

# 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 April 27, 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. Racial Equity Committee Update 5

5. **Closed Session:** Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act

- A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.
- B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
  - 1. Discussion Regarding Proposed Nonrenewal of Chapter 21 Term Contract Employee
  - 2. Discussion Regarding Principal at McQueeney Elementary

3. Discussion Regarding Academic Dean at Seguin High School
4. Discussion Regarding Associate Principal at Seguin High School
6. **Reconvene to Open Meeting**, the Board will take appropriate action on items, if necessary, as discussed in Closed Session
  - A. Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).
    1. Possible Action Regarding Proposed Nonrenewal of Chapter 21 Term Contract Employee
    2. Possible Action to Select Principal at McQueeney Elementary
    3. Possible Action to Select Academic Dean at Seguin High School
    4. Possible Action to Select Associate Principal at Seguin High School
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 - March 30, 2021. 19
  - B. Approval of Tax Collection Reports for March 2021 28
  - C. Approval of Proposed Budget Amendments & Financial Statements for March 2021 29
  - D. Approval of Donations Received March 2021 37
  - E. Approval of Investment Report for the Third Quarter Ended March 31, 2021 39
  - F. Approval of District-Wide Vehicle Maintenance, Parts, And Services (RFP #: 21-01) 44
  - G. Approval of District-Wide HVAC Systems Maintenance, Equipment, Parts, & Services (RFP #: 21-02) 46
  - H. Approval of District-Wide Special Education Services (RFP #: 21-05) 48
  - I. Approval of District-Wide Waste Removal Services (RFP #: 21-08) 50
  - J. Approval of District-Wide Student Accident And Athletic Insurance (RFP #: 21-09) 52
  - K. Instructional Materials Allotment (IMA) TEKS Certification 54
  - L. Possible Action to Grant Superintendent Hiring Authority for Certified Personnel During Recruiting Season 57
  - M. Information Regarding the Purchase of Replacement Coils and Installation for Seguin High School from Johnson Controls, Inc. Through the Sourcewell Purchasing Cooperative 58
  - N. Seguin Independent School District Purchasing Cooperative Management Fees Report 2020-2021 59
  - O. Acknowledge Public Information Act Requests March-April 2021 61

<b>8. Action Items</b>	
A. Proposed Addition to the Wellness and Health Medical Treatment Policy	63
B. Consider Recommendations for Teacher Term Contracts, Probationary Contracts, and Employment Agreements for Teachers and Other Non-Administrative Staff and Termination of Probationary and Term Contracts	66
C. Personnel Action Professional Employees	67
<b>9. Board Comments and Request</b>	
<b>10. Adjourn</b>	



**INFORMATION ITEM:**

**Racial Equity Committee Update**

**RECOMMENDATION:**

That the Board of Trustees receive an update on the Racial Equity Committee.

**RATIONALE:**

To provide the board with regular updates and progress on the Racial Equity Committee. Seguin ISD Administration recognizes the existence of systemic racism as harmful to our school community, and acknowledges the role we can play in promoting learning environments that prioritize respect, equity, diversity, and inclusion throughout Seguin ISD.

**REFERENCE and COMPLIANCE:**

Strategic Priority 1: Improve student learning through improved instructional practice

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT INFORMATION:**

None

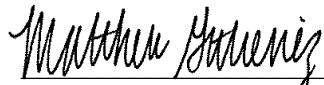
**EXHIBITS:**

Racial Equity Committee Timeline and Overview

**RESOURCE PERSONNEL:**

Mark Cantu, Chief Academic Officer  
Bethany Polk, Director of School Climate Transformation

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

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

Date Submitted: 04/27/21

# Racial Equity Committee

Mark Cantu, Chief Academic Officer  
Bethany Polk, Director of School Climate  
Transformation

# Establishing the “Why”

**Vision:** Exceptional students to exceptional citizens.

**Mission:** To cultivate, inspire and empower students to grow and learn.



# Racial Equity Committee Overview

To establish a framework that aims to eliminate any bias, prejudice, or discrimination that may negatively impact student achievement and learning experiences and to promote a learning experience that offers respect, equity, diversity, and inclusion throughout Seguin ISD.



# Timeline

Month	Primary Task
October 2020	Establish Membership of the Racial Equity Committee (application process)
November 2020	Complete District-Wide Equity Audit (Steering Committee)
December 2020	Determine Data Sources to present to the Equity Committee (Steering Committee)
January 2021	Establish group values, norms, and commitment to Equity Work (Initial Committee Meeting)
February 2021	Establish a common language and understanding of Systemic Racism and Equity
April 2021	Assess where we stand. Establish the need for an Intersectional Framework to ground the Equity Work
May 2021	Engage Student Voice. Make recommendations for Equity Work moving forward
June 2021	Plan for next phase
July 2021	Establish and Integrate Equity Priorities throughout LLS, Student Services, and Campus Leadership
August 2021	Introduce Equity Commitments to Campus Staff



# Equity Audit: November 2020 Results

Strategy	Score
Addressing Heightened Basic Needs Insecurity	0/5
Bridging the Digital Divide	0/5
<b>Supporting Student Mental Health</b>	<b>6/10</b>
<b>Embedding Anti-Racist Policies and Practices</b>	<b>7/11</b>
Meeting Student's Academic Support Needs	4/9
Implementing Inclusive Teaching Practices	5/9
Highlighting Student Engagement	6/11
Prioritizing College and Career Readiness	3/10



# What Else is Missing?

## **National:**

African Americans are 3.7 times more likely to be suspended in K-12 (Department of Education)

African Americans are 7.0 times more likely to be incarcerated as adults (Bureau of Justice Statistics)

Students who are suspended or expelled have a greater likelihood of contact with the juvenile justice system (Public Policy Research Institute, 2011)

## **Seguin ISD:**

African American Students comprise 4.02 % of our student population.

African American Students are 12% more likely to be suspended or expelled (RDA, 2020)



# Establishing Committee Values and Beliefs

## *District:*

- Students grow academically, emotionally and socially when creative and imaginative educators ignite their passions.
- The learning experience should be engaging, relevant and collaborative to meet the needs of all.
- Parent, community and industry partners are essential for student success.
- Teachers foster student curiosity and initiative through meaningful and relevant learning experiences.
- Relationships that nurture student growth and development are key to success.

## *Individual:*

- Which belief statement most closely aligns with the work of this committee?
- What does this mean to you?

[Artifacts](#)



# Intersectionality

Refers to the interplay of one's identities, the status of those identities, and the situational context of how, when, and where those identities show up and influence personal experience(s) within multiple dimensions of societal oppression.

*"It's basically a lens, a prism, for seeing the way in which various forms of inequality often operate together and exacerbate each other. We tend to talk about race inequality as separate from inequality based on gender, class, sexuality or immigrant status. What's often missing is how some people are subject to all of these, and the experience is not just the sum of its parts."* - Kimberle Crenshaw



# Subcommittees

## 1. Anti-Racism Initiatives

- To make recommendations on the creation of policies, procedures, and supports for anti-racism efforts throughout all levels of our learning community.

## 2. LGBTQ+ Student Supports

- To provide opportunities for advocacy and empowerment surrounding the diversity of student experiences.

## 3. Disproportionality in Discipline

- To make recommendations to hold accountable and re-imagine the systems and structures of inequality that negatively impact student outcomes.

## 4. Student Mental Health

- To create awareness and make recommendations on the creation of policies, and allocation of resources, that support the mental health needs of all students.



# ADKAR Assessment

	<b>A</b> wareness	<b>D</b> esire	<b>K</b> nowledge	<b>A</b> bility	<b>R</b> einforcement
Anti-Racism					
LGBTQ+					
Discipline					
Mental Health					

*Results Pending (May 2021)*



# Engaging Student Voice

**Empowerment:** The process of becoming stronger and more confident, especially in controlling one's life and claiming one's rights.

**Advocacy:** The act or process of speaking on the behalf, or in support of, another individual, group, or cause.

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**Action Plan:** To convene Student Advocacy & Empowerment Groups on select campuses, throughout the district, in order to learn from the lived experiences of our most marginalized students.



# Student Advocacy & Empowerment Groups

**Who** Participation is open to any student who wishes to participate, obtains parent consent, and agrees to the group agreements. Recommendations will be solicited from key staff. Student Services, Learning & Leadership Services (LLS), and School Counselors will provide logistical support.

