>(2,118,792)</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>\$ (1,015,000)</b>	<b>\$ -</b>	<b>\$ (1,506,660)</b>	<b>(4,260,419)</b>	<b>5,589,955</b>	<b>1,329,536</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  
 December, 2020

Budget Report - Attachment 1  
 23-Feb-2021

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Function:			
BUA 255	11	Fund Balance Assignment for One Time Supplemental Pay	697,600
	12	Fund Balance Assignment for One Time Supplemental Pay	15,800
	13	Fund Balance Assignment for One Time Supplemental Pay	4,400
	21	Fund Balance Assignment for One Time Supplemental Pay	24,000
	23	Fund Balance Assignment for One Time Supplemental Pay	75,000
	31	Fund Balance Assignment for One Time Supplemental Pay	41,000
	32	Fund Balance Assignment for One Time Supplemental Pay	8,000
	33	Fund Balance Assignment for One Time Supplemental Pay	12,500
	34	Fund Balance Assignment for One Time Supplemental Pay	26,000
	36	Fund Balance Assignment for One Time Supplemental Pay	5,000
	41	Fund Balance Assignment for One Time Supplemental Pay	21,000
	51	Fund Balance Assignment for One Time Supplemental Pay	62,500
	52	Fund Balance Assignment for One Time Supplemental Pay	5,200
	53	Fund Balance Assignment for One Time Supplemental Pay	16,000
	61	Fund Balance Assignment for One Time Supplemental Pay	1,000
Total Expenditures Increase (Decrease)			<u><u>\$ 1,015,000</u></u>

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	December 1, 2020	Proposed Amendment(s)		December 31, 2020	December 1, 2020	Current Month		December 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	590	17	607	19,393
Other Local Income	771,000	771,000	-	-	771,000	34,608	9,409	44,017	726,983
State	70,000	70,000	-	-	70,000	337,155	-	337,155	-
Federal	3,914,000	3,914,000	-	-	3,914,000	1,107,857	386,574	1,494,431	2,419,569
<b>REVENUE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>1,480,210</b>	<b>396,000</b>	<b>1,876,210</b>	<b>3,165,945</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	1,332,360	367,475	1,699,834	3,064,666
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	4,442	620	5,062	4,938
52 - Security & Monitoring Services	500	500	-	-	500	265	-	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>1,337,067</b>	<b>368,095</b>	<b>1,705,161</b>	<b>3,069,839</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>143,143</b>	<b>27,905</b>	<b>171,048</b>	<b>96,107</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>\$ 143,143</b>	<b>\$ 27,905</b>	<b>\$ 171,048</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  
December, 2020

Budget Report - Attachment 1  
23-Feb-2021

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	December 1, 2020	Proposed Amendment(s)		December 31, 2020	December 1, 2020	Current Month		December 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	1,209,824	4,271,427	5,481,251	7,895,751
Property Taxes-Delinquent	135,496	135,496	-	-	135,496	262,622	25,405	288,027	-
Property Taxes-Penalty & Interest	-	-	-	-	-	59,280	8,455	67,735	-
Interest Income	-	-	-	-	-	6,335	681	7,016	-
Other Local Income	-	-	-	-	-	4,958	5,538	10,496	-
State	-	-	-	-	-	-	167,294	167,294	-
Federal									
	<b>13,512,498</b>	<b>13,512,498</b>	-	-	<b>13,512,498</b>	<b>1,543,020</b>	<b>4,478,800</b>	<b>6,021,820</b>	<b>7,895,751</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>13,512,498</b>	<b>13,512,498</b>	-	-	<b>13,512,498</b>	<b>8,499,611</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>(6,956,592)</b>	<b>4,478,800</b>	<b>(2,477,792)</b>	<b>\$ 2,882,864</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>(6,956,592)</b>	<b>\$ 4,478,800</b>	<b>\$ (2,477,792)</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  
December, 2020

Budget Report - Attachment 1  
23-Feb-2021

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for January 2021**

**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 January 31, 2021.

**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: 02/25/21  
(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  
January 2021**

	Budget				Actual			Budget Remaining	
	January 1, 2021	Proposed Amendment(s)		January 31, 2021	January 1, 2021	Current Month	January 31, 2021		
	Adopted Budget	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	13,901,083	12,859,431	26,760,514	8,710,473
Property Taxes-Delinquent	261,853	261,853	-	-	261,853	779,021	67,586	846,607	-
Property Taxes-Penalty & Interest	-	-	-	-	-	200,236	24,664	224,900	-
Interest Income	730,000	730,000	-	-	730,000	33,877	4,062	37,939	692,061
Other Local Income	456,000	456,000	-	-	456,000	174,370	17,236	191,607	264,393
State	30,299,547	30,374,547	-	-	30,374,547	14,489,672	344,732	14,834,404	15,540,143
Federal	967,000	967,000	-	-	967,000	105,955	16,411	122,366	844,634
<b>REVENUE</b>	<b>68,185,387</b>	<b>68,260,387</b>	<b>-</b>	<b>-</b>	<b>68,260,387</b>	<b>29,684,214</b>	<b>13,334,123</b>	<b>43,018,337</b>	<b>26,051,704</b>
<b>EXPENSE</b>									
11 - Instruction	37,185,280	38,726,609	800,000	79,379	39,605,988	13,974,159	2,889,179	16,863,338	22,742,650
12 - Instructional Resources & Media Svcs	1,052,175	1,186,569	-	-	1,186,569	445,092	89,373	534,465	652,104
13 - Curr & Instructional Staff Development	1,044,285	1,052,971	-	(64,920)	988,051	369,913	25,872	395,785	592,266
21 - Instructional Leadership	1,926,823	1,950,823	-	(165,238)	1,785,585	754,583	180,885	935,468	850,117
23 - School Leadership	4,872,005	5,018,355	-	520	5,018,875	2,155,624	398,228	2,553,851	2,465,024
31 - Guidance & Counseling Services	2,533,507	2,613,482	-	178,065	2,791,547	1,071,092	201,874	1,272,966	1,518,581
32 - Social Work Services	526,791	534,791	15,000	-	549,791	262,037	56,055	318,092	231,699
33 - Health Services	620,656	633,156	21,000	-	654,156	261,252	60,398	321,650	332,506
34 - Student Transportation	3,053,895	3,050,895	60,000	4,000	3,114,895	1,422,308	156,183	1,578,491	1,536,404
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,071,617	2,126,067	-	(2,286)	2,123,781	845,190	167,511	1,012,701	1,111,080
41 - General Administration	2,294,166	2,324,729	-	(520)	2,324,209	1,088,086	174,406	1,262,492	1,061,717
51 - Plant Maintenance & Operations	6,714,399	6,872,925	75,000	-	6,947,925	3,322,192	475,033	3,797,225	3,150,700
52 - Security & Monitoring Services	495,287	575,487	-	-	575,487	392,171	36,370	428,542	146,945
53 - Data Services	1,713,481	1,729,481	-	-	1,729,481	973,254	122,647	1,095,901	633,580
61 - Community Services	78,762	81,382	-	-	81,382	24,455	4,522	28,977	52,405
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	29,000	29,000	(29,000)	29,000	29,000	-	29,000	-
99 - Intergovernmental Charges (Appraisal Servs)	595,325	595,325	-	-	595,325	299,268	-	299,268	296,057
<b>EXPENSE</b>	<b>66,778,454</b>	<b>69,767,047</b>	<b>1,000,000</b>	<b>-</b>	<b>70,767,047</b>	<b>28,354,678</b>	<b>5,038,535</b>	<b>33,393,213</b>	<b>37,373,834</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ 1,406,933</b>	<b>\$ (1,506,660)</b>	<b>\$ (1,000,000)</b>	<b>\$ -</b>	<b>\$ (2,506,660)</b>	<b>\$ 1,329,536</b>	<b>\$ 8,295,588</b>	<b>\$ 9,625,124</b>	<b>\$ (11,322,130)</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>\$ (1,506,660)</b>	<b>\$ (1,000,000)</b>	<b>\$ -</b>	<b>\$ (2,506,660)</b>	<b>\$ 1,329,536</b>	<b>\$ 8,295,588</b>	<b>\$ 9,625,124</b>	<b>\$ -</b>

