

Agenda of Regular Meeting

The Board of Trustees Seguin ISD

A Regular Meeting of the Board of Trustees of Seguin ISD will be held June 15, 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. **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.

3. **Reports/Information Items:**

- A. Update on the Learning Recovery and Acceleration Task Force COVID-19 Plan 3
- B. Information Regarding the Purchase of Staffing Related Services for Seguin ISD from Educational Solutions Services (ESS) Through the TIPS Purchasing Cooperative 23

4. **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).
- C. Pursuant to Texas Government Code Section § 551.072 - Discuss the sale, purchase, exchange, lease, or value of real property.

5. **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).
6. **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 - May 25, 2021. 43
 - B. Approval of Tax Collection Reports for May 2021 50
 - C. Approval of District-Wide HVAC Systems Maintenance, Equipment, Parts, & Services (RFP #: 21-02) 51
 - D. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 21-04) 53
 - E. Approval of Agreement with Texas Association of School Boards for Workers' Compensation Stop-Loss Coverage for the period July 1, 2021, through July 1, 2022 55
 - F. First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 117, Affecting LEGAL and LOCAL Policies 56
 - G. ESC XIII and XX Annual Commitment Forms 76
 - H. Information Regarding the Purchase of Permit Fees for Briesemeister Middle School 77
 - I. Personnel Information - Professional Employees 78
 - J. Acknowledge Public Information Act Requests May-June 2021 82
7. **Action Items**
 - A. Adoption of 2021-22 Budgets for the General Fund, Child Nutrition Fund, and Debt Service Fund 84
 - B. Consideration and Approval of the Resolution Regarding Elementary and Secondary School Emergency Relief III (ESSER III) Fund 86
 - C. 2021-2022 Compensation Handbook with Employee Salary Increases Recommendation 88
8. **Board Comments and Request**
9. **Adjourn**

INFORMATION ITEM: **Update on the Learning Recovery and Acceleration Task Force COVID-19 Plan**

RECOMMENDATION: That the Board of Trustees receives an update on the Learning Recovery and Acceleration Task Force COVID-19 Plan.

RATIONALE: The purpose of this update is to share information on the 2021 - 2022 COVID-19 Recovery Plan. Seguin ISD has partnered with the Resilient School Support Program (RSSP) funded by TEA for the past 10 months to help mitigate the effects of COVID-19 on teaching and learning. In April, the Learning Recovery and Acceleration Task Force was created in order to plan for the 2021 - 2022 school year. The Task Force has reviewed data, engaged various stakeholders, identified areas of improvement, incorporated ESSER planning and funding, and drafted a plan to help target areas of need.

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

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: Learning Recovery and Acceleration Task Force COVID-19 Plan

RESOURCE PERSONNEL: Mark Cantú, Chief Academic Officer

Submitted by: Matthew Gutierrez Date Submitted: 06/15/21
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614



Seguin ISD Learning Recovery and Acceleration Plan *SY 21-22*

June 15, 2021 Board Meeting

Table of Contents

Where We Are

Where We're Going for SY21-22

How We'll Get There

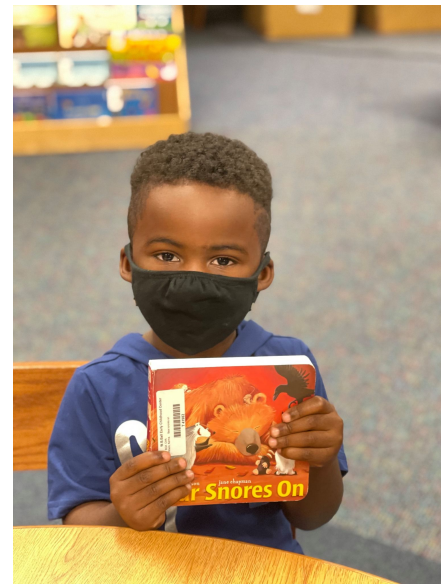


Our district has a set of goals and strategic priorities to guide our work

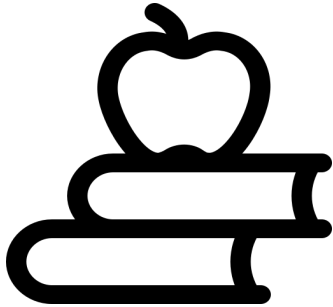
Superintendent and Board Goals

1. Increase **K-3 literacy** proficiency
2. Implement **PLCs** district-wide
3. Utilize **Rigor and Relevance Framework** district-wide
4. Develop a Guaranteed and Viable **Curriculum**

This year, our community experienced challenges *and* demonstrated resilience associated with COVID-19



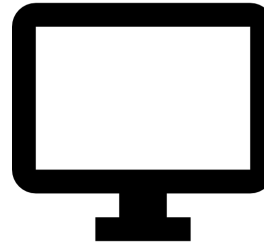
Looking ahead, our community will continue to have significant needs and focus on four key areas



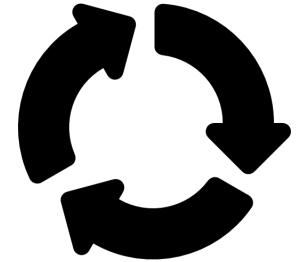
**UNFINISHED
LEARNING**



**MENTAL + PUBLIC
HEALTH NEEDS**

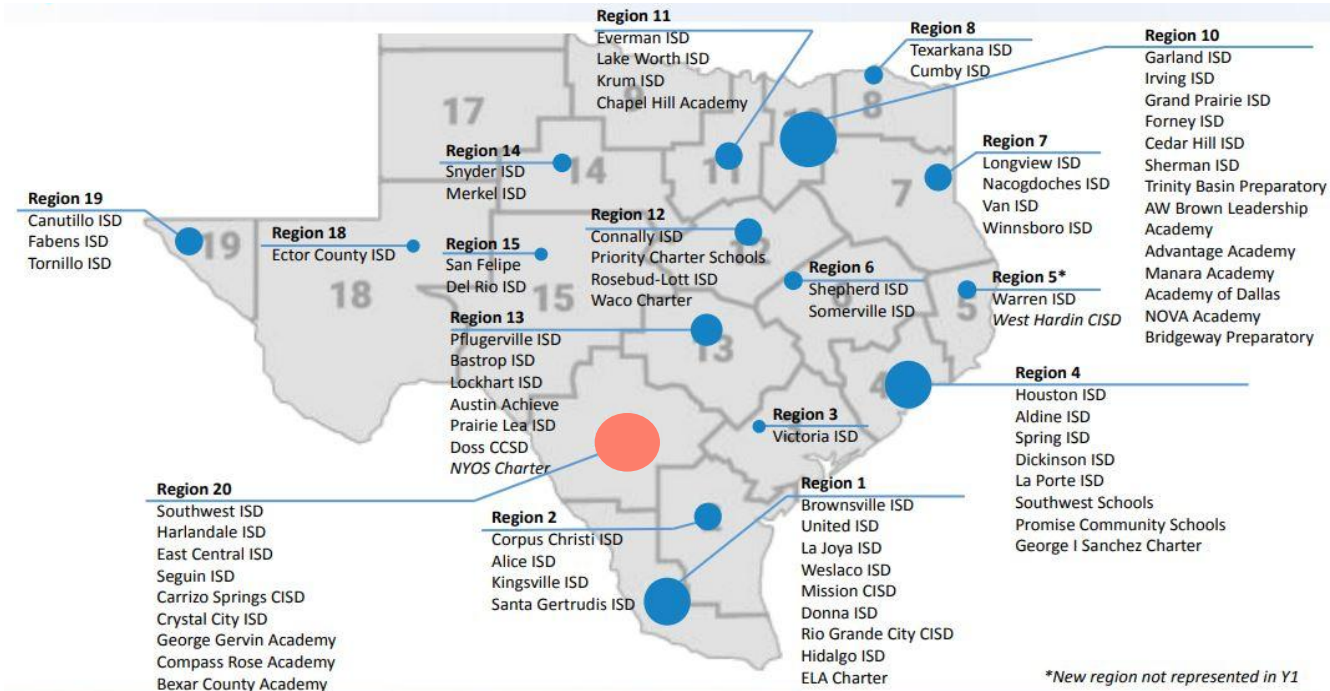


TECHNOLOGY



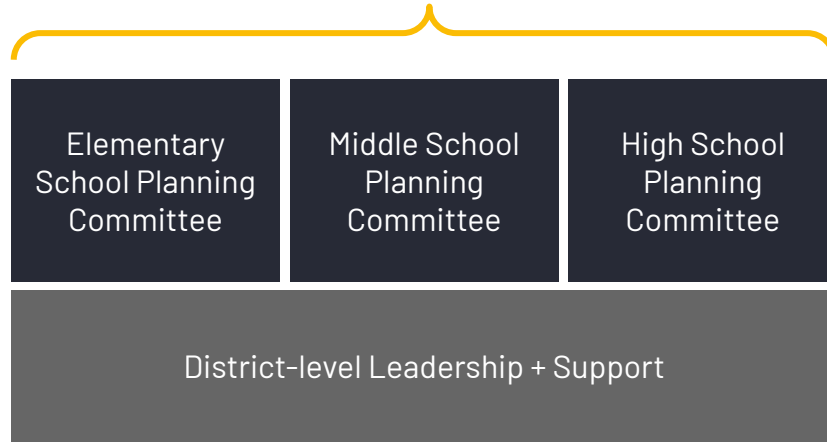
**CONTINUITY OF
SERVICES**

As one way to address *unfinished learning*, Seguin joined TEA's Resilient Schools Support Program [RSSP]



Through RSSP, Seguin launched a district-wide taskforce to plan to address unfinished learning for SY21-22

Seguin ISD Learning Recovery and Acceleration Taskforce



SEGUIN ISD
LEARNING RECOVERY AND ACCELERATION TASKFORCE

Planning efforts included teachers, students, families, and staff from across the district.

