

Agenda of Regular Meeting

The Board of Trustees Seguin ISD

A Regular Meeting of the Board of Trustees of Seguin ISD will be held May 25, 2021, beginning at 6:30 PM in the Board Room, 1221 E Kingsbury, Seguin, TX 78155.

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

1. **Call to Order**
 - A. Announcement that this meeting of the Seguin Independent School District has been duly called and that notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.
 - B. Pledges to the United States Flag and Texas Flag. Moment of silence.
 - C. Superintendent Announcements
2. **Recognition/Campus Presentations**
 - A. Student/Staff/Board/Community Recognition 4
 - B. Aspiring Administrator Academy Participants 5
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. Information Regarding the Purchase of Classroom Materials and Furniture for Ball Early Childhood Center from Charles J. Becker & Bro., Inc. Through the TIPS Purchasing Cooperative 6
 - B. Information Regarding the Purchase of iPads for Grades Prekindergarten Through Third from Apple Through the DIR Purchasing Cooperative 20
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 Principal at Jefferson Elementary
 - 2. Discussion Regarding Academic Dean at Jim Barnes Middle School, Jefferson Elementary, Koennecke Elementary, McQueeney Elementary, Patlan Elementary and Weinert Elementary
- 6. **Reconvene to Open Meeting**, the Board will take appropriate action on items, if necessary, as discussed in Closed Session
 - A. Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).
 - 1. Possible Action to Select Principal at Jefferson Elementary
 - 2. Possible Action to Select Academic Dean at Jim Barnes Middle School, Jefferson Elementary, Koennecke Elementary, McQueeney Elementary, Patlan Elementary and Weinert Elementary
- 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 - April 27, 2021 and Budget Workshop - May 12, 2021. 21
 - B. Approval of Tax Collection Reports for April 2021 30
 - C. Approval of Proposed Budget Amendments & Financial Statements for April 2021 31
 - D. Approval of District-Wide HVAC Systems Maintenance, Equipment, Parts, & Services (RFP #: 21-02) 39
 - E. Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts, And Services (RFP #: 21-03) 41
 - F. Approval of District-Wide Special Education Services (RFP #: 21-05) 43
 - G. Information Regarding Seguin ISD's Participation in the ESC XIII Regional Day School Program for the Deaf (RDSPD) 45
 - H. Information Regarding the Purchase of English and Spanish Teaching Kits for All Elementary Campuses from Lakeshore Learning Materials Through the BuyBoard Purchasing Cooperative 46
 - I. Information Regarding the Purchase of Moving Services for Jefferson Elementary from Move Solutions, LTD Through the BuyBoard Purchasing Cooperative 47
 - J. Information Regarding the Purchase of Complete Spanish Language and Complete Refresher Classroom Library Sets for Grades Prekindergarten Through Third from Booksource Through the BuyBoard Purchasing Cooperative 48

K. Personnel Information - Professional Employees	49
L. Acknowledge Public Information Act Requests April-May 2021	52
8. Action Item:	
A. Approval of Briesemeister Middle School FF&E (RFP #: 21-10)	54
9. Board Comments and Request	
10. Adjourn	

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

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

- **Seguin ISD Destination Imagination teams competing in the Global event**
- **Superintendent’s Student Advisory Team**
- **Superintendent’s Award**

RATIONALE: The purpose of this presentation is to recognize the performance and effort put forth daily by Seguin ISD students, trustees, staff, campus administrators and community partners.

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

BJA (LOCAL) 2. m. Encourage, oversee, and participate in staff recognition and support activities.

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: None

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

Submitted by: Matthew Gutierrez Date Submitted: 05/25/21
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

RECOGNITION ITEM: **Aspiring Administrator Academy Participants**

RECOMMENDATION: That the Board of Trustees recognizes the professional who completed the Aspiring Administrators Academy.

RATIONALE: The purpose of this presentation is to recognize the professional staff who completed the Aspiring Administrators Academy. Over the course of the 2020 - 2021 school year, the participants were able to gain a better understanding of each of the departments at the Central Office in order to better prepare them to be a future administrator.

REFERENCE and COMPLIANCE: BJA(LOCAL) 2.m. Encourage, oversee, and participate in staff recognition and support activities.

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: None

RESOURCE PERSONNEL : Mark Cantú, Chief Academic Officer

Submitted by: Matthew Gutierrez Date Submitted: 05/25/21
(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 Classroom Materials and Furniture for Ball Early Childhood Center from Charles J. Becker & Bro., Inc. Through the TIPS Purchasing Cooperative**

RECOMMENDATION: This purchase is through the TIPS Purchasing Cooperative reference #: 180902 from Charles J. Becker & Bro., Inc. at a cost of \$63,951.85.

RATIONALE: The purchased materials and furniture will be utilized to improve student performance in math and reading.