**When** During Lunches (Elementary) and/or Intervention time (Secondary) during the month of May.

**Where** (3 Elementary Campuses) AJB, Barnes, SHS, DAEP, and MBLC.

**How** Parent Consent will be obtained in order to participate. A single protocol will be used by all staff to facilitate the process. Sessions will be offered in English and Spanish.

**How Many** Participation size will be limited to a determined number of students on each campus.



# Thank you!

Chawanda Jackson  
Pete Silvius  
Jeremiah Arevalo  
Joseph Ranft  
Michelle De Leon  
Commie Holmes

Tommie Jackson  
JoAnn Holliday  
Tanisha Hearn  
Megan Elliott  
Stephanie Tate  
Destiny Ortega

Mike Gonzales  
Teresa Cuevas  
LeeAnn Dunn  
Norman English  
Adam Vargas  
Halcy Dean

Cynthia Esparza  
Ysenia Leal  
Gabriel Garcia  
Monica Napier-Carter  
Sandie Balderas  
Richard Pena



# Minutes of Regular Meeting

## The Board of Trustees

### Seguin ISD

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A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, March 30, 2021, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador, Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Carl Jenkins (arrived at 6:37 p.m.), Glenda Moreno, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez, Superintendent

Absent:

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; Danica Murillo, Director of Professional Learning and Secondary Education; Andrea Jaramillo, Director of Elementary Curriculum and Multilingual Services; Dr. Allison Willemin, Assistant Director of Secondary Education; Robert Arriola, A.J. Briesemeister Middle School Lead Assistant Principal; Jason Adam, Director of Fine Arts; Nancy Ramirez, Superintendent Secretary and media.

#### 1. Call to Order

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

B. The pledges were led by Mrs. Crettenden, 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, including recognizing staff and student achievements and successes from across the district. The Seguin High School Ensemble Choir introduced themselves to the Board and performed. Dr. Gutierrez introduced the new Athletic Director/Head Coach, Coach Craig Dailey, who also spoke to the Board and the community.

#### 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 Janette Gonzalez, Special Education Aide at Jim Barnes Middle School, as the March recipient of the Superintendent's Leadership Award for going above and beyond daily duties to cultivate, inspire and empower her students, colleagues and Seguin ISD community.

The Board recessed from 6:44 p.m. until 6:52 p.m. to introduce themselves to Coach Dailey.

- **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. Dr. Gutierrez was proud to recognize Robert Arriola, A.J. Briesemeister Middle School Lead Assistant Principal, as a TMEA Distinguished Administrator Award recipient.

**3. Audience with the Board**

Ed Just signed up to address the board regarding the proposed elementary attendance boundary zones.

**4. Reports/Information Items:**

**A. Seguin ISD Fine Arts Update**

The Board of Trustees received an overview from Mr. Adam of the Fine Arts program. The purpose of the presentation was to provide an update of the district Fine Arts programs. Seguin ISD offers a diverse and comprehensive Fine Arts program in 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 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 Folklórico. 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!

**B. Strategic Priority and Initiative Report: Secondary ISIP and Curriculum Update**

The Board of Trustees received an update from Mr. Cantu and Ms. Jaramillo regarding Istation instructional reading levels in 6th – 8th 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 secondary students.

**C. Seguin ISD Annual Staffing Report**

The Board of Trustees received an overview from Mrs. Moreno regarding the Annual Staffing Report for 2020-2021. 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.

**5. Closed Meeting –The Board did not go into closed session.**

- 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 – No action was taken.**

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

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

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

Regular Meeting, February 25, 2021

Special Meeting, March 3, 2021

Special Meeting, March 12, 2021

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

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for February 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 February 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 February 28, 2021.

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

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

**E. 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 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.

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

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Special Education Services. A Request for Proposals (RFP#: 21-05)

was issued on August 7, 2020 for Special Education Services. The bid was competitively solicited in compliance with Board Policy. Of the 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.

**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**

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

**H. Consideration and Approval of School Health Advisory Council Annual Report, SHAC Goals and Committee Members**

The Board of Trustees approved the annual School Health Advisory Council (SHAC) report and appointment of SHAC membership roster. The board of trustees is required to receive annually a written report on SHAC recommendations and activities for the past year. 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.

**I. Approval for Professional Development Waiver 2021-2022**

The Board of Trustees approved the dates for a professional development waiver for 2021-2022 calendar. This Expedited General Staff Development waiver allows districts to train staff on various educational strategies designed to improve student performance in lieu of a maximum of 2100 minutes of student instruction. The following days are recommended for staff development in the 2021-2022 proposed calendar:

**Proposed Staff Development—TEA Waiver Required**

October 13, 2021  
November 3, 2021  
January 4, 2022  
February 16, 2022  
February 21, 2022  
March 2, 2022  
April 20, 2022

**J. Consideration of Approval of Inter-local Agreements with the City of Seguin for the Summer Day Camp**

The Board of Trustees approved the inter-local agreement with the City of Seguin for the Facility Use for the 2021 summer day programs. 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.

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

The Board of Trustees received information regarding 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. 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 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.

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

The Board of Trustees received information regarding the purchase 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.

**M. Acknowledge Public Information Act Requests February 2021 – March 2021**

The Board of Trustees received information regarding the Public Information Act requests received since February 11, 2021. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

**Ms. Duncan moved, seconded by Mr. Amador to approve Consent Action Items:**

**A. Approval of Board Minutes for:  
Regular Meeting, February 25, 2021  
Special Meeting, March 3, 2021  
Special Meeting, March 12, 2021**

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

**C. Approval of Proposed Budget Amendments & Financial Statements for February 2021**

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

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

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

**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**

**H. Consideration and Approval of School Health Advisory Council Annual Report, SHAC Goals and Committee Members**

**I. Approval for Professional Development Waiver 2021-2022**

**J. Consideration of Approval of Inter-local Agreements with the City of Seguin for the Summer Day Camp**

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

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

**M. Acknowledge Public Information Act Requests February 2021 – March 2021**

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

**Nays: None**

## **8. Action Items:**

### **A. Approval of the Proposed Attendance Boundary Zones for K-5 Campuses 2021**

Mr. Amador moved, seconded by Mr. Jenkins to approve the K-5 Campus attendance boundary zones as presented. 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.

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

**Nays: None**

### **B. Approval of School Calendar for 2021-2022 School Year**

Mr. Guerra moved, seconded by Ms. Duncan to adopt the 2021-22 school calendar. 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.

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

**Nays: None**

### **C. TEA Instructional Materials Adoption**

Mrs. Crettenden moved, seconded by Mrs. Moreno to adopt the instructional materials as outlined in the Instructional Materials Adoption List. The final selection must be recorded in the Board minutes. 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.

<b>SAVVAS Pre-K Essentials Package (English)</b>	
Per classroom set: 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  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  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  Additional Resources: Editable Weekly Plans; Family Letters; Patterns; Holidays and Special Day activity sets; Volunteer letters; Celebration Notes: Levels Readers	<b>\$2,997.00</b>
17 Sets	<b>\$50,949.00</b>
<b>SAVVAS Pre-K Essentials Package (Spanish)</b>	
Per classroom set: 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  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  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  Additional Resources: Editable Weekly Plans; Family Letters; Patterns; Holidays and Special Day activity sets; Volunteer letters; Celebration Notes: Levels Readers	<b>\$3,597.00</b>
4 Sets	<b>\$14,388.00</b>
<b>Grand Total:</b>	<b>\$65,337.00</b>

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

**D. Missed School Day Waiver**

Mrs. Crettenden moved, seconded by Ms. Duncan to approve the request to apply for missed school day waiver for February 16-19, 2021. 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.

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

**E. Consideration and Approval of the Resolution for Texas Association of School Boards Superintendent of the Year Nomination**

Mr. Jenkins moved, seconded by Mrs. Moreno to approve the resolution for Texas Association of School Boards (TASB) Superintendent of the Year Nomination. A district may nominate their superintendent for the TASB Superintendent of the Year Nomination.

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

**F. Consider Appointing a Budget Committee for the Board of Trustees**

Ms. Duncan moved, seconded by Mr. Guerra to appoint Denise Crettenden, Carl Jenkins and Glenda Moreno as the budget committee for the Board of Trustees. 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.