Since April, this taskforce has engaged in a detailed planning process to set us up for success next year

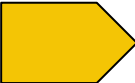
Phase	Essential Question
0. Project Set Up	How will we organize ourselves to do this work?
1. Analyze Student Data	What is the data telling us?
2. Understand Stakeholder Needs	What is our community telling us?
3. Make Key Decisions	What is our high level plan to address our community's needs over the next 12-18 months?
4. Identify Short Term Actions	What needs to happen in the next 1-2 months to make this plan possible?
5. Align to Other Work	How does our Recovery and Acceleration plan connect to other work in our LEA?
 6. Share Plan with Community	What have we decided and why?

Table of Contents




Where We Are

Where We're Going for SY21-22




How We'll Get There



Seguin has identified 3 priority areas for learning acceleration for SY21-22




Focus Area	Rationale
 Early Literacy + Math	<ul style="list-style-type: none">• Nationwide data suggests that K-2 students will have some of the largest learning gaps resulting from COVID-19 school disruptions.• Stakeholders here in Seguin confirmed that our youngest learners also had difficulty transitioning to remote learning.• We know that strong foundations in literacy and math are essential to student success.
 Middle School Math	<ul style="list-style-type: none">• Prior to the pandemic, our middle schools already needed improvement (both F rated).• In interviews, stakeholders identified middle school math as a particular area of need.• Math scores, overall, are lower than ELA (and have stagnated over past several years).• Early data from across the country suggests that middle school math may be one of the subject areas most significantly impacted by COVID-19 disruptions.
 Freshmen Supports	<ul style="list-style-type: none">• Research shows those who succeed in their first year of HS are more likely to graduate.• However, many of our Seguin freshmen were not on track this year, with several failing multiple classes.• In interviews/surveys, many families and staff expressed concerns about freshmen.

To address each priority area, we have identified research-based learning acceleration strategies




Learning Acceleration Strategies	
 <p>Early Literacy + Math</p>	<ul style="list-style-type: none"> Continue to strengthen teachers' understanding of key components of effective instruction in Math and ELA through PLCs Leverage new instructional coach to provide targeted coaching on differentiation and scaffolding Train paraprofessionals to lead additional small group instruction in foundational literacy skills
 <p>MS Math</p>	<ul style="list-style-type: none"> Pilot new, high-quality instructional materials in math Redesign use of 1:1 and small groups to provide targeted supports to students during school-wide intervention block Support teachers with Tier 1 curricula + differentiation/scaffolding
 <p>Freshmen Supports</p>	<ul style="list-style-type: none"> Lead PD focused on Tier 1 in ELA/Math and differentiation/scaffolding Provide teachers with access to HQIM by revising curricula and assessments to ensure alignment Rethink use of flex time to leverage small group and 1:1 instruction as needed

- Utilize **extended time** and **extended year** to support students




We have also strategically aligned our ESSER investments to each of these priority areas

	ESSER Investments	
 <p>Early Literacy + Math</p>	<ul style="list-style-type: none"> • Instructional Aids (14 FTEs) • 8 Elementary Math/Reading Specialists • Dyslexia Teacher (1.5 FTEs) 	<ul style="list-style-type: none"> • Extended Day • Extended Year • Tech Service Technicians (2 FTEs)
 <p>Middle School Math</p>	<ul style="list-style-type: none"> • 2 MS Math Coaches + Interventionist • 2 additional Teachers to support Reading and Math 	<ul style="list-style-type: none"> • SEL Training • Fine Arts Supplemental Supports • Behavior Support Specialist
 <p>Freshmen Supports</p>	<ul style="list-style-type: none"> • 3 new additional Teachers to create smaller class sizes for freshmen • CCMR Specialist • SHS Math Coach + Interventionist 	<ul style="list-style-type: none"> • Pre-K - 12 Math Coordinator • Innovation Officer

We then aligned other ongoing and new programming supports to these areas

	Programmatic Supports
 <p>Early Literacy + Math</p>	<ul style="list-style-type: none">• Our teachers will continue to receive training in the science of reading through the Reading Academies.• A group of teacher leaders will write district-wide lesson plans in math and literacy over the summer, as planned.
 <p>Middle School Math</p>	<ul style="list-style-type: none">• We are partnering with our Service Center to receive targeted support for our middle school math program.• We will pilot a new middle school Math curriculum and resources.
 <p>Freshmen Supports</p>	<ul style="list-style-type: none">• Our high school teachers will continue to receive support from UTeach via the Foundations of Blended Learning program.• We will provide targeted instruction for students with biggest learning gaps.

It is important to note that our strategic goals and outcomes support these learning recovery priority areas

Connection to Goals + Scorecard		
 <p>Early Literacy + Math</p>	<ul style="list-style-type: none"> A strong focus on early literacy will help us reach our board goal of increased K-3 literacy proficiency. 	<ul style="list-style-type: none"> To be successful, all priority areas will rely on implementing high quality PLCs district-wide. This work aligns to the use of Rigor and Relevance Framework district-wide.
 <p>Middle School Math</p>	<ul style="list-style-type: none"> By piloting a new set of HQIM in the MS math grades, we will move closer to our goal of a guaranteed and viable curriculum for all. 	
 <p>Freshmen Supports</p>	<ul style="list-style-type: none"> Aligns with our strategic plan of improving student learning through improving instructional practices. 	

Other ESSER Investments

- Continuity of Services
- Staff Wellness Supports
- Arts Enrichment Program, K-12
- IT Infrastructure Updates

Table of Contents

Where We Are

Where We're Going for SY21-22

How We'll Get There



Next Steps

June	July	August
<ul style="list-style-type: none">● Continue to Solicit Feedback on this Plan from Stakeholders● Beginning staffing for new positions	<ul style="list-style-type: none">● Final ESSER Plan Submitted to TEA● Launch Detailed Implementation Planning	<ul style="list-style-type: none">● Embed Learning Acceleration Plan into School Systems● Train faculty and staff on new curriculum and initiatives

Thank You to Our Taskforce Members!

Meredith Stadler
Sheila Ramirez
Tracee Gonzales
Amanda Santos
Lesli Mahaffey
Michelle Thompson
Sarah Kent
Trisha Eckols
Wendi Gustafson
Kirsten Deiley
Lauren Wolfe
Rhonda Jubela

Monica Franco
Jessica Castro
Jason Cunningham
Heather Detrick
Briana Green
Michelle Cowey
Sarah Klesel
Chanda Bloch
Ryan Randolph
JoAnn Holliday
Samantha Miles
Jaimie Burton

Steve Gonzalez
Allison Pape
Mark Cantu
Tori Beutnagel
David Hall
Allison Willemin
Michelle Price
Elizabeth Ordnung
Amanda Pond
Laura Reavis
Brandy Rangel
Samantha Palacios

INFORMATION ITEM: **Information Regarding the Purchase of Staffing Related Services for Seguin ISD from Educational Solutions Services (ESS) Through the TIPS Purchasing Cooperative**

RECOMMENDATION: This purchase is through the TIPS Purchasing Cooperative reference #: 200703 from Educational Solutions Services (ESS) for an estimated annual cost of \$95,000.

RATIONALE: For over 20 years, ESS has specialized in placing qualified school staff in daily, long-term, and permanent K-12 school district positions.