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: Early Education Allotment

EXHIBITS: None

RESOURCE PERSONNEL: Mark Cantu, Chief Academic Officer
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

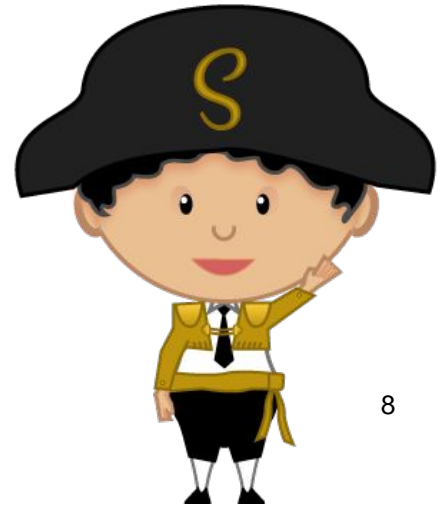
Date Submitted: 05/25/21

EARLY EDUCATION ALLOTMENT FUNDS PRESENTATION

Ball Early Childhood Center
Principal- Debra Reiley
Admin Intern- Jessica Castro

VISION: INSPIRE ALL TO PLAY, LOVE, LEARN

MISSION: TO PROVIDE A FOUNDATION FOR LEARNERS
TO BECOME LEADERS



PURPOSE:

- The allotment is part of a state drive to improve reading and mathematics proficiency by the third grade, a benchmark that can determine students' future achievement.
- Funds allocated must be used to fund programs and services designed to improve student performance in reading and mathematics in prekindergarten through third grade, including programs and services designed to assist the district in achieving the goals set in the district's early childhood literacy and mathematics proficiency plans adopted under TEC Section 11.185.

CURRENT BALL ECC CLASSROOMS



WHAT ARE WE USING THE
FUNDS FOR?

SAMPLE OF A 21ST CENTURY PRE-K CLASSROOM



UPDATE CLASSROOM FURNITURE



Heavy-Duty Adjustable Rectangular Tables



Classic Birch Cubbies & Shelves Low Storage Unit



Flex-Space Comfy Floor Seats



Classic Birch Coat Lockers for 10



Quiet Time Privacy Cube



Classic Birch Cubbies & Shelves Medium Storage Unit

READING MATERIALS



Learn the Alphabet! Dough Mats



Magnetic Letter Builders - Starter Set



What's the Rhyme? Sorting Houses



BILINGUAL CLASSROOM ITEMS



Spanish Alphabet Teaching Tubs



Spanish Paperback Library



Becker's Bilingual Construction & Road Sign Set

MATH MATERIALS



Nuts About Counting!



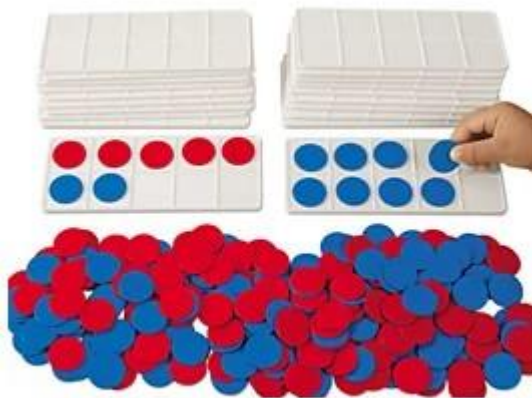
Magnetic Numbers & Counters



Lakeshore Hands-On Math Trays - Complete Set



Lakeshore Math Counters Library 1



Ten-Frames Class Set



MUST HAVES FOR EVERY CLASSROOM



Just Like Home Comfy
Couch



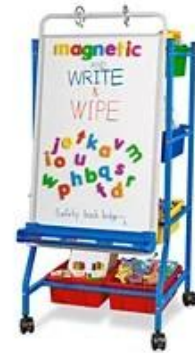
Just Like Home Comfy
Chair



Space-Saver Mobile Art Center



Stand-Up Magnetic
Design Center



Store & Display Teaching Cart

CENTER ITEMS FOR ALL CLASSROOMS



Feels Real Baby Dolls - Complete Set



100-Piece Wooden Train Set



Real-Size Classroom Food Set



Giant Classic Dollhouse



Lakeshore Hardwood Kitchen Set



Butcher-Block Table and Chair Set

QUESTIONS OR COMMENTS?

INFORMATION ITEM: **Information Regarding the Purchase of iPads for Grades
Prekindergarten Through Third from Apple Through the DIR
Purchasing Cooperative**

RECOMMENDATION: This purchase is through the DIR Purchasing Cooperative reference #: DIR-TSO-3789 from Apple at a cost of \$398,923.50.

RATIONALE: These devices will support the instructional needs of the targeted students in prekindergarten through third grade.

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: Early Education Allotment

EXHIBITS: None

RESOURCE PERSONNEL: Bill Lewis, Chief Operating Officer/Associate Superintendent
Anthony Hillberg, Chief Financial Officer, CPA, CTSBO
Jennifer Raske, Purchasing Cooperative

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



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

Date Submitted: 05/25/21

Minutes of Regular Meeting

The Board of Trustees

Seguin ISD

A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, April 27, 2021, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent:

Also Present: 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; Bethany Polk, Director of School Climate Transformation; Audrey Parker, Seguin High School Head Nurse and Wellness Health Coordinator; Nancy Ramirez, Superintendent Secretary and media.