**G. Personnel Action Professional Employees**

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

**New Hire Elections:**

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

**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.

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

**9. Board Comments and Request**

There were no new requests from the Board.

All prior Board requests have been addressed.

**10. Adjourn**

Mr. Amador moved, seconded by Mrs. Thomas-Jimenez to adjourn the meeting. The meeting adjourned at 8:40 p.m.

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

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Secretary/April 27, 2021

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President/April 27, 2021

**ACTION ITEM:**

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

**RECOMMENDATION:**

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

Current	\$ 1,075,786
Delinquent	65,083
Penalty and Interest	90,647
Total Monthly Collections	<u>\$ 1,231,516</u>
Total Tax Collections Year to Date	<u>\$ 48,470,023</u>
Delinquent Tax Levy	2,818,779
Percent Collected through March 2021	61.85%
Percent of Tax Levy Collected last year	54.82%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 04/27/21

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

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for March 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 March 31, 2021.

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


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

**PAPERWORK IMPACT:** None

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

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

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

Submitted by:  Date Submitted: 04/27/21  
(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**  
**March 2021**

	Budget				Actual			Budget Remaining	
	March 1, 2021	Proposed Amendment(s)		March 31, 2021	March 1, 2021	Current Month	March 31, 2021		
	Adopted Budget	Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	35,470,987	35,470,987	-	-	35,470,987	32,578,202	771,640	33,349,842	2,121,145
Property Taxes-Delinquent	261,853	261,853	-	-	261,853	897,407	48,304	945,711	-
Property Taxes-Penalty & Interest	-	-	-	-	-	267,616	65,586	333,202	-
Interest Income	730,000	730,000	-	-	730,000	42,053	4,152	46,205	683,795
Other Local Income	456,000	456,000	-	-	456,000	204,638	14,325	218,963	237,037
State	30,299,547	30,374,547	445,700	-	30,820,247	15,167,574	681,910	15,849,484	14,970,763
Federal	967,000	967,000	-	-	967,000	170,633	1,586,960	1,757,594	-
<b>REVENUE</b>	<b>68,185,387</b>	<b>68,260,387</b>	<b>445,700</b>	<b>-</b>	<b>68,706,087</b>	<b>49,328,123</b>	<b>3,172,876</b>	<b>52,500,999</b>	<b>18,012,741</b>
<b>EXPENSE</b>									
11 - Instruction	37,185,280	39,457,235	1,304,650	69,771	40,831,656	19,891,782	2,893,809	22,785,591	18,046,065
12 - Instructional Resources & Media Svcs	1,052,175	1,186,569	-	(17,364)	1,169,205	610,615	89,137	699,752	469,453
13 - Curr & Instructional Staff Development	1,044,285	920,301	-	(67,069)	853,232	452,954	36,548	489,503	363,729
21 - Instructional Leadership	1,926,823	1,879,254	37,800	(15,263)	1,901,791	1,093,250	144,385	1,237,636	664,155
23 - School Leadership	4,872,005	4,884,018	63,800	47,187	4,995,005	2,942,860	383,581	3,326,440	1,668,565
31 - Guidance & Counseling Services	2,533,507	2,807,822	1,700	21,750	2,831,272	1,565,358	189,619	1,754,977	1,076,295
32 - Social Work Services	526,791	549,791	7,400	(4,617)	552,574	370,643	43,708	414,351	138,223
33 - Health Services	620,656	767,842	8,200	15,515	791,557	382,030	58,748	440,779	350,778
34 - Student Transportation	3,053,895	3,067,658	37,800	(7,062)	3,098,396	1,774,027	161,774	1,935,801	1,162,595
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,071,617	2,122,781	8,200	(47,563)	2,083,418	1,141,988	106,678	1,248,666	834,752
41 - General Administration	2,294,166	2,324,209	8,600	(6,168)	2,326,641	1,422,013	134,187	1,556,200	770,441
51 - Plant Maintenance & Operations	6,714,399	6,930,925	43,600	(11,811)	6,962,714	4,240,307	595,305	4,835,612	2,127,102
52 - Security & Monitoring Services	495,287	750,987	7,800	37,750	796,537	490,679	48,676	539,355	257,182
53 - Data Services	1,713,481	1,746,948	12,600	(4,855)	1,754,693	1,188,331	94,689	1,283,019	471,674
61 - Community Services	78,762	81,382	-	(25,561)	55,821	32,839	(8,120)	24,718	31,103
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	-	15,360	610,685	454,976	-	454,976	155,709
<b>EXPENSE</b>	<b>66,778,454</b>	<b>70,767,047</b>	<b>1,542,150</b>	<b>-</b>	<b>72,309,197</b>	<b>38,748,653</b>	<b>4,972,725</b>	<b>43,721,378</b>	<b>28,587,819</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ 1,406,933</b>	<b>\$ (2,506,660)</b>	<b>\$ (1,096,450)</b>	<b>\$ -</b>	<b>\$ (3,603,110)</b>	<b>\$ 10,579,470</b>	<b>\$ (1,799,849)</b>	<b>\$ 8,779,622</b>	<b>\$ (10,575,078)</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>\$ (1,096,450)</b>	<b>\$ -</b>	<b>\$ (3,603,110)</b>	<b>\$ 10,579,470</b>	<b>\$ (1,517,881)</b>	<b>\$ 9,061,589</b>	

Additional Information to the Reader		
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>		
20 - 21 Beginning Unassigned Fund Balance (Audited)	\$ 29,802,591	
20 - 21 Actual Year to Date Revenue Over/(Under) Expense	\$ 8,779,622	
20 - 21 Actual Year to Date Other Sources and Uses	281,968	
20 - 21 Budget Remaining Revenue Over/(Under) Expense	<u>\$ (10,575,078)</u>	
20 - 21 Estimated Year End Result of Activities	\$ (1,513,489)	
<b>* 20 - 21 Estimated Ending Unassigned Fund Balance (Unaudited)</b>	<b><u>\$ 28,289,102</u></b>	
<b>PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):</b>		
Amended Budget Expense (official test will use actuals at year end)		72,309,197
Less: Fund Balance Assignments (Non-Operating Expenses)		
Distance learning initiative: tablets, software, wifi access (6/16/20)	\$ (620,000)	
Bulk tech. purchase through ESC 4 (8/3/20)	\$ (150,000)	
One-Time incentive payment to all employees (12/15/20)	\$ (1,015,000)	
SHS Ag Dept. vehicle replacement (19-20 R.F.-1/19/21)	\$ (50,000)	
Middle school mariachi uniforms (19-20 R.F.-1/19/21)	\$ (13,000)	
District-wide library book replacement (19-20 R.F.-1/19/21)	\$ (118,594)	
Compensatory Special Education Services (19-20 R.F.-1/19/21)	\$ (34,400)	
Destination Imagination Travel (19-20 R.F.-1/19/21)	\$ (50,000)	
District-wide time-clock implementation (19-20 R.F.-1/19/21)	\$ (9,563)	
Maintenance vehicle and equip. (19-20 R.F.-1/19/21)	\$ (26,026)	
Distance learning wifi access and hotspots (19-20 R.F.-1/19/21)	\$ (92,010)	
SHS technology infrastructure (19-20 R.F.-1/19/21)	\$ (70,000)	
20-21 QZAB payment (paid 8/1/20, annual pmt #: 4 of 15)	\$ (665,000)	
Real property auction purchase for Ball campus (10/6/20)	\$ (29,000)	
80 hours of Emergency Paid Sick Leave (EPSL) for 20-21	\$ (956,000)	
Truancy and dropout prevention software (TDPS) update	\$ (15,000)	
Early Education Allotment FY 19-20 Spending Requirement	<u>\$ (1,096,450)</u>	
Total Non-Operating Expenses		\$ (5,010,043)
20 - 21 Budgeted Operating Expense (official test will use actuals at year end)		\$ 67,299,154
25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)		25%
20 - 21 Minimum Unassigned Fund Balance		\$ 16,824,789
<b>* 20 - 21 Estimated Ending Unassigned Fund Balance (Unaudited)</b>		<b><u>\$ 28,289,102</u></b>
Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement		<u>\$ 11,464,314</u>