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: Presentation

RESOURCE PERSONNEL: Cindy Moreno, Chief Human Resources Officer
Anthony Hillberg, Chief Financial Officer, CPA, CTSBO
Jennifer Raske, Purchasing Coordinator

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


Date Submitted: 06/15/21
Dr. Matthew Gutierrez, Superintendent
1221 E. Kingsbury St., Seguin, TX 78155
(830) 401-8614



Substitute Solutions

Jenna Cruz & Fred Bentsen

June 15, 2021

The Importance of Substitute Teachers

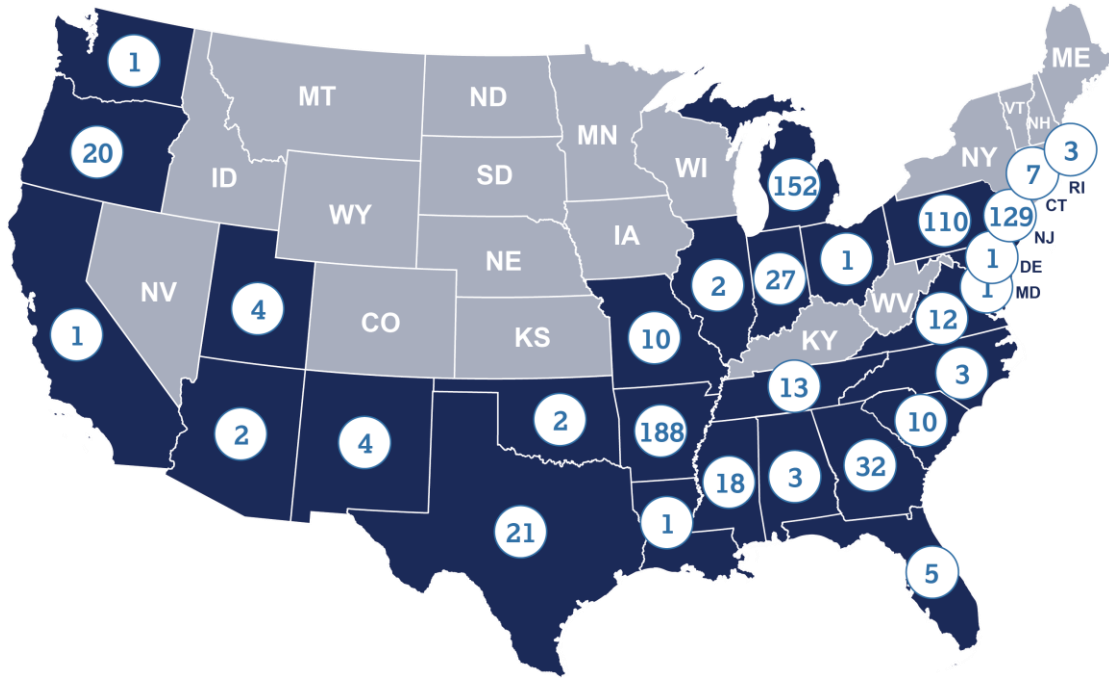


National Council on
Teacher Quality

According to research by the National Council on Teacher Quality, during the course of a 13-year education – kindergarten through 12th grade – **an average student spends 143 days with a substitute teacher**, just shy of a full school year.



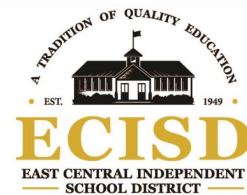
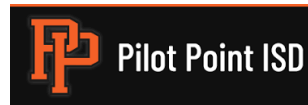
Who We Are



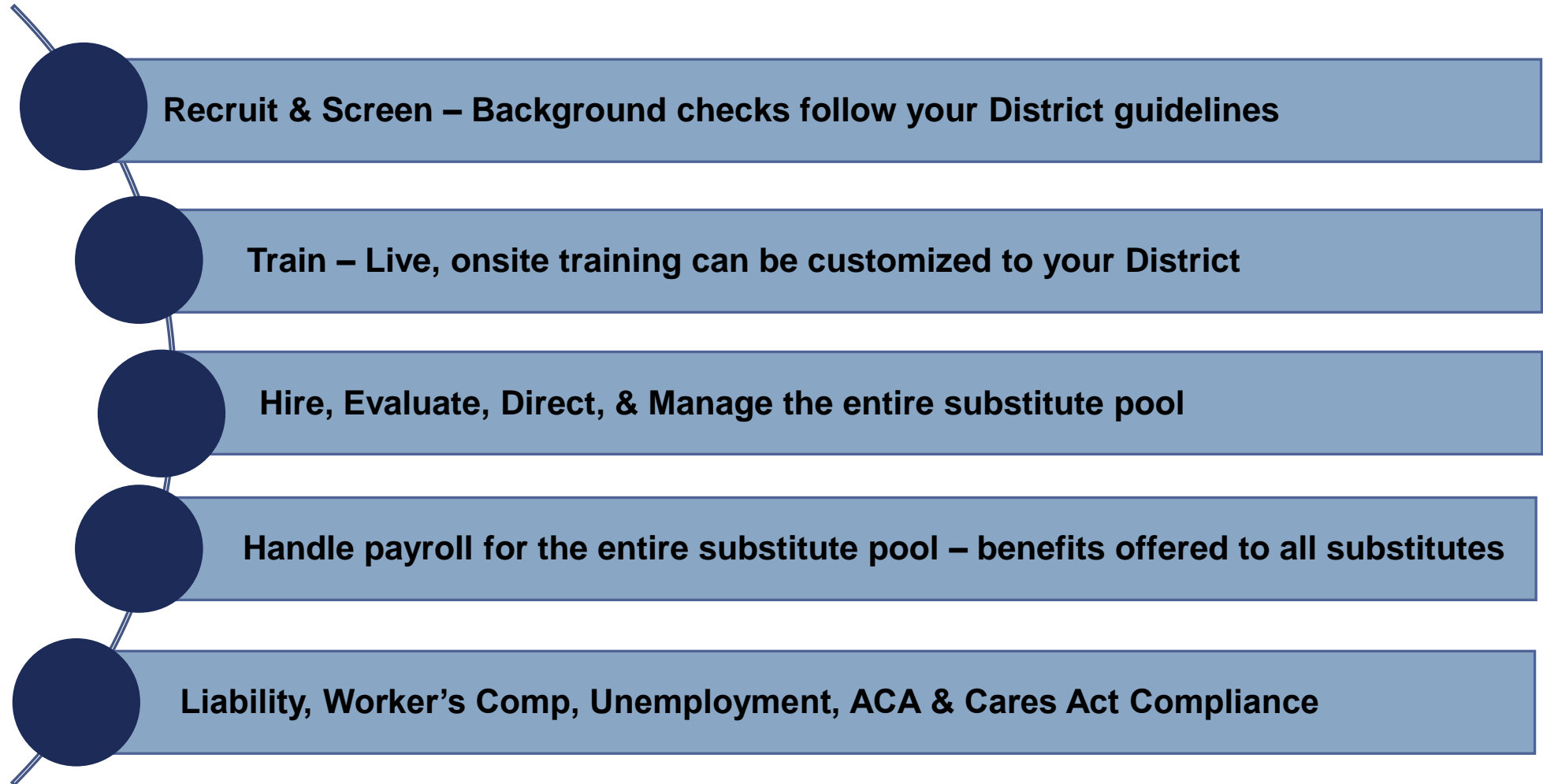
- Exclusive focus on PreK-12 education - customized solution for each district partner
- 750+ Districts, 3.5 million students served over 29 states by 55,000+ substitute & permanent employees
- Experienced & stable regional leadership team - strong community involvement
- Significant investments in people, processes & technology
- Efficient, accountable, automated systems - virtual learning options
- High client satisfaction and retention - 98%+



Texas District Partners



Full-Service Model



Track Record of Success



Overview

- Student Enrollment - 58,200
- Daily Substitute Placements - 440
- ESS Local Team - Account Manager & Two Recruiters (3 FTEs)

Fill Rates

- Before ESS Partnership - 86%
- After ESS Partnership - 96%

Substitute Pool

- Before ESS Partnership - 700
- After ESS Partnership - 1,400



Track Record of Success



Overview

- Student Enrollment - 10,200
- Daily Substitute Placements - 90
- ESS Local Team - Account Manager (1 FTE)

Fill Rates

- Before ESS Partnership - 79%
- After ESS Partnership - 87%

Substitute Pool

- Before ESS Partnership - 160
- After ESS Partnership - 280



Track Record of Success



Overview

- Student Enrollment - 29,900
- Daily Substitute Placements - 220
- ESS Local Team - Account Manager & Recruiter (2 FTEs)