1. Call to Order

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

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

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, upcoming key dates and event information since the last board meeting, which included recognizing staff and student achievements and successes from across the district. Dr. Gutierrez invited the entire school community to attend a virtual Town Hall on Thursday, May 29 where he will discuss COVID protocols and the intersession calendar for the upcoming school year.

2. Recognition/Campus Presentations

A. Student/Staff/Board/Community Recognition

The Board tabled this item until the May 25th regular board meeting.

3. Audience with the Board

No one signed up to address the board.

4. Reports/Information Items:

A. Racial Equity Committee Update

The Board of Trustees received an overview and update from Ms. Polk regarding the timeline, progress and next steps for the Racial Equity Committee.

5. Closed Meeting –The Board went into closed session at 7:04 p.m.

A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.

B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(§)1

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 reconvened at 8:31 p.m.

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

1. Possible Action Regarding Proposed Nonrenewal of Chapter 21 Term Contract Employee

Mr. Jenkins moved, seconded by Mrs. Moreno to propose nonrenewal of Chapter 21 Term Contract employee.

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

Nays: None

2. Possible Action to Select Principal at McQueeney Elementary

Ms. Duncan moved, seconded by Mr. Amador to select Jason Cunningham as Principal at McQueeney.

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

Nays: None

3. Possible Action to Select Academic Dean at Seguin High School

Ms. Duncan moved, seconded by Mrs. Crettenden to select JoAnn Holliday as Academic Dean at Seguin High School.

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

Nays: None

4. Possible Action to Select Associate Principal at Seguin High School

Ms. Duncan moved, seconded by Mr. Jenkins to select Ryan Randolph as Associate Principal at Seguin High School.

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

Nays: None

Cindy Moreno announced the advancement of Dr. Chanda Bloch to Director of Secondary Education.

7. Consent Agenda Items – Consider and Possible Approval:

A. Approval of Board Minutes for:

Regular Meeting, March 30, 2021

B. Approval of Tax Collection Reports for March 2021

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

D. Approval of Donations Received March 2021

The Board of Trustees approved the donations received by the District during the month of March 2021 in the amount of \$910.00 from various business and individuals. District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval."

E. Approval of Investment Report for the Third Quarter Ended March 31, 2021

The Board of Trustees approved the Investment Report for the Quarter ended March 31, 2021. 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 2021. The District's earnings rates, investment position, and yield information are presented for the period.

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

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

G. Approval of District-Wide HVAC Systems Maintenance, Equipment, Parts, and Services (RFP #: 21-02)

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for HVAC Systems Maintenance, Equipment, Parts, and Services. A Request for Proposals (RFP#: 21-02) was issued on August 7, 2020 for HVAC Systems Maintenance, 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 respondent 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.

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

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Special Education Services. A Request for Proposals (RFP#: 21-05) was issued on August 7, 2020 for Special Education Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents 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.

I. Approval of District-Wide Waste Removal Services (RFP #: 21-08)

The Board of Trustees approved to contract with Tiger Sanitation for Waste Removal Services at a cost of \$9,435 per month for a three-year term. A Request for Proposals (RFP#: 21-08) was issued²³

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.

J. Approval of District-Wide Student Accident and Athletic Insurance (RFP #: 21-09)

The Board of Trustees approved 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. 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.

K. Instructional Materials Allotment (IMA) TEKS Certification

The Board of Trustees approved the Instructional Materials Allotment TEKS Certification for the 2021-2022 school year. 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.

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

The Board of Trustees approved the Superintendent to have final hiring authority of all contractual personnel beginning on April 28, 2021 and ending on August 31, 2021. 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.

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

The Board of Trustees received information regarding the purchase of replacement coils and installation for Seguin High School reference #: 030817-JHN from Johnson Controls, Inc. at a cost of \$129,035.00 through the Sourcewell Purchasing Cooperative. 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.

N. Seguin Independent School District Purchasing Cooperative Management Fees Report 2020-2021

The Board of Trustees received information regarding Seguin ISD membership in purchasing cooperatives, and has paid any associated management fees, to purchasing cooperatives as indicated on the exhibit. 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).