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

Budget Report - Attachment 1  
 27-Apr-2021

Revenues:

BUA 272	Increase TRS On-Behalf payments revenue budget	\$	445,700
	Total Revenue Increase (Decrease)		<u>\$ 445,700</u>

Expenditures:

BUA 271	Budget Fund Balance Assignment for Early Education Allotment	\$	1,096,450
BUA 272			
Function 11	Increase TRS On-Behalf payments expenditure budget	\$	208,200
Function 21	Increase TRS On-Behalf payments expenditure budget	\$	37,800
Function 23	Increase TRS On-Behalf payments expenditure budget	\$	63,800
Function 31	Increase TRS On-Behalf payments expenditure budget	\$	1,700
Function 32	Increase TRS On-Behalf payments expenditure budget	\$	7,400
Function 33	Increase TRS On-Behalf payments expenditure budget	\$	8,200
Function 34	Increase TRS On-Behalf payments expenditure budget	\$	37,800
Function 36	Increase TRS On-Behalf payments expenditure budget	\$	8,200
Function 41	Increase TRS On-Behalf payments expenditure budget	\$	8,600
Function 51	Increase TRS On-Behalf payments expenditure budget	\$	43,600
Function 52	Increase TRS On-Behalf payments expenditure budget	\$	7,800
Function 53	Increase TRS On-Behalf payments expenditure budget	\$	12,600
	Total Expenditures Increase (Decrease)		<u>\$ 1,542,150</u>

Other Sources:

Total Other Sources Increase (Decrease)		\$	<u>-</u>
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**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**Child Nutrition Fund**  
**March 2021**

	Budget					Actual			Budget Remaining
	Adopted Budget	March 1, 2021	Proposed Amendment(s)		March 31, 2021	March 1, 2021	Current Month	March 31, 2021	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	639	36	675	19,325
Other Local Income	771,000	771,000	-	-	771,000	63,306	12,125	75,431	695,569
State	70,000	70,000	-	-	70,000	337,155	-	337,155	-
Federal	3,914,000	3,914,000	-	-	3,914,000	2,423,778	464,712	2,888,489	1,025,511
<b>REVENUE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>2,824,878</b>	<b>476,873</b>	<b>3,301,751</b>	<b>1,740,404</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	2,386,058	349,614	2,735,672	2,028,828
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	6,134	561	6,694	3,306
52 - Security & Monitoring Services	500	500	-	-	500	397	44	442	59
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
<b>EXPENSE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>2,392,589</b>	<b>350,218</b>	<b>2,742,807</b>	<b>2,032,193</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>432,289</b>	<b>126,655</b>	<b>558,944</b>	<b>(291,789)</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>\$ 432,289</b>	<b>\$ 126,655</b>	<b>\$ 558,944</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	
<i>Total 20 - 21 Beginning Fund Balance (Audited)</i>	\$	757,404	
<i>20 - 21 Actual Year to Date Revenue Over/(Under) Expense</i>	\$	558,944	
<i>20 - 21 Actual Year to Date Other Sources and Uses</i>	\$	-	
<i>20 - 21 Budget Remaining Revenue Over/(Under) Expense</i>	\$	(291,789)	
<i>20 - 21 Estimated Year End Result of Activities</i>	\$	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  
March, 2021

Budget Report - Attachment 1  
27-Apr-2021

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	March 1, 2021	Proposed Amendment(s)		March 31, 2021	March 1, 2021	Current Month		March 31, 2021
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	13,377,002	13,377,002	-	-	13,377,002	13,072,742	304,147	13,376,888	114
Property Taxes-Delinquent	135,496	135,496	-	-	135,496	330,035	16,779	346,814	-
Property Taxes-Penalty & Interest	-	-	-	-	-	92,506	25,061	117,567	-
Interest Income	-	-	-	-	-	8,436	2,258	10,694	-
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>13,681,509</b>	<b>348,244</b>	<b>14,029,753</b>	<b>114</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	12,078,475	-	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>12,078,475</b>	<b>-</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>1,603,034</b>	<b>348,244</b>	<b>1,951,279</b>	<b>\$ (1,433,909)</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>\$ 1,603,034</b>	<b>\$ 348,244</b>	<b>\$ 1,956,213</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	\$ 1,951,279
20 - 21 Actual Year to Date Other Sources and Uses	\$ 4,934
20 - 21 Budget Remaining Revenue Over/(Under) Expense	\$ (1,433,909)
20 - 21 Estimated Year End Result of Activities	\$ 522,303
<b>20 - 21 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$ 11,539,739</b>

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

Budget Report - Attachment 1  
27-Apr-2021

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

**ACTION ITEM:**

**Approval of Donations Received March 2021**

**RECOMMENDATION:**

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

**RATIONALE:**

District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval."

**REFERENCE and COMPLIANCE:**

CDC (LOCAL) - Other Revenues: Gifts and Solicitations

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

None


**EXHIBITS:**

Proposed Donations

**RESOURCE PERSONNEL:**

Dr. Matthew Gutierrez, Superintendent  
Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Sally Eckhart, Budget Coordinator

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

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

Date Submitted: 04/27/21

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

<b>Donor</b>	<b>Purpose</b>	<b>Campus Receiving Donation</b>	<b>Date Rcvd</b>	<b>Amount</b>	<b>Board Approval</b>
Degenhardt Families	In Memorial - Hunt Terry	SHS Golf Program	03/25/21	\$ 500.00	Pending
Mendez, Mary	Donation	SHS Softball Program	03/25/21	\$ 100.00	Pending
United D & D Century 21	SISD Outdoor Ed Program	Whole Child Initiative-Outdoor Ed	03/08/21	\$ 310.00	Pending

NOTE: This listing includes only documented, unsolicited donations received by the District during March 2021. Additional donations may have been received by campuses and subsequently deposited by the campus or student group without providing detailed documentation to the Business Department.

**ACTION ITEM:** **Approval of Investment Report for the Third Quarter Ended March 31, 2021**

**RECOMMENDATION:** That the Board of Trustees approve the Investment Report for the Quarter Ended March 31, 2021.

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

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

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

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


**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** None

**EXHIBITS:** Investment Report

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

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

  
\_\_\_\_\_  
Date Submitted: 04/27/21  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT  
INVESTMENT REPORT  
QUARTER ENDED MARCH 31, 2021**

<u>INVESTMENT TRANSACTIONS</u>	<u>BALANCE 12/31/20</u>	<u>NET CHANGE</u>	<u>BALANCE 03/31/21</u>
<b>GENERAL OPERATING FUND 199</b>			
TexPool	780,050	20,277	800,326
Lone Star	22,631,923	6,612,092	29,244,015
Logic	423,483	114	423,597
MBIA	8,893,362	2,532	8,895,894
<b>TOTAL GENERAL OPERATING FUND</b>	<b>\$ 32,728,817</b>	<b>\$ 6,635,014</b>	<b>\$ 39,363,832</b>
<b>FOOD SERVICE FUND 240</b>			
Lone Star	\$ 125,449	\$ 218,088	\$ 343,537
<b>INTEREST AND SINKING FUND 599</b>			
TexPool	1,091,490	127	1,091,617
Lone Star	7,095,476	4,725,052	11,820,528
<b>TOTAL INTEREST AND SINKING FUND</b>	<b>\$ 8,186,966</b>	<b>\$ 4,725,179</b>	<b>\$ 12,912,145</b>
<b>2019 SCHOOL BUILDING FUND 620</b>			
Lone Star	\$ 15,466,352	\$ 29,770,386	\$ 45,236,738
<b>OAK PARK MALL FUND 711</b>			
TexPool	\$ 354,871	\$ (20,145)	\$ 334,726
<b>WORKER'S COMPENSATION SELF-INSURANCE FUND 753</b>			
TexPool	805,666	94	805,759
Lone Star	2,580,752	59,795	2,640,547
<b>TOTAL WORKERS' COMPENSATION FUND</b>	<b>\$ 3,386,417</b>	<b>\$ 59,889</b>	<b>\$ 3,446,306</b>
<b>STUDENT ACTIVITY TRUST &amp; AGENCY FUND 865</b>			
TexPool	\$ 180,959	\$ (27,402)	\$ 153,557
<b>GRAND TOTALS</b>	<b>\$ 60,429,832</b>	<b>\$ 11,590,623</b>	<b>\$ 101,790,841</b>