Fill Rates

- Before ESS Partnership - 88%
- After ESS Partnership - 95%

Substitute Pool

- Before ESS Partnership - 450
- After ESS Partnership - 800



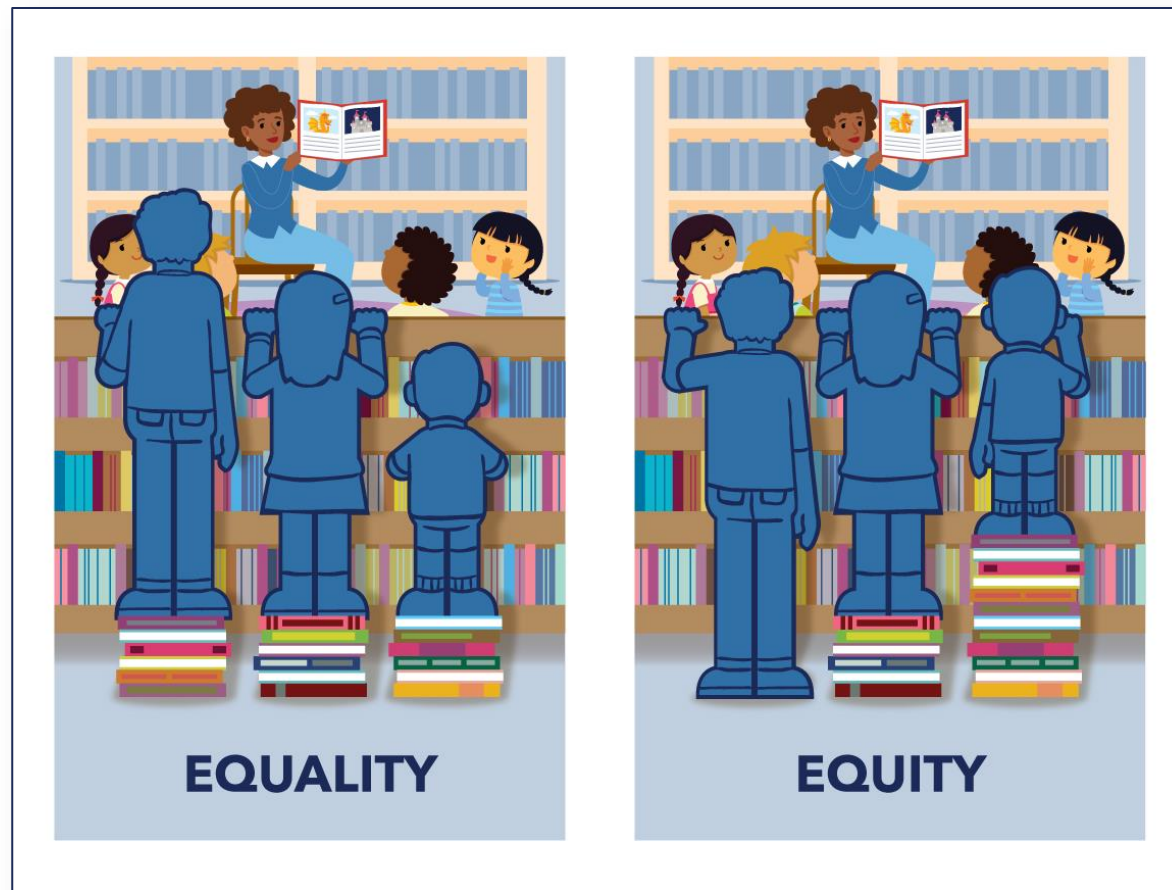
Track Record of Success – Focus on Equity

Denton ISD – Myers Middle School

- Before ESS Partnership - 78%
- After ESS Partnership - 94%

Frisco ISD – Hunt Middle School

- Before ESS Partnership - 61%
- After ESS Partnership - 96%

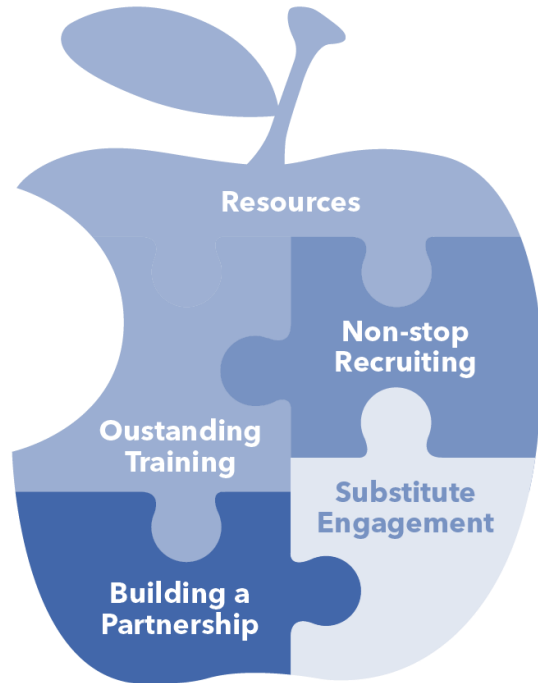


Substitute Program - Current State

Seguin ISD Substitute Teacher Analysis for 20-21 School Year YTD thru 4/15/21						
Campus	Substitute Teachers Requested	Substitute Teacher Requests - Filled	Substitute Teacher Requests - Unfilled	Fill Rate	Average Class Size	Student Instructional Days Impacted by lack of Substitute Teacher
Juvenile Detention Center	6	-	6	0.0%	20	120
Seguin ISD Alternative School	30	-	30	0.0%	20	600
McQueeney Elementary	160	58	102	36.3%	20	2,040
Rodriguez Elementary	172	86	86	50.0%	20	1,720
Jefferson Elementary	290	163	127	56.2%	20	2,540
Ball Early Childhood	108	64	44	59.3%	20	880
Jim Barnes Middle School	519	342	177	65.9%	25	4,425
Patlan Elementary	287	205	82	71.4%	20	1,640
Briesemeister Middle School	719	521	198	72.5%	25	4,950
Koennecke Elementary	392	300	92	76.5%	20	1,840
Seguin High School	1,759	1,381	378	78.5%	25	9,450
Weinert Elementary	285	225	60	78.9%	20	1,200
Vogel Elementary	136	112	24	82.4%	20	480
Mercer Blumberg Learning Center	42	36	6	85.7%	20	120
Total	4,905	3,493	1,412	71.2%	22.7	32,005
Campus Type	Substitute Teachers Requested	Substitute Teachers Requests - Filled	Substitute Teacher Requests - Unfilled	Fill Rate	Average Class Size	Student Instructional Days Impacted by lack of Substitute Teacher
Elementary School and Early Childhood	1,830	1,213	617	66.3%	20	12,340
Middle School	1,238	863	375	69.7%	25	9,375
High School	1,759	1,381	378	78.5%	25	9,450
Other	78	36	42	46.2%	20	840
Total	4,905	3,493	1,412	71.2%	22.7	32,005