Additional Information to the Reader			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
20 - 21 Beginning Unassigned Fund Balance (Unaudited)	\$ 29,802,591		
20 - 21 Actual Year to Date Revenue Over/(Under) Expense	\$ 9,625,124		
20 - 21 Actual Year to Date Other Sources and Uses	-		
20 - 21 Budget Remaining Revenue Over/(Under) Expense	\$ (11,322,130)		
20 - 21 Estimated Year End Result of Activities	\$ (1,697,005)		
<b>* 20 - 21 Estimated Ending Unassigned Fund Balance (Unaudited)</b>	<b>\$ 28,105,585</b>		
<b>PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):</b>			
Amended Budget Expense (official test will use actuals at year end)			70,767,047
Less: Fund Balance Assignments (Non-Operating Expenses)			
Distance learning initiative: tablets, software, wifi access (6/16/20)	\$	(620,000)	
Bulk tech. purchase through ESC 4 (8/3/20)	\$	(150,000)	
One-Time incentive payment to all employees (12/15/20)	\$	(1,015,000)	
SHS Ag Dept. vehicle replacement (19-20 R.F.-1/19/21)	\$	(50,000)	
Middle school mariachi uniforms (19-20 R.F.-1/19/21)	\$	(13,000)	
District-wide library book replacement (19-20 R.F.-1/19/21)	\$	(118,594)	
Compensatory Special Education Services (19-20 R.F.-1/19/21)	\$	(34,400)	
Destination Imagination Travel (19-20 R.F.-1/19/21)	\$	(50,000)	
District-wide time-clock implementation (19-20 R.F.-1/19/21)	\$	(9,563)	
Maintenance vehicle and equip. (19-20 R.F.-1/19/21)	\$	(26,026)	
Distance learning wifi access and hotspots (19-20 R.F.-1/19/21)	\$	(92,010)	
SHS technology infrastructure (19-20 R.F.-1/19/21)	\$	(70,000)	
20-21 QZAB payment (paid 8/1/20, annual pmt #: 4 of 15)	\$	(665,000)	
Real property auction purchase for Ball campus (10/6/20)	\$	(29,000)	
80 hours of Emergency Paid Sick Leave (EPSL) for 20-21	\$	(956,000)	
Truancy and dropout prevention software (TDPS) update	\$	(15,000)	
<b>Total Non-Operating Expenses</b>	<b>\$</b>	<b>(3,913,593)</b>	
20 - 21 Budgeted Operating Expense (official test will use actuals at year end)	\$	66,853,454	
25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)		25%	
20 - 21 Minimum Unassigned Fund Balance	\$	16,713,364	
<b>* 20 - 21 Estimated Ending Unassigned Fund Balance (Unaudited)</b>	<b>\$</b>	<b>28,105,585</b>	
Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$	11,392,221	

Seguin Independent School District  
 Budget Amendment Detail For General Operating Fund  
 January, 2021

Budget Report - Attachment 1  
 23-Feb-2021

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Function:			
BUA 255	11	Fund Balance Assignment for Sub costs for Extended Sick leave	800,000
	32	Fund Balance Assignment for Truancy/Dropout Prevention software upgrade	15,000
	33	Fund Balance Assignment for Sub costs for Extended Sick leave	21,000
	34	Fund Balance Assignment for Sub costs for Extended Sick leave	60,000
	51	Fund Balance Assignment for Sub costs for Extended Sick leave	75,000
	81	Fund Balance Assignment for Ball campus property purchase	29,000
		Total Expenditures Increase (Decrease)	<u><u>\$ 1,000,000</u></u>

Other Sources:

Total Other Sources Increase (Decrease) \$ -

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**Child Nutrition Fund**  
**January 2021**

	Budget					Actual			Budget Remaining
	Adopted Budget	January 1, 2021	Proposed Amendment(s)		January 31, 2021	January 1, 2021	Current Month	January 31, 2021	
		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	607	17	623	19,377
Other Local Income	771,000	771,000	-	-	771,000	44,017	9,519	53,536	717,464
State	70,000	70,000	-	-	70,000	337,155	-	337,155	-
Federal	3,914,000	3,914,000	-	-	3,914,000	1,494,431	347,652	1,842,083	2,071,917
<b>REVENUE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>1,876,210</b>	<b>357,188</b>	<b>2,233,397</b>	<b>2,808,758</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	1,699,834	289,886	1,989,720	2,774,780
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	5,062	576	5,638	4,362
52 - Security & Monitoring Services	500	500	-	-	500	265	88	353	147
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
<b>EXPENSE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>1,705,161</b>	<b>290,550</b>	<b>1,995,711</b>	<b>2,779,289</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>171,048</b>	<b>66,638</b>	<b>237,686</b>	<b>29,469</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>171,048</b>	<b>66,638</b>	<b>237,686</b>	<b>\$ -</b>

Additional Information to the Reader			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
<i>20 - 21 Beginning Fund Balance (Unaudited)</i>			
Unassigned	\$	736,148	
Non Spendable-Inventory	\$	21,256	
Total 20 - 21 Beginning Fund Balance (Unaudited)	\$	757,404	
<i>20 - 21 Actual Year to Date Revenue Over/(Under) Expense</i>			
	\$	237,686	
<i>20 - 21 Actual Year to Date Other Sources and Uses</i>			
	\$	-	
<i>20 - 21 Budget Remaining Revenue Over/(Under) Expense</i>			
	\$	29,469	
20 - 21 Estimated Year End Result of Activities	\$	267,155	
<b>20 - 21 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$</b>	<b>1,024,559</b>	

Seguin Independent School District  
Budget Amendment Detail For Child Nutrition Fund  
January, 2021

Budget Report - Attachment 1  
23-Feb-2021

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**Debt Service Fund**  
**January 2021**