**SEGUIN INDEPENDENT SCHOOL DISTRICT  
INVESTMENT REPORT  
QUARTER ENDED MARCH 31, 2021**

<u>YIELD ON INVESTMENTS</u>	<u>AVERAGE BALANCE</u> 12/31/20	<u>INTEREST INCOME</u>	<u>YIELD</u>
<b>GENERAL OPERATING FUND 199</b>			
TexPool - Local Maintenance	795,956	92	0.047%
Lone Star	29,486,339	9,590	0.132%
Logic	423,525	114	0.109%
MBIA	8,894,730	2,532	0.116%
<b>TOTAL GENERAL OPERATING FUND</b>	<b>\$ 39,600,550</b>	<b>\$ 12,328</b>	<b>0.126%</b>
<b>FOOD SERVICE FUND 240</b>			
Lone Star	\$ 214,432	\$ 69	0.130%
<b>INTEREST AND SINKING FUND 599</b>			
TexPool	1,091,554	127	0.047%
Lone Star	10,932,125	3,551	0.132%
<b>TOTAL INTEREST &amp; SINKING FUND</b>	<b>\$ 12,023,679</b>	<b>\$ 3,678</b>	<b>0.124%</b>
<b>2019 SCHOOL BUILDING FUND 620</b>			
Lone Star	\$ 29,315,014	\$ 9,362	0.130%
<b>OAK PARK MALL ENTERPRISE FUND 711</b>			
TexPool	\$ 339,032	\$ 40	0.048%
<b>WORKER'S COMPENSATION SELF-INSURANCE FUND 753</b>			
TexPool	805,713	94	0.047%
Lone Star	2,599,022	855	0.134%
<b>TOTAL WORKER'S COMPENSATION FUND</b>	<b>\$ 3,404,735</b>	<b>\$ 949</b>	<b>0.113%</b>
<b>STUDENT ACTIVITY TRUST &amp; AGENCY FUND 865</b>			
TexPool	\$ 173,962	\$ 21	0.049%
<b>TOTAL INTEREST FOR ALL FUNDS</b>	<b>\$ 85,071,403</b>	<b>\$ 26,447</b>	<b>0.126%</b>
<b>BENCHMARK YIELDS</b>			
3-Month US Treasury Bill			0.072%
6-Month US Treasury Bill			0.085%
One Year US Treasury Bill			0.099%
Two Year US Treasury Bill			0.141%

**SEGUIN INDEPENDENT SCHOOL DISTRICT  
INVESTMENT REPORT  
QUARTER ENDED MARCH 31, 2021**

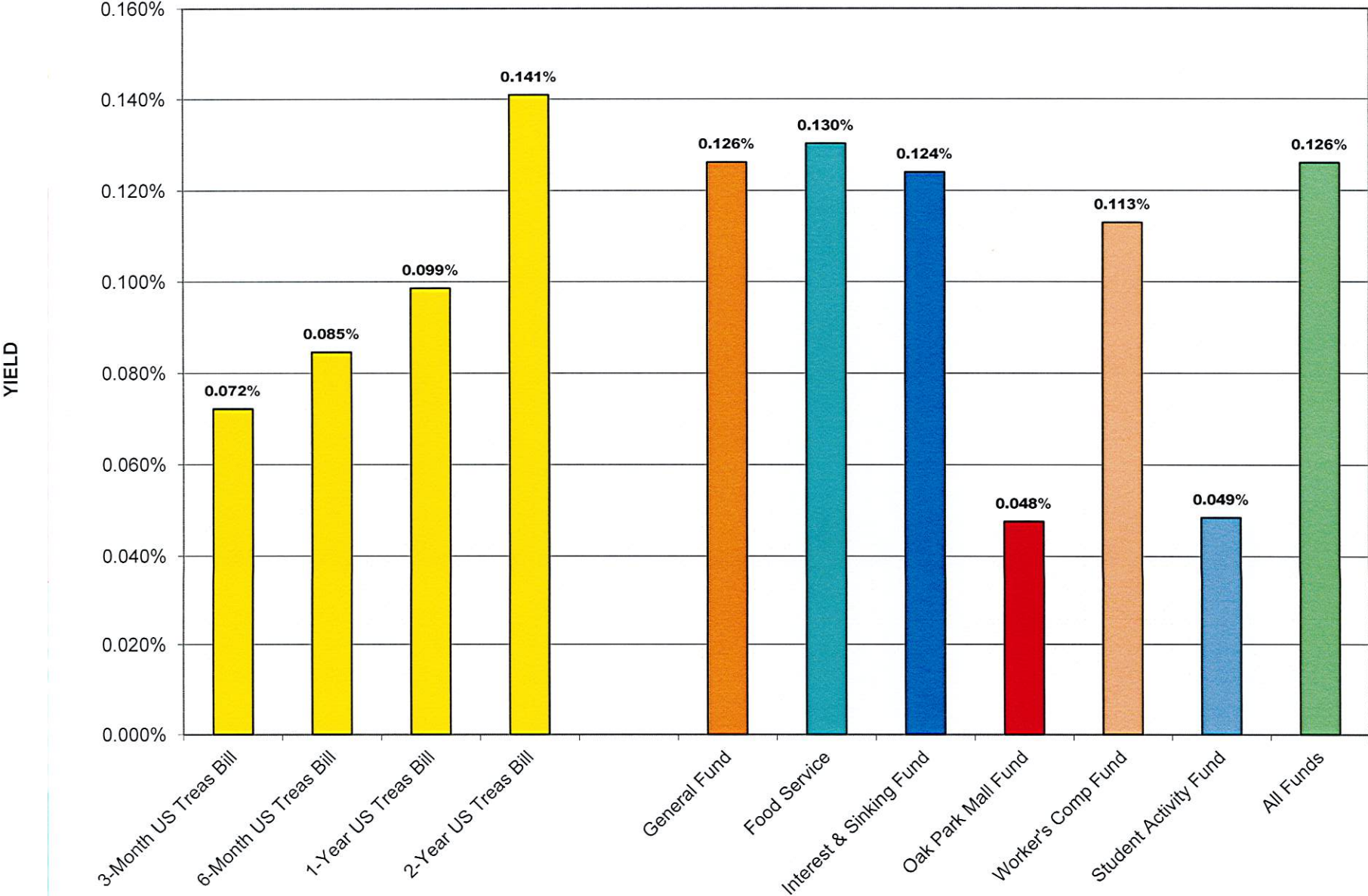
<u>INVENTORY OF INVESTMENTS</u>	Weighted Average Maturity 1.0 Day	Balance <u>3/31/2021</u>
<b>GENERAL OPERATING FUND 199</b>		
TexPool - Local Maintenance		800,326
Lone Star		29,244,015
Logic		423,597
MBIA		8,895,894
<b>TOTAL GENERAL OPERATING FUND</b>		<u>\$ 39,363,832</u>
	Weighted Average Maturity	
<b>FOOD SERVICE FUND 240</b>		
Lone Star		<u>\$ 343,537</u>
	Weighted Average Maturity	
<b>INTEREST &amp; SINKING FUND 599</b>		
TexPool		1,091,617
Lone Star		11,820,528
<b>TOTAL INTEREST &amp; SINKING FUND</b>		<u>\$ 12,912,145</u>
	Weighted Average Maturity	
<b>2019 SCHOOL BUILDING FUND 620</b>		
Lone Star		<u>\$ 45,236,738</u>
<b>OAK PARK MALL ENTERPRISE FUND 711</b>		
TexPool		<u>\$ 334,726</u>
<b>WORKER'S COMPENSATION SELF-INSURANCE FUND 753</b>		
TexPool		805,759
Lone Star		2,640,547
<b>TOTAL WORKERS' COMPENSATION FUND</b>		<u>\$ 3,446,306</u>
	Weighted Average Maturity	
<b>STUDENT ACTIVITY TRUST &amp; AGENCY FUND 865</b>		
TexPool		<u>\$ 153,557</u>
	Weighted Average Maturity	
<b>GRAND TOTALS</b>		<u><u>\$ 101,790,841</u></u>