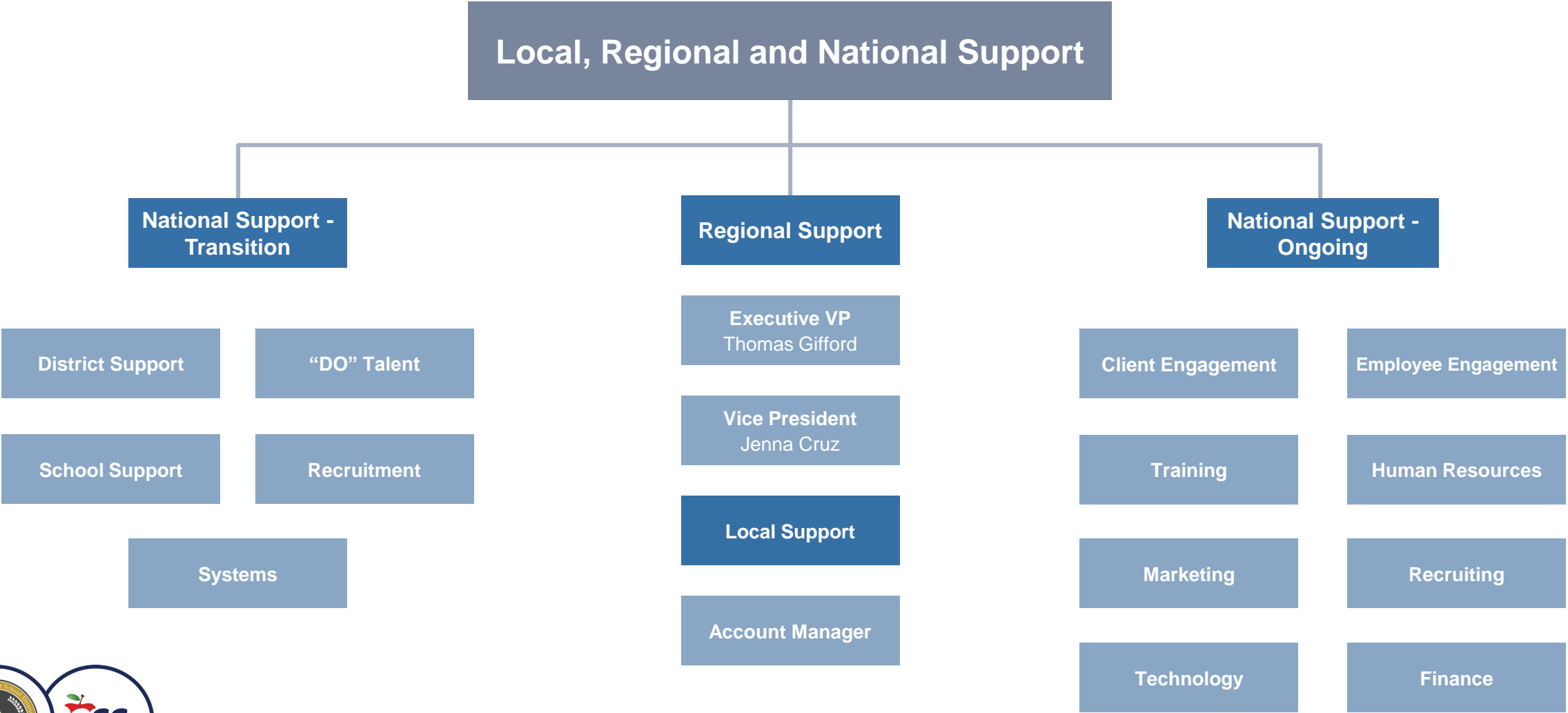
Goals for Seguin ISD



- **Quantity:** Larger, more engaged pool and increased fill rates aligned to District goals
- **Quality:** Focus on training and support to ensure more high-quality substitutes available for classrooms
- **Equity:** Resolve gaps - by school/campus and by program
- **Local Control:** District sets overall program budget, position requirements, pay rates, background check specifics and fit
- **A Uniquely Different Mousetrap:** Substitutes receive more support and regularly express that they feel more valued



Seguin ISD Support Structure



Recruiting – Connecting with the Community

Digital Outreach

- Indeed, Glassdoor, LinkedIn, Instagram, Facebook

Traditional

- Local Papers, Flyers, Lawn Signs, Outdoor Banners

Referral Program

- \$75 per Qualified Referral

District Activities

- Football games, PTO Meetings, Booster Club Meetings

Community Programs

- Churches, Non-Profits, Chambers of Commerce, Community Events



Training – Focusing on Student Achievement

- Live 4 to 5-hour training for new substitutes, customized to District's needs
- Substitutes must pass training to be hired
- Efficient hiring, trainings scheduled often so new applicants can get to work
- Trainers are certified by Dr. Jim Wasser, ESS Director of Training
- Online training modules offered for further Professional Development
- **Topics covered:**
 - Professional Teaching Behavior
 - Classroom Management
 - Student and Staff Safety
 - Creative Instructional Strategies
 - District and School Policies
 - Digital Platforms for Virtual Learning



Substitute Engagement – Targeted Incentives



Weekly Pay

- Direct Deposit every Friday, District Determines Pay Rates

Benefits

- Health, Vision, Dental & Life Insurance, 401(k)

Targeted Incentives

- Gift Cards & Other Prizes

Referral Program

- \$75 per Qualified Referral

Perks at Work Program

- Employee Discount Program

Live Support, Newsletters, and Outreach



Building a Partnership

Management & Compliance

- Background Checks
- Incident Management
- Customized Long-Term Process
- TRS work restriction flexibility and reporting freedom

Performance & Expectations

- Hours that Complete the Job
 - 6:00 am calls, emails, text messages, & Sunday outreach
- Substitute & Campus Relationships
- Reporting

Transition & Support

- Positions We Can Fill
- Timeline: 6-8 Weeks
- Questions from Current Substitutes
- Hiring Substitutes Full-Time



Bixby Public Schools - Community Partner Award: ESS Kristen Wells

“ESS has gone above and beyond to ensure BPS has the substitutes we need! Their service has been essential in keeping our schools open during this very uncertain time. We'd like to send a special shout-out to Kristen Wells our ESS rep here at Bixby! She is always willing to step in wherever help is needed! Thank you, Kristen for your service to BPS!”



Seguin ISD – Pricing and Proposal

Pricing to Seguin ISD

- Payroll * 1.33
- Example: \$100 substitute pay rate; \$133 bill rate

ESS Manages to District Budget

- District only pays for substitutes provided, No other fees

Frontline Absence Management (Aesop)

- Seguin ISD stays on the system, ESS pays for software

National Purchasing Cooperatives

- Equalis, PCA, TIPS, and 1GPA

INCLUDED WITH PARTNERSHIP	
Local Manager	Employee Incentive Programs
Regional and Corporate Support	Community Involvement
Payroll, Taxes & All Processing	Technology/Software
Recruiting/Advertising	Personnel & Time Savings – Central Office
Application Screening/Onboarding	Significant Time Savings at Each Campus
Training – Initial & Ongoing	Incident Resolution
General Liability Insurance	Unemployment Costs
Worker’s Compensation Insurance	Data Analytics



An investment in your Substitute Program

Seguin ISD Substitute Program Costs	Current Program	ESS Partnership (Payroll * 1.33)	ESS Partnership (Payroll * 1.33 with 4% reduction in total substitutes requested)
18-19 Payroll	\$ 938,862	\$ 938,862	\$ 901,308
Payroll Taxes	\$ 13,613		
General Liability Insurance	\$ 15,022		
Workers Compensation Insurance	\$ 15,022		
Software (Aesop)	\$ 18,630		
Personnel Savings - central office (1 FTE - salary and benefits estimated)	\$ 39,000		
Soft costs - modeled after Denton ISD analysis	\$ 112,663		
Total Substitute Program Cost	\$ 1,152,813	\$ 1,248,686	\$ 1,198,739
Cost Differential		\$ 95,874	\$ 45,926
Cost Differential %		8.3%	4.0%





**A uniquely different substitute program.
Thank you!**

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, May 25, 2021, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent: Carl Jenkins

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; Debra Reiley, Ball E.C.C. Principal; Jessica Castro, Ball E.C.C. Admin Intern; Michael Olstad, Destination Imagination (DI) Co-Coordinator; Robyn Popa, Partner with Pfluger Architects; 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 Ms. Duncan, followed by a moment of silence.

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, upcoming key dates and event information since the last board meeting, which included recognizing staff and student achievements and successes from across the district. Dr. Gutierrez thanked the Seguin Chamber of Commerce for hosting the annual Teacher of the Year Luncheon last week where our principals received the plaque for their respective campus since all of our teachers received the honorary Teacher of the Year award.

2. Recognition/Campus Presentations

A. Student/Staff/Board/Community Recognition

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

- **Seguin ISD Destination Imagination teams competing in the Global event**
Mr. Olstad recognized the Destination Imagination teams from Weinert ES, Vogel ES, Barnes and Briesemeister MS and Seguin HS that advanced to the virtual Global Competition events.
- **Superintendent's Student Advisory Team**
Dr. Gutierrez recognized the students from the Superintendent's Student Advisory Team for their hard work and participation during the 2020-2021 school year.
- **Superintendent's Awards**

Dr. Gutierrez was honored to recognize Tracy Post, Teacher at Patlan Elementary and Kelley McCann, Teacher at Seguin High School as the May recipients of the Superintendent's Leadership Award for going above and beyond daily duties to cultivate, inspire and empower their students, colleagues and Seguin ISD community.

3. Audience with the Board

No one signed up to address the board.

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

The Board of Trustees received information from Mrs. Reiley and Mrs. Castro regarding the purchase of classroom materials, furniture for Ball Early Childhood Center from Charles J. Becker & Bro., Inc through the TIPS purchasing cooperative.

B. Information Regarding the Purchase of iPads for Grades Prekindergarten Through Third from Apple Through the DIR Purchasing Cooperative

The Board of Trustees received information from Mr. Lewis regarding the purchase of iPads for Grades Prekindergarten through Third from Apple through the DIR purchasing cooperative.

5. Closed Meeting –The Board went into closed session at 7:27 p.m.

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

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

1. Discussion Regarding 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 reconvened at 8:14 p.m.

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

1. Possible Action to Select Principal at Jefferson Elementary

Mr. Guerra moved, seconded by Mr. Amador to select Valerie McKinney as Principal at Jefferson Elementary.