	Budget				Actual			Budget Remaining	
	Adopted Budget	January 1, 2021	Proposed Amendment(s)		January 31, 2021	January 1, 2021	Current Month		January 31, 2021
		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	5,481,251	5,069,641	10,550,892	2,826,110
Property Taxes-Delinquent	135,496	135,496	-	-	135,496	288,027	24,162	312,189	-
Property Taxes-Penalty & Interest	-	-	-	-	-	67,735	8,566	76,301	-
Interest Income	-	-	-	-	-	7,016	1,168	8,184	-
Other Local Income	-	-	-	-	-	10,496	-	10,496	-
State	-	-	-	-	-	167,294	-	167,294	-
Federal	-	-	-	-	-	-	-	-	-
<b>REVENUE</b>	<b>13,512,498</b>	<b>13,512,498</b>	<b>-</b>	<b>-</b>	<b>13,512,498</b>	<b>6,021,820</b>	<b>5,103,537</b>	<b>11,125,357</b>	<b>2,826,110</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>(2,477,792)</b>	<b>5,103,537</b>	<b>2,625,745</b>	<b>\$ (2,186,777)</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>(2,477,792)</b>	<b>5,103,537</b>	<b>2,625,745</b>	<b>\$ -</b>

Additional Information to the Reader	
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>	
20 - 21 Beginning Fund Balance (Unaudited)	
Total 20 - 21 Beginning Fund Balance (Unaudited)	\$ 11,017,436
20 - 21 Actual Year to Date Revenue Over/(Under) Expense	\$ 2,625,745
20 - 21 Actual Year to Date Other Sources and Uses	\$ -
20 - 21 Budget Remaining Revenue Over/(Under) Expense	<u>\$ (2,186,777)</u>
20 - 21 Estimated Year End Result of Activities	\$ 438,969
<b>20 - 21 Estimated Ending Fund Balance (Unaudited)</b>	<u><u>\$ 11,456,405</u></u>

Seguin Independent School District  
Budget Amendment Detail For Debt Service Fund  
January, 2021

Budget Report - Attachment 1  
23-Feb-2021

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

**ACTION ITEM:** **Approval of Investment Report for the Second Quarter 2020-21**

**RECOMMENDATION:** That the Board of Trustees approve the Investment Report for the Second Quarter 2020-21.

**RATIONALE:** State law and Board Policy require quarterly reports regarding the District's investments.

This report is designed to allow the Board of Trustees to review the investment activity for the Second quarter October through December 2020. The District's earnings rates, investment position, and yield information are presented for the period.


The District currently invests exclusively in interlocal governmental investment pools ("pools"), which allow withdrawals on a same day basis. The book value of pools is considered to be the market value and is reflected accordingly in the attached Investment Report.

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

**BUDGET IMPACT / INFORMATION:** None

**EXHIBITS:** Investment Report

**RESOURCE PERSONNEL:** Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Christina Garcia, General Ledger Specialist

Submitted by:  Date Submitted: 02/25/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT  
INVESTMENT REPORT  
QUARTER ENDED DECEMBER 31, 2020**

<u>INVESTMENT TRANSACTIONS</u>	<u>BALANCE</u> <u>09/30/20</u>	<u>NET</u> <u>CHANGE</u>	<u>BALANCE</u> <u>12/31/20</u>
<b>GENERAL OPERATING FUND 199</b>			
TexPool	761,072	18,977	780,050
Lone Star	16,466,445	6,165,478	22,631,923
Logic	423,306	177	423,483
MBIA	8,889,893	3,469	8,893,362
<b>TOTAL GENERAL OPERATING FUND</b>	<b>\$ 26,540,715</b>	<b>\$ 6,188,102</b>	<b>\$ 32,728,817</b>
<b>FOOD SERVICE FUND 240</b>			
Lone Star	\$ 442,855	\$ (317,405)	\$ 125,449
<b>INTEREST AND SINKING FUND 599</b>			
TexPool	1,091,171	318	1,091,490
Lone Star	1,724,691	5,370,785	7,095,476
<b>TOTAL INTEREST AND SINKING FUND</b>	<b>\$ 2,815,862</b>	<b>\$ 5,371,104</b>	<b>\$ 8,186,966</b>
<b>2019 SCHOOL BUILDING FUND 620</b>			
Lone Star	\$ 17,214,024	\$ (1,747,672)	\$ 15,466,352
<b>OAK PARK MALL FUND 711</b>			
TexPool	\$ 373,517	\$ (18,646)	\$ 354,871
<b>WORKER'S COMPENSATION SELF-INSURANCE FUND 753</b>			
TexPool	805,431	235	805,666
Lone Star	2,519,880	60,871	2,580,752
<b>TOTAL WORKERS' COMPENSATION FUND</b>	<b>\$ 3,325,311</b>	<b>\$ 61,106</b>	<b>\$ 3,386,417</b>
<b>STUDENT ACTIVITY TRUST &amp; AGENCY FUND 865</b>			
TexPool	\$ 198,378	\$ (17,420)	\$ 180,959
<b>GRAND TOTALS</b>	<b>\$ 50,910,663</b>	<b>\$ 11,266,841</b>	<b>\$ 60,429,832</b>

**SEGUIN INDEPENDENT SCHOOL DISTRICT  
INVESTMENT REPORT  
QUARTER ENDED DECEMBER 31, 2020**

<u>YIELD ON INVESTMENTS</u>	<u>AVERAGE BALANCE</u> 12/31/20	<u>INTEREST INCOME</u>	<u>YIELD</u>
<b>GENERAL OPERATING FUND 199</b>			
TexPool - Local Maintenance	770,249	224	0.116%
Lone Star	16,704,101	7,430	0.177%
Logic	423,369	177	0.167%
MBIA	8,891,774	3,469	0.155%
<b>TOTAL GENERAL OPERATING FUND</b>	<b>\$ 26,789,494</b>	<b>\$ 11,301</b>	<b>0.167%</b>
<b>FOOD SERVICE FUND 240</b>			
Lone Star	\$ 255,887	\$ 120	0.186%
<b>INTEREST AND SINKING FUND 599</b>			
TexPool	1,091,295	318	0.116%
Lone Star	2,784,459	1,202	0.172%
<b>TOTAL INTEREST &amp; SINKING FUND</b>	<b>\$ 3,875,754</b>	<b>\$ 1,520</b>	<b>0.156%</b>
<b>2019 SCHOOL BUILDING FUND 620</b>			
Lone Star	\$ 16,303,708	\$ 7,300	0.178%
<b>OAK PARK MALL ENTERPRISE FUND 711</b>			
TexPool	\$ 364,469	\$ 107	0.116%
<b>WORKER'S COMPENSATION SELF-INSURANCE FUND 753</b>			
TexPool	805,522	235	0.116%
Lone Star	2,548,095	1,137	0.177%
<b>TOTAL WORKER'S COMPENSATION FUND</b>	<b>\$ 3,353,618</b>	<b>\$ 1,372</b>	<b>0.162%</b>
<b>STUDENT ACTIVITY TRUST &amp; AGENCY FUND 865</b>			
TexPool	\$ 195,551	\$ 57	0.116%
<b>TOTAL INTEREST FOR ALL FUNDS</b>	<b>\$ 51,138,482</b>	<b>\$ 21,776</b>	<b>0.169%</b>
<b>BENCHMARK YIELDS</b>			
3-Month US Treasury Bill			0.093%
6-Month US Treasury Bill			0.103%
One Year US Treasury Bill			0.115%
Two Year US Treasury Bill			0.150%