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

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

SEGUIN INDEPENDENT SCHOOL DISTRICT

QUARTER ENDED MARCH 31, 2021



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

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

**RATIONALE:** A Request for Proposals (RFP#: 21-01) was issued on August 7, 2020 for Vehicle Maintenance, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondent will be added to the list of approved vendors for this RFP: Tellus Equipment Solutions, LLC. The list of previously approved vendors is available on the Bids page of the District [website](#). All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

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

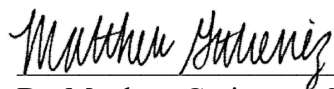
**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Vendor Recommendation Form

**RESOURCE PERSONNEL:** Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
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: 04/27/21

**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
Tellus Equipment Solutions, LLC	Equipment, parts, 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 HVAC Systems Maintenance, Equipment, Parts, & Services (RFP #: 21-02)**

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

**RATIONALE:** A Request for Proposals (RFP#: 21-02) was issued on August 7, 2020 for HVAC Systems Maintenance, Equipment, Parts, & 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: Worth Hydrochem of SA, Inc and Envirotech Mechanical Systems. 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: 04/27/21  
(Signature) *Matthew Gutierrez*  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

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

**RFP #:** 21-02, HVAC

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

**ISSUING DEPARTMENT(S):** MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
Worht Hydrochem of SA, Inc	HVAC	<b>Y</b>
Envirotech Mechanical Systems	HVAC	<b>Y</b>

**Note:**

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

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

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

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

**RATIONALE:** A Request for Proposals (RFP#: 21-05) was issued on August 7, 2020 for Special Education Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondent will be added to the list of approved vendors for this RFP: 360 Vision. The list of previously approved vendors is available on the Bids page of the District [website](#). All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

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

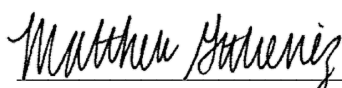
**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Vendor Recommendation Form

**RESOURCE PERSONNEL:** Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Halcey Dean, Director of Matador Special Services  
Jennifer Raske, Purchasing Coordinator

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

 \_\_\_\_\_ Date Submitted: 04/27/21  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

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

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

VENDOR	SERVICES PROVIDED	Recommended
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:** **Approval of District-Wide Waste Removal Services (RFP #: 21-08)**

**RECOMMENDATION:** That the Board of Trustees approve to contract with Tiger Sanitation for Waste Removal Services at a cost of \$9,435 per month for a three year term.

**RATIONALE:** A Request for Proposals (RFP#: 21-08) was issued on March 23, 2021 for Waste Removal Services. The bid was competitively solicited in compliance with Board Policy. Of the three (3) responses received, one (1) met the RFP requirements. This recommendation is based primarily, although not exclusively, on the best value for the price per month during the regular school year. Tiger Sanitation is the only respondent authorized to operate within the city limits of Seguin.

**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:** Waste Removal Services Bid Tabulation & Recommendation

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

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



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

Date Submitted: 04/27/21



**ACTION ITEM:** **Approval of District-Wide Student Accident And Athletic Insurance (RFP #: 21-09)**

**RECOMMENDATION:** That the Board of Trustees approve to contract with The Brokerage Store for Student Accident and Athletic Insurance at a cost of \$41,939.00 for year one of a two year guaranteed rate with an optional third year.

**RATIONALE:** A Request for Proposals (RFP#: 21-09) was issued on March 23, 2021 for Student Accident and Athletic Insurance. The bid was competitively solicited in compliance with Board Policy. Of the five (5) responses received, all met the RFP requirements. This recommendation is based primarily, although not exclusively, on the Brokerage Store's past relationship with the District and the quality of their services.

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

**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Student Accident & Athletic Insurance Bid Tabulation & Recommendation

**RESOURCE PERSONNEL:** Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
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: 04/27/21



**ACTION ITEM:** **Instructional Materials Allotment (IMA) TEKS Certification**

**RECOMMENDATION:** That the Board of Trustees approve the Instructional Materials Allotment TEKS Certification for the 2021-2022 school year.

**RATIONALE:** Districts are required to certify annually to the State Board of Education and to the Commissioner that for each subject area in the required curriculum students have access to the instructional materials that cover all of the Texas Essential Knowledge and Skills (TEKS). Districts will be unable to submit any requisitions or disbursements of IMA funds until the certification has been signed and submitted to the Texas Education Agency.


**BUDGET IMPACT:** Submission of this form will enable Seguin ISD to access state allotted IMA funds in the Educational Materials System (EMAT) to order instructional materials for the 2021-2022 school year.

**PAPERWORK IMPACT:** Signatures

**BOARD POLICY:** EF(LEGAL) Instructional Resources

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Bill Lewis, Chief Operating Officer and Associate Superintendent  
Jennifer Raske, Purchasing Coordinator

Submitted by:  Date Submitted 04/27/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez Superintendent  
(Address) 1221 E. Kingsbury St., Seguin TX 78155  
(Telephone) (830) 372-5771

## 2021-22 Allotment and TEKS Certification Form

**NOTE:** This template is for planning purposes only and will not be submitted to the Texas Education Agency. Please submit your responses using this [form](https://app.smartsheet.com/b/form/bf5755712b724621a1ae5c78c80e2f4c) (<https://app.smartsheet.com/b/form/bf5755712b724621a1ae5c78c80e2f4c>).

First and Last Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

District Name: \_\_\_\_\_

County District Number: \_\_\_\_\_

**Which product(s) do you plan to use for Tier 1 instruction to cover 100% of standards in school year 2021-22? List all that apply. Options for each grade band are listed in the Appendices at the end of this document. If the option you wish to put down is not on the list, record the product your district does use.**

I. Certification of Math Instructional Materials

Grades K-5: Houghton Mifflin Harcourt Texas GO Math! (Houghton Mifflin Harcourt Depository)

Grades 6-8: Texas Math (McGraw-Hill School Division)

Grades 9-12: HMH Texas Algebra 1, Algebra 2, Geometry (Houghton Mifflin Harcourt Depository); Precalculus (Savvas Learning Co.)

II. Certification of RLA Instructional Materials

Grades K-2: Into Reading Texas Reading & Writing Workshop and ¡Arriba la Lectura! Texas Reading & Writing Workshop (HMH)

Grades 3-5: Into Reading Texas Reading & Writing Workshop and ¡Arriba la Lectura! Texas Reading & Writing Workshop (HMH)

Grades 6-8: SpringBoard, English Language Arts (The College Board)

Grades 9-12: StudySync (McGraw-Hill School Division)

III. Certification of Science Instructional Materials

Grades K-5: STEMscopes 2.0 (Accelerate Learning Inc.)

Grades 6-8: STEMscopes 2.0 (Accelerate Learning Inc.)

Grades 9-12: STEMscopes 2.0 (Accelerate Learning Inc.) (Biology, IPC, Chemistry, Physics)

IV. Certification of Social Studies Instructional Materials

Grades K-5: TX myWorld SS Here We Are and Here We Are en español; TX myWorld SS Making Our Way and Making Our Way en español; TX myWorld SS We Explore People and Places and We Explore People and Places en español; TX myWorld SS Building Our Communities and Building Our Communities en español; TX myWorld SS We Are Texas and We Are Texas en español; TX myWorld SS Building Our Nation and Bldg Our Nation en español (Savvas Learning Company LLC formerly Pearson K12 Learning)

Grades 6-8: HMH Contemporary World Studies Texas; HMH Texas History; HMH US History Texas (Houghton Mifflin Harcourt Depository)

Grades 9-12: HMH World Geography Texas; HMH World History Texas; HMH The Americans; and HMH/HMD Economics: Concepts and Choices (Houghton Mifflin Harcourt Depository); TX Magruder's Am Govt (Savvas Learning Company LLC)

**What is your district's approach to covering 100% of the standards? Please respond with one of the options listed below.**

1. *Other (if other, please type out response)*
2. *Adopt TEKS Resource System (TRS) and align purchased materials to TRS scope and sequence*
3. *Adopt TEKS Resource System (TRS) and align locally developed materials to TRS scope and sequence*
4. *Adopt a locally developed curriculum and align purchased materials to district developed scope and sequence*
5. *Adopt a locally developed curriculum and create locally developed supporting materials*
6. *Adopt a curriculum product and follow scope and sequence as designed in the product*