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

Nays: None

2. Possible Action to Select Academic Dean at Jim Barnes Middle School, Jefferson Elementary, Koennecke Elementary, McQueeney Elementary, Patlan Elementary and Weinert Elementary

Mrs. Crettenden moved, seconded by Ms. Duncan to select Amanda Hardwick as Academic Dean at Jim Barnes Middle School, to select Christina Ramirez as Academic Dean at Jefferson Elementary, to

select Robert Strever as Academic Dean at Koennecke Elementary, to select Yvette Gamboa as Academic Dean at McQueeney Elementary, to select Lisandra Black as Academic Dean for Patlan Elementary and to select Jessica Castro as Academic Dean for Weinert Elementary.

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

Nays: None

Cindy Moreno also announced current advancements. The Board recessed from 8:21 p.m. until 8:30 p.m. to meet and greet with the most recent advancements and assignments.

7. Consent Agenda Items – Consider and Possible Approval:

A. Approval of Board Minutes for:

Regular Meeting, April 27, 2021

Budget Workshop, May 12, 2021

B. Approval of Tax Collection Reports for April 2021

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for April 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 April 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 April 30, 2021.

D. 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 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.

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

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

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 45

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: 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.

G. Information Regarding Seguin ISD's Participation in the ESC XIII Regional Day School Program for the Deaf (RDSPD)

The Board of Trustees received 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. 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.

H. Information Regarding the Purchase of English and Spanish Teaching Kits for All Elementary Campuses from Lakeshore Learning Materials Through the BuyBoard Purchasing Cooperative

The Board of Trustees received information regarding the purchase of English and Spanish teaching kits for all elementary campuses from Lakeshore Learning Materials through the BuyBoard Purchasing Cooperative reference #: 573-18 at a cost of \$59,451.70.

I. Information Regarding the Purchase of Moving Services for Jefferson Elementary from Move Solutions, LTD Through the BuyBoard Purchasing Cooperative

The Board of Trustees received information regarding the purchase of moving services for Jefferson Elementary from Move Solutions, LTD through the BuyBoard Purchasing Cooperative reference #: 559-18 at a cost of \$93,072.00.

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

The Board of Trustees received 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 reference #: 609-20 at a cost of \$146,690.29.

K. Personnel Information – Professional Employees

The Board of Trustees received information regarding the following new hires, advancements and resignations for the 2020-2021 school year listed below:

New Hire Elections:

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

Advancements:

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

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.

L. Acknowledge Public Information Act Request April - May 2021

The Board of Trustees received information regarding the Public Information Act requests received since April 15, 2021. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

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

A. Approval of Board Minutes for:

Regular Meeting, April 27, 2021

Budget Workshop, May 12, 2021

B. Approval of Tax Collection Reports for April 2021

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

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

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

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

G. Information Regarding Seguin ISD's Participation in the ESC XIII Regional Day School Program for the Deaf (RDSPD)

H. Information Regarding the Purchase of English and Spanish Teaching Kits for All Elementary Campuses from Lakeshore Learning Materials Through the BuyBoard Purchasing Cooperative

I. Information Regarding the Purchase of Moving Services for Jefferson Elementary from Move Solutions, LTD Through the BuyBoard Purchasing Cooperative

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

K. Personnel Information – Professional Employees

L. Acknowledge Public Information Act Request April - May 2021

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

Nays: None

8. Action Items:

A. Approval of Briesemeister Middle School Furniture, Fixtures, and Equipment (FF&E)

(RFP #: 21-10)

Mr. Amador moved, seconded by Mr. Guerra to approve District administration to negotiate with Indeco Sales for Furniture, Fixtures, and Equipment (FF&E) at a cost of \$1,132,854.00.

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

Nays: None

9. Board Comments and Request

Mr. Amador requested a discussion regarding the baseball fields and improvements. Dr. Gutierrez mentioned we would have one soon.

Mrs. Thomas-Jimenez requested a public hearing to discuss the budget and tax rate and would like information regarding graduation.

All prior Board requests have been addressed.

10. Adjourn

Mr. Amador moved, seconded by Ms. Duncan to adjourn the meeting. The meeting adjourned at 8:41 p.m.

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

Nays: None

Secretary/June 15, 2021

President/June 15, 2021

ACTION ITEM:

Approval of Tax Collection Reports for May 2021

RECOMMENDATION:

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

Current	\$	370,705
Delinquent		16,823
Penalty and Interest		45,171
Total Monthly Collections	\$	<u>432,699</u>
Total Tax Collections Year to Date	\$	<u>49,482,440</u>
Delinquent Tax Levy		2,803,282
Percent Collected through May 2021		69.52%
Percent of Tax Levy Collected last year		63.49%

EXHIBITS:

None

RESOURCE PERSONNEL:

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 06/15/21

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

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: Roy C Garrett, 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.

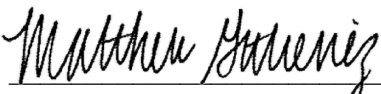
REFERENCE and COMPLIANCE: CH(LEGAL) and CH(LOCAL) Purchasing and Acquisition

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: 06/15/21
(Signature) 
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

SEGUIN INDEPENDENT SCHOOL DISTRICT
VENDOR RECOMMENDATION FORM

RFP #: 21-02, HVAC

BID CLOSING DATE: June 30, 2023

ISSUING DEPARTMENT(S): MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
Roy C Garrett, 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 Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 21-04)**

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

RATIONALE: A Request for Proposals (RFP#: 21-04) was issued on August 7, 2020 for Facilities Maintenance, Electrical Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondent will be added to the list of approved vendors for this RFP: Move Solutions, Ltd. The list of previously approved vendors is available on the Bids page of the District [website](#). All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

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

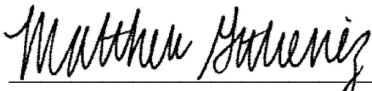
PAPERWORK IMPACT: None

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

EXHIBITS: Vendor Recommendation Form

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

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


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

Date Submitted: 06/15/21

SEGUIN INDEPENDENT SCHOOL DISTRICT
VENDOR RECOMMENDATION FORM

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

BID CLOSING DATE: JUNE 30, 2023

ISSUING DEPARTMENT(S): MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
Move Solutions, Ltd	Moving 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 Agreement with Texas Association of School Boards for Workers' Compensation Stop-Loss Coverage for the period July 1, 2021, through July 1, 2022**

RECOMMENDATION: That the Board of Trustees approve the agreement with the Texas Association of School Boards, Inc. (TASB) Risk Management Fund to provide stop-loss coverage for the District's partially self-insured workers' compensation fund for the period July 1, 2021 through July 1, 2022.

RATIONALE: TASB is proposing to provide stop-loss coverage at an annual cost of \$71,385, an increase of \$17,555 from the previous two years. The rate increase is due to general increases across the Workers' Compensation Marketplace from COVID-19, rising medical costs, and an increase in payroll as a result of House Bill 3 funding requirements in 2019. The aggregate stop-loss retention has increased to \$1,510,493 and the specific retention remains \$400,000 per year.


REFERENCE and COMPLIANCE: CRE (LEGAL) Insurance and Annuities Management Workers' Compensation

BUDGET IMPACT / INFORMATION: Funds are provided by the Workers' Compensation Internal Service Fund.

EXHIBITS: None

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: 06/15/21

ACTION ITEM:

First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 117, Affecting LEGAL and LOCAL Policies

RECOMMENDATION:

Recommend that the Board of Trustees review updated (LEGAL) policies and replace policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 117.

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

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

RATIONALE:

Update 117 recommended (LOCAL) policy revisions concerning the board's delegation of authority to the superintendent to approve purchases or construction in the event of an emergency. Also in this update are substantial revisions recommended to the district's leaves and absences policy.

Many of the (LEGAL) policies included in this update were affected by recent changes to Administrative Code rules or legislation from the 86th Legislative Session that is now in effect.

The update includes twenty-six (26) LEGAL policies, two (2) LOCAL policies, and one (1) EXHIBIT.