O. Acknowledge Public Information Act Request March – April 2021

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

Mrs. Crettenden moved, seconded by Mr. Amador to approve Consent Action Items:

A. Approval of Board Minutes for:

Regular Meeting, March 30, 2021

B. Approval of Tax Collection Reports for March 2021

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

D. Approval of Donations Received March 2021

E. Approval of Investment Report for the Third Quarter Ended March 31, 2021

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

G. Approval of District-Wide HVAC Systems Maintenance, Equipment, Parts, and Services (RFP #: 21-02)

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

I. Approval of District-Wide Waste Removal Services (RFP #: 21-08)

J. Approval of District-Wide Student Accident and Athletic Insurance (RFP #: 21-09)

K. Instructional Materials Allotment (IMA) TEKS Certification

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

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

N. Seguin Independent School District Purchasing Cooperative Management Fees Report 2020-2021

O. Acknowledge Public Information Act Request March – April 2021

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

Nays: None

8. Action Items:

A. Proposed Addition to the Wellness and Health Medical Treatment Policy

Mr. Jenkins moved, seconded by Ms. Duncan to approve the 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. 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."

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

Nays: None

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

Mrs. Crettenden moved, seconded by Mr. Amador to approve 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.

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

Nays: None

C. Personnel Action Professional Employees

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

New Hire Elections:

Name	Campus	Effective
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

Advancements:

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

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, Koenecke 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, 1st 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, 8th 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, 5th 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, 8th 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, 5th 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, 4th 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, 3rd 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, 3rd 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, 2nd 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.

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

Nays: None

9. Board Comments and Request

Mrs. Moreno shared that the new athletic coaches are very pleased and excited to be in Seguin and a part of the Matador Family.

There were no new requests from the Board.

All prior Board requests have been addressed.

10. Adjourn

Mr. Amador moved, seconded by Mrs. Moreno to adjourn the meeting. The meeting adjourned at 8:47 p.m.

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

Nays: None

Secretary/May 25, 2021

President/May 25, 2021

Minutes of Budget Workshop

The Board of Trustees

Seguin ISD

A Board Workshop of the Board of Trustees of Seguin ISD was held Wednesday, May 12, 2021, beginning at 6:00 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador, Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Carl Jenkins (arrived at 6:33 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; Cynthia Borden, Director of Federal & State Accountability; Sally Eckhart, Budget and Accounting Specialist; Jacob Galvan, Director of Child Nutrition and Nancy Ramirez, Superintendent Secretary.

1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:00 p.m. and a quorum was established.

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

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

2. Audience with the Board

No one signed up to address the Board.

3. Budget Workshop

A. 2021-2022 Budget Development Workshop

The Board held a discussion with Dr. Gutierrez, Mr. Hillberg and Staff regarding the 2021-2022 budget development process, tax rates, along with the associated challenges due to COVID-19, next steps and the ESSER (Elementary and Secondary School Emergency Relief) III funds. The Board thanked the staff for their hard work and continuous dedication to the students, staff and Seguin ISD Community during this unprecedented year.

4. Adjourn

The meeting adjourned at 8:28 p.m.

Secretary/May 25, 2021

President/May 25, 2021

ACTION ITEM:

Approval of Tax Collection Reports for April 2021

RECOMMENDATION:

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

Current	\$	436,050
Delinquent		69,049
Penalty and Interest		74,619
Total Monthly Collections	\$	<u>579,718</u>
Total Tax Collections Year to Date	\$	<u>49,049,741</u>
Delinquent Tax Levy		2,822,314
Percent Collected through April 2021		66.86%
Percent of Tax Levy Collected last year		59.06%

EXHIBITS:

None

RESOURCE PERSONNEL:

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 05/25/21

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

ACTION ITEM: **Approval of Proposed Budget Amendments & Financial Statements for April 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 April 30, 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: 05/25/21
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Function Codes

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

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

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

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

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

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

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

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

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

35 – Food Service – Expenditures for food service operations

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

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

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

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

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

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

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

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

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

Seguin Independent School District
Proposed Budget Amendments and Financial Statements
General Operating Fund
April 2021