**SEGUIN INDEPENDENT SCHOOL DISTRICT  
INVESTMENT REPORT  
QUARTER ENDED DECEMBER 31, 2020**

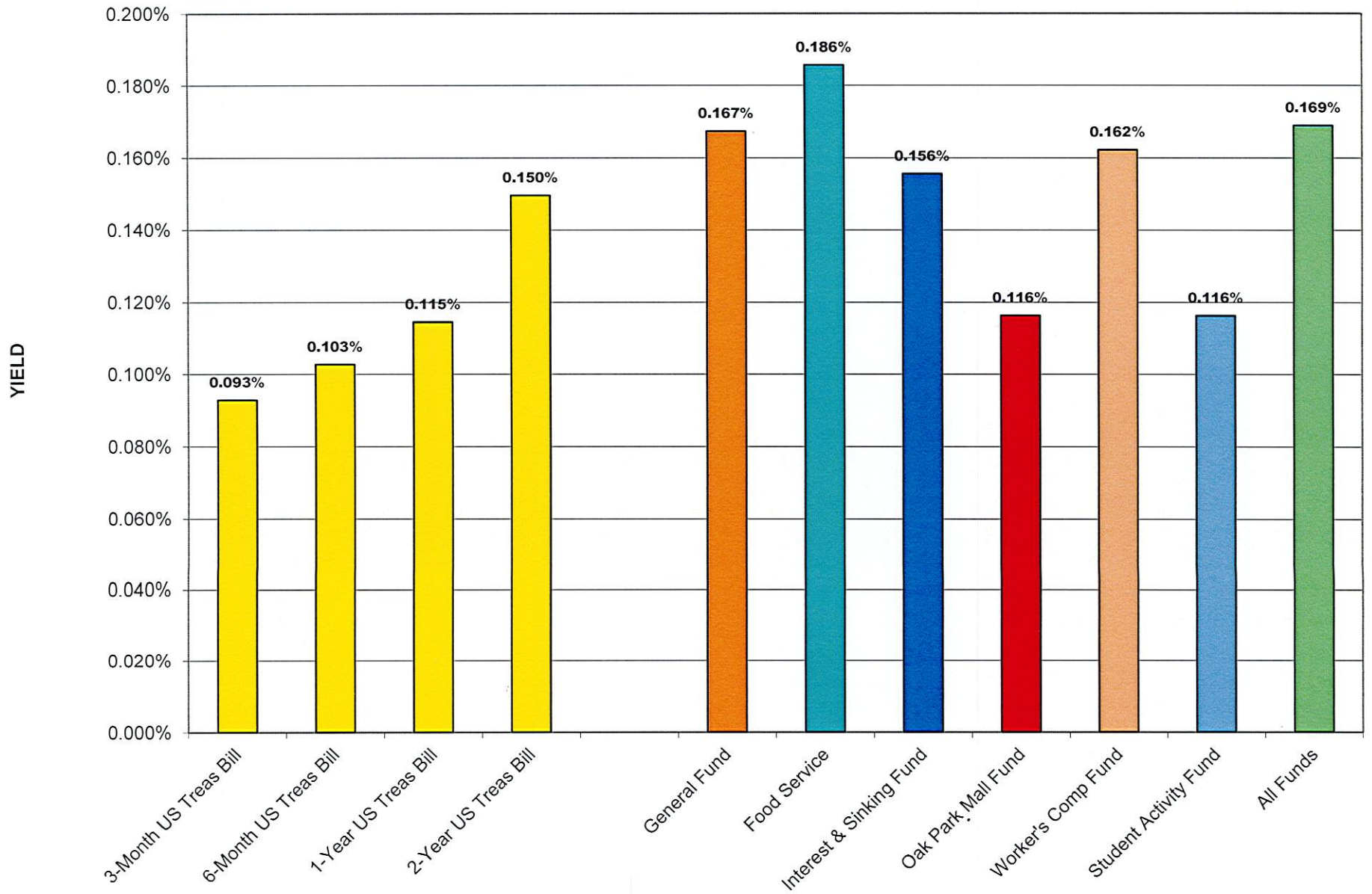
<u>INVENTORY OF INVESTMENTS</u>	Weighted Average Maturity 1.0 Day	<u>Balance 12/31/2020</u>
<b>GENERAL OPERATING FUND 199</b>		
TexPool - Local Maintenance		780,050
Lone Star		22,631,923
Logic		423,483
MBIA		8,893,362
<b>TOTAL GENERAL OPERATING FUND</b>		<u>\$ 32,728,817</u>
Weighted Average Maturity		
<b>FOOD SERVICE FUND 240</b>		
Lone Star		<u>\$ 125,449</u>
Weighted Average Maturity		
<b>INTEREST &amp; SINKING FUND 599</b>		
TexPool		1,091,490
Lone Star		7,095,476
<b>TOTAL INTEREST &amp; SINKING FUND</b>		<u>\$ 8,186,966</u>
Weighted Average Maturity		
<b>2019 SCHOOL BUILDING FUND 620</b>		
Lone Star		<u>\$ 15,466,352</u>
<b>OAK PARK MALL ENTERPRISE FUND 711</b>		
TexPool		<u>\$ 354,871</u>
<b>WORKER'S COMPENSATION SELF-INSURANCE FUND 753</b>		
TexPool		805,666
Lone Star		2,580,752
<b>TOTAL WORKERS' COMPENSATION FUND</b>		<u>\$ 3,386,417</u>
Weighted Average Maturity		
<b>STUDENT ACTIVITY TRUST &amp; AGENCY FUND 865</b>		
TexPool		<u>\$ 180,959</u>
Weighted Average Maturity		
<b>GRAND TOTALS</b>		<u><u>\$ 60,429,832</u></u>

The investments of the District are in compliance with Investment Policy and the Public Funds Investments Act.

Anthony Hillberg, Chief Financial Officer   
 Christina Garcia, General Ledger Specialist   
 Dr. Matthew Gutierrez, Superintendent 

# SEGUIN INDEPENDENT SCHOOL DISTRICT

## QUARTER ENDED DECEMBER 31, 2020



**ACTION ITEM:**

**Approval of Donations Received January 2021**

**RECOMMENDATION:**

That the Board of Trustees approve donations received by the District during the month of January 2021.

**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: 02/25/21

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

Donor	Purpose	Campus Receiving Donation	Date Rcvd	Amount	Board Approval
Anonymous	McKinney-Vento Homeless Program	Student Services	01/15/21	\$ 500.00	Pending
Schueg, Donegan, Terry, Magel	In Memorial-Hunt Terry	SHS Golf program	01/26/21	\$ 120.00	Pending

NOTE: This listing includes only documented, unsolicited donations received by the District during January 2021. 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: Beta Technology, 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

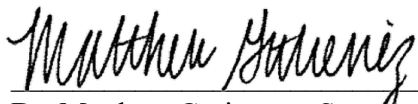
**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Vendor Recommendation Form

**RESOURCE PERSONNEL:** Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Nikki Elaine Bittings, Deputy Chief of Human Resources  
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: 02/25/21

**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
Beta Technology, Inc.	Auto and trailer parts	<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 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: Coppera, 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 term, which will end on June 30, 2023.

