

# 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 March 30, 2021, beginning at 6:30 PM in the Board Room, 1221 E Kingsbury, Seguin, TX 78155.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. **Call to Order**
  - A. Announcement that this meeting of the Seguin Independent School District has been duly called and that notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.
  - B. Pledges to the United States Flag and Texas Flag. Moment of silence.
  - C. Superintendent Announcements
2. **Recognition/Campus Presentations**
  - A. Student/Staff/Board/Community Recognition 4
3. **Audience with the Board**

The Seguin ISD Board of Trustees designates a time for audience participation at the beginning of each meeting to hear persons who desire to make comments. In accordance with Board Policy BED(Local):

  - A. those wishing to speak shall sign up before the meeting begins stating the concern or noting the agenda item they wish to address; audience participation is limited to five minutes; the Board shall not deliberate any subject that is not on the posted agenda.
4. **Reports/Information Items:**
  - A. Seguin ISD Fine Arts Update 6
  - B. Strategic Priority and Initiative Report: Secondary ISIP and Curriculum Update 23
  - C. Seguin ISD 2020-2021 Annual Staffing Report 40
5. **Closed Session:** Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act
  - A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.
  - B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).

6. **Reconvene to Open Meeting**, the Board will take appropriate action on items, if necessary, as discussed in Closed Session
  - A. Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).
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 Regular Meeting - February 25, 2021, Special Meeting - March 3, 2021 and Special Meeting - March 12, 2021. 41
  - B. Approval of Tax Collection Reports for February 2021 51
  - C. Approval of Proposed Budget Amendments & Financial Statements for February 2021 52
  - D. Approval of District-Wide Vehicle Maintenance, Parts and Services (RFP #:21:01) 60
  - E. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 21-04) 62
  - F. Approval of District-Wide Special Education Services (RFP #: 21-05) 64
  - G. Adopt the Board Resolution Extending Depository Contract for Funds of Independent School Districts Under Texas Education Code, Chapter 45, Subchapter G, School District Depositories 66
  - H. Consideration and Approval of School Health Advisory Council Annual Report, SHAC Goals and Committee Members 68
  - I. Approval for Professional Development Waiver 2021-2022 71
  - J. Consideration of Approval of Inter-local Agreements with the City of Seguin for the Summer Day Camp 72
  - K. Information Regarding an Interlocal Agreement with Communities in Schools for Integrated Student Support Services 76
  - L. Information Regarding the Purchase of Moving Services for Briesemeister Middle School from Move Solutions, LTD Through the BuyBoard Purchasing Cooperative 83
  - M. Public Information Act Requests February 2021-March 2021 84
8. **Action Items**
  - A. Approval of the Proposed Attendance Boundary Zones for K-5 Campuses 2021 86
  - B. Approval of School Calendar for 2021-2022 School Year 87
  - C. TEA Instructional Materials Adoption 89
  - D. Missed School Day Waiver 98

E. Consideration and Approval of the Resolution for Texas Association of School Boards Superintendent of the Year Nomination	99
F. Consider Appointing a Budget Committee for the Board of Trustees	101
G. Personnel Action Professional Employees	102
9. <b>Board Comments and Request</b>	
10. <b>Adjourn</b>	

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

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

- **Superintendent’s Award**  
The purpose of the Superintendent’s Award is to recognize those Seguin ISD employees who go above and beyond to cultivate, inspire and empower in support of students and colleagues. Dr. Gutierrez with the recipient of announce this month’s Superintendent’s Award.
- **Texas Music Educators Association (TMEA) Distinguished Administrator Award**  
TMEA recognizes upper-level school administrators across the state who have been instrumental in preserving quality music education programs on their campuses and in their districts. From districts with only a single elementary, middle, and high school to those with multiple 6A campuses, administrators have great influence over a program’s opportunity for success. TMEA has the opportunity at the state level to thank administrators for their dedication and support.

**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: Matthew Gutierrez Date Submitted: 03/30/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**INFORMATION ITEM:** **Seguin ISD Fine Arts Update**

**RECOMMENDATION:** That the Board of Trustees receives an overview of the Fine Arts program.

**RATIONALE:** The purpose of the presentation is to provide an overview and update of the district Fine Arts programs. Seguin ISD offers a diverse and comprehensive fine arts program K – 12. All elementary students enjoy an established general music curriculum, plus choir and Orff instrument opportunities. Ballet Folklorico is offered at all elementary campuses on a rotating schedule. Visual art opportunities are also available on assigned campuses. Fine arts at the secondary level includes the visual arts, band, choir, dance, theatre, mariachi, and ballet folklorico. Advanced placement and Dual Credit courses are also available in Art and Music. The students are the stars in the Seguin ISD Fine Arts programs as they are guided to meet the district vision: Exceptional Students to Exceptional Citizens!

**REFERENCE and COMPLIANCE:** EIF (LEGAL); Academic Achievement - Graduation  
EHAA (LEGAL); Basic Instructional Program – Required Instruction

Strategic Priority 1: Improve student learning through improved instructional practice

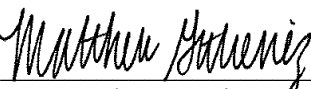
Strategic Priority 2: Engage parents, industry and community partners to enrich the experience of students and staff and to establish Seguin ISD as an integral part of the community.

**PAPERWORK IMPACT:** None

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** Presentation

**RESOURCE PERSONNEL:** Jason Adam, Director of Fine Arts  
Bill Lewis, Chief Operations Officer and Associate Superintendent

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

Date Submitted: 03/30/21

# Seguin ISD Fine Arts



Spring 2021 Update

# Overview

Seguin ISD offers a diverse and comprehensive fine arts program in grades K – 12. All elementary students enjoy an established general music curriculum, plus choir and Orff instrument opportunities. Ballet Folklórico is offered at all elementary campuses on a rotating basis. Visual art opportunities are also available on assigned campuses.

Fine arts at the secondary level includes the visual arts, band, choir, dance, theatre, mariachi, and ballet folklórico. Advanced placement and Dual Credit courses are also available in Art and Music. More than 90% of Seguin ISD students regularly receive fine arts instruction.

Seguin ISD is involved in several community partnerships including the TLU Community Music Academy which allows students the opportunity to further develop fine arts interested including string orchestra. The students are the stars in the Seguin ISD Fine Arts programs as they are guided to meet our district vision: *Exceptional Students to Exceptional Citizens!*

# Programs

## Art

K-5 Weinert; Enrichment offered on other campuses.

6-8 AJB and JBMS

Art 1 - 2, HS Art 1 Credit

9-12 SHS

Art I - IV; Drawing, Ceramics, Sculpture, Dual Credit and AP Offerings.

## Band

6-8 AJB and JBMS

Beginning, Intermediate, and Advanced Bands

9-12 SHS

Marching Band, Concert Bands, Percussion Ensembles, Color Guard and Drumline

## Choir

6-8 AJB and JBMS

Beginning, Intermediate, and Advanced Choirs

9-12 SHS

Beginning, Intermediate, Advanced Choirs, Small Ensembles.

# Programs

## Dance

### SHS

Dance I - II, Dance Team, and  
World Dance Forms (2021)

### K - 12 (All Campuses)

Ballet Folklórico

## Mariachi

### 6 - 8 AJB and JBMS

Beginning, Intermediate,  
and Advanced

### 9 - 12 SHS

Intermediate and Advanced

Beginner Guitar

## Elementary Arts

### K - 5 (All Campuses)

General Music: Includes  
Orff Instruments, Singing,  
and other enrichment

Visual art as noted

# Fine Arts Objective:

To provide well-balanced, comprehensive, and high-quality programs that support the Seguin ISD mission & vision:

## **Vision:**

**Exceptional students to exceptional citizens**

## **Mission:**

**To cultivate, inspire and empower students to grow and learn**

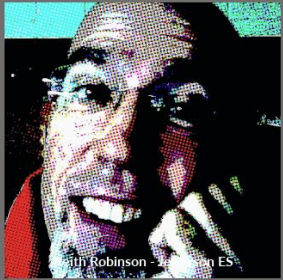
# Team

## Seguin ISD Fine Arts Team:

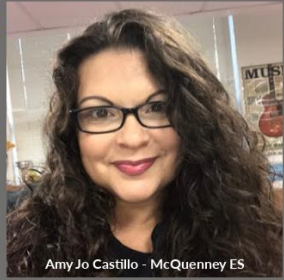
38 educators

10 years average experience

6 years average experience in Seguin



John Robinson - Robinson ES



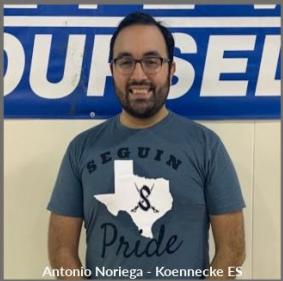
Amy Jo Castillo - McQuenney ES



Joseph Cantu - Rodriguez ES



Jeanne White - Weinert ES



Antonio Noriega - Koennecke ES

Seguin ISD  
...  
Elementary  
Music  
Faculty  
...

2020 - 2021



Sherie Smith - Patlan ES



Traci Jones - Vogel ES



Ji Park - SHS



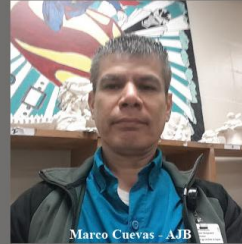
Diana Weems - SHS



Leslie Schepp - SHS



Kelly Hallmark - AFB



Marco Cuevas - AFB

Seguin ISD  
Visual Art  
Faculty  
2020 - 2021



Hannah Kurtz - Weinert ES



Matthew Jobson - JBMS



Gabriella Cadena - JBMS

Leo Garcia  
SHS Choir & AP/DC Music



Lydia Robles  
SHS Theatre & Dept. Lead



Tim Luna  
SHS Theatre



Samuel Parrott  
AJB Choir & Dept. Lead



## Seguin ISD Choir & Theatre Staff

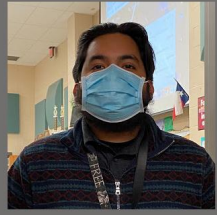
Tommie Jacksons  
AJB Theatre



Leticia Rodriguez  
JBMS Choir



Mathew Ybarra  
JBMS Theatre



Mitchell Oden  
AJB Theatre / Choir Assistant



## Seguin ISD Band Staff

Marc Telles  
Director of Bands



Sam DiMatteo  
SHS Associate Band Director



David Witherspoon  
SHS Associate Band Director



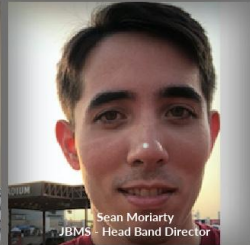
Heather Brown  
Color Guard Director / Admin Associate



Brad Samsen  
Percussion Director



Sean Moriarty  
JBMS - Head Band Director



Linsey Rios  
JBMS - Associate Band Director



Luie Blahcarte  
AJB - Head Band Director



Liz Landry  
AJB - Associate Band Director



*Seguin ISD*

Cultural Arts  
&  
Dance

*2020 - 2021*



Rafael Alarcon - SHS Mariachi



Jazmin Aranda - AJB Mariachi



Alley Anderson - SHS Dance



Jose "Beto" Rincón - Ballet Folklórico



Sergio De Leon - JBMS Mariachi



# Numbers

## Fine Arts Enrollment Numbers (Fall 2020 Snapshot)

Art	Band	Choir	Mariachi	Theatre
1069	608	401	302	534
Dance	DC/AP Arts	Elem. Music	Elem. Art	TOTAL
46	177	2881	453	6471

### Notes:

- 60% increase in DC / AP fine arts enrollment in past three years.

# Accolades

Year in Review!

2020 - 2021

*(So far!!)*

# How does arts involvement benefit students?

## Research Shows Increased:

1. Creativity
2. Confidence
3. Problem-Solving
4. Perseverance
5. Focus
6. Nonverbal Communication
7. Reception of Constructive Feedback
8. Collaboration
9. Dedication
10. Accountability

## National Research Study Findings

### Regarding low SES students

1. Socially and economically disadvantaged children and teenagers who have high levels of arts engagement or arts learning show more positive outcomes in a variety of areas than their low-arts-engaged peers.
2. At-risk teenagers or young adults with a history of intensive arts experiences show achievement levels closer to, and in some cases exceeding, the levels shown by the general population studied.
3. Most of the positive relationships between arts involvement and academic outcomes apply only to at-risk populations (low-SES). But positive relationships between arts and civic engagement are noted in high-SES groups as well.