	Budget				Actual			Budget Remaining	
	April 1, 2021	Proposed Amendment(s)		April 30, 2021	April 1, 2021	Current Month	April 30, 2021		
	Adopted Budget	Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
REVENUE									
Local									
Property Taxes-Current	35,470,987	35,470,987	-	-	35,470,987	33,349,842	312,736	33,662,578	1,808,409
Property Taxes-Delinquent	261,853	261,853	-	-	261,853	945,711	51,600	997,311	-
Property Taxes-Penalty & Interest	-	-	-	-	-	333,202	55,121	388,323	-
Interest Income	730,000	730,000	-	-	730,000	46,205	3,546	49,751	680,249
Other Local Income	456,000	456,000	-	-	456,000	218,963	8,030	226,993	229,007
State	30,299,547	30,820,247	-	-	30,820,247	15,849,484	1,981,440	17,830,924	12,989,323
Federal	967,000	967,000	-	-	967,000	1,757,594	(43,663)	1,713,931	-
REVENUE	68,185,387	68,706,087	-	-	68,706,087	52,500,999	2,368,811	54,869,811	15,706,988
EXPENSE									
11 - Instruction	37,185,280	40,831,656	-	27,248	40,858,904	22,785,591	3,185,428	25,971,020	14,887,884
12 - Instructional Resources & Media Svcs	1,052,175	1,169,205	-	4,882	1,174,087	699,752	93,222	792,975	381,112
13 - Curr & Instructional Staff Development	1,044,285	853,232	-	6,975	860,207	489,503	77,761	567,263	292,944
21 - Instructional Leadership	1,926,823	1,901,791	-	(57,732)	1,844,059	1,237,636	148,919	1,386,555	457,504
23 - School Leadership	4,872,005	4,995,005	-	7,976	5,002,981	3,326,440	381,776	3,708,216	1,294,765
31 - Guidance & Counseling Services	2,533,507	2,831,272	-	6,490	2,837,762	1,754,977	188,427	1,943,405	894,357
32 - Social Work Services	526,791	552,574	-	361	552,935	414,351	45,913	460,264	92,671
33 - Health Services	620,656	791,557	-	3,800	795,357	440,779	60,653	501,432	293,925
34 - Student Transportation	3,053,895	3,098,396	-	-	3,098,396	1,935,801	207,781	2,143,582	954,814
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,071,617	2,083,418	-	-	2,083,418	1,248,666	153,154	1,401,820	681,598
41 - General Administration	2,294,166	2,326,641	-	-	2,326,641	1,556,200	147,254	1,703,454	623,187
51 - Plant Maintenance & Operations	6,714,399	6,962,714	-	-	6,962,714	4,835,612	579,766	5,415,378	1,547,336
52 - Security & Monitoring Services	495,287	796,537	-	-	796,537	539,355	49,609	588,964	207,573
53 - Data Services	1,713,481	1,754,693	-	-	1,754,693	1,283,019	92,719	1,375,738	378,955
61 - Community Services	78,762	55,821	-	-	55,821	24,718	4,183	28,901	26,920
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	610,685	-	-	610,685	454,976	-	454,976	155,709
EXPENSE	66,778,454	72,309,197	-	-	72,309,197	43,721,378	5,416,564	49,137,942	23,171,255
REVENUE OVER/(UNDER) EXPENSE	\$ 1,406,933	\$ (3,603,110)	\$ -	\$ -	\$ (3,603,110)	8,779,622	(3,047,753)	5,731,869	(7,464,267)
Other Sources	-	-	-	-	-	281,968	(0)	281,968	
Other Uses	-	-	-	-	-	-	-	-	
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281,968	\$ (0)	\$ 281,968	
RESULT OF ACTIVITIES	\$ 1,406,933	\$ (3,603,110)	\$ -	\$ -	\$ (3,603,110)	\$ 9,061,590	\$ (3,047,753)	\$ 6,013,837	

Additional Information to the Reader		
PRELIMINARY ESTIMATE - Fund Balance:		
20 - 21 Beginning Unassigned Fund Balance (Audited)	\$ 29,802,591	
20 - 21 Actual Year to Date Revenue Over/(Under) Expense	\$ 5,731,869	
20 - 21 Actual Year to Date Other Sources and Uses	281,968	
20 - 21 Budget Remaining Revenue Over/(Under) Expense	\$ (7,464,267)	
20 - 21 Estimated Year End Result of Activities	\$ (1,450,430)	
* 20 - 21 Estimated Ending Unassigned Fund Balance (Unaudited)	\$ 28,352,161	
PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):		
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	\$ (1,096,450)	
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	
* 20 - 21 Estimated Ending Unassigned Fund Balance (Unaudited)	\$ 28,352,161	
Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$ 11,527,372	

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

Budget Report - Attachment 1
25-May-2021

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

	Budget					Actual			Budget Remaining
	Adopted Budget	April 1, 2021	Proposed Amendment(s)		April 30, 2021	April 1, 2021	Current Month	April 30, 2021	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
REVENUE									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	675	36	712	19,288
Other Local Income	771,000	771,000	-	-	771,000	75,431	19,527	94,958	676,042
State	70,000	70,000	-	-	70,000	337,155	18,693	355,848	-
Federal	3,914,000	3,914,000	-	-	3,914,000	2,888,489	548,380	3,436,869	477,131
REVENUE	4,775,000	4,775,000	-	-	4,775,000	3,301,751	586,636	3,888,387	1,172,461
EXPENSE									
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	2,735,672	408,286	3,143,958	1,620,542
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	6,694	615	7,310	2,690
52 - Security & Monitoring Services	500	500	-	-	500	442	44	486	14
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
EXPENSE	4,775,000	4,775,000	-	-	4,775,000	2,742,807	408,945	3,151,753	1,623,247
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	558,944	177,691	736,634	(450,787)
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ -	\$ -	\$ -	\$ -	558,944	177,691	736,634	(450,787)