I. Certification of Math Instructional Materials: 2. Adopt TEKS Resource System (TRS) and align purchased materials to TRS scope and sequence

II. Certification of RLA Instructional Materials:  
**Grades K-5 -** 6. Adopt a curriculum product and follow scope and sequence as designed in the product  
**Grades 6-12 -** 2. Adopt TEKS Resource System (TRS) and align purchased materials to TRS scope and sequence

III. Certification of Science Instructional Materials: 2. Adopt TEKS Resource System (TRS) and align purchased materials to TRS scope and sequence

IV. Certification of Social Studies Instructional Materials: 2. Adopt TEKS Resource System (TRS) and align purchased materials to TRS scope and sequence

**What implementation approach does your district take with the instructional materials listed above? Please respond with one of the options listed below.**

1. *All school leaders required to implement district's approach*
2. *School leaders have flexibility to select different materials*
3. *Other (if other, please type out response)*

I. Certification of Math Instructional Materials 1. All school leaders required to implement district's approach

II. Certification of RLA Instructional Materials 1. All school leaders required to implement district's approach

III. Certification of Science Instructional Materials 1. All school leaders required to implement district's approach

IV. Certification of Social Studies Instructional Materials 1. All school leaders required to implement district's approach

**ACTION ITEM:**

**Possible Action to Grant Superintendent Hiring Authority for Certified Personnel During Recruiting Season**

**RECOMMENDATION:**

Possible action to grant ability to Superintendent to have final hiring authority of all contractual personnel beginning on April 28, 2021 and ending on August 31, 2021.

**RATIONALE:**

Due to competitive hiring season in the spring, this authority will allow Seguin ISD to offer immediate employment opportunities to the strongest, highly qualified teacher applicant pool.

**REFERENCE and COMPLIANCE:**

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

**PAPERWORK IMPACT:**

Minimal

**BUDGET IMPACT/ INFORMATION:**

None

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Cynthia J. Moreno, Deputy Chief of Staff and Human Resources

Submitted by: Matthew Gutierrez Date Submitted: 04/27/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**INFORMATION ITEM:**      **Information Regarding the Purchase of Replacement Coils and Installation for Seguin High School from Johnson Controls, Inc. Through the Sourcewell Purchasing Cooperative**

**RECOMMENDATION:**      This purchase is through the Sourcewell Purchasing Cooperative reference #: 030817-JHN from Johnson Controls, Inc. at a cost of \$129,035.00.

**RATIONALE:**              Seven air handler units, originally installed by Johnson Controls, were damaged by the freezing weather in February 2021. A claim for these repairs has been submitted for insurance reimbursement.

Purchasing cooperatives are an important and helpful tool to Texas School Districts because they:

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

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

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


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

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

**EXHIBITS:**                      None

**RESOURCE PERSONNEL:**      James Pizana, Director of Maintenance and Operations  
Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
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: 04/27/21

**INFORMATION ITEM:** **Seguin Independent School District Purchasing Cooperative Management Fees Report 2020-2021**

**RECOMMENDATION:** Inform the Board of Trustees that Seguin ISD has membership in, and has paid any associated management fees, to purchasing cooperatives as indicated on the attached exhibit.

**RATIONALE:** According to H.B. No. 273, Sec. 44.0331, a school district that enters into a purchasing contract valued at \$25,000 or more under Section 44.031(a)(5), under Subchapter F, Chapter 271, Local Government Code, or under any other cooperative purchasing program authorized for school districts by law shall document any contract-related fee, including any management fee, and the purpose of each fee under the contract.

Additionally, Subsection (b) states that, the amount, purpose, and disposition of any fee described by Subsection (a) must be presented in a written report and submitted annually in an open meeting of the board of trustees of the school district. The written report must appear as an action item. Subsection (c) states that, the commissioner may audit the written report described by Subsection (b).

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

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


**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Seguin ISD Purchasing Cooperative Management Fees

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

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

  
Date Submitted: 04/27/21  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

**Seguin Independent School District  
Purchasing Cooperative Management Fees**

<b>Cooperative Name</b>	<b>Associated Fees</b>	<b>Notes</b>
BuyBoard	\$ -	No management fees for BuyBoard.
Central Texas Purchasing Alliance (CTPA)	\$ 150.00	Annual fee of \$100.00 assessed on January 31.
Choice Partners	\$ -	No management fees for Choice Partners.
ESC Region 2, GoodBuy	\$ -	No management fees for GoodBuy.
ESC Region 19, Allied States Purchasing Cooperative	\$ -	No management fees for Allied States.
ESC Region 20, 2013 Purchasing Cooperative	\$ 1,647.00	Annual fees for General Supplies (\$875.00) and Ed Tech (\$772.00).
OMNIA Partners (U.S. Communities and National IPA/TCPN)	\$ -	No management fees for Omnia Partners.
Purchasing Association of Cooperative Entities (PACE)	\$ -	No management fees for Pace - included as part of 2013 Purchasing Cooperative membership.
Sourcewell	\$ -	No management fees for Sourcewell.
Texas 20	\$ -	No management fees for Texas 20.
Texas Department of Information Resources (DIR)	\$ -	No fees. No customer membership required. Seguin ISD qualifies to use DIR as a Public School District.
Texas Smart Buy	\$ 100.00	Annual member ship fee of \$100.00.
The Interlocal Purchasing System (TIPS)	\$ -	No management fees for TIPS.
<b>Total</b>	<b>\$ 1,897.00</b>	

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

**RECOMMENDATION:** That the Board of Trustees acknowledge Public Information Act requests received since March 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:** March 11-April 14, 2021 Public Information Act request roster

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

Submitted by: Matthew Gutierrez Date Submitted: 04/27/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**Seguin ISD PIA requests received from March 11-April 14, 2021**

<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
03/19/21 050	Laura Torres, SEF	Directory information for senior top 10 percent.	Completed 03/30/21	Document provided
03/22/21 051	Glenda Moreno, Seguin Sports Booster Club	Directory information for varsity student athletes.	Completed 03/30/21	Document provided
03/25/21 052	Steve Turner	Why are teachers who have been inoculated required to wear face masks?	Completed 03/25/21	Response provided
03/26/21 053	Ruth Andrews, Inter-State Studio	Student directory information and staff roster for Rodriguez ES	Completed 03/26/21	Document provided
03/29/21 054	Alfonso Sifuentes, Central Texas Refuse	Current district solid waste and recycling, hauling and disposal contract with Waste Connections.	Completed 03/30/21	Document provided
03/30/21 055	Laura Torres, SEF	Emails for Top 10%	Completed 04/14/21	Document provided
04/05/21 056	Jasmine Moreno, TSU Upward Bound Program	SHS 9th graders with minimum 2.5 GPA and qualified for free & reduced. Request changed on April 7 to include 10th graders and student contact information.	Completed 04/13/21	Document provided
04/09/21 057	Dylan Crothers, Interactive Research Communications	Copier/printer contract information.	Completed 04/13/21	Document provided
04/12/21 058	Juarez Rivas	Contract information for Walker Quality Services.	Completed 04/12/21	Document provided

**ACTION ITEM:**

**Proposed Addition to the Wellness and Health Medical Treatment Policy**

**RECOMMENDATION:**

That the Board approves additions to the Seguin ISD Wellness and Health Services Medical Treatment policy to include administration of an unassigned epinephrine auto-injector by authorized school personnel.

**RATIONALE:**

In response to the increasing rate of students with diagnosed food allergies at risk for anaphylaxis, laws were passed in legislative sessions to address this health concern. TEC §38.208 (E) states "each school district, open-enrollment charter school, and private school may adopt and implement a policy regarding the maintenance, administration, and disposal of epinephrine auto-injectors at each campus in the district or school."

**REFERENCE and COMPLIANCE:**

TEC §38.208 (E)  
FFAC (LOCAL) Wellness and Health Services Medical Treatment

**BUDGET IMPACT/ INFORMATION:**

None

**PAPERWORK IMPACT:**

None

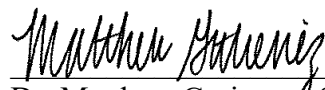
**EXHIBITS:**

Wellness and Health Services Medical Treatment policy FFAC (LOCAL)

**RESOURCE PERSONNEL:**

Cynthia J. Moreno, Chief Human Resources Officer

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



Date Submitted: 04/27/21

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

### PROPOSED REVISIONS

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

#### Medication Provided by Parent

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

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

#### Medication Provided by District

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

##### Athletic Program

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

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

##### Epinephrine

The District authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine auto-injector in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.