# Fine Arts - Strategic Plans & Projects

## SISD Strategic Priority #1

- (1.3.4) Implement specialized programs at the elementary level
  - Ballet Folklórico (New '20 - '21)

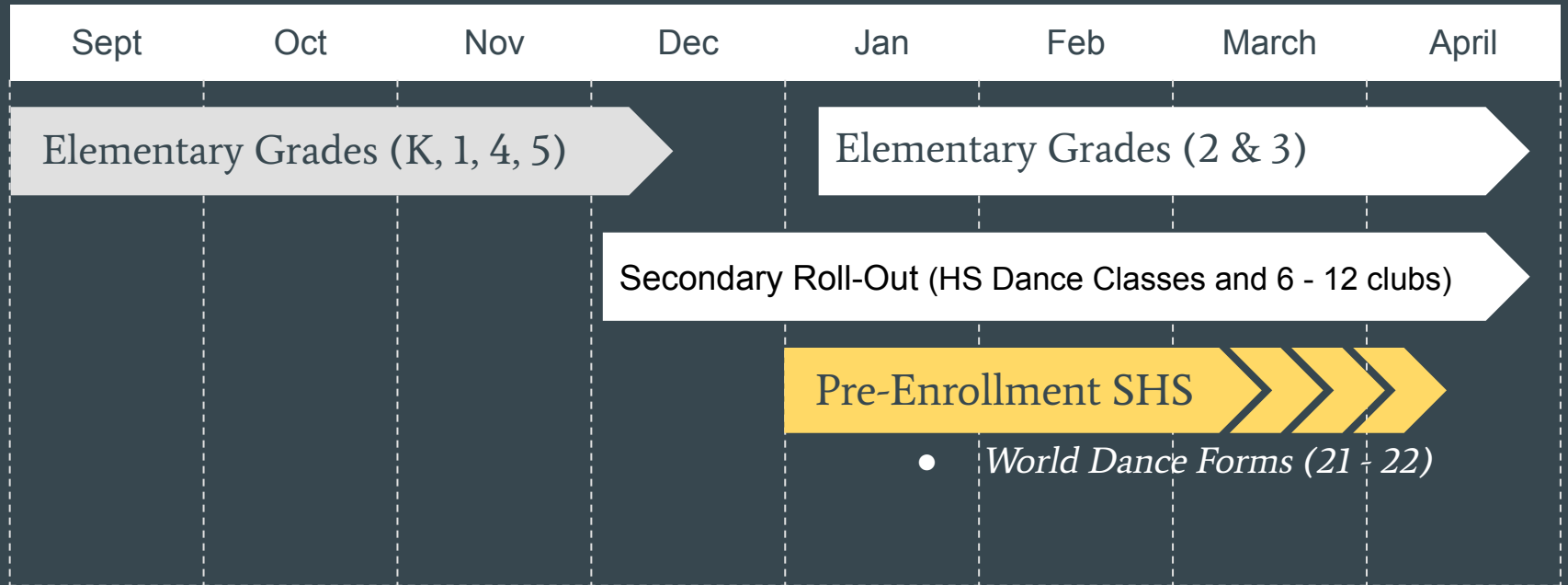
## SISD Strategic Priority #2

- (2.1.4) Host campus events for parents and community members to showcase the work of the students.
  - Concerts, Plays, UIL Events, Parent Empowerment Series

## SISD Strategic Priority #3

- (3.1.1) Provide opportunities for professional growth by increasing collaboration and planning time for teachers
  - Enhance the Arts Initiative; Horizontal & Vertical PLC's

# Ballet Folkórico: Program Roll-out



# 2020 - 2021 Highlight Reel

Short Link [t.ly/7gb5](https://t.ly/7gb5)

**INFORMATION ITEM:** **Strategic Priority and Initiative Report: Secondary ISIP and Curriculum Update**

**RECOMMENDATION:** That the Board of Trustees receives an update regarding Istation instructional reading levels in 6th – 8th grade and the progress made towards creating a guaranteed and viable curriculum.

**RATIONALE:** The purpose of this report is to present the reading progress of students using Istation’s nationally normed Istation’s Indicators of Progress (ISIP). The assessment measures student growth with an engaging, computer-adaptive diagnostic and screening program. This instructional initiative is tied to closing student literacy gaps and reaching the District’s goal of 100% of students reading on grade level by the end of third grade. The report will also provide an update on the district's progress toward ensuring a guaranteed and viable curriculum for all secondary students.

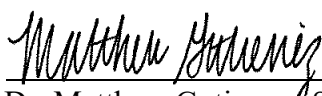
**REFERENCE and COMPLIANCE:** Strategic Priority #1 Improve student learning through improved instructional practice

**PAPERWORK IMPACT:** None

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** Secondary Strategic Priorities Presentation

**RESOURCE PERSONNEL:** Mark Cantu, Chief Academic Officer  
Danica Murillo, Director of Secondary & Professional Learning

Submitted by:  Date Submitted: 03/30/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

# Strategic Priority and Initiative Report

Initiative: Indicators of Progress (ISIP)  
Guaranteed and Viable Curriculum

March 30, 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**

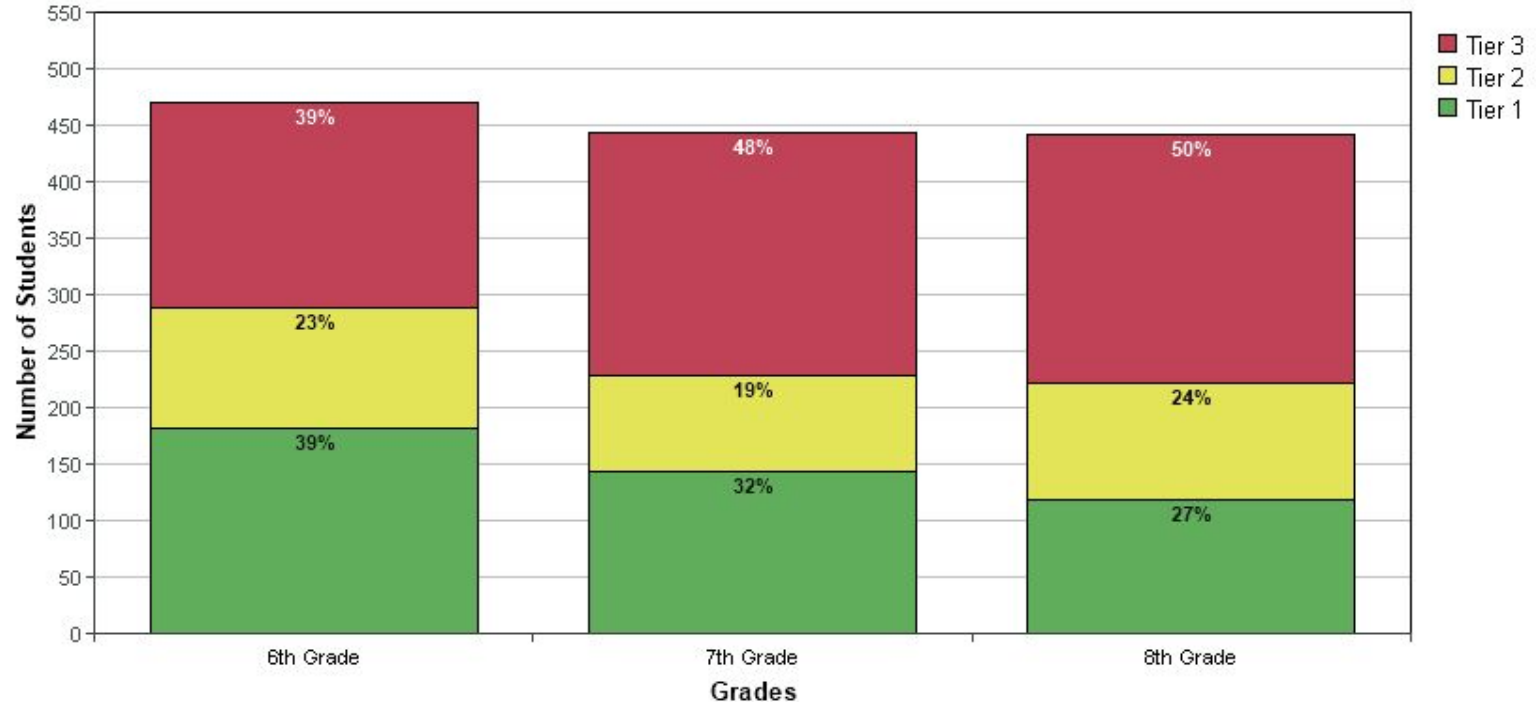




# Station's Indicators of Progress (ISIP)

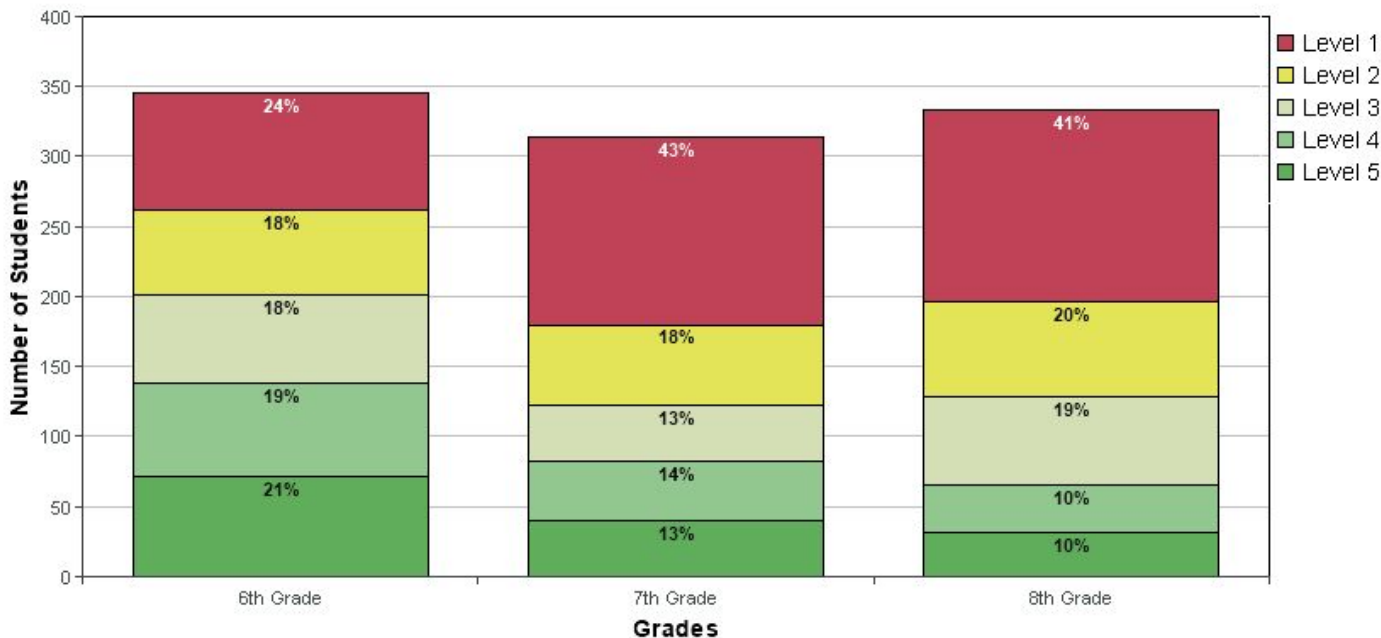
# Istation ISIP Data: February 2020

All Grades - February 2020



# Istation ISIP Data: October 2020

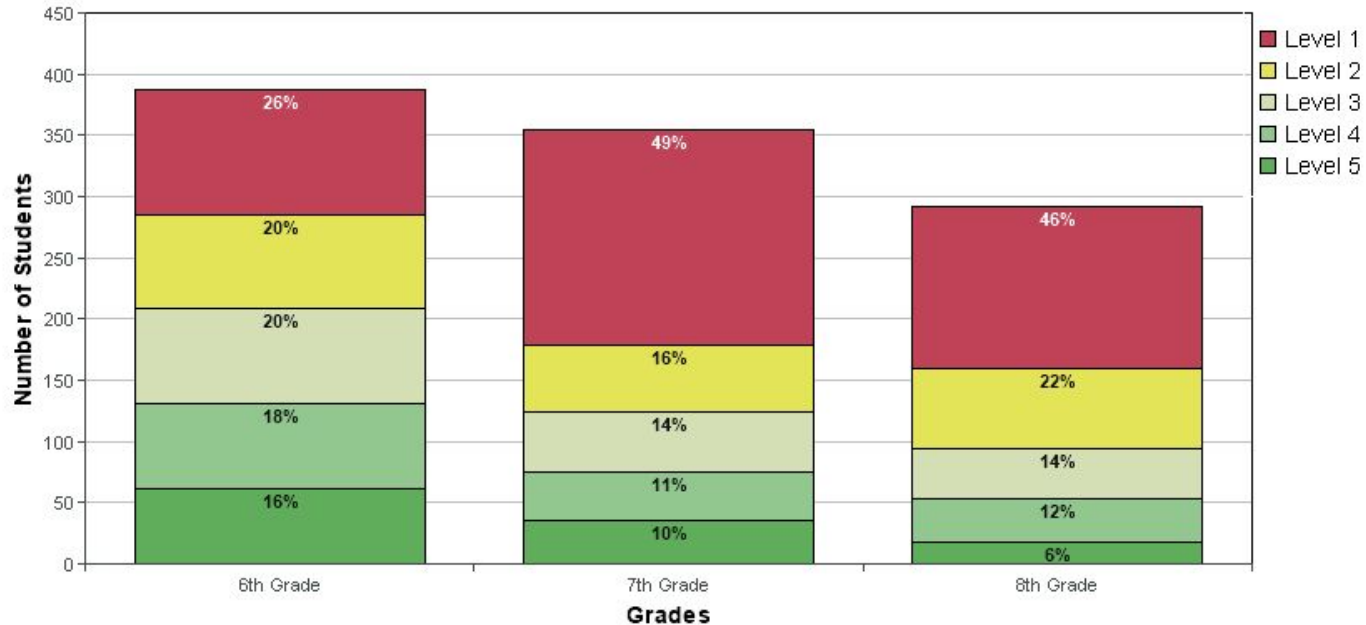
ISIP Advanced Reading Summary (October 2020)



Total number of students who have been assessed using ISIP Advanced Reading in October: 993

# Istation ISIP Data: February 2021

ISIP Advanced Reading Summary (February 2021)



Total number of students who have been assessed using ISIP Advanced Reading in February: 1033