Additional Information to the Reader	
PRELIMINARY ESTIMATE - Fund Balance:	
<i>20 - 21 Beginning Fund Balance (Audited)</i>	
Unassigned	\$ 736,148
Non Spendable-Inventory	<u>\$ 21,256</u>
Total 20 - 21 Beginning Fund Balance (Audited)	\$ 757,404
20 - 21 Actual Year to Date Revenue Over/(Under) Expense	\$ 736,634
20 - 21 Actual Year to Date Other Sources and Uses	\$ -
20 - 21 Budget Remaining Revenue Over/(Under) Expense	<u>\$ (450,787)</u>
20 - 21 Estimated Year End Result of Activities	\$ 285,848
20 - 21 Estimated Ending Fund Balance (Unaudited)	<u><u>\$ 1,043,252</u></u>

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

Budget Report - Attachment 1
25-May-2021

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	April 1, 2021	Proposed Amendment(s)		April 30, 2021	April 1, 2021	Current Month		April 30, 2021
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
REVENUE									
Local									
Property Taxes-Current	13,377,002	13,377,002	-	-	13,377,002	13,376,888	123,314	13,500,202	-
Property Taxes-Delinquent	135,496	135,496	-	-	135,496	346,814	17,449	364,263	-
Property Taxes-Penalty & Interest	-	-	-	-	-	117,567	19,498	137,064	-
Interest Income	-	-	-	-	-	10,694	1,064	11,758	-
Other Local Income	-	-	-	-	-	10,496	-	10,496	-
State	-	-	-	-	-	167,294	-	167,294	-
Federal	-	-	-	-	-	-	-	-	-
REVENUE	13,512,498	13,512,498	-	-	13,512,498	14,029,753	161,325	14,191,078	-
EXPENSE									
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	1,429,336	13,507,811	4,687
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
EXPENSE	13,512,498	13,512,498	-	-	13,512,498	12,078,475	1,429,336	13,507,811	4,687
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	1,951,279	(1,268,011)	683,267	\$ (4,687)
Other Sources	-	-	-	-	-	4,934	-	4,934	
Other Uses	-	-	-	-	-	-	-	-	
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,934.00	\$ -	\$ 4,934.13	
RESULT OF ACTIVITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,956,213	\$ (1,268,011)	\$ 688,201	

Additional Information to the Reader	
PRELIMINARY ESTIMATE - Fund Balance:	
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	\$ 683,267
20 - 21 Actual Year to Date Other Sources and Uses	\$ 4,934
20 - 21 Budget Remaining Revenue Over/(Under) Expense	\$ (4,687)
20 - 21 Estimated Year End Result of Activities	\$ 683,514
20 - 21 Estimated Ending Fund Balance (Unaudited)	\$ 11,700,950

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

Budget Report - Attachment 1
25-May-2021

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

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 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: Comfort-Air Engineering, Inc. The list of previously approved vendors is available on the Bids page of the District [website](#). All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

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

PAPERWORK IMPACT: None

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

EXHIBITS: Vendor Recommendation Form

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

Submitted by: _____ Date Submitted: 05/25/21
(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
Comfort-Air Engineering, Inc.	HVAC	Y

Note:

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

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

ACTION ITEM: **Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts, And Services (RFP #: 21-03)**

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

RATIONALE: A Request for Proposals (RFP#: 21-03) was issued on August 7, 2020 for Plumbing Systems Maintenance, Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondent will be added to the list of approved vendors for this RFP: Fosters Septic Cleaning. 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: 05/25/21
(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 #: 21-03, PLUMBING

BID CLOSING DATE: JUNE 30, 2023

ISSUING DEPARTMENT(S): MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
Fosters Septic Cleaning	Septic Services	Y

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: National Recruiting Consultants. 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

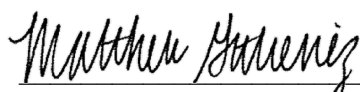
PAPERWORK IMPACT: None

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: 05/25/21
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
National Recruiting Consultants	Physical/occupational therapy, speech pathology, diagnosticians	Y

Note:

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

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

INFORMATION ITEM: **Information Regarding Seguin ISD's Participation in the ESC XIII Regional Day School Program for the Deaf (RDSPD)**

RECOMMENDATION: That the Board of Trustees receives information regarding Seguin ISD's ongoing participation in the ESC XIII Regional Day School Program for the Deaf at an annual cost of \$248,054.

RATIONALE: The Matador Special Services department desires to continue participation in the ESC XIII Regional Day School Program for the Deaf. This program enables the District to efficiently provide instruction for six (6) hearing impaired students. In addition to instructional services, the program provides these students with diagnostic and evaluation services, as well as, interpreters and equipment required for use by each student.


REFERENCE and COMPLIANCE: GNB (LEGAL) Relations with Educational Entities, Regional Education Service Centers

PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: Funds are provided using federal funds received through the IDEA-B program.

EXHIBITS: None

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

Submitted by:  Date Submitted: 05/25/21
 (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 English and Spanish Teaching Kits for All Elementary Campuses from Lakeshore Learning Materials Through the BuyBoard Purchasing Cooperative**

RECOMMENDATION: This purchase is through the BuyBoard Purchasing Cooperative reference #: 573-18 from Lakeshore Learning Materials at a cost of \$59,451.70.