REPLACE:

AIC(LEGAL) – Accountability: Interventions and Sanctions
BBC(LEGAL) – Board Members: Vacancies and Removal from Office
BBD(EXHIBIT) – Board Members: Training and Orientation
BJCE(LEGAL) – Superintendent: Suspension/Termination During Contract
C(LEGAL) – Business and Support Services
CBB(LEGAL) – State and Federal Revenue Sources: Federal
CH(LEGAL) – Purchasing and Acquisition
CH(LOCAL) – Purchasing and Acquisition
CHE(LEGAL) – Purchasing and Acquisition: Vendor Disclosures and Contracts
CL(LEGAL) – Buildings, Grounds, and Equipment Management
CV(LEGAL) – Facilities Construction
CVA(LEGAL) – Facilities Construction: Competitive Bidding
CVB(LEGAL) – Facilities Construction: Competitive Sealed Proposals
CVC(LEGAL) – Facilities Construction: Construction Manager-Agent
CVD(LEGAL) – Facilities Construction: Construction Manager-At-Risk
CVE(LEGAL) – Facilities Construction: Design-Build
CVF(LEGAL) – Facilities Construction: Job Order Contracts
DEC(LOCAL) – Compensation and Benefits: Leaves and Absences
EHAA(LEGAL) – Basic Instructional Program: Required Instruction (All Levels)
EHBA(LEGAL) – Special Programs: Special Education

EHBAA(LEGAL) – Special Education: Identification, Evaluation, and Eligibility
EHBAB(LEGAL) – Special Education: ARD Committee and Individualized Education Program
EHBAC(LEGAL) – Special Education: Students in Nondistrict Placement
EHBAD(LEGAL) – Special Education: Transition Services
EHBC(LEGAL) – Special Programs: Compensatory/Accelerated Services
EIF(LEGAL) – Academic Achievement: Graduation
EKB(LEGAL) – Testing Programs: State Assessment
EL(LEGAL) – Campus or Program Charters
FFAC(LEGAL) – Wellness and Health Services: Medical Treatment

REFERENCE and COMPLIANCE:

BF (LOCAL) Board Members: Ethics, BF (LOCAL) Board Policies, BP (LOCAL) Administrative Regulations

PAPERWORK IMPACT:

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

BUDGET IMPACT/ INFORMATION:

No significant impact.

EXHIBITS:

TASB Instruction Sheet, Explanatory Notes for Update 117 and (LOCAL) Policy Comparison

RESOURCE PERSONNEL:

Mark Cantú, Chief Academic Officer

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Dr. Matthew Gutierrez, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

Date Submitted: 06/15/21

Instruction Sheet

TASB Localized Policy Manual Update 117

Seguin ISD

Code	Type	Action To Be Taken	Note
AIC	(LEGAL)	Replace policy	Revised policy
BBC	(LEGAL)	Replace policy	Revised policy
BBD	(EXHIBIT)	Replace exhibit	Revised exhibit
BJCE	(LEGAL)	Replace policy	Revised policy
C	(LEGAL)	Replace table of contents	Revised table of contents
CBB	(LEGAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CH	(LOCAL)	Replace policy	Revised policy
CHE	(LEGAL)	Replace policy	Revised policy
CL	(LEGAL)	Replace policy	Revised policy
CV	(LEGAL)	Replace policy	Revised policy
CVA	(LEGAL)	Replace policy	Revised policy
CVB	(LEGAL)	Replace policy	Revised policy
CVC	(LEGAL)	Replace policy	Revised policy
CVD	(LEGAL)	Replace policy	Revised policy
CVE	(LEGAL)	Replace policy	Revised policy
CVF	(LEGAL)	Replace policy	Revised policy
DEC	(LOCAL)	Replace policy	Revised policy
EHAA	(LEGAL)	Replace policy	Revised policy
EHBA	(LEGAL)	Replace policy	Revised policy
EHBAA	(LEGAL)	Replace policy	Revised policy
EHBAB	(LEGAL)	Replace policy	Revised policy
EHBAC	(LEGAL)	Replace policy	Revised policy
EHBAD	(LEGAL)	Replace policy	Revised policy
EHBC	(LEGAL)	Replace policy	Revised policy
EIF	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
EL	(LEGAL)	Replace policy	Revised policy
FFAC	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 117

Seguin ISD

AIC(LEGAL)

ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

Administrative Code provisions amended effective January 5, 2021, address program performance regarding certain special student populations. The rules address supervision and monitoring reviews and require the commissioner to assign districts an annual determination level based on performance of the special student populations.

BBC(LEGAL)

BOARD MEMBERS: VACANCIES AND REMOVAL FROM OFFICE

We have streamlined the reference to CH(LEGAL) regarding board member removal for purchasing violations.

BBD(EXHIBIT)

BOARD MEMBERS: TRAINING AND ORIENTATION

As approved by the State Board of Education in November 2020, the Framework for School Board Development has been extensively revised.

BJCE(LEGAL)

SUPERINTENDENT: SUSPENSION/TERMINATION DURING CONTRACT

Changes to this legally referenced policy on suspension of the superintendent without pay and termination during the contract term were prompted by Administrative Code revisions effective January 11, 2021.

C(LEGAL)

BUSINESS AND SUPPORT SERVICES

The C Section table of contents has been revised to rename CHE to Vendor Disclosures and Contracts.

CBB(LEGAL)

STATE AND FEDERAL REVENUE SOURCES: FEDERAL

The federal Department of Education issued correcting amendments to the Uniform Guidance for Grants and Agreements, effective February 22, 2021, resulting in a change to the provisions on cooperative purchasing in this legally referenced policy. Citations have also been updated.

CH(LEGAL)

PURCHASING AND ACQUISITION

Update 117 includes a reorganization of the purchasing and facilities construction legally referenced policies in the CH and CV series.

As part of the reorganization, we have:

- Added cross-references to other pertinent policy codes to eliminate duplicated material;
- Added existing provisions on site-based purchasing;
- Reordered and adjusted provisions for clarity and to better match statutory wording;
- Moved to CHE(LEGAL) provisions on required vendor disclosures and contract provisions and lobbying restrictions; and
- Moved detailed provisions on competitive bidding to CVA(LEGAL).

Provisions on purchasing recycled products were added from new Administrative Code rules, effective July 2, 2020.

CH(LOCAL)

PURCHASING AND ACQUISITION

The major winter storms earlier this year caused extensive damage and required emergency repairs to many district facilities. A recommended revision to your district's provisions on delegating authority to the

Explanatory Notes

TASB Localized Policy Manual Update 117

Seguin ISD

superintendent for emergency contracts clarifies that the superintendent will report to the board any contracts made under the delegated authority at the next regular meeting.

Please remember that BJA(LOCAL) generally allows the superintendent to delegate authority to district personnel, so specific mention of the district's maintenance director in this regard is not necessary.

Another recommended revision clarifies that the delegation *does not* permit the superintendent to act under Education Code 44.031(h) to make purchases without following normal competitive purchasing requirements; the board must take action to waive any Chapter 44 provisions in accordance with law.

TASB Legal Services' eSource article [Emergency Management for Texas Public Schools](#) provides additional information on purchasing in emergency situations.

The *Legal Issues in Update 117* memo describes common legal concerns and best practices specific to [this policy topic](#).

CHE(LEGAL) PURCHASING AND ACQUISITION: VENDOR DISCLOSURES AND CONTRACTS

This legally referenced policy has been reorganized to focus on required vendor disclosures and contract provisions. This material has been moved from CH(LEGAL).

In addition, we have:

- Included references to other pertinent codes and deleted material duplicated at other policy codes; and
- Reordered and adjusted provisions for clarity and to better match statutory wording.

CL(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

New Administrative Code rules, effective July 2, 2020, prompted revisions to provisions on recycling programs.

Provisions on pool sanitation and safety standards have been streamlined to refer to the relevant legal guidance.

CV(LEGAL) FACILITIES CONSTRUCTION

Update 117 includes a reorganization of the purchasing- and construction-related legally referenced policies in the CH and CV series.

As part of the reorganization, we have:

- Added cross-references to other pertinent policy codes to eliminate duplicated material; and
- Reordered and adjusted provisions for flow and to better match statutory wording.

CVA(LEGAL) FACILITIES CONSTRUCTION: COMPETITIVE BIDDING

Provisions on identical, competitive bids have been moved from CH(LEGAL). In addition, a provision on making bid evaluations public has been moved to this policy from CV(LEGAL). Other revisions are to delete material duplicated at other policy codes and adjust language for clarity and to better match statutory wording.

Explanatory Notes

TASB Localized Policy Manual Update 117

Seguin ISD

CVB(LLEGAL) FACILITIES CONSTRUCTION: COMPETITIVE SEALED PROPOSALS

A cross-reference has been added to procurement processes included at other policy codes, and duplicated material has been deleted. Other revisions are to adjust language for clarity and to better match statutory wording.

CVC(LLEGAL) FACILITIES CONSTRUCTION: CONSTRUCTION MANAGER-AGENT

Additional detail has been added regarding the construction manager-agent method. A cross-reference has been added to procurement processes included at other policy codes, and duplicated material has been deleted. Other revisions are to adjust language for clarity and to better match statutory wording.