Data includes both F2F & Online Learners

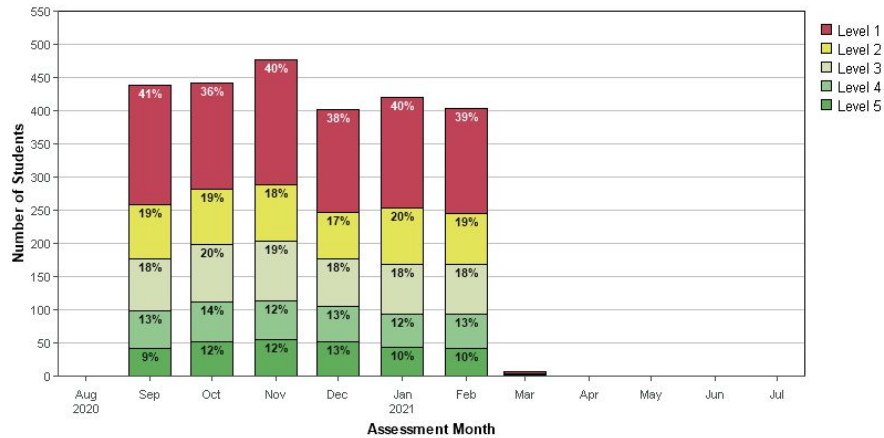
# Istation ISIP Data: Level Movement

## Campus breakdown

ISIP™ Reading results for **A J Briesemeister Mid School**

Seguin Ind School District - 2020/2021

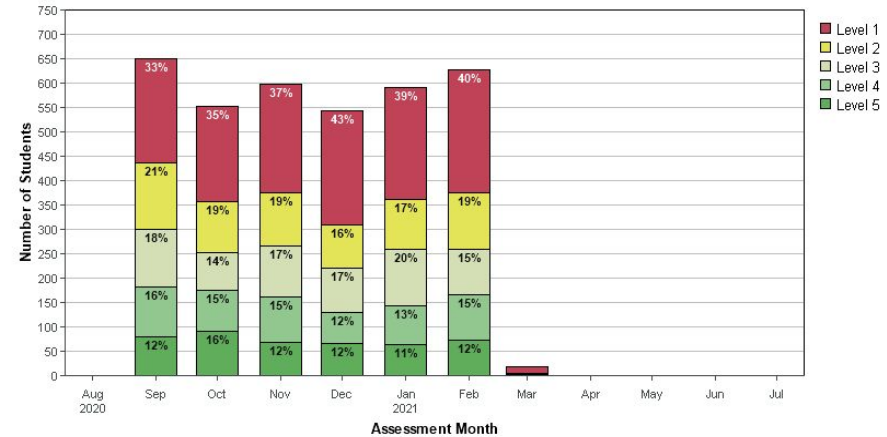
All Grades - Overall Reading



ISIP™ Reading results for **Jim Barnes Middle School**

Seguin Ind School District - 2020/2021

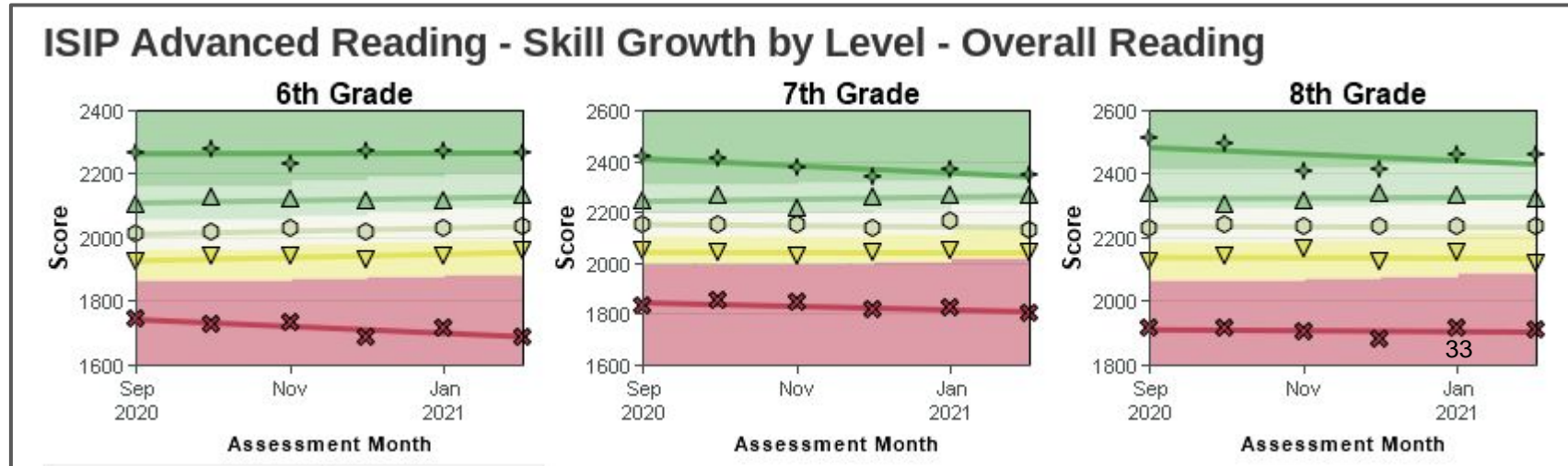
All Grades - Overall Reading



# Data Trends and Analysis

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

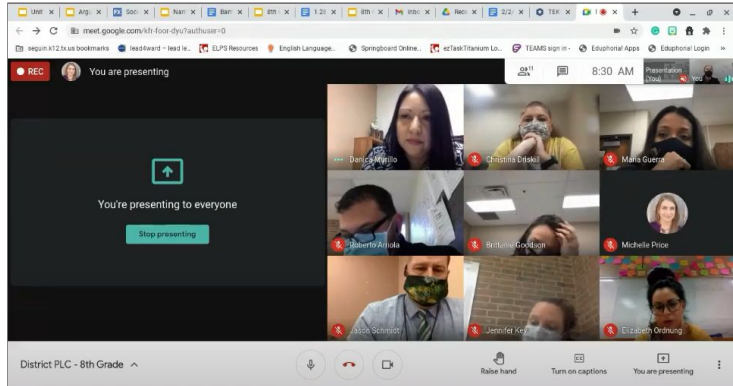
- The number of students testing shifted between BOY and MOY. (993, 1033)
- Areas of growth include comprehension and vocabulary
- Areas of strength include spelling



# Secondary Curriculum

# District PLCs

## Addressing the WHAT



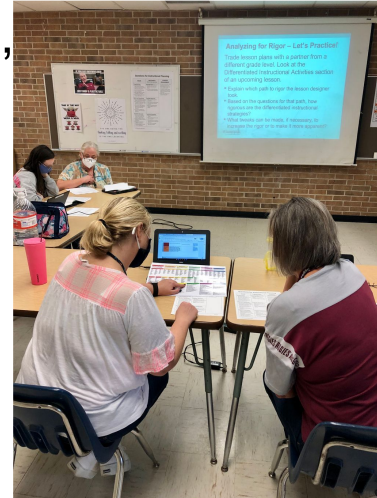
- Bi-weekly district-wide PLCs provided to teachers and facilitated by district content coordinators and academic deans.
- Areas of focus:
  - Pacing & unit planning using TEKS Resource System
  - Vetting unit assessments
  - Data reflection - assessment trends & patterns
  - Instructional strategies



# Campus PLCs

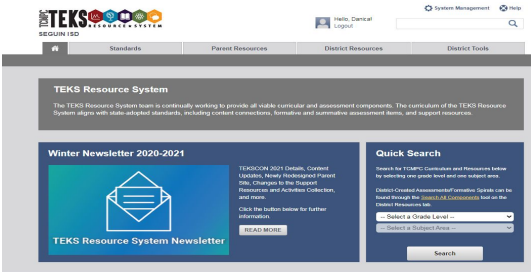
## Addressing the HOW

- Bi-weekly PLCs lead by academic dean, department leads, and campus administrators.
- Additional support provided by district content coordinators as needed
- Areas of focus:
  - Lesson planning
  - Student work
  - Data reflection
  - Collaborative Instructional Review walkthroughs



# Curriculum Documents Plan for Learning

- Current documents include:
  - Pacing calendar
  - Unit plans
  - TEKS Resource System
    - Instructional Focus Document
  - Essential standards document



Grade	6th ELAR Essential Standards	TRS Unit
6.2(A)	Use print or digital resources to determine the meaning, syllabication, pronunciation, word origin, and part of speech	1, 2A
6.2(B)	Use context such as definition, analogy, and examples to clarify the meaning of words	1, 2A
6.5(E)	Make connections to personal experiences, ideas in other texts, and society	1, 2A, 2B, 3, 4, 5, 6
6.5(F)	Make inferences and use evidence to support understanding	1, 2A, 2B, 3, 4, 5, 6
6.5(H)	Synthesize information to create new understanding	2A, 2B, 3, 4, 5, 6
6.6(D)	Paraphrase and summarize texts in ways that maintain meaning and logical order	1, 2A, 2B, 3, 4, 5, 6
6.7(A)	Infer multiple themes within and across texts using text evidence	2A, 2B, 5
6.7(C)	Analyze plot elements, including rising action, climax, falling action, resolution, and non-linear elements such as flashback	2A, 2B, 5
6.8(D)(iii)	Analyze characteristics and structural elements of informational texts, including organizational patterns such as definition, classification, advantage, and disadvantage	3, 5, 6
6.9(A)	Explain the author's purpose and message within a text	2A, 2B, 3, 4, 5, 6
6.9(D)	Describe how the author's use of figurative language such as a metaphor and personification achieves specific purposes	2A, 2B, 4, 5, 6
6.9(F)	Analyze how the author's use of language contributes to mood and voice	2A, 2B, 4, 5, 6
6.10(B)	Develop drafts into a focused, structured, and coherent piece of writing by organizing with purposeful structure, including an introduction, transitions, coherence within and across paragraphs, and a conclusion	1, 2A, 2B, 3, 4, 5, 6

TEKS Resource System Pacing Calendar  
8<sup>th</sup> Grade – Algebra I  
2020-2021

Month	Su	Mo	Tu	We	Th	Fr	Sa
<b>September 2020</b>		1	2	3	4	5	
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
<b>October 2020</b>							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
<b>November 2020</b>							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
<b>December 2020</b>							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
<b>January 2021</b>							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
<b>February 2021</b>							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
<b>March 2021</b>							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
<b>April 2021</b>							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
<b>May 2021</b>							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
<b>June 2021</b>							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

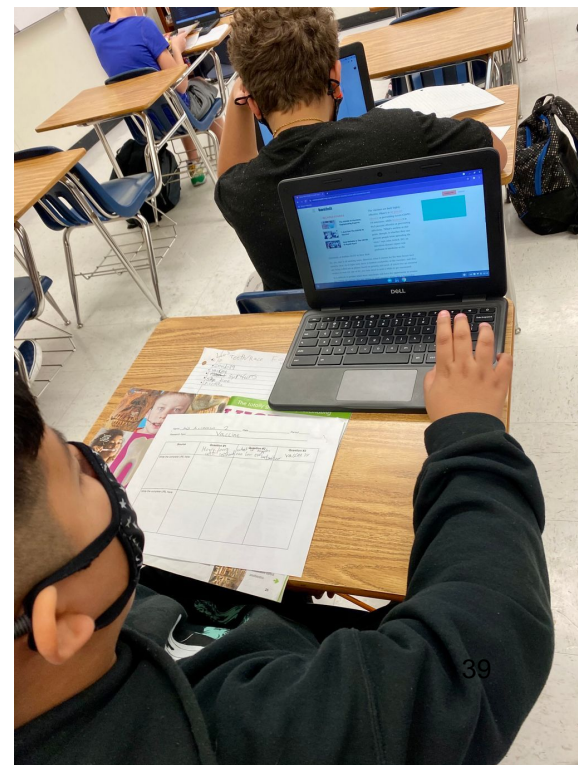
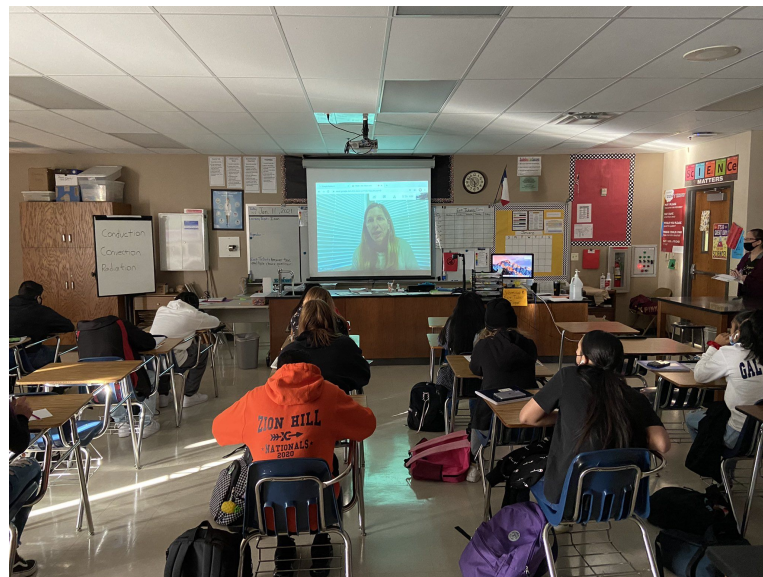
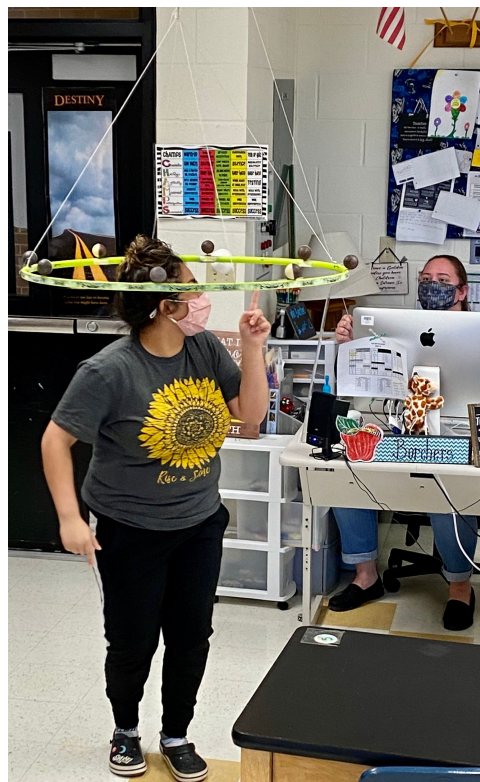
# Curriculum Documents