RATIONALE: The Teaching Kits are intended to provide teachers in prekindergarten through third grade the tools to help students improve their math and language skills.

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

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

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

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

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

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

EXHIBITS: None

RESOURCE PERSONNEL: Mark Cantu, Chief Academic Officer
Athony 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: 05/25/21

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

RECOMMENDATION: This purchase is through the BuyBoard Purchasing Cooperative reference #: 559-18 from Move Solutions, LTD at a cost of \$93,072.00. Move Solutions will provide labor, equipment, and transportation to move furniture and contents at Jefferson Elementary in June and August of 2021 to allow for construction and renovation work at the campus.

RATIONALE: 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

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

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

EXHIBITS: None

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

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



Date Submitted: 05/25/21
Dr. Matthew Gutierrez, Superintendent
1221 E. Kingsbury St., Seguin, TX 78155
(830) 401-8614

INFORMATION ITEM: **Information Regarding the Purchase of Complete Spanish Language and Complete Refresher Classroom Library Sets for Grades Prekindergarten Through Third from Booksource Through the BuyBoard Purchasing Cooperative**

RECOMMENDATION: This purchase is through the BuyBoard Purchasing Cooperative reference #: 609-20 from Booksource at a cost of \$146,690.29.

RATIONALE: As a leading provider of classroom libraries for school districts, Booksource offers a wide range of instructional materials designed to engage and meet the needs of every student.

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

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

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

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

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

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

EXHIBITS: None

RESOURCE PERSONNEL: Mark Cantu, Chief Academic Officer
Athony 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: 05/25/21

INFORMATION ITEM: **Personnel Information - Professional Employees**

RECOMMENDATION: The Board of Trustees recognizes and acknowledges the new professional hires for the 2021 – 2022 school year and the resignations listed below.

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

Name	Campus	Effective
Camacho, Luis	Seguin High School	8/9/2021
Morgan, Kelly	Barnes Middle School	8/9/2021
Ortiz, Robert	Seguin High School	8/9/2021
Patranella, Laura	Vogel Elementary	8/9/2021
Redix, Philip	Seguin High School	8/9/2021
Stephens, Andrea	Barnes Middle School	8/9/2021

ADVANCEMENT:

Arriola, Robert, AJB Middle School, effective 7/1/21
Mr. Arriola to ABJ Middle School Associate Principal
Beutnagel, Tori, Central Office, effective 6/17/21
Ms. Beutnagel to Barnes Middle School Associate Principal
Duvall, Bianca, AJB Middle School, effective 7/26/21
Mrs. Duvall to Assistant Principal at AJB Middle School
Eckols, Trisha, Weinert Elementary, effective 7/26/21
Mrs. Eckols to Assistant Principal at McQueeney Elementary
Gonzales, Tracee, Patlan Elementary, effective 7/26/21
Mrs. Gonzales to Assistant Principal at Jefferson Elementary
Miranda, Kristi, Barnes Middle School, effective 6/14/21
Mrs. Miranda to Education Data Analyst
Seidenberger, Allison, Barnes Middle School, effective 6/14/21
Mrs. Seidenberger to Restorative Practices Coordinator
Zink, Suzanne, Seguin High School, effective, 7/26/21
Ms. Zink to Assistant Principal at Seguin High School

**FOR BOARD’S
ACKNOWLEDGEMENT
RESIGNATIONS:**

Basha, Jonathan, Barnes Middle School, effective 6/11/2021
Mr. Basha, Assistant Principal, has resigned to accept a position as High School Principal for Gonzales ISD.
Mr. Basha has 2 years with Seguin ISD.
Borden, Callie, Rodriguez Elementary, effective 6/12/2021
Ms. Borden, Special Education Teacher, has resigned due to personal reasons.
Ms. Borden has 2 years with Seguin ISD.
Cowey, Kambri, Jefferson Elementary, effective 6/12/2021
Ms. Cowey, 3rd Grade Teacher, has resigned to accept a position with

another school district

Ms. Cowey has 1 year with Seguin ISD.

Ehlers, Jessica, Weinert Elementary, effective 6/12/2021

Ms. Ehlers, Dyslexia/Intervention Teacher, has resigned due to relocation.

Ms. Ehlers has 9 years with Seguin ISD.

Garcia, Leo, Seguin High School, effective 6/12/2021

Mr. Garcia, Choir Teacher, has resigned to accept a position with another school district.

Mr. Garcia has 7 years with Seguin ISD.

Hernandez, Jose, AJB Middle School, effective 6/12/2021

Mr. Hernandez, Athletics & PE Teacher, has resigned due to personal reasons.

Mr. Hernandez has 17 years with Seguin ISD.

Howarton, Angela, Barnes Middle School, effective 6/12/2021

Ms. Howarton, ESOL Teacher, has resigned and elected to retire.

Ms. Howarton has 23 years with Seguin ISD.

Juarez, Brandi, Patlan Elementary, effective 6/12/2021

Ms. Juarez, 2nd Grade teacher, has resigned to accept a position with Navarro ISD.