##### On Campus

Authorized and trained individuals may administer an unassigned epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

WELLNESS AND HEALTH SERVICES  
MEDICAL TREATMENT

FFAC  
(LOCAL)

The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

*Maintenance,  
Availability, and  
Training*

The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of authorized individuals in accordance with law; procedures for auto-injector use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine auto-injectors at each campus.

*Notice to Parents*

In accordance with law, the District shall provide notice to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.

**Psychotropics**

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

**Medical Treatment**

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

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

**ACTION ITEM:**

**Consider Recommendations for Teacher Term Contracts, Probationary Contracts, and Employment Agreements for Teachers and Other Non-Administrative Staff and Termination of Probationary and Term Contracts**

**RECOMMENDATION:**

That the Board approves the Superintendent's recommendations for probationary contract, term contract renewals, employment agreements for teachers and other non-administrative staff contracts and termination of probationary contracts.

**RATIONALE:**

According to Board Policy DC (LEGAL) Employment Practices, contracts and employment agreements for teachers and other professional are considered annually and must be approved by the Board.

**REFERENCE and COMPLIANCE:**

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

**BUDGET IMPACT/ INFORMATION:**

This item will have little effect on the 2021-2022 budget.

**PAPERWORK IMPACT:**

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

**EXHIBITS:**

Contract and Employment Agreement Recommendations for Teachers

**RESOURCE PERSONNEL:**

Cynthia J. Moreno, Chief Human Resources Officer

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



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

Date Submitted: 04/27/21

**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
Arredondo, Amanda	AJB Middle School	8/9/2021
Bryan, Nathaniel	Seguin High School	8/9/2021
Longacre, Joseph	Seguin High School	4/5/2021
McDaniel, Matthew	Seguin High School	4/5/2021

**ADVANCEMENT:**

**Bloch, Chanda, Seguin High School, effective 5/17/2021**

Ms. Bloch to Director of Secondary

**Cunningham, Jason, McQueeney Elementary, effective 6/7/2021**

Mr. Cunningham to Principal at McQueeney Elementary.

**Holliday, JoAnn, LLS, effective 5/17/2021**

Ms. Holliday to SHS Academic Dean

**FOR BOARD’S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**Aven, Jamie, Rodriguez Elementary, effective 6/18/2021**

Ms. Aven, Librarian, has resigned and elected to retire.

Ms. Aven has 16 years with Seguin ISD.

**Avila, Cathleen, Koennecke Elementary, effective 6/12/2021**

Ms. Avila, Kg Dual Language Teacher, has resigned due to personal reasons.

Ms. Avila has 1 year with Seguin ISD.

**Baker, Krista, Barnes Middle School, effective 6/12/2021**

Ms. Baker, ELAR Teacher, has resigned and elected to retire,

Ms. Baker has 1 year with Seguin ISD.

**Carroll, Oran, McQueeney Elementary, effective 6/12/2021**

Mr. Carroll, 1<sup>st</sup> Grade Teacher, has resigned and elected to retire.

Mr. Carroll has 12 years with Seguin ISD.

**Christen, Joyce, Special Education , effective 6/12/2021**

Ms. Christen, Occupational Therapist, has resigned due to personal reasons.

Ms. Christen has 3 years with Seguin ISD.

**Conlan, Chelsea, AJB Middle School, effective 4/12/2021**

Ms. Conlan, 8<sup>th</sup> Grade ELAR Teacher, has resigned due to medical reasons.

Ms. Conlan has 2 years with Seguin ISD.

**Conner, Amanda, McQueeney Elementary, effective 6/12/2021**

Ms. Conner, Special Education Teacher, has resigned due to personal reasons.

Ms. Conner has 2 years with Seguin ISD.

**Dominguez, Rene, Vogel Elementary, effective 6/12/2021**

Mr. Dominguez, 5<sup>th</sup> Grade Teacher, has resigned due to personal reasons.

Mr. Dominguez has 2 years with Seguin ISD.

**Faucher, Cassandra, Seguin High School, effective 6/12/2021**

Ms. Faucher, Math Teacher, has resigned to pursue another career.

Ms. Faucher has 7 years with Seguin ISD.

**Garcia, Matthew, Seguin High School, effective 6/12/2021**

Mr. Garcia, Science Teacher/Coach, has resigned due to personal reasons.

Mr. Garcia has 4 years with Seguin ISD.

**Goodson, Brittanie, Barnes Middle School, effective 4/30/2021**

Ms. Goodson, 8<sup>th</sup> Grade ELAR teacher, has resigned due to personal reasons.

Ms. Goodson has 1 year with Seguin ISD.

**James, Allison, Rodriguez Elementary, effective 6/12/2021**

Ms. James, 5<sup>th</sup> Grade Teacher, has resigned due to personal reasons.

Ms. James has 5 years with Seguin ISD.

**Koehler, Cassie, Koennecke Elementary, effective 6/23/2021**

Ms. Koehler, Principal, has resigned due to personal reasons.

Ms. Koehler has 12 years with Seguin ISD.

**Krueger, Julie, Patlan Elementary, effective 6/12/2021**

Ms. Krueger, 4<sup>th</sup> Grade Teacher, has resigned due to personal reasons.

Ms. Krueger has 1 year with Seguin ISD.

**Langford, Nathan, AJB Middle School, effective 4/16/2021**

Mr. Langford, Special Teacher/Coach, has resigned to accept a position as Head Coach with Luling ISD.

Mr. Langford has 6 years with Seguin ISD.

**Lozano, Rigoberto, Rodriguez Elementary, effective 6/12/2021**

Mr. Lozano, 3<sup>rd</sup> Grade Teacher, has resigned to accept a position closer to home.

Mr. Lozano has 2 years with Seguin ISD.

**Martinez Jr., Jose, Seguin High School, effective 6/12/2021**

Mr. Martinez Jr., Criminal Justice Teacher, has resigned due to personal reasons.

Mr. Martinez Jr. has 4 years with Seguin ISD.

**Miller, Julie, Rodriguez Elementary, effective 6/12/2021**

Ms. Miller, 3<sup>rd</sup> Grade Teacher, has resigned due to personal reasons.

Ms. Miller has 19 years with Seguin ISD.

**Rasor, Philip, Barnes Middle School, effective 4/8/2021**

Mr. Rasor, Special Education Teacher, has resigned due to medical reasons.

Mr. Rasor has 1 year with Seguin ISD.

**Rivera, Victoria, Rodriguez Elementary, effective 6/12/2021**

Ms. Rivera, 2<sup>nd</sup> Grade Dual Language Teacher, has resigned due to personal reasons.

Ms. Rivera has 2 years with Seguin ISD.

**Ross, Michael, Seguin High School, effective 6/12/2021**

Mr. Ross, History Teacher/Coach, has resigned to accept a position in the private sector.

Mr. Ross has 1 year with Seguin ISD.

**Schneebeli, Aundrea, Seguin High School, effective 6/12/2021**

Ms. Schneebeli, Dual Credit Psychology, AP Geography and Sociology Teacher, has resigned due to personal reasons.

Ms. Schneebeli has 5 years with Seguin ISD.

**Traeger, Andrew, McQueeney Elementary, effective 6/12/2021**

Mr. Traeger, Special Education Teacher, has resigned and elected to retire.

Mr. Traeger, has 2 years with Seguin ISD.

**Yock, Benjamin, Seguin High School, effective 6/12/2021**

Mr. Yock, Special Education Teacher/Coach, has resigned due to personal reasons.

Mr. Yock has 3 years with Seguin ISD.

**Youngblood, Robin, Vogel Elementary, effective 6/12/2021**

Ms. Youngblood, Special Education Teacher, has resigned due to personal reasons.

Ms. Youngblood has 1 year 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.

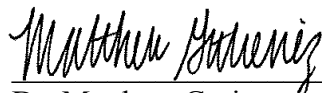
**EXHIBITS:**

Information Sheet

**RESOURCE PERSONNEL:**

Cynthia Moreno, Chief Human Resource Officer

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



Date Submitted: 04/27/21

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