## Looking to 2021-2022

- Adjust based on feedback from teachers regarding pacing and assessments
- Streamline documents to include unpacked standard, key vocabulary, misconceptions, vetted resources, and testing implications.
- Exemplar lessons for each unit

May 2021	June - July 2021	August 2021
<p><b>Team Leaders</b></p> <ul style="list-style-type: none"> <li>• Decide/create format for curriculum documents</li> <li>• Create exemplars for the following:               <ul style="list-style-type: none"> <li>◦ YAG- <a href="#">Sample</a></li> <li>◦ Pacing Guide- <a href="#">Sample</a></li> <li>◦ Unit Overviews: <a href="#">Sample</a> <ul style="list-style-type: none"> <li>■ Standards</li> <li>■ Vocabulary</li> <li>■ Required and Suggested Resources</li> <li>■ Assessments</li> </ul> </li> </ul> </li> </ul> <p><b>Advisory Team</b></p> <ul style="list-style-type: none"> <li>• Gather feedback from peers on pacing &amp; current curriculum documents.</li> <li>• Provide feedback on <a href="#">exemplars</a> created by team leaders.</li> </ul>	<ul style="list-style-type: none"> <li>• Create YAGs &amp; Pacing Calendar</li> <li>• Move existing curriculum into new documents</li> <li>• Incorporate teacher feedback regarding pacing and units</li> <li>• Develop Unit Overviews for 1st &amp; 2nd six weeks</li> <li>• Align 1st &amp; 2nd six weeks assessments</li> <li>• Develop professional learning sessions over new curriculum documents to ensure successful implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Bring in full team for one day to prepare for August PL</li> <li>• Deliver professional learning sessions over new curriculum documents to ensure successful implementation</li> <li>• Create Know/Show charts for essential standards (district-wide PL)</li> <li>• Create exemplars of student work for 1st &amp; 2nd six weeks unit assessments               <ul style="list-style-type: none"> <li>◦ Complete <a href="#">exemplar</a> during district-wide PL</li> </ul> </li> </ul>
September - December 2021	January - May 2022	Summer 2022
<ul style="list-style-type: none"> <li>• Develop Unit Overviews for 3rd - 6th six weeks</li> <li>• Create exemplars of student work for 3rd &amp; 4th six weeks unit assessments               <ul style="list-style-type: none"> <li>◦ Complete <a href="#">exemplar</a> during district-wide PL</li> </ul> </li> <li>• December - gather feedback from teachers on pacing &amp; curriculum documents</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• January &amp; February               <ul style="list-style-type: none"> <li>◦ Create exemplars of student work for 5th &amp; 6th six weeks unit assessments                   <ul style="list-style-type: none"> <li>■ Complete <a href="#">exemplar</a> during district-wide PL</li> </ul> </li> <li>◦</li> </ul> </li> <li>• Revise curriculum documents to incorporate teacher feedback regarding 1st semester pacing and units</li> </ul>	<ul style="list-style-type: none"> <li>• Revise curriculum documents to incorporate teacher feedback regarding 2nd semester pacing and units</li> <li>• Develop exemplar lessons for 2nd semester units</li> <li>•</li> </ul>

# Questions?



**INFORMATION ITEM:**

**Seguin ISD 2020-2021 Annual Staffing Report**

**RECOMMENDATION:**

That the Board review the Annual Staffing Report for 2020-2021.

**RATIONALE:**

The purpose of this report is to present to the Board the annual staffing breakdown for this school year. This report is required as stated in Board Policy DAA (Regulation) Annual Staffing Report. These staffing reports indicate workforce changes for each campus and/or department through December of 2020.

**REFERENCE and COMPLIANCE:**

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

**BUDGET IMPACT/ INFORMATION:**

None

**PAPERWORK IMPACT:**

None


**EXHIBITS:**

Seguin ISD Annual Staffing Report

**RESOURCE PERSONNEL:**

Cynthia J. Moreno, Chief Human Resources Officer

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

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

Date Submitted: 03/30/21

# 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 Thursday, February 25, 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, 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; Andrea Jaramillo, Director of Elementary Curriculum and Multilingual Services; Richard Bough, Career and Technical Education (CTE) Director; 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 Dr. Gutierrez, followed by a moment of silence.

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, upcoming key dates and event information since the last board meeting which included recognizing staff and student achievements and successes from across the district and a COVID-19 update. Dr. Gutierrez recognized the Child Nutrition and Maintenance Departments for the great job and service they provided to ensure meals were available over the weekend and campuses were ready for school after the school closure due to freezing weather. Dr. Gutierrez also recognized Dr. Chanda Bloch for earning her Doctor of Education in K-12 Educational Leadership and Kirsten Legore for her dedication and service to Seguin ISD since July 2006 and wished her the very best as the Guadalupe County Court of Law Judge No. 2.

#### 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 Alice Martinez, ESL Assistant at Seguin High School as the February 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. 2021-2022 Instructional Calendar Update**

The Board of Trustees received an update from Dr. Gutierrez and Mr. Hoffmann regarding the considerations for the 2021-2022 instructional calendar as well as the planning that is currently underway.

**B. Proclamation of Career and Technical Education (CTE) Month**

The Board of Trustees proclaimed February 1-28, 2021, as Career and Technical Education Month by the Association for Career and Technical Education. Mrs. Thomas-Jimenez read the proclamation as presented.

**C. Strategic Priority and Initiative Report: Elementary ISIP and Curriculum Update**

The Board of Trustees received an update from Mr. Cantu and Ms. Jaramillo regarding Istation instructional reading levels in Kindergarten – 5th Grade and the progress made towards creating a guaranteed and viable curriculum. The purpose of this report is to present the reading progress of students using Istation’s nationally normed Istation’s Indicators of Progress (ISIP). The assessment measures student growth with an engaging, computer-adaptive diagnostic and screening program. This instructional initiative is tied to closing student literacy gaps and reaching the District’s goal of 100% of students reading on grade level by the end of third grade. The report will also provide an update on the district's progress toward ensuring a guaranteed and viable curriculum for all elementary students.

**5. Closed Meeting** –The Board went into closed session at 7:36 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 DAEP Principal at Saegert

**6. Reconvene to Open Meeting** – The Board reconvened at 8:12 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 DAEP Principal at Saegert

Ms. Duncan moved, seconded by Mrs. Crettenden to select Amy Graeber as DAEP Principal at Saegert.

**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 Meeting, January 19, 2021

Regular Meeting, January 19, 2021

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

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for January 2021. 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 December 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 December 31, 2020.

**D. Approval of Proposed Budget Amendments & Financial Statements for January 2021**

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 January 31, 2021.

**E. Approval of Investment Report for the Second Quarter 2020-21**

The Board of Trustees approved the Investment Report for the Second Quarter 2020-21. 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 were presented for the period.

**F. Approval of Donations Received January 2021**

The Board of Trustees approved the donations received by the District during the month of January 2021 in the amount of \$620.00 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."

**G. 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: 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.

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

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Plumbing Systems Maintenance, Equipment, Parts, and Services. A Request for Proposals (RFP#: 21-03) was issued on August 7, 2020 for 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: Copperra, 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.

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

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Facilities Maintenance, Electrical Equipment, Parts, and Services. A Request for Proposals (RFP#: 21-04) was issued on August 7, 2020 for Facilities Maintenance,

Electrical Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the 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.

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

The Board of Trustees approved the 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. 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

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

The Board of Trustees received information regarding the purchase of TEKS classroom kits for Seguin ISD from Hand2Mind, Inc. at a cost of \$94,999.82 through the 2013 Purchasing Cooperative. 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

**L. Acknowledge Public Information Act Request January - February 2021**

The Board of Trustees received information regarding the Public Information Act requests received since January 9, 2021. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

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

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

**Public Meeting, January 19, 2021**

**Regular Meeting, January 19, 2021**

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

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

**D. Approval of Proposed Budget Amendments & Financial Statements for January 2021**

**E. Approval of Investment Report for the Second Quarter 2020-21**

**F. Approval of Donations Received January 2021**

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

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

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

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

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

**L. Acknowledge Public Information Act Request January - February 2021**

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

**Nays: None**

**8. Action Items:**

**A. Consider Recommendations for Term Contracts, Probationary Contracts, and Employment Agreements for Administrative Personnel**

Mrs. Moreno moved, seconded by Ms. Duncan to approve the contract renewals, employment agreements, and/or extensions for administrative personnel as recommended.

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

**Nays: None**

**B. Personnel Action Professional Employees**

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

**New Hire Elections:**

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

**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.

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

**Nays: None**

**9. Board Comments and Request**

The Board thanked and recognized the Child Nutrition Department for disturbing meals over the weekend for Seguin ISD families during the school closure due to the freezing weather. The Board also thanked and recognized the Maintenance Department for their hard work over the weekend as well to ensure all campuses were ready for normal operations on Monday, February 22 after the district closed for a week due the freezing weather.

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 8:20 p.m.

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

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Secretary/March 30, 2021

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President/March 30, 2021

# Minutes of Special Meeting

## The Board of Trustees

### Seguin ISD

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A special meeting of the Board of Trustees of Seguin ISD was held Wednesday, March 3, 2021, beginning at 6:30 p.m. in the Board Room, 1221 E. Kingsbury St., Seguin, Texas.

Present: Ben Amador, Denise Crettenden (arrived at 6:36 p.m.), Linda Duncan, Alejandro R. Guerra, Carl Jenkins, Glenda Moreno, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez, Superintendent

Absent:

Also Present: Mark Cantu, Chief Academic Officer; Sean Hoffmann, Chief Communications Officer; Bill Lewis, Chief Operating Officer and Associate Superintendent; Dr. Greg Gibson, Moak Casey Consultant; and Nancy Ramirez, Superintendent Secretary.

#### 1. Call to Order

- A. Mrs. Thomas-Jimenez called the meeting to order at 6:32 p.m. and a quorum was established.
- B. The meeting of the Seguin ISD has been duly called and notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.
- C. The pledges were led by Mr. Jenkins followed by a moment of silence.

#### 2. Audience with the Board

No one signed up to address the board.

#### 3. Open Session:

##### A. Discussion Regarding Seguin ISD Elementary Attendance Zone Proposal

The Board received information from Mr. Lewis and held a discussion regarding Seguin ISD elementary attendance zone proposals and next steps. All Board questions and comments were addressed.

The Board recessed from 7:15 p.m. until 7:27 p.m.

#### 4. Team of 8 Training: Facilitated by a Moak Casey Consultant

##### A. Professional Development and Good Governance Inventory (GGI) Session including Evaluating and Improving Student Outcomes and Balanced Scorecard Overview

The Board and Dr. Gutierrez participated in a Team of 8 Training facilitated by Dr. Greg Gibson regarding Professional Development in reference to Good Governance Inventory, Evaluating and Improving Student Outcomes and Seguin ISD's Balanced Scorecard.

#### 5. Adjourn

The meeting adjourned at 8:26 p.m.

# Minutes of Special Meeting

## The Board of Trustees

### Seguin ISD

---

A Special Meeting of the Board of Trustees of Seguin ISD was held Friday, March 12, 2021, beginning at 12:00 PM by video and telephone conference.

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

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

Absent: Ben Amador

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

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 12:04 p.m. and a quorum was established.

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

C. The pledges were led by Mrs. Thomas-Jimenez, followed by a moment of silence.

#### 2. Audience with the Board

No one signed up to address the Board.

#### 3. Closed Session: The Board went into closed session at 12:05 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 Athletic Director/Head Coach at Seguin High School

#### 4. Open Session: The Board reconvened at 12:31 p.m.

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

A. Possible Action to Select Athletic Director/Head Coach at Seguin High School

Mrs. Moreno moved, seconded by Ms. Duncan to select Coach Craig Dailey as Athletic Director/Head Coach at Seguin High School.

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

**Nays: None**

**5. Adjourn**

Mr. Jenkins moved, seconded by Mrs. Moreno to adjourn the meeting. The meeting adjourned at 12:36 p.m.