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

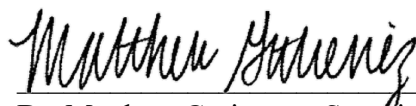
**PAPERWORK IMPACT:** None

**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  
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: 02/25/21

**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
Coppera, 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 Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 21-04)**

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

**RATIONALE:** A Request for Proposals (RFP#: 21-04) was issued on August 7, 2020 for Facilities Maintenance, Electrical Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondent will be added to the list of approved vendors for this RFP: Maldonado Nursery, Landscape, & Irrigation. 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

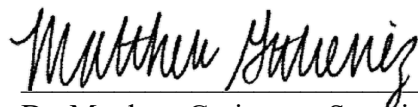
**PAPERWORK IMPACT:** None

**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  
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: 02/25/21

**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
Maldonado Nursery, Landscape, & Irrigation	Landscape/irrigation services 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:**

**First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 116, Affecting LEGAL and LOCAL Policies**

**RECOMMENDATION:**

Recommend that the Board of Trustees review updated (LEGAL) policies and replace, delete, or add (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 116.

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

Members of the Superintendent's Leadership Team, as pertinent, have received policies applicable to their functional areas and have reviewed the policies with their staff as appropriate.

**RATIONALE:**

Update 116 recommended (LOCAL) policy revisions concerning the dismissal appeal process for employees, cybersecurity training, student medical treatment, and community conduct on school premises.

Many of the (LEGAL) policies included in this update were affected by recent changes to Administrative Code rules or legislation from the 86<sup>th</sup> Legislative Session that were effective as of January 1, 2021.

The update includes thirty-four (34) LEGAL policies, five (5) LOCAL policies, and one (1) EXHIBIT.

**REPLACE:**

A25 (INDEX) – Cross-Index

AIA(LEGAL) – Accountability: Accreditation and Performance Indicators

AIB(LEGAL) – Accountability: Performance Reporting

AIC(LEGAL) – Accountability: Interventions and Sanctions

BE(LEGAL) – Board Meetings

BJCB(LEGAL) – Superintendent: Professional Development

C(LEGAL) – Business and Support Services

CBB(LEGAL) – State and Federal Revenue Sources: Federal

CCG(LEGAL) – Local Revenue Sources: Ad Valorem Taxes

CE(LEGAL) – Annual Operating Budget

CFC(LEGAL) – Accounting: Audits

CKB(LEGAL) – Safety Program/Risk Management: Accident Prevention and Reports

CO(LEGAL) – Food and Nutrition Management

COA(LEGAL) – Food and Nutrition Management: Procurement

COB(LEGAL) – Food and Nutrition Management: Free and Reduced-Price Meals

CQA(LEGAL) – Technology Resources: District, Campus, and Classroom Websites

CQB(LOCAL) – Technology Resources: Cybersecurity

CX(LEGAL) – Contracts for Facilities

DAA(LEGAL) – Employment Objectives: Equal Employment Opportunity

DBA(LEGAL) – Employment Requirements and Restrictions: Credentials and Records

DCD(LOCAL) – Employment Practices: At-Will Employment  
 DCE(LOCAL) – Employment Practices: Other Types of Contracts  
 DEAA(LEGAL) – Compensation Plan: Incentives and Stipends  
 DH(EXHIBIT) – Employee Standards of Conduct  
 DIA(LEGAL) – Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation  
 DP(LEGAL) – Personnel Positions  
 EHAC(LEGAL) – Basic Instructional Program: Required Instruction (Secondary)  
 EHBC(LEGAL) – Special Programs: Compensatory/Accelerated Services  
 EIF(LEGAL) – Academic Achievement: Graduation  
 EKB(LEGAL) – Testing Programs: State Assessment  
 EKBA(LEGAL) – State Assessment: English Language Learners/LEP Students  
 FDD(LEGAL) – Admissions: Military Dependents  
 FFAC(LOCAL) – Wellness and Health Services: Medical Treatment  
 FFEB(LEGAL) – Counseling and Mental Health: Mental Health  
 FFG(LEGAL) – Student Welfare: Child Abuse and Neglect  
 FFH(LEGAL) – Student Welfare: Freedom from Discrimination, Harassment, and Retaliation  
 FL(LEGAL) – Student Records  
 GKA(LOCAL) – Community Relations: Conduct on School Premises  
 GNC(LEGAL) – Relations with Educational Entities: Colleges and Universities  
 GRA(LEGAL) – Relations with Governmental Entities: State and Federal Government Authorities  
 GRAA(LEGAL) – State and Local Governmental Authorities: Law Enforcement Agencies

**REFERENCE and COMPLIANCE:**

BF(LOCAL) BOARD MEMBERS: ETHICS, BF (LOCAL) BOARD POLICIES, BP(LOCAL) ADMINISTRATIVE REGULATIONS

**PAPERWORK IMPACT:**

Routine paperwork is required in the updating of the policy manuals.

**BUDGET IMPACT/ INFORMATION:**

No significant impact.

**EXHIBITS:**

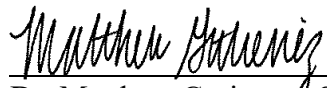
TASB Instruction Sheet, Explanatory Notes for Update 116 and (LOCAL) Policy Comparison

**RESOURCE PERSONNEL :**

Mark Cantú, Chief Academic Officer

Submitted by:

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

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

Date Submitted: 02/25/21

# Instruction Sheet

## TASB Localized Policy Manual Update 116

### Seguin ISD

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
ATTN	(NOTE)	No policy enclosed	See explanatory note
A25	(INDEX)	Replace cross-index	Revised cross-index
AIA	(LEGAL)	Replace policy	Revised policy
AIB	(LEGAL)	Replace policy	Revised policy
AIC	(LEGAL)	Replace policy	Revised policy
BE	(LEGAL)	Replace policy	Revised policy
BJCB	(LEGAL)	Replace policy	Revised policy
C	(LEGAL)	Replace table of contents	Revised table of contents
CBB	(LEGAL)	Replace policy	Revised policy
CCG	(LEGAL)	Replace policy	Revised policy
CE	(LEGAL)	Replace policy	Revised policy
CFC	(LEGAL)	Replace policy	Revised policy
CKB	(LEGAL)	Replace policy	Revised policy
CO	(LEGAL)	Replace policy	Revised policy
COA	(LEGAL)	Replace policy	Revised policy
COB	(LEGAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CQB	(LOCAL)	Replace policy	Revised policy
CX	(LEGAL)	Replace policy	Revised policy
DAA	(LEGAL)	Replace policy	Revised policy
DBA	(LEGAL)	Replace policy	Revised policy
DCD	(LOCAL)	Replace policy	Revised policy
DCE	(LOCAL)	Replace policy	Revised policy
DEAA	(LEGAL)	Replace policy	Revised policy
DH	(EXHIBIT)	Replace exhibit	Revised exhibit
DIA	(LEGAL)	Replace policy	Revised policy
DP	(LEGAL)	Replace policy	Revised policy
EHAC	(LEGAL)	Replace policy	Revised policy
EHBC	(LEGAL)	Replace policy	Revised policy
EIF	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
EKBA	(LEGAL)	Replace policy	Revised policy
FDD	(LEGAL)	Replace policy	Revised policy
FFAC	(LOCAL)	Replace policy	Revised policy

Instruction Sheet  
TASB Localized Policy Manual Update 116

**Seguin ISD**

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
FFEB	(LEGAL)	Replace policy	Revised policy
FFG	(LEGAL)	Replace policy	Revised policy
FFH	(LEGAL)	Replace policy	Revised policy
FL	(LEGAL)	Replace policy	Revised policy
GKA	(LOCAL)	Replace policy	Revised policy
GNC	(LEGAL)	Replace policy	Revised policy
GRA	(LEGAL)	Replace policy	Revised policy
GRAA	(LEGAL)	Replace policy	Revised policy

# Explanatory Notes

## TASB Localized Policy Manual Update 116

### Seguin ISD

#### ATTN(NOTE)

#### GENERAL INFORMATION ABOUT THIS UPDATE

**New! Local Policy Overview for Update 116:** The newly redesigned publication *Local Policy Overview* is available in the myTASB Policy Service Resource Library. *Local Policy Overview* is presented in both video and written document formats and replaces *Vantage Points*, previously provided on yellow paper in mailed update packets and available online.