Ms. Juarez has 8 years with Seguin ISD.

Ordnung, Elizabeth, Barnes Middle School, effective 6/12/2021

Ms. Ordnung, ELAR Lead/Intervention Support, has resigned to accept a position with another school district.

Ms. Ordnung, has 8 years with Seguin ISD.

Rodriguez, Maria, LLS Dept., effective 6/12/2021

Ms. Rodriguez, Multilingual Education Specialist, has resigned and elected to retire.

Ms. Rodriguez has 32 years with Seguin ISD.

Seehausen, Jeanne, McQueeney Elementary, effective 6/12/2021

Ms. Seehausen, Librarian, has resigned to accept a position with New Braunfels ISD.

Ms. Seehausen has 19 years with Seguin ISD.

Smith, Elliott, AJB Middle School, effective 6/12/2021

Mr. Smith, Technology Teacher, has resigned due to relocation.

Mr. Smith has 1 year with Seguin ISD.

Ybarra, Matthew, Barnes Middle School, effective 6/12/2021

Mr. Ybarra, Theater Arts Teacher, has resigned due to relocation.

Mr. Ybarra has 3 years with Seguin ISD.

RATIONALE:

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

REFERENCE and COMPLIANCE:

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

BUDGET IMPACT/ INFORMATION:

None

PAPERWORK
IMPACT:

This item will result in follow up communication with the employee.

EXHIBITS:

Information Sheet

RESOURCE
PERSONNEL:

Cynthia Moreno, Chief Human Resource Officer

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



Date Submitted: 05/25/21

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

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

RECOMMENDATION: That the Board of Trustees acknowledge Public Information Act requests received since April 15, 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: April 15-May 12, 2021 Public Information Act request roster

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

Submitted by: Matthew Gutierrez Date Submitted: 05/25/21
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Seguin ISD PIA requests received from April 15-May 12, 2021

<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
05/10/21 059	Patricia Sosa, Lifetouch Studios	SHS 11 grade directory information	Completed 05/11/21	Document provided
05/10/21 060	Betty Humphris, GCRSP	Spring retiree names and schools	Completed 05/11/21	Document provided
05/11/21 061	Toni Ward, College Funding Academy	Directory information for 2022, 2023, 2024 and 2025 grads.	In progress	

ACTION ITEM: **Approval of Briesemeister Middle School Furniture, Fixtures, and Equipment (FF&E) (RFP #: 21-10)**

RECOMMENDATION: That the Board of Trustees approve District administration to negotiate with Indeco Sales for Furniture, Fixtures, and Equipment (FF&E) at a cost of \$1,132,854.00.

RATIONALE: A Request for Proposals (RFP#: 21-10) was issued on April 9, 2021, for Furniture, Fixtures, and Equipment (FF&E). The bid was competitively solicited in compliance with Board Policy. Of the three (3) responses received, all met the RFP requirements. This recommendation is based primarily, although not exclusively, on the best value for the price.

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: FF&E 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: 05/25/21

Seguin ISD

Bid Tabulation Summary

FF&E at Briesemeister Middle School (RFP - 21-10)

TYPE	PROJECT TITLE
RFP	FF&E at Briesemeister Middle School
IUMBE	ISSUING DEPARTMENT
21-10	Maintenance

	DATE 1	DATE 2
POSTING	04/11/21	04/18/21
PRE-BID	N/A	N/A
CLOSING	04/29/21	N/A
BOARD	05/25/21	N/A

#	RESPONDENT (Alpha Order)	NON-SCORING DATA (Y/N)					AVERAGE SCORE					
		PRICE	PROPOSAL RECEIVED	ALL FORMS COMPLETED	SAMPLES PROVIDED	PRICE (Grand Total)	(% deviation x 0.25) MAX	MAX	MAX	MAX	MAX	MAX
							20	15	10	10	5	60
						PRICE (SCORE)	REPUTATION OF VENDOR & GOODS/SERVICES	QUALITY OF GOODS/SERVICES	MEETS DISTRICT'S NEEDS	PAST RELATIONSHIP W/ DISTRICT	TOTAL	
1	Indeco Sales	\$ 1,132,854.00	Y	Y	Y	\$ 1,132,854	20	14	9	9	4	56
2	Meteor	\$ 1,301,045.61	Y	Y	Y	\$ 1,301,046	16	11	7	8	3	45
3	Worthington	\$ 1,769,217.00	Y	Y	Y	\$ 1,769,217	6	12	7	8	4	36
3												
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RECOMMENDATION	SCORE	PRICE	JUSTIFICATION FOR THIS RECOMMENDATION
Indeco Sales	56	\$ 1,132,854	The evaluation team, consisting of staff members from various areas of District operations, consider the Indeco Sales proposal to be the best value for this project. The recommendation is to allow District Administration to negotiate additional details to meet the project needs. These negotiations could lead to adjustments to the overall project price reflected here.