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

**Nays: None**

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Secretary/March 30, 2021

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President/March 30, 2021

**ACTION ITEM:**

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

**RECOMMENDATION:**

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

Current	\$	8,339,538
Delinquent		68,646
Penalty and Interest		58,921
Total Monthly Collections	\$	<u>8,467,105</u>
Total Tax Collections Year to Date	\$	<u>47,238,508</u>
Delinquent Tax Levy		2,821,481
Percent Collected through February 2021		56.27%
Percent of Tax Levy Collected last year		49.42%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 03/30/21

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

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for February 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 February 28, 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: 03/30/21  
(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**  
**February 2021**

	Budget				Actual			Budget Remaining	
	February 1, 2021	Proposed Amendment(s)		February 28, 2021	February 1, 2021	Current Month	February 28, 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	26,760,514	5,817,688	32,578,202	2,892,785
Property Taxes-Delinquent	261,853	261,853	-	-	261,853	846,607	50,800	897,407	-
Property Taxes-Penalty & Interest	-	-	-	-	-	224,900	42,716	267,616	-
Interest Income	730,000	730,000	-	-	730,000	37,939	4,114	42,053	687,947
Other Local Income	456,000	456,000	-	-	456,000	191,607	13,031	204,638	251,362
State	30,299,547	30,374,547	-	-	30,374,547	14,834,404	333,170	15,167,574	15,206,973
Federal	967,000	967,000	-	-	967,000	122,366	48,268	170,633	796,367
<b>REVENUE</b>	<b>68,185,387</b>	<b>68,260,387</b>			<b>68,260,387</b>	<b>43,018,337</b>	<b>6,309,786</b>	<b>49,328,123</b>	<b>19,835,433</b>
<b>EXPENSE</b>									
11 - Instruction	37,185,280	39,605,988	-	(148,753)	39,457,235	16,863,338	3,028,445	19,891,782	19,565,453
12 - Instructional Resources & Media Svcs	1,052,175	1,186,569	-	-	1,186,569	534,465	76,150	610,615	575,954
13 - Curr & Instructional Staff Development	1,044,285	988,051	-	(67,750)	920,301	395,785	57,170	452,954	467,347
21 - Instructional Leadership	1,926,823	1,785,585	-	93,669	1,879,254	935,468	157,782	1,093,250	786,004
23 - School Leadership	4,872,005	5,018,875	-	(134,857)	4,884,018	2,553,851	389,008	2,942,860	1,941,158
31 - Guidance & Counseling Services	2,533,507	2,791,547	-	16,275	2,807,822	1,272,966	292,392	1,565,358	1,242,464
32 - Social Work Services	526,791	549,791	-	-	549,791	318,092	52,552	370,643	179,148
33 - Health Services	620,656	654,156	-	113,686	767,842	321,650	60,380	382,030	385,812
34 - Student Transportation	3,053,895	3,114,895	-	(47,237)	3,067,658	1,578,491	195,536	1,774,027	1,293,631
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,071,617	2,123,781	-	(1,000)	2,122,781	1,012,701	129,287	1,141,988	980,793
41 - General Administration	2,294,166	2,324,209	-	-	2,324,209	1,262,492	159,521	1,422,013	902,196
51 - Plant Maintenance & Operations	6,714,399	6,947,925	-	(17,000)	6,930,925	3,797,225	443,082	4,240,307	2,690,618
52 - Security & Monitoring Services	495,287	575,487	-	175,500	750,987	428,542	62,137	490,679	260,308
53 - Data Services	1,713,481	1,729,481	-	17,467	1,746,948	1,095,901	92,430	1,188,331	558,617
61 - Community Services	78,762	81,382	-	-	81,382	28,977	3,861	32,839	48,543
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	299,268	155,708	454,976	140,349
<b>EXPENSE</b>	<b>66,778,454</b>	<b>70,767,047</b>			<b>70,767,047</b>	<b>33,393,213</b>	<b>5,355,439</b>	<b>38,748,653</b>	<b>32,018,394</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ 1,406,933</b>	<b>\$ (2,506,660)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,506,660)</b>	<b>\$ 9,625,124</b>	<b>\$ 954,347</b>	<b>\$ 10,579,470</b>	<b>\$ (12,182,961)</b>
Other Sources	-	-	-	-	-	-	281,968	281,968	
Other Uses	-	-	-	-	-	-	-	-	
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 281,968</b>	<b>\$ 281,968</b>	
<b>RESULT OF ACTIVITIES</b>	<b>\$ 1,406,933</b>	<b>\$ (2,506,660)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,506,660)</b>	<b>\$ 9,625,124</b>	<b>\$ 1,236,314</b>	<b>\$ 10,861,438</b>	

Additional Information to the Reader			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			<b>PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):</b>
20 - 21 Beginning Unassigned Fund Balance (Audited)	\$ 29,802,591		Amended Budget Expense (official test will use actuals at year end)
20 - 21 Actual Year to Date Revenue Over/(Under) Expense	\$ 10,579,470		Less: Fund Balance Assignments (Non-Operating Expenses)
20 - 21 Actual Year to Date Other Sources and Uses	281,968		Distance learning initiative: tablets, software, wifi access (6/16/20)
20 - 21 Budget Remaining Revenue Over/(Under) Expense	\$ (12,182,961)		Bulk tech. purchase through ESC 4 (8/3/20)
			One-Time incentive payment to all employees (12/15/20)
			SHS Ag Dept. vehicle replacement (19-20 R.F.-1/19/21)
			Middle school mariachi uniforms (19-20 R.F.-1/19/21)
			District-wide library book replacement (19-20 R.F.-1/19/21)
			Compensatory Special Education Services (19-20 R.F.-1/19/21)
			Destination Imagination Travel (19-20 R.F.-1/19/21)
			District-wide time-clock implementation (19-20 R.F.-1/19/21)
			Maintenance vehicle and equip. (19-20 R.F.-1/19/21)
			Distance learning wifi access and hotspots (19-20 R.F.-1/19/21)
			SHS technology infrastructure (19-20 R.F.-1/19/21)
			20-21 QZAB payment (paid 8/1/20, annual pmt #: 4 of 15)
			Real property auction purchase for Ball campus (10/6/20)
			80 hours of Emergency Paid Sick Leave (EPSL) for 20-21
			Truancy and dropout prevention software (TDPS) update
20 - 21 Estimated Year End Result of Activities	\$ (1,321,523)		
* 20 - 21 Estimated Ending Unassigned Fund Balance (Unaudited)	\$ 28,481,068		
			Total Non-Operating Expenses
			20 - 21 Budgeted Operating Expense (official test will use actuals at year end)
			25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)
			20 - 21 Minimum Unassigned Fund Balance
			* 20 - 21 Estimated Ending Unassigned Fund Balance (Unaudited)
			Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement

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

Budget Report - Attachment 1  
30-Mar-2021

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

	Budget					Actual			Budget Remaining
	Adopted Budget	February 1, 2021	Proposed Amendment(s)		February 28, 2021	February 1, 2021	Current Month	February 28, 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	623	16	639	19,361
Other Local Income	771,000	771,000	-	-	771,000	53,536	9,770	63,306	707,694
State	70,000	70,000	-	-	70,000	337,155	-	337,155	-
Federal	3,914,000	3,914,000	-	-	3,914,000	1,842,083	581,695	2,423,778	1,490,222
<b>REVENUE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>2,233,397</b>	<b>591,480</b>	<b>2,824,878</b>	<b>2,217,277</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	1,989,720	396,338	2,386,058	2,378,442
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	5,638	495	6,134	3,866
52 - Security & Monitoring Services	500	500	-	-	500	353	44	397	103
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>1,995,711</b>	<b>396,877</b>	<b>2,392,589</b>	<b>2,382,411</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>237,686</b>	<b>194,603</b>	<b>432,289</b>	<b>(165,134)</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>237,686</b>	<b>194,603</b>	<b>432,289</b>	<b>(165,134)</b>

Additional Information to the Reader			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
<i>20 - 21 Beginning Fund Balance (Audited)</i>			
Unassigned	\$	736,148	
Non Spendable-Inventory	\$	21,256	
Total 20 - 21 Beginning Fund Balance (Audited)	\$	757,404	
20 - 21 Actual Year to Date Revenue Over/(Under) Expense	\$	432,289	
20 - 21 Actual Year to Date Other Sources and Uses	\$	-	
20 - 21 Budget Remaining Revenue Over/(Under) Expense	\$	(165,134)	
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  
February, 2021

Budget Report - Attachment 1  
30-Mar-2021

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

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

	Budget				Actual			Budget Remaining		
	Adopted Budget	February 1, 2021		February 28, 2021		February 1, 2021	Current Month		February 28, 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	10,550,892	2,521,850	13,072,742	304,260	
Property Taxes-Delinquent	135,496	135,496	-	-	135,496	312,189	17,846	330,035	-	
Property Taxes-Penalty & Interest	-	-	-	-	-	76,301	16,205	92,506	-	
Interest Income	-	-	-	-	-	8,184	252	8,436	-	
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>11,125,357</b>	<b>2,556,153</b>	<b>13,681,509</b>	<b>304,260</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	3,578,864	12,078,475	1,434,023	
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>3,578,864</b>	<b>12,078,475</b>	<b>1,434,023</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>2,625,745</b>	<b>(1,022,711)</b>	<b>1,603,034</b>	<b>\$ (1,129,763)</b>	
Other Sources	-	-	-	-	-	-	-	4,934		
Other Uses	-	-	-	-	-	-	-	-		
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,934.13</b>		
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>2,625,745</b>	<b>(1,022,711)</b>	<b>1,607,969</b>		

<b>Additional Information to the Reader</b>	
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>	
20 - 21 Beginning Fund Balance (Audited)	
Total 20 - 21 Beginning Fund Balance (Audited)	\$ 11,017,436
20 - 21 Actual Year to Date Revenue Over/(Under) Expense	\$ 1,603,034
20 - 21 Actual Year to Date Other Sources and Uses	\$ 4,934
20 - 21 Budget Remaining Revenue Over/(Under) Expense	<u>\$ (1,129,763)</u>
20 - 21 Estimated Year End Result of Activities	\$ 478,206
<b>20 - 21 Estimated Ending Fund Balance (Unaudited)</b>	<u><u>\$ 11,495,642</u></u>

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

Budget Report - Attachment 1  
30-Mar-2021

Revenues:

Total Revenue Increase (Decrease) \$           -

Expenditures:

Total Expenditures Increase (Decrease) \$           -

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

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

**RATIONALE:** A Request for Proposals (RFP#: 21-01) was issued on August 7, 2020 for Vehicle Maintenance, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the two responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents will be added to the list of approved vendors for this RFP: Andy's Auto & Bus Air, Inc. and Buck's Wheel & Equipment Co. 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

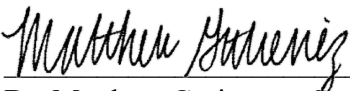
**PAPERWORK IMPACT:** None

**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 Operations Officer  
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: 03/30/21

**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
Andy's Auto & Bus Air, Inc.	Bus and auto parts and services	<b>Y</b>
Buck's Wheel & Equipment Co	Bus and truck parts and services	<b>Y</b>

**Note:**

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

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

**ACTION ITEM:** **Approval of District-Wide 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 two responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents will be added to the list of approved vendors for this RFP: RAC, Inc, and The Koehler Company. 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.

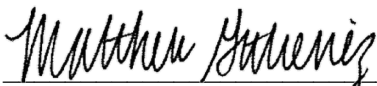
**REFERENCE and COMPLIANCE:** CH(LEGAL) and CH(LOCAL) Purchasing and Acquisition

**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:  Date Submitted: 03/30/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT**  
**VENDOR RECOMMENDATION FORM**

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

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

**ISSUING DEPARTMENT(S):** MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
RAC, Inc	Elevator and escalator inspections	<b>Y</b>
The Koehler Company	Construction, renovations, repairs, millwork and install services	<b>Y</b>

**Note:**

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

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

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

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

**RATIONALE:** A Request for Proposals (RFP#: 21-05) was issued on August 7, 2020 for Special Education Services. The bid was competitively solicited in compliance with Board Policy. Of the two responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents will be added to the list of approved vendors for this RFP: Reyna Hernandez and Maxim Healthcare Staffing Services, 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.

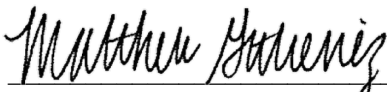
**REFERENCE and COMPLIANCE:** CH(LEGAL) and CH(LOCAL) Purchasing and Acquisition

**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  
Halcey Dean, Director of Matador Special Services  
Jennifer Raske, Purchasing Coordinator

Submitted by: \_\_\_\_\_ Date Submitted: 03/30/21  
(Signature)   
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT**  
**VENDOR RECOMMENDATION FORM**

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

VENDOR	SERVICES PROVIDED	Recommended
Reyna Hernandez	Speech Language Pathology Services	<b>Y</b>
Maxim Healthcare Staffing Services, Inc	School-based health services, therapists, pathologists	<b>Y</b>

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

- Required documents were completed by the respondent
- Experience
- Goods and/or services meet District needs

**ACTION ITEM:**

**Adopt the Board Resolution Extending Depository Contract for Funds of Independent School Districts Under Texas Education Code, Chapter 45, Subchapter G, School District Depositories**

**RECOMMENDATION:**

That the Board approve the resolution to extend the depository contract with First Commercial Bank, N.A. for the biennium July 1, 2021 through June 30, 2023.

**RATIONALE:**

Texas Education Code Subchapter G, Section 45.204, allows a school district to extend its depository contract for three (3) additional two-year terms if: the district did not file an extension in the three previous bienniums and, the district and the depository bank agree to extend the current depository contract with or without changes to the contract if both the district and bank mutually agree to the existing and/or new terms.

The Seguin Independent School District qualifies for the extension provisions and has mutually agreed to contractual terms with First Commercial Bank, N.A. To extend the term of the depository contract, the district and depository bank must execute the Board Resolution Extending Depository Contract for Funds of Independent School Districts, attached.

The Seguin Independent School District has worked with First Commercial Bank, N.A. for the last ten (10) years. District Administration feels the services provided by First Commercial Bank are comprehensive, consistent, and competitively priced. The Business Department thus recommends that the Board of Trustees approve the Resolution to extend the depository contract with First Commercial Bank, N.A.