Like *Vantage Points*, the *Local Policy Overview* provides a general, high-level overview of the changes to the (LOCAL) policies included in TASB updates. This resource has been redesigned to better present the information and to meet accessibility standards for individuals with visual impairments. Both the video and written formats of the *Local Policy Overview* are available on myTASB in [Policy Manual Update Re-sources](#). From there, you may forward them electronically or print the written document for distribution to staff and board members.

**(LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.**

#### A25(INDEX)

#### CROSS-INDEX

The cross-index has been updated to reflect new terms and revisions to content and coding in the policy manual.

#### AIA(LEGAL)

#### ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

Revisions from Administrative Code rules incorporate details previously included in the [Local Accountability Systems Guide](#). The *Guide* is no longer adopted by reference in the Administrative Code but is available online.

#### AIB(LEGAL)

#### ACCOUNTABILITY: PERFORMANCE REPORTING

We have added revised Administrative Code rules addressing Results Driven Accountability, a framework to evaluate district performance in regard to certain populations of students in select program areas.

#### AIC(LEGAL)

#### ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

Provisions regarding Monitoring Reviews and On-Site Investigations have been revised to better reflect statute.

#### BE(LEGAL)

#### BOARD MEETINGS

Provisions at Persons with Hearing Impairments have been revised to better reflect statute.

#### BJCB(LEGAL)

#### SUPERINTENDENT: PROFESSIONAL DEVELOPMENT

Details from revised Administrative Code rules have been added to the provision requiring superintendents to receive training on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.

#### C(LEGAL)

#### BUSINESS AND SUPPORT SERVICES

The title of CX has been revised to Contracts for Facilities to better reflect the content.

#### CBB(LEGAL)

#### STATE AND FEDERAL REVENUE SOURCES: FEDERAL

Extensive revisions to this legally referenced policy are based on Office of Management and Budget (OMB) amendments to federal regulations addressing awards and grants.

# Explanatory Notes

## TASB Localized Policy Manual Update 116

### Seguin ISD

#### CCG(LLEGAL)

#### LOCAL REVENUE SOURCES: AD VALOREM TAXES

Provisions, effective January 1, 2021, from Senate Bill 2, 86th Legislative Session, have been added and address:

- Use and submission of the comptroller's tax rate calculation forms to calculate the no-new-revenue and voter-approval tax rates; and
- Taxpayer injunctions restraining the collection of taxes and prohibiting a district from adopting a tax rate if certain requirements are not met.

Guidance from the Texas Tax Code on calculating the voter approval tax rate has also been added.

#### CE(LLEGAL)

#### ANNUAL OPERATING BUDGET

We have added a provision requiring the board to attach the forms used to calculate the no-new-revenue and voter-approval tax rates as an appendix to the district's budget. The provision is effective January 1, 2021, and is from Senate Bill 2, 86th Legislative Session.

#### CFC(LLEGAL)

#### ACCOUNTING: AUDITS

Revised Administrative Code rules clarify that the district's independent auditor must be associated with a certified public accountancy firm licensed by the Texas State Board of Public Accountancy or a state licensing agency from another state.

#### CKB(LLEGAL)

#### SAFETY PROGRAM/RISK MANAGEMENT: ACCIDENT PREVENTION AND REPORTS

New Administrative Code rules on mandatory school drills have been added.

#### CO(LLEGAL)

#### FOOD AND NUTRITION MANAGEMENT

We have updated web links in this legally referenced policy.

#### COA(LLEGAL)

#### FOOD AND NUTRITION MANAGEMENT: PROCUREMENT

We have updated web links in this legally referenced policy.

#### COB(LLEGAL)

#### FOOD AND NUTRITION MANAGEMENT: FREE AND REDUCED-PRICE MEALS

We have updated web links in this legally referenced policy.

#### CQA(LLEGAL)

#### TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

A new required internet posting has been added from revised Administrative Code rules. A district with a local accountability system must post on the district's website an explanation of the methodology used to assign local campus accountability performance ratings.

#### CQB(LLOCAL)

#### TECHNOLOGY RESOURCES: CYBERSECURITY

To ease compliance with state law provisions requiring the board to select a cybersecurity training program and verify and report cybersecurity training by district employees, recommended revisions to this policy provide for the board to delegate these responsibilities to the superintendent.

# Explanatory Notes

## TASB Localized Policy Manual Update 116

### Seguin ISD

#### **CX(LEGAL)                      CONTRACTS FOR FACILITIES**

The title to this legally referenced policy has been changed to Contracts for Facilities, and the text has been revised to better reflect statute.

#### **DAA(LEGAL)                      EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY**

This legally referenced policy has been significantly reorganized to focus on discrimination in hiring and discharging employees. Some details on disability discrimination have been moved to DIA, addressing discrimination, harassment, and retaliation in other aspects of employment.

For clarification a Note has been added to indicate that Title VII, the Americans with Disabilities Act, and the Genetic Information Nondiscrimination Act only apply to employers with 15 or more employees as described in the Note.

#### **DBA(LEGAL)                      EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS**

This legally referenced policy has been updated to clarify that holders of intern or probationary certificates may be employed on an emergency permit under certain circumstances.

#### **DCD(LOCAL)                      EMPLOYMENT PRACTICES: AT-WILL EMPLOYMENT**

Recommended revisions clarify that an at-will employee's appeal of dismissal would follow the district's employee grievance policy and not begin with the board.

The *Legal Issues in Update 116* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **DCE(LOCAL)                      EMPLOYMENT PRACTICES: OTHER TYPES OF CONTRACTS**

Recommended revisions clarify that an appeal by an employee whose non-Chapter 21 contract is not re-issued at the end of the contract period would follow the district's employee grievance policy and not begin with the board.

The *Legal Issues in Update 116* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **DEAA(LEGAL)                      COMPENSATION PLAN: INCENTIVES AND STIPENDS**

References have been added to new Administrative Code rules on optional local teacher designation systems and mentor teacher training programs.

#### **DH(EXHIBIT)                      EMPLOYEE STANDARDS OF CONDUCT**

The Educators' Code of Ethics has been updated to reflect current Administrative Code rules.

#### **DIA(LEGAL)                      EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**

This legally referenced policy has been significantly reorganized to focus on the prohibition against discrimination, harassment, and retaliation with respect to compensation, terms, conditions, or privileges of employment.

For clarification a Note has been added to indicate that Title VII, the Americans with Disabilities Act, and the Genetic Information Nondiscrimination Act only apply to employers with 15 or more employees as described in the Note.

# Explanatory Notes

## TASB Localized Policy Manual Update 116

### Seguin ISD

#### DP(LEGAL)

#### PERSONNEL POSITIONS

Revised Administrative Code rules implement House Bill 1501 from the 86th Legislative Session, which created the Texas Behavioral Health Executive Council to regulate psychological services in public schools, including services provided by a licensed specialist in school psychology.