**REFERENCE and COMPLIANCE:**

BDAE (LEGAL) and BDAE (LOCAL) Officers and Officials Duties and Requirements of Depository

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

Funds are provided in the General Operating Fund.

**EXHIBITS:**

Resolution

**RESOURCE PERSONNEL:**

Anthony Hillberg, Chief Financial Officer, CPA, CTSBO

Submitted by:



Date Submitted: 03/30/21

(Signature)

Dr. Matthew Gutierrez, Superintendent

(Name)

1221 E. Kingsbury St., Seguin, TX 78155

(Address)

(830) 401-8614

(Telephone)

**Board Resolution Extending Depository Contract for Funds  
Of Independent School Districts Under Texas Education Code,  
Chapter 45, Subchapter G, School District Depositories**

Resolved by the \_\_\_\_\_ Seguin Independent School District Board of Trustees \_\_\_\_\_ that:  
*Board of Trustees*

\_\_\_\_\_ First Commercial Bank, N.A. \_\_\_\_\_ located at \_\_\_\_\_ Guadalupe \_\_\_\_\_  
*(Name of Depository Bank) (Name of County)*

County, State of Texas, being a bank as defined in section 45.201 of the Texas Education Code, and \_\_\_\_\_ Seguin Independent School District \_\_\_\_\_ (CDN: 094901) agree to extend this depository  
*(Name of District)*

contract pursuant to Texas Education Code Section 45.205, for an additional two-year term from \_\_\_\_\_ 07/01/2021 \_\_\_\_\_, through \_\_\_\_\_ 06/30/2023 \_\_\_\_\_. Under Texas Education Code Section 45.205(b), a school district and the district's depository bank may agree to extend a depository contract for three additional two-year terms. The extension constitutes the parties' \_\_\_\_\_ first \_\_\_\_\_ two-year term.  
*(first, second, third)*

Furthermore, under Texas Education Code Section 45.205(c), the contract term and any extension must coincide with the school district's fiscal year.

AGREED AND ACCEPTED on behalf of \_\_\_\_\_ Seguin Independent School District \_\_\_\_\_  
*Name of District*

this the \_\_\_\_\_ 30th \_\_\_\_\_ day of \_\_\_\_\_ March \_\_\_\_\_, \_\_\_\_\_ 2021 \_\_\_\_\_.

\_\_\_\_\_  
*Signature of President of School Board*

AGREED AND ACCEPTED on behalf of Depository this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ 2021 \_\_\_\_\_.

\_\_\_\_\_  
*First Commercial Bank, N.A.  
Typed Name of Depository*

\_\_\_\_\_  
*Signature of Authorized Bank Officer*

\_\_\_\_\_  
*Title of Authorized Bank Officer*

**Acknowledgement**

Acknowledged before me in \_\_\_\_\_ County, Texas, on \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_, bank officer of the Depository named in the preceding document, for the Depository.

\_\_\_\_\_  
*Signature of Notary*

(SEAL)

Notary Public in and for \_\_\_\_\_  
County, Texas

**ACTION ITEM:** **Consideration and Approval of School Health Advisory Council Annual Report, SHAC Goals and Committee Members**

**RECOMMENDATION:** Recommended that the Board of Trustees approve annual SHAC report and appointment of SHAC membership roster.

**RATIONALE:** Texas Education Code Chapter 28, Section 28.004 requires school boards to appoint a minimum of 5 members to the School Health Advisory Council. The majority of the members appointed must be parents who are not employed by the district. One appointed member must serve as the chair or co-chair of the council.

In addition, the board of trustees is required to receive annually a written report on SHAC recommendations and activities for the past year.


**REFERENCE and COMPLIANCE:** EHAA (LEGAL) Basic Instructional Program, Required Instruction (All Levels)

**PAPERWORK IMPACT:** Routine paperwork is required in the updating of the policy manuals.

**BUDGET IMPACT/ INFORMATION:** No significant impact.

**EXHIBITS:** Exhibit 1- 2020 SHAC Annual Report  
Exhibit 2- 2021 SHAC Membership Roster

**RESOURCE PERSONNEL:** Pete Silvius, Director of Whole Child Initiatives

Submitted by:  Date Submitted: 03/30/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**Seguin ISD  
School Health Advisory Council  
2020 Annual Report**

The Seguin ISD SHAC is coordinated by co-chairs Mark Dibble (Parent) and Kristen Mueller (Staff).

The SHAC has three standing sub-committees-

**Social- Emotional Health-** Allison Willemin (Chair)  
**Physical Activity and Nutrition-** Ken Heebner (Chair)  
**SHAC Governance-** Luis Moreno (Chair)

Ongoing SHAC goals-

- 1.) Promote student nutrition**
- 2.) Increase opportunities and access to physical activity for all students, staff and community.**
- 3.) Increase parental/community involvement to include support of coordinated school health and the SHAC.**
- 4.) Educate the whole child with health and wellness at the center of academic achievement.**

Notable achievements of 2020-

**SHAC provided input and support for SISD Covid-19 response plans-**

The SHAC participated in reviews and updates on district Blueprint plans related to Covid-19 response procedures and protocols.

**(SHAC Goal 3, 4)**

**SHAC supports the efforts of the Child Nutrition Department out of school meal service-**

The SHAC continues to support and applaud the efforts of the Child Nutrition Department to serve the needs of our students through increased meal service opportunities during the Covid-19 pandemic.

**(SHAC Goal 1, 3, 4)**

**Triennial Assessment of the Wellness Plan-**

Efforts continue to support the Child Nutrition Department with a Triennial Assessment of our Wellness Plan.

**(SHAC Goal 1, 2, 3, 4)**

**SHAC membership**

The SHAC welcomed a few new members and looks forward to their continued participation.

**(SHAC Goal 3)**

**2021- School Health Advisory Council Members recommended for appointment:**

<b>Name</b>	<b>Position</b>	<b>Representation</b>
Mark Dibble	Co-Chair	Parent
Kristin Mueller	Co-Chair	SISD
Trayson Willemin	Member	Parent
Luis Moreno	Member	Parent
Ken Heebner	Member	Parent
Carmen Davila	Member	Parent
Jennifer Lankford	Member	Parent
Lisa Burns	Member	Parent
Alyson Kirchner	Member	Parent
Kirsten Legore	Member	Parent
Megan Schwartzkopt	Member	Community
Morgan Luna	Member	Community
Amy Alston	Member	Community
Michelle Meehan	Member	Community
Charla Bading	Member	Community
Sarah Anderson	Member	Community
Allison Willemin	Member	SISD

**Nonvoting SISD advisory members-**

Pete Silvius	Facilitator	SISD
Jacob Galvan	Member	SISD



**ACTION ITEM:** **Consideration of Approval of Inter-local Agreements with the City of Seguin for the Summer Day Camp**

**RECOMMENDATION:** That the Board of Trustees approves inter-local agreement with the City of Seguin for the Facility Use for the 2021 summer day programs.

**RATIONALE:** This agreement allows the City of Seguin to operate a summer day camp program using District facilities. The program has operated successfully for over twenty years. The District provides gym, playground, cafeteria and storage space. This Agreement shall expire on the last day before school starts in August 2021.

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

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

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

**EXHIBITS:** Inter-local Agreement

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

Submitted by: Matthew Gutierrez Date Submitted: 03/30/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

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

It is agreed that the City of Seguin, Texas (hereinafter "CITY") and Seguin Independent School District (hereinafter "SISD") do hereby agree to provide the Just for Kids Summer Day Camp program (hereinafter "**Day Camp**") on the following terms and conditions:

PREAMBLE

**Whereas**, this agreement is made under the authority granted by and pursuant to Chapter 791 of the Texas Government Code; and

**Whereas**, the purpose of this agreement is to continue the CITY'S operation of the Day Camp within selected SISD facilities; and

**Whereas**, the CITY is responsible for the management of the Day Camp to be implemented at Saegert or an alternately available campus; and

**Whereas**, SISD is providing activity space and storage space, bus transportation; and

**Whereas**, the governing bodies of each party find that the Day Camp described in this agreement is necessary for the public, and that each party has the legal authority to provide or perform the functions and services contemplated by this Agreement, and that the provisions or performance of such functions and services is in the common interest of the parties hereto; and

**Therefore**, consideration of mutual promises set forth herein, including the recitation set forth above, the parties agree as follows:

AGREEMENT

ACCORDINGLY, the parties agree as follows:

I. BASIC SERVICES

A. CITY shall provide the following:

1. Camp Counselors to supervise and conduct activities for enrolled children from 6 through 11 years of age;
2. Training for all camp counselors, including training in first-aid, CPR and security/safety;
3. Recreational supplies for games and activities and first-aid supplies;
4. Reimbursement to SISD for bus transportation cost.

B. SISD shall provide the following:

1. Gym, cafeteria, walking track, restrooms, tennis courts/basketball goals, and classrooms;
2. Storage space for program supplies;
3. Bus transportation to scheduled field trips (contracted service).

II. FUNDING AND COSTS

- A. CITY shall pay all customary and usual out-of-pocket costs and expenses incurred in the normal operation of the Day Camp; however, in no event shall SISD be liable for any expense other than that incurred in providing the facilities, including the cost of electricity. Each party paying for functions or services shall make those payments from current revenues available to the paying party.
- B. The City shall pay to SISD 25% of the net revenue, if any, received by the City for the operation of the Day Camp. This payment will be made by March 31, 2022.

III. PERSONNEL

All volunteers and employees shall be given, and pass, a drug screen and a "criminal history check" before being allowed to begin any Day Camp duties.

IV. MISCELLANEOUS PROVISIONS

- A. This Agreement shall expire on the last day before school starts of August 2021. Either party may cancel it by giving 30 days written notice to the other party at their respective official address.
- B. Operation of the Day Camp at SISD facilities will begin on June 14, 2021 and continue through August 13, 2021. Day Camp counselors arrive before camp begins at 7:00 a.m. and will continue to be present through 5:30 p.m., the time that the Day Camp closes.
- C. It is agreed that neither Party waives any immunity, which it currently has or may obtain from liability and or suit.

**By entering this agreement, the parties do not create any obligation, express or implied, other than those set forth herein and this agreement shall not create any rights in third parties.**

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

By: \_\_\_\_\_  
*Superintendent-Seguin Independent School District*

By: \_\_\_\_\_  
*City Manager-City of Seguin*

**SISD/CITY OF SEGUIN COOPERATIVE PROGRAM**  
**2021 JUST FOR KIDS SUMMER DAY CAMP**

**Program Description:** The Just for Kids Summer Day Camp is offered for students ages 6-11. The Day Camp provides children the opportunity to participate in recreational games and sports, field excursions and tours.

There are eight (8) 1-week sessions that comprise the Day Camp schedule beginning June 14, 2021 and ending August 13, 2021 (with utilization of SISD facilities ending August 13, 2021). Camp staff arrives at 7:00 a.m. at a SISD cafeteria or gymnasium (Saegert cafeteria or gymnasium) and children are to be picked-up by 5:30 p.m.

**SISD Commitment to the Program:** As set forth in the Interlocal Agreement the SISD shall provide the following:

<b><u>Cost Projections to SISD:</u></b>	<b><u>2021</u></b> (Projection)	<b><u>2019</u></b> (Actual)
(A) Facility Usage (gym, cafeteria, walking track, classrooms, tennis courts/basketball goals, restrooms, storage space, cleaning supplies, and utility costs) (*40 days x \$300/day).....	\$12,000.00 (40 days)	\$12,000.00 (40 days)
(B) <b>Total</b> .....	<b>\$12,000.00</b>	<b>\$12,000.00</b>

**INFORMATION ITEM:**

**Information Regarding an Interlocal Agreement with Communities in Schools for Integrated Student Support Services**

**RECOMMENDATION:**

This purchase is formalized by an Interlocal Agreement for Integrated Student Support Services at a cost of \$118,750.00 for the final payment. The total cost is a reduction of \$23,500 from 2019-20's cost. The district has contracted with Communities in Schools since 2017. The renewed agreement will continue the integrated student support services at the 2019-20 served campuses.

**RATIONALE:**

Communities in Schools of South Central Texas (CIS) is a non-profit organization with a 24-year history of partnering with local school districts to provide integrated support services to students needing additional support to stay in school and achieve in life. The Texas Education Agency monitors the program performance of CIS.

The Interlocal Agreement, attached, is a continuation of the agreement approved by the School Board on July 25, 2017. The program will continue support services as follows: two site coordinators at Seguin High School, one site coordinator at each of the two Middle Schools, one site coordinator at Jefferson Elementary, and one site coordinator at Patlan Elementary.

**REFERENCE and COMPLIANCE:**

CH(LEGAL) and CH (LOCAL) Purchasing and Acquisition  
EHBC (LEGAL) Special Programs Compensatory/Accelerated Services  
FFB (LEGAL) Student Welfare Crisis Intervention

**BUDGET IMPACT / INFORMATION:**

Funds are provided by the General Operating Fund and Title Funds.

**EXHIBITS:**

Exhibit 1 - 2020-2021 Interlocal Service Agreement

**RESOURCE PERSONNEL:**

Nikki Bittings, Deputy Operations Officer  
Anthony Hillberg, CPA, Chief Financial Officer

Submitted by:



Date Submitted: 03/30/21

(Signature)

Dr. Matthew Gutierrez, Superintendent

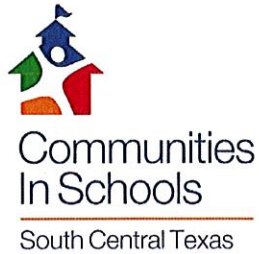
(Name)

1221 E. Kingsbury St., Seguin, TX 78155

(Address)

(830) 401-8614

(Telephone)



## SERVICE DELIVERY AGREEMENT

This Service Delivery Agreement, by and between the Seguin Independent School District (hereinafter referred to as SISD), and Communities In Schools of South Central Texas, Inc., (hereinafter referred to as CIS), sets out to establish the relationships and responsibilities of both parties in the implementation of a CIS program on the campuses of Seguin High School, Jim Barnes Middle School, A.J. Briesemeister Middle School, Jefferson Elementary School and Patlan Elementary School. Dr Matthew Gutierrez, Superintendent of SISD, and Christine Douglas, Chief Executive Officer of CIS, ratify and affirm the provisions, relationships and responsibilities set out herein by their execution of this Agreement.

WHEREAS it is the intent of all parties hereto to bring CIS resources onto campus settings to facilitate the academic and personal success of students who may be experiencing the effects of at-risk environments by providing the full range of CIS services to those students; and

WHEREAS it is the intent of all parties hereto to maintain a cooperative, interactive and supportive relationship among and between the parties for the benefit of students served;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties to this Service Delivery Agreement agree to the following:

- A. All parties hereto mutually agree as follows:
1. The term of this Service Delivery Agreement shall be from August 1, 2020 through July 31, 2021, and, upon annual evaluation and recommendation by both parties, extended for one additional calendar year beginning the first day of August, 2021. This Service Delivery Agreement may also be canceled by either party for any reason thirty days after written notification is provided to the other party. The decision to continue or terminate this Service Delivery Agreement will be made on or before June 15, of each year of this contract.
  2. CIS will follow national, state and local CIS policies and ethical standards for service provision under applicable State and local laws and will, in cases where written SISD or campus policies concerning service delivery are more restrictive than CIS policies, follow the written SISD or campus policy concerning student service delivery, except as otherwise herein noted or mutually agreed in writing.

3. CIS maintains and retains case management files on all assigned SISD students. These files contain all relevant data requisite to the case and to program criteria. National and State CIS requirements will be addressed. Case management files and/or information contained within such files will be exchanged among SISD and CIS professional staff on an "as needed" basis.
4. The CIS Site Coordinator, the direct supervisor, and the SISD school Principal shall proceed in a joint collaboration to ensure the successful operation of the CIS program. Communication among these entities will be ongoing, including scheduled meetings to address case management and other programmatic issues.
5. The Communities In Schools Site Coordinator, in consultation with the Principal at each SISD-CIS campus site, will develop a Student Support Plan for each school year, which will be referenced in the campus improvement plan for each respective SISD campus site. The CIS Student Support Plan will provide all parties with an outline of activities to be undertaken by CIS during the school year and will be based on the school-wide goals and needs of students and families.

B. CIS agrees to undertake the following:

1. CIS will provide two full time staff persons (campus Site Coordinator) and resources to Seguin High School, and one to each of the other mutually agreed upon SISD campus site, for the benefit of students. CIS staff members and any volunteers or part time staff of CIS will constitute a multi-disciplinary team in the provision of all CIS services. All staff will have the qualifications and training necessary to provide the services of the Communities In Schools program. State regulations regarding fingerprint criminal background checks will be followed.
2. CIS, under its Total Quality Standards and this Agreement, will provide to identified students a program of services which includes: a) Counseling and Supportive Guidance; b) Academic Enhancement Activities; c) Parental and Family Involvement Activities; d) Health Education and Social Service Referrals; e) Career Awareness Activities and College Engagement activities; and f) Educational Enrichment Opportunities. CIS staff should not be engaged in other duties (administrative, clerical, or otherwise) that would normally be assigned to SISD employees, without the approval of the CIS Chief Executive Officer. Site Coordinators will provide services to all the students in the school campus and will work intensively to provide direct services to between 75 and 150 students each.

The CIS model relies heavily upon a two-tiered approach: (i) *school-wide prevention services*, which are coordinated with campus administration to provide education and

tools to prepare youth and families to make healthy and informed decisions; and (ii) *early intervention services*, which consist of a thorough assessment of student behavior, attendance, and academic needs and strengths. The assessment can identify possible abuse, drug and alcohol use, family crisis, or mental health concerns. CIS staff members consult with school staff, parents, and school administration to identify youth that will benefit from additional support and engage those students in an individualized service plan. Occasional re-evaluation and re-assessment is conducted to monitor progress. The CIS framework does not rely solely on the skills of the Site Coordinator, but on accessing community resources that specialize in areas of grief and loss counseling, substance abuse, mental health assessment and services, and basic needs. CIS has working relationships with numerous community agencies and programs that collaborate to provide student and family support through schools.

3. All CIS Site Coordinators will be hired by CIS with the concurrence of the Campus Principal. All CIS personnel assigned to SISD campus sites remain employees of CIS and will receive direct supervision from their direct supervisor who is responsible for their performance and demeanor. Input from the Principal of the school campus will be obtained for the Site Coordinator's annual performance evaluation. Any questions or concerns regarding the performance of any CIS Site Coordinator should be directed as soon as possible to the Chief Program Officer or to the Supervisor assigned to the Site Coordinator.

All CIS personnel are subject to the rules, regulations and policies of the school site to which they are assigned, within the guidelines of applicable laws and licensing regulations. All grievances and disciplinary actions involving CIS employees will be processed in accordance with policies set forth in the CIS Board approved Personnel Policy manual. Performance evaluations of CIS staff will be completed by the CIS direct supervisor assigned and will include input from end of year evaluations completed by teachers, administrative school staff, and the Principal of the school site. Professional Liability insurance will be provided by CIS for each of its staff.

Salaries and benefits of all CIS personnel will be paid by Communities In Schools. All CIS personnel will work the days and hours expected of the school calendar for the district where they are assigned. Time and leave records will be maintained by the CIS Administrative office. CIS staff will be required to attend staff meetings of CIS away from their campus, once a month. Attendance at conferences and/or ongoing training will also be required but is not expected to exceed more than 6 days per year.

4. CIS will provide management, administrative, logistical and technical support to each campus as needed, to ensure the success of service delivery initiatives. The CIS Chief Program Officer, under the direction of the CIS Chief Executive Officer and the Board of Directors is responsible for oversight of CIS project activities.

CIS will provide office supplies, student supplies, printers, resources to be used with students, emergency student needs as available, and other needs to be used by CIS staff in the provision of CIS services on the campus.

5. CIS will confer with the school Principal and to appropriate legal authorities (as appropriate), situations presented to its staff which involve the following issues: a) Violation of SISD's Student Code of Conduct; b) Suicide threats; c) Violent behavior; d) Child abuse; e) Sexual abuse or harassment. CIS will assist in the resolution of any such case as requested to do so by the Principal. CIS will notify the appropriate SISD Counselor of any student with suicidal ideation to coordinate services and follow district policies.
6. CIS agrees to provide SISD with a copy of CIS's annual independent audit within one month following receipt of the audit report. The CIS Chief Executive Officer will be available to present two progress reports annually to the SISD Board of Trustees, as requested by the Superintendent.
7. CIS will provide SISD with service delivery data and performance outcomes, in October of each year, for the previous year, in a timely manner, following compilation of such data and ratification by the Texas Education Agency.
8. CIS agrees to reserve a position on the CIS Board of Directors for the Superintendent of SISD or her designee. The CIS Board of Directors meets every month on the third Tuesday of the month at 7:30 am. Every school district is encouraged to designate a liaison to attend board meetings to enhance communication and understanding of both parties.

C. SISD agrees to undertake the following:

1. SISD agrees to provide on each CIS-served school campus, office space for the Site Coordinator(s) which is appropriate for the provision of services to individual students and small groups of students and which allows for confidentiality. Phone service (including the phone instrument), a desktop computer with access to school district email accounts and to software that contains student information including grades, testing scores, etc., access to secure internet and access to copy machines are also needed to facilitate the efficient delivery of services.

2. SISD agrees to pay CIS the following amounts for Site Coordinators at the following campuses:

Seguin High School	\$42,500
Seguin High School Second Site Coordinator	\$25,000
A.J. Briesemeister Middle School	\$42,500
Jim Barnes Middle School	\$42,500
Jefferson Elementary School	\$42,500
Patlan Elementary School	\$42,500

The total amount of this payment for services rendered is \$237,500 which may be paid to CIS in one payment of \$237,500 on September 5, 2020 or in two payments of \$118,750 each on September 5, 2020 and March 5, 2021. Should this agreement be terminated during the specified time period according to agreed-upon terms listed under A-1, Page 1, CIS agrees to reimburse the remaining balance within one week of the termination date.

3. SISD agrees that the CIS campus Site Coordinator will be included as a part of the school administrative team in the provision of services to students. CIS Site Coordinators will not be asked to act as substitute teachers on the school campus.
4. In accordance with established policies of SISD and the Texas Education Agency, CIS professional staff will have access to relevant student data which may impact or demonstrate the effectiveness of CIS service delivery. Such information will remain confidential for all purposes.
5. SISD will include CIS as one of the resources in its District Improvement Plan and as agreed upon by the CIS Chief Executive Officer, as required by the Texas Education Agency.
6. SISD will inform the CIS Chief Executive Officer and Site Coordinators of all policy changes or developments which may affect the provisions of this Agreement and/or the effectiveness of CIS service delivery.
7. In accordance with established policies of Seguin ISD, the Texas Education Agency, and the Texas Education Code § 33.154(a)(7)(B), Seguin ISD will provide to CIS and its professional staff necessary student information and data for each student whose parent or legal guardian has authorized in writing that educational records be shared with CIS. Such information and data may include records regarding a student's academic achievement, promotion, attendance, disciplinary referrals, free/reduced price lunch status, or health-related information, in accordance with the written authorization obtained from the student's parent or legal guardian. Such information will remain confidential for all purposes.

This Service Delivery Agreement constitutes the full and total understanding and agreement of said parties, and any modifications, amendments or alteration hereof must be agreed in writing by all parties hereto.

This Agreement is and will be governed by the laws of the State of Texas.

IN WITNESS WHEREOF this Agreement is signed this 25 day of June, 2020.



\_\_\_\_\_  
Dr. Matthew Gutierrez, Superintendent  
Seguin Independent School District



\_\_\_\_\_  
Christine Douglas, Chief Executive Officer  
Communities In Schools of South Central Texas,  
Inc.

**INFORMATION ITEM:**      **Information Regarding the Purchase of Moving Services for Briesemeister Middle School from Move Solutions, LTD Through the BuyBoard Purchasing Cooperative**

**RECOMMENDATION:**      This purchase is through the BuyBoard Purchasing Cooperative reference #: 559-18 from Move Solutions, LTD at a cost of \$139,883.70. Move Solutions will provide labor, equipment, and transportation to move furniture and portables at Briesemeister Middle School over five phasing periods as construction and renovation progresses on the campus.

**RATIONALE:**      Move Solutions provides commercial moving services with over 30 years of experience both locally and nationally. 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 Capital Improvement (Bond) Fund.

**EXHIBITS:**      None

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

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

  
\_\_\_\_\_  
Date Submitted: 03/30/21  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

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

**RECOMMENDATION:** That the Board of Trustees acknowledge Public Information Act requests received since Feb. 11, 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:** Feb. 11-March 10, 2021 Public Information Act request roster

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

Submitted by: Matthew Gutierrez Date Submitted: 03/30/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) 830 401-8642

**Seguin ISD PIA requests received from Feb. 11-March 10, 2021**

<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
02/12/21 048	Ricky Marshall, Spectrum Lighting	Vendor/Contractor results for AJB project.	Completed 02/22/21	Document provided
02/25/21 049	Toni Winters, Guadalupe County Junior Mlss	Names and mailing addresses of all Seguin ISD female 11th graders.	In process	

**ACTION ITEM:**                    **Approval of the Proposed Attendance Boundary Zones for K-5 Campuses 2021**

**RECOMMENDATION:**        That the Board of Trustees approve the K-5 Campus attendance boundary zones as presented.

**RATIONALE:**                    An advisory committee composed of Board nominated members and members recommended by current elementary campus principals met to formulate the recommended attendance boundary zones. District staff were available as ad hoc members to provide requested information to the committee. The committee narrowed to two options at which time the community was invited to make comments and recommendations. The committee agreed that a hybrid map of the two options be created. The option presented takes into consideration the most current demographic projections as well as current enrollment information. This recommendation has also been presented during a board workshop. Following the board workshop, the proposed attendance zone maps were posted at every elementary campus, at the Central Office at Oak Park Mall, and on the Seguin ISD website.

**REFERENCE and COMPLIANCE:**        FDB (LEGAL)(LOCAL) Admissions, Intradistrict Transfers and Classroom Assignments; FD (LEGAL)(LOCAL) Admissions

**PAPERWORK IMPACT:**                    None

**BUDGET IMPACT/ INFORMATION:**                    None

**EXHIBITS:**                                Link to maps:  
<https://www.seguin.k12.tx.us/page/tech.elemboundaries>

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

Submitted by: Matthew Gutierrez                    Date Submitted: 03/30/21  
(Signature) \_\_\_\_\_  
(Name)        Dr. Matthew Gutierrez, Superintendent  
(Address)    1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**ACTION ITEM:** **Approval of School Calendar for 2021-2022 School Year**

**RECOMMENDATION:** That the Board of Trustees adopt the 2021-22 school calendar.

**RATIONALE:** The proposed school calendar was approved by the Superintendent's Teacher Communication Council following their monthly meeting on March 22, 2021.

The recommended calendar has 187 teacher contract days, 175 students instructional days and six intersession days.

Teachers return to duty on Aug. 9 and the first day of class is Monday, Aug. 16 (the first day of class at Ball ECC is Wednesday, Aug. 18).