#### EHAC(LEGAL)

#### BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)

Revisions from amended Administrative Code rules align the required secondary curriculum with changes to the technology applications and CTE TEKS and legislation from the 86th Legislative Session.

In addition, provisions on personal financial literacy were moved within the policy for clarity.

#### EHBC(LEGAL)

#### SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

From amended Administrative Code rules, we have added provisions explaining:

- How educationally disadvantaged students are defined for the compensatory education allotment and the methods a district may use to verify eligibility; and
- The approval process a district must use to claim students receiving a full-time virtual education through TXVSN in their counts of educationally disadvantaged students.

#### EIF(LEGAL)

#### ACADEMIC ACHIEVEMENT: GRADUATION

We have added a new Administrative Code rule addressing the option for an elementary school student to complete a course in American Sign Language to satisfy one of the required graduation credits for languages other than English.

#### EKB(LEGAL)

#### TESTING PROGRAMS: STATE ASSESSMENT

Amended Administrative Code rules require a student in grades 3 through 8 who is enrolled in an accelerated course and who will complete the high school end-of-course assessment for the content area prior to high school to take the ACT or SAT in high school.

Revisions at Accountability Testing are to better match statutory wording.

#### EKBA(LEGAL)

#### STATE ASSESSMENT: ENGLISH LANGUAGE LEARNERS/LEP STUDENTS

Revised Administrative Code rules address the administration of the alternate English language proficiency assessment for students with the most significant cognitive disabilities and amend terminology in some places from *English language learner* to *English learner*.

#### FDD(LEGAL)

#### ADMISSIONS: MILITARY DEPENDENTS

Under new Administrative Code rules, a campus may qualify to earn a Purple Star Designation if the campus meets criteria demonstrating supports and resources for its military-connected students.

#### FFAC(LOCAL)

#### WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

Policy Service recommends several revisions to this local policy on student medical treatment to reflect current guidance from the Texas Department of State Health Services (DSHS) and common district practices.

- Administrative details on student illness and accidents are recommended for removal.

# Explanatory Notes

## TASB Localized Policy Manual Update 116

### Seguin ISD

- Provisions on administering medication provided by parents direct the superintendent to designate the employees authorized to administer medication and refer to administrative regulations for detailed requirements.
- In accordance with DSHS guidance, the policy reflects that the district shall not purchase nonprescription medication to administer to students, except as provided by the policy, which addresses district-provided medication in the district's athletic program. **Contact the district's policy consultant if the district purchases or provides any other medication for students, including unassigned epinephrine auto-injectors or unassigned prescription asthma medication.**
- Medical treatment provisions have been updated to clarify who may complete medical treatment authorization forms and reflect that the district shall seek appropriate emergency care for a student as required or deemed necessary. This new text is recommended to replace previous text that covered emergency treatment forms.

See FFAC in the [TASB Regulations Resource Manual](#) for updated procedures and forms.

The *Legal Issues in Update 116* memo describes common legal concerns and best practices specific to [this policy topic](#).

### FFEB(LEGAL) COUNSELING AND MENTAL HEALTH: MENTAL HEALTH

Revised Administrative Code rules adopted by the Texas Behavioral Health Executive Council address consent regarding school psychological services provided by a licensed specialist in school psychology.

### FFG(LEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Revisions at SBEC Disciplinary Action are from amended Administrative Code rules. We have also added a Note connecting the general child abuse and neglect investigation provisions in this legally referenced policy with the more specific provisions at GRA(LEGAL) addressing investigations of abuse and neglect at school.

### FFH(LEGAL) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

A revision clarifies that the notification of nondiscrimination required by Title IX does not need to state that it extends to admission.

### FL(LEGAL) STUDENT RECORDS

Revisions have been made to reorganize the provisions for better flow and to better match statutory text. Provisions on flagging records of missing children and notifying law enforcement of subsequent requests for those records have been moved to GRAA(LEGAL). Provisions regarding student information a district receives from law enforcement have been removed, as these provisions are duplicated at GRAA(LEGAL).

### GKA(LOCAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

A recommended revision specifies that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 "calendar" days. This change aligns with changes made at Update 115 to the grievance policies at FNG and GF.

The *Legal Issues in Update 116* memo describes common legal concerns and best practices specific to [this policy topic](#).

Explanatory Notes  
TASB Localized Policy Manual Update 116

**Seguin ISD**

**GNC(LLEGAL)                      RELATIONS WITH EDUCATIONAL ENTITIES: COLLEGES AND UNIVERSITIES**

Details on contracting with an institution of higher education for design or construction of instructional or athletic facilities have been removed, as this information is located in CX(LLEGAL).

**GRA(LLEGAL)                      RELATIONS WITH GOVERNMENTAL ENTITIES: STATE AND LOCAL GOVERNMENTAL AUTHORITIES**

New Administrative Code rules implement the Child Abuse and Treatment Act, resulting in extensive revisions to this legally referenced policy addressing Department of Family and Protective Services investigations of abuse and neglect at school.

**GRAA(LLEGAL)                      STATE AND LOCAL GOVERNMENTAL AUTHORITIES: LAW ENFORCEMENT AGENCIES**

Provisions on flagging records of missing children and notifying law enforcement of subsequent requests for those records have been moved to this code from FL(LLEGAL).



## (LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; omitted in Word)

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

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**Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

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For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

**Plan** The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.

**Coordinator** The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency (TEA) in cybersecurity matters and as required by law report to TEA breaches of system security.

**Training** The Board delegates to the Superintendent the authority to:

1. Determine ~~Each District employee and Board member shall annually complete~~ the cybersecurity training program ~~to be annually completed~~ ~~designated~~ by each employee and Board member; and
2. Verify ~~the District. The District shall verify~~ and report compliance with staff training requirements ~~in accordance with guidance from~~ the Department of Information Resources.

~~The~~ ~~Additionally, the~~ District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.

**Security Breach Notifications** Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Email, if the District has email addresses for the affected persons.
3. Conspicuous posting on the District's websites.
4. Publication through broadcast media.

The District's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information to TEA and parents in accordance with law.

EMPLOYMENT PRACTICES  
AT-WILL EMPLOYMENT

DCD  
(LOCAL)

Personnel not hired under a contract shall be employed on an at-will basis.

[For information regarding contractual employment, see DCA, DCB, DCC, and DCE, as appropriate]

**Dismissal**

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

Appeal of  
Employment  
Actions to Board

A dismissed employee may ~~appeal request to be heard by the dismissal~~ ~~Board~~ in accordance with DGBA(LOCAL).

EMPLOYMENT PRACTICES  
OTHER TYPES OF CONTRACTS

DCE  
(LOCAL)

**Non-Chapter 21  
Contracts**

Non-Chapter 21 contracts shall be provided for positions included on the list approved by the Board. A non-Chapter 21 contract shall not be governed by Chapter 21 of the Education Code.

**Appeal of  
Employment Actions**

An employee may appeal discharge during the contract period in accordance with DCE(LEGAL).

An employee whose contract is not reissued at the end of the contract period may appeal ~~to the Board~~ in accordance with DGBA(LOCAL).