Intersession days are Sept. 29-Oct. 1 and Feb. 2-4.

First semester district holidays include Labor Day (Sept. 6), Thanksgiving (Nov. 24-26) and Christmas Break (Dec. 20-Jan. 3). Second semester district holidays include Martin Luther King, Jr. Day (Jan. 17), Spring Break (March 14-18), Good Friday (April 15) and Memorial Day (May 30).

Staff development/planning/professional learning days during the school year include five days prior to the first day of school plus half days of Oct. 13, Nov. 3, Feb. 16, March 2 and April 20. Jan. 4 and Feb. 21 are teacher professional learning days/student holidays. The Oct. 8 and Nov. 22-23 in-service days serve as comp days for training.

Jan. 3 and June 3 are set as workdays following the end of the semesters.

An inclement weather teacher make-up day is Friday, June 3 and Monday, June 6.

**REFERENCE and COMPLIANCE:** EB (LEGAL)(LOCAL) School Year

**PAPERWORK IMPACT:** Printing of calendars

**BUDGET IMPACT/ INFORMATION:** The school calendars will be printed for distribution. Print cost is estimated to be approximately \$600.00.

**EXHIBITS:** TCC-approved calendar for 2021-22

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

Submitted by: Matthew Gutierrez Date Submitted: 03/30/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

# Seguin ISD 2021-2022 Calendar

Board Exhibit March 30, 2021

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5*	6*	7*	8*)	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2022						
S	M	T	W	T	F	S
1	2	3*	4*	5*	6*	7
8	9	10*	11*	12*	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7*	8*	9*	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2022						
S	M	T	W	T	F	S
			1	2	3	4M
5	6M	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**August**  
9-13 Staff In-Service Days  
16 First Day of School  
18 First Day of School at Ball ECC

**September**  
6 Labor Day District Holiday  
29-30 Intersession

**October**  
1 Intersession  
8 Fair Day Student Holiday/Staff Exchange Day  
13 Student Half Day/Staff In-Service

**November**  
3 Student Half Day/Staff In-Service  
22-23 Student Holidays/Staff Exchange Days  
24-26 Thanksgiving District Holiday

**December**  
20-31 Christmas Break District Holiday

**January**  
3-4 Student Holidays, Staff In-Service  
17 Dr. Martin Luther King, Jr. District Holiday

**February**  
2-4 Intersession  
16 Student Half Day/Staff In-Service  
21 Presidents' Day Student Holiday/Staff In-Service

**March**  
2 Student Half Day/Staff In-Service  
14-18 Spring Break

**April**  
15 Good Friday District Holiday  
20 Student Half Day/Staff In-Service

**May**  
30 Memorial Day District Holiday

**June**  
2 Last Day of School  
3 Staff In-Service  
4, 6 Teacher Inclement Weather Make Up Day

- Key**
- Student Holiday, Staff In-Service Days
  - ^ Student Half Day/Staff In-Service
  - Intersession
  - District Holiday
  - \* STAAR/EOC Testing
  - e Staff Exchange Day
  - ( ) Begin/End Semester & 6 weeks (6-12)
  - [ ] Begin/End Semester & 9 weeks (PK-5)
  - M Teacher Inclement Weather Make Up Day

Student instructional days: 80 first semester,  
95 second semester, 175 total  
Teacher contract days: 88 first semester,  
99 second semester, 187 total

**ACTION ITEM:** **TEA Instructional Materials Adoption**

**RECOMMENDATION:** That the Board of Trustees adopts the instructional materials as outlined in the Instructional Materials Adoption List. The final selection must be recorded in the Board minutes.

**RATIONALE:** The State Board of Education (SBOE) issued Proclamation 2021 in June 2019 and amended in January 2020. Proclamation 2021 includes instructional materials for the following courses: Pre-Kindergarten (English and Spanish).

The instructional materials adopted under this proclamation are scheduled to be implemented beginning in the 2021-2022 school year. Adopted materials are eligible for purchase with funds from the HB 3 Early Education Allotment and will be ordered by school districts and open-enrollment charter schools through the Texas Education Agency’s (TEA) Educational Materials (EMAT) system.

The teachers in these areas provided feedback and instructional materials were available for public comment and Board review as part of the adoption process.

**REFERENCE and COMPLIANCE:** EF (Legal) and (Local) and EFA (Legal); TEC §31.022; 19 Administrative Code 66  
Strategic Priority 1.2 - Build an aligned viable curriculum that will yield innovative and engaging classroom experiences.

**PAPERWORK**

**IMPACT:** Place order through the TEA Educational Materials (EMAT) system.

**BUDGET IMPACT/ INFORMATION:**

HB3 - Early Education Allotment


**EXHIBITS:**

Instructional Materials Adoption List

**RESOURCE PERSONNEL:**

Mark Cantu, Chief Academic Officer  
Dr. Allison Willemin, Assistant Director of Secondary Education and Literacy  
Andrea Jaramillo, Director of Elementary and Multilingual Education

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

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

Date Submitted: 03/30/21

<b>SAVVAS Pre-K Essentials Package (English)</b>	
<p>Per classroom set:</p> <p>9 Theme Kits  Theme 1: Hello, School!; Theme 2: Marvelous Me; Theme 3: Look Outside; Theme 4: Taking Care;  Theme 5: Everyday Helpers; Theme 6: From Farm to Table; Theme 7: On the Go; Theme 8: Animals  All Around; Theme 9: Earth Moon and Sky  Each kit includes: Teacher Guide; Wordless Experience Book; 5x5 Activity Cards; Read More About  It Big Book; Big Books and Little Books; 4 Trade Books per Theme; Vocabulary Cards; Talk More  About It Cards; Sing, Rhyme, and Shout Activity Cards; Manipulatives</p> <p>1 Teacher Toolkit  Professional Learning Guide; Assessment Guide; Ask Us About Poster; Mood Meter Poster; Set of  Center Signs; Set of Map Mats; Set of Picture Cards; Set of Social-Emotional Learning Cards; Set of  Alphabet Cards</p> <p>Digital Access  <i>Unite for Literacy</i> Digital Library; <i>Javi's Whirly World</i> Digital Games; Family Engagement Portal; All  Print Resources; SCOUT Observational Assessment App; Online Manipulatives</p> <p>Additional Resources:  Editable Weekly Plans; Family Letters; Patterns; Holidays and Special Day activity sets; Volunteer  letters; Celebration Notes: Levels Readers</p>	
	<b>\$2,997.00</b>
17 Sets	<b>\$50,949.00</b>
<b>SAVVAS Pre-K Essentials Package (Spanish)</b>	

<p>Per classroom set:</p> <p>9 Theme Kits  Theme 1: Hello, School!; Theme 2: Marvelous Me; Theme 3: Look Outside; Theme 4: Taking Care;  Theme 5: Everyday Helpers; Theme 6: From Farm to Table; Theme 7: On the Go; Theme 8: Animals  All Around; Theme 9: Earth Moon and Sky  Each kit includes: Teacher Guide; Wordless Experience Book; 5x5 Activity Cards; Read More About  It Big Book; Big Books and Little Books; 4 Trade Books per Theme; Vocabulary Cards; Talk More  About It Cards; Sing, Rhyme, and Shout Activity Cards; Manipulatives</p> <p>1 Teacher Toolkit  Professional Learning Guide; Assessment Guide; Ask Us About Poster; Mood Meter Poster; Set of  Center Signs; Set of Map Mats; Set of Picture Cards; Set of Social-Emotional Learning Cards; Set of  Alphabet Cards</p> <p>Digital Access  <i>Unite for Literacy</i> Digital Library; <i>Javi's Whirly World</i> Digital Games; Family Engagement Portal; All  Print Resources; SCOUT Observational Assessment App; Online Manipulatives</p> <p>Additional Resources:  Editable Weekly Plans; Family Letters; Patterns; Holidays and Special Day activity sets; Volunteer  letters; Celebration Notes: Levels Readers</p>	<b>\$3,597.00</b>
4 Sets	<b>\$14,388.00</b>
<b>Grand Total:</b>	<b>\$65,337.00</b>

# Proclamation 2021

# Adoption Recommendation

Seguin ISD Board Meeting  
March 30, 2021

# Proclamation 2021

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

# Proclamation 2021

## Instructional Materials for Seguin ISD

### Pre-K Materials

English

Spanish

# Proclamations

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

# Proclamation 2021 Committees

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

# Instructional Materials Cost

Instructional Materials	Resource Type(s)	Adoption Cost
Three Cheers for Pre-K (SAVVAS)	Online and print	<b>\$50,949.00</b>
Uno, Dos, Tres Prekinder! (SAVVAS)	Online and print	<b>\$14,388.00</b>
	<b>Total:</b>	<b>\$65,337.00</b>

**ACTION ITEM:** **Missed School Day Waiver**

**RECOMMENDATION:** That the Board of Trustees approve the request to apply for missed school day wavier for February 16-19, 2021.

**RATIONALE:** The Missed School Day Waiver applies to complete campus/district closure when no instruction is provided. Missed school day waivers granted for this specific storm do not apply to the 4,200- minute waiver cap nor will require the use of banked minutes for the required 75,600 minutes of student instruction. Seguin ISD is seeking a waiver for the missed schools days of February 16, 17, 18 and 19, 2021. Seguin ISD was experiencing hazardous weather that would not allow for safe travel as well as rolling blackouts across the county. Seguin ISD had to shut off water at campuses during the week to repair busted water lines Seguin ISD serves a 365 square mile area with multiple utility districts. There were water and power issues across the area that continued into the weekend.

**REFERENCE and COMPLIANCE:** FEB (LEGAL) Attendance, Attendance Accounting  
BF (LEGAL) Board Policies  
EB (LEGAL) School Year

**PAPERWORK IMPACT:** None

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** None

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

Submitted by: Matthew Gutierrez Date Submitted: 03/30/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**ACTION ITEM:**                    **Consideration and Approval of the Resolution for Texas Association of School Boards Superintendent of the Year Nomination**

**RECOMMENDATION:**    Recommend that the Board of Trustees approve the Resolution for Texas Association of School Boards (TASB) Superintendent of the Year Nomination.

**RATIONALE:**                    A district may nominate their superintendent for the TASB Superintendent of the Year Nomination.

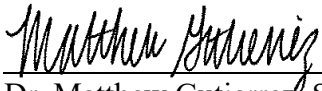
**REFERENCE and COMPLIANCE:**    None

**PAPERWORK IMPACT:**                    No significant impact.

**BUDGET IMPACT/ INFORMATION:**                    No significant impact.

**EXHIBITS:**                                    Board Resolution

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

Submitted by:                                        Date Submitted: 03/30/21  
    (Signature)                    Dr. Matthew Gutierrez, Superintendent  
    (Name)                         1221 E. Kingsbury St., Seguin, TX 78155  
    (Address)                      (830) 401-8614  
    (Telephone)



**Board of Trustees**

Cinde Thomas-  
Jimenez  
President  
District 3

Carl Jenkins  
Vice-President  
District 1

Glenda Moreno  
Secretary  
District 7

Alejandro Guerra  
District 2

Linda Duncan  
District 4

Denise Crettenden  
District 5

Benito Amador  
District 6

**Superintendent**

Dr. Matthew Gutierrez

1221 E. Kingsbury St  
Seguin, TX 78155

830-372-5771

www.seguinisd.net

**Resolution**

**Texas Association of School Boards  
Superintendent of the Year**

The Seguin Independent School District Board on this date, March 30, 2021, resolved to nominate Dr. Matthew Gutierrez, Superintendent of Schools, for his exemplary and visionary leadership toward improving student performance in our schools.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

School Board President

**ACTION ITEM:** **Consider Appointing a Budget Committee for the Board of Trustees**

**RECOMMENDATION:** That the President of the Board of Trustees appoint a budget committee consisting of no more than three Trustees.

**RATIONALE:** The budget committee will receive preliminary information and updates from the Business Department during the development of the 2021-22 proposed budgets for the General Operating, Child Nutrition, and Debt Service funds. The function of the committee shall be fact finding, deliberative, and advisor, but not administrative. The committee will dissolve upon adoption of the 2021-22 budget. The Budget Committee members for the prior year were Trustees Amador, Jenkins, and Moreno.

**REFERENCE and COMPLIANCE:** BAA (LEGAL) Board Legal Status Powers and Duties, BDB (LEGAL) and BDB (LOCAL) Board Internal Organization Internal Committees

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** None

**EXHIBITS:** None

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

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



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

Date Submitted: 03/30/21

**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
Berry, Jordan	Jefferson Elementary	3/1/2021
Bettters, Dena	Jefferson Elementary	3/2/2021
Buie, Kemesheia	Seguin High School	2/23/2021
Kouhana, Hilary	Seguin High School	3/1/2021

**FOR BOARD’S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**Bush, Travis, Seguin High School, effective 3/2/2021**

Coach Bush, Athletic Director/Head Coach, has resigned to accept a position with Comal ISD.

Coach Bush has 4 years with Seguin ISD.

**Cuevas, Marco, AJB Middle School, effective 3/12/2021**

Mr. Cuevas, Art Teacher, has resigned due to personal reasons.

Mr. Cuevas has 11 years with Seguin ISD.

**Gillentine, Allison, DAEP, effective 2/26/2021**

Ms. Gillentine, Administrator, has resigned due to personal reasons.

Ms. Gillentine has 2 years with Seguin ISD.

**Munie, Vicki, Seguin High School, effective 2/26/2021**

Ms. Munie, Special Education teacher, has resigned and elected to retire.

Ms. Munie has 4 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: 03/30/21

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