**Student Illness** ~~Procedures shall be established by the administration to ensure that proper attention is given to any student who becomes ill during the course of a school day.~~

**Accidents Involving Students** ~~Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.~~

**Emergency Treatment Forms** ~~Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.~~

**Purchasing Medication** ~~Except as provided below at ADMINISTRATION OF MEDICATION TO ATHLETES, the District shall not purchase nonprescription medication to administer to a student.~~

**Administering Medication** ~~No employee shall give any student prescription medication, non-prescription ~~medication~~medications, herbal substances, anabolic steroids, or dietary supplements of any type, except as ~~provided below.~~~~

~~Exceptions~~ ~~Employees~~ authorized by ~~this or other~~ District policy.

~~Medication~~  
~~the~~Provided by  
Parent  
The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

~~Superintendent or designee may administer to students:~~

~~Provided by~~  
~~Parent~~

- ~~1. Prescription medication in accordance with legal requirements. ~~for a period of up to ten days. [See FFAC(LEGAL)]~~A written request by a physician or other health care professional with authority to write prescriptions shall be required when the medication must be administered for a longer period.~~
2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan ~~for~~of a student with disabilities.

**Psychotropics** ~~Except as permitted by Education Code 38.016, an employee shall not:~~

- ~~1. Recommend to a student or a parent that the student use a psychotropic drug;~~

~~2.1. Suggest a particular diagnosis; or~~

~~3.1. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.~~

**Administration of  
Medication Provided  
by District to Athletes  
Athletic Program**

Except as provided by this policy, the District shall not purchase medication to administer to a student.

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The District ~~student's parent~~ has ~~given~~ prior written consent for medication to be administered [see Medical Treatment, below]; and
1. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

**Psychotropics**

Except as permitted by law, an employee shall not:

2. Recommend to a student or a parent that the student use a psychotropic drug;

3. Suggest a particular diagnosis; or

4. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

**Medical Treatment**

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

- ~~4.5.~~ The District shall seek appropriate emergency care for a student as required or deemed necessary.

**Access to District Property**

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

District officials may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

**Ejection or Exclusion under Education Code 37.105**

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 **calendar** days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See FNG and GF]

**Off-Campus Activities**

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

**Prohibitions**

Tobacco and E-Cigarettes

The District prohibits smoking and the use of tobacco products and e-cigarettes on District property, in District vehicles, or at school-related activities.

Weapons

The District prohibits the unlawful use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

*Exceptions*

No violation of this policy occurs when:

1. A Texas handgun license holder stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, as long as the handgun or other firearm is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

**INFORMATION ITEM:** **Information Regarding the Purchase of TEKS Classroom Kits for Seguin ISD from Hand2Mind, Inc. Through the 2013 Purchasing Cooperative**

**RECOMMENDATION:** This purchase is through the 2013 Purchasing Cooperative reference #: 18030 from Hand2Mind, Inc. at a cost of \$94,999.82.

**RATIONALE:** TEKS kits provide hands-on materials for students to build confidence and a mastery of math standards. Using math manipulatives to learn foundational math concepts helps bridge abstract concepts to concrete learning. 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:** Mark Cantu, Chief Academic Officer  
Tony Hillberg, Chief Financial Officer, CPA, CTSBO  
Jennifer Raske, Purchasing Coordinator

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

  
\_\_\_\_\_  
Date Submitted: 02/25/21  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

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

**RECOMMENDATION:** That the Board of Trustees acknowledge Public Information Act requests received since Jan. 9, 2021.

**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:** Jan. 9-Feb. 10, 2021 Public Information Act request roster

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

Submitted by: Matthew Gutierrez Date Submitted: 02/25/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**Seguin ISD PIA requests received from Jan. 9-Feb. 10, 2021**

<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
01/11/21 037	Steve Turner	"A few months ago Dr Gutierrez posted a LULAC inquiry on the SISD Facebook page. Did the district answer their questions? If so, where can I get a copy of it? Also, when did the district rehire Dr. Gutierrez after he resigned and did the district incur any expenses in the interim looking for his replacement?"	Completed 01/21/21	Documents provided
01/12/21 038	Jeri Hansmann, RBFCU	Employee directory information	Completed 0127/21	Documents provided
01/13/21 039	Tara McCaskill, Virtual Builders Exchange	Bid tabs for Jefferson ES construction project	Completed 01/21/21	Document provided
01/15/21 040	Vicki Herrera, TaxMart	Employee name, email, work number	Completed 01/15/21	Documents provided
01/17/21 041	Graham Clement, Lone Star Financial	Employee work email, home email (when provided), first name, last name, address, city, state, zip code, job title, phone number, campus, department, date of hire, gender, salary,	Completed 01/28/21	Documents provided
01/18/21 042	James Caraway, Bartett Cocke	Bid tabs for AJB and Jefferson	Completed 01/20/21	Documents provided
01/18/21 043	Matthew Vitek, Lee Lewis	Bid tabs for AJB and Jefferson	Completed 01/20/21	Documents provided
01/21/21 044	Steve Turner	"...the annual budget required to run DAEP (i.e. administrative salaries, faculty salaries, all other salaries, maintenance, utilities... the whole enchilada. And the annual average daily student population. Please send it itemized."	Completed 02/04/21	Documents provided
01/25/21 045	Jared Koehler, The Koehler Company	Bid tab sheet for AJB and Jefferson	Completed 01/25/21	Douments provided
01/26/20 046	Tiffany Huertas, KSAT 12	Number of substitutes last year & this year	Completed 02/02/21	Document provided
01/28/21 047	Sheri Smith, College Promoters	SHS student directory information	In progress	

**ACTION ITEM:** **Consider Recommendations for Term Contracts, Probationary Contracts, and Employment Agreements for Administrative Personnel**

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

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

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

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

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

**BUDGET IMPACT/ INFORMATION:** None

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

**RESOURCE PERSONNEL:** Cynthia J. Moreno, Chief Human Resource Officer

Submitted by: Matthew Gutierrez Date Submitted: 02/25/21  
 (Signature) \_\_\_\_\_  
 (Name) Dr. Matthew Gutierrez, Superintendent  
 (Address) 1221 E. Kingsbury St., Seguin, Texas 78155  
 (Telephone) (830) 401-8614

**ACTION ITEM:**

**Personnel Action Professional Employees**

**RECOMMENDATION:**

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

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

Name	Campus	Effective
Cantu, Timothy	Seguin High School	2/8/2021
Ferrel, Julia	Barnes Middle School	1/19/2021
Yeater, Shelley	Patlan Elementary	1/19/2021

**FOR BOARD’S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**Legore, Kirsten, Student Services, effective 2/26/2021**

Ms. Legore, Deputy Chief Operations Officer, has resigned to join the private sector.

Ms. Legore has 14 years with Seguin ISD.

**Ray, Shelly, Jefferson Elementary, effective 2/19/2021**

Ms. Ray, 3<sup>rd</sup> Grade Teacher, has resigned to join the private sector.

Ms. Ray has 1 year with Seguin ISD.

**Rose, Francene, Seguin High School, effective 1/27/2021**

Ms. Rose, English Teacher, has resigned due to personal reasons.

Ms. Rose 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

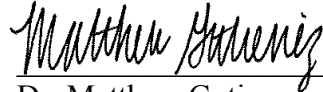
Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 02/25/21

Dr. Matthew Gutierrez, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614