CVD(LLEGAL) FACILITIES CONSTRUCTION: CONSTRUCTION MANAGER-AT-RISK

Additional detail has been added regarding the construction manager-at-risk method. A cross-reference has been added to procurement processes included at other policy codes, and duplicated material has been deleted. Other revisions are to adjust language for clarity and to better match statutory wording.

CVE(LLEGAL) FACILITIES CONSTRUCTION: DESIGN-BUILD

A cross-reference has been added to procurement processes included at other policy codes, duplicated material has been deleted, and provisions have been reordered for flow. Other revisions are to adjust language for clarity and to better match statutory wording.

CVF(LLEGAL) FACILITIES CONSTRUCTION: JOB ORDER CONTRACTS

A cross-reference has been added to procurement processes included at other policy codes, duplicated material has been deleted, and provisions have been reordered for flow. Other revisions are to adjust language for clarity and to better match statutory wording.

DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

The events of the past year have highlighted the need for additional flexibility regarding administration of leave. TASB Policy, Legal, and HR Services collaborated on the recommended revisions to this policy, which remove administrative details not required to be in board policy and that may be more appropriately addressed elsewhere, such as in the employee handbook.

To support the removal of these administrative details, a new paragraph directs the superintendent to develop administrative regulations to implement the policy. [Remember that BJA(LOCAL) permits the superintendent to delegate this responsibility as appropriate.] In addition, TASB HR Services has:

- Created a corresponding [Framework for Developing Leaves and Absences Procedures](#), with prompts and placeholders for administrative decisions; and
- Revised the 2021–22 *Model Employee Handbook* to address administrative provisions removed from the policy.

Other changes include:

- Adding a definition of *school year* that aligns with terminology in the TASB sample contracts and that provides context for references to the term elsewhere in the policy.
- Relocating provisions on concurrent use of leave and compensatory time to the sections addressing each type of leave.
- Revising Extended Leave and Sick Leave Bank, with the recommendation that details be addressed in administrative regulations. TASB HR Services provides a [Framework for Developing Sick Leave Bank Procedures](#).

Explanatory Notes

TASB Localized Policy Manual Update 117

Seguin ISD

- Streamlining of family and medical leave provisions to eliminate information not necessary in board-adopted policy.
- Adding a statement to clarify that the district permits the paid leave offset option in conjunction with workers' compensation benefits.
- Revising terminology from *reimbursement* to *payment* for unused leave to reflect that employees are receiving payment annually for unused leave days or for days of accumulated leave upon retirement.

New recommended provisions on state personal leave clarify that in approving or denying requests for the discretionary use of leave, the district will also consider how the duration of the requested absence affects the educational program and district operations.

The *Legal Issues in Update 117* memo describes common legal concerns and best practices specific to [this policy topic](#).

EHAA(LLEGAL)

BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

New Administrative Code rules address the requirement for districts to provide instruction in positive character traits, which can be met through a stand-alone course or by integrating the TEKS into other courses. The rules address the frequency of instruction by grade bands and are effective for the 2021–22 school year.

EHBA(LLEGAL)

SPECIAL PROGRAMS: SPECIAL EDUCATION

Revised Administrative Code rules, effective March 14, 2021, address various special education provisions and:

- Provide more detail on instructional arrangements;
- Include a definition of *regular school day* for the purpose of determining the instructional arrangement; and
- Update citations to funding statutes.

EHBAA(LLEGAL)

SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

Provisions on a district's obligation to refer for evaluation and the definition of a *child with a disability* have been updated based on revised Administrative Code rules, effective March 14, 2021. Other changes are to better reflect statute.

EHBAB(LLEGAL)

SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

As a result of revised Administrative Code rules effective March 14, 2021, we have updated text regarding establishment of the admission, review, and dismissal (ARD) committee and added a provision addressing a district's overall responsibility for all of the functions of the IEP team and ARD committee. Citations have also been updated.

EHBAC(LLEGAL)

SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT

From revised Administrative Code rules effective March 14, 2021, we have added a provision requiring the district to notify TEA within 30 calendar days of an ARD committee's decision to place a student in a residential education program.

Explanatory Notes

TASB Localized Policy Manual Update 117

Seguin ISD

EHBAD(LLEGAL) SPECIAL EDUCATION: TRANSITION SERVICES

Revised Administrative Code rules, effective March 14, 2021, prompted a revision to the graduation provisions and updates to cites throughout this legally referenced policy.

EHBC(LLEGAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

Revisions regarding approval of an optional flexible school day program are from revised Administrative Code rules, effective December 6, 2020.

EIF(LLEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

Details have been added on the graduation of students receiving special education services who entered grade nine after the 2014–15 school year. The changes come from revised Administrative Code rules effective March 14, 2021.

In addition, we have replaced detailed provisions on graduation of students receiving special education services who entered grade nine before the 2014–15 school year with a reference to the relevant Administrative Code provision. Citations have been updated throughout.

EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT

In accordance with House Bill 3906 (86th Legislative Session) and effective September 1, 2021, the reference to the separate writing assessment in grades 4 and 7 has been removed.

EL(LLEGAL) CAMPUS OR PROGRAM CHARTERS

We have added provisions that a district is entitled to additional state aid if the district was under contract during the 2017–18 school year or is under renewal of such a contract to jointly operate a campus or campus program under Education Code 11.157 (Contracts for Educational Services). Details may be found in revised Administrative Code rules, effective March 30, 2021.

FFAC(LLEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

New Administrative Code rules, effective February 18, 2021, address maintenance and administration of unassigned asthma medication for districts that choose to implement such a program. Contact your policy consultant if your district has a program but lacks local policy provisions.

See FFAC in the [TASB Regulations Resource Manual](#).



(LOCAL) Policy Comparison Packet

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

In this packet, you will find:

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

Annotations are shown as follows.

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

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

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

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

**Purchasing
Authority**

The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place, except as otherwise provided in this policy.

The Superintendent is not required to obtain Board approval for the following types of budgeted purchases, regardless of cost, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law;
2. A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District's obligation for competitive purchasing [see CH(LEGAL)];
3. A continuing or periodic purchase under a Board-approved bid or contract; or
4. A purchase for produce or fuel.

Exception for
Emergency
Contracts

In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

~~Purchases may also be made without prior Board approval when an emergency exists that greatly hinders or stops the normal and/or safe operation of the District site. Such purchases shall be initiated by the maintenance director and prior approval by the Superintendent shall be required.~~

Purchasing
Procedures

The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]

Purchasing Method

DATE ISSUED:
5/13/2021 ~~10/30/2019~~
UPDATE 117414
CH(LOCAL)-X

The Board delegates to the Superintendent the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.

Competitive Bidding

If competitive bidding is chosen as the purchasing method, the Superintendent shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

Competitive Sealed Proposals

If competitive sealed proposals are chosen as the purchasing method, the Superintendent shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

Electronic Bids or Proposals

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Purchase Commitments

All purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the District's purchasing procedures.

PURCHASING AND ACQUISITION

CH
(LOCAL)

Personal Purchases District employees shall not be permitted to make purchases for personal use through the District's business office.

**Leave
Administration**

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, ~~using~~**use**, or recording ~~of~~ leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

School Year

A “school year” for purposes of earning, using, or recording leave shall mean the term of the employee’s annual employment as set by the District for the employee’s usual assignment, whether full-time or part-time.

**Catastrophic Illness
or Injury**

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

State Earning Local Leave

~~An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.~~

Deductions

~~Leave without Pay~~

~~The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.~~

~~Leave Proration~~

~~Employed for Less Than Full Year~~

If an employee separates from employment with the District before his or her last duty day of the school year, or begins employment after the first duty day of the school year, state personal leave ~~and local leave~~ shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.:

- ~~1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and~~
- ~~2. Local leave the employee used but had not earned as of the date of separation.~~

~~Employed for Full Year~~

~~If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.~~

Recording

~~Leave shall be recorded as follows:~~

- ~~1. For positions for which a substitute is normally required, leave shall be recorded in half-day increments, even if a substitute is not employed.~~
- ~~2. For positions for which a substitute is not normally required, leave shall be recorded on an hourly basis.~~
- ~~3. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.~~

~~4. If the employee chooses to offset leave against workers' compensation benefits, leave shall be recorded in the amount used.~~

Order of Use

~~Earned compensatory time shall be used before any available paid state and local leave. [See DEAB]~~

~~Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:~~

~~1. Local leave.~~

~~2. State sick leave accumulated before the 1995-96 school year.~~

~~3. State personal leave.~~

~~Use of extended sick leave or sick leave bank days shall be permitted only after all available state and local leave has been exhausted.~~

Concurrent Use of Leave

~~When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.~~

~~The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.~~

~~An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.~~

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;

2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; **or**

~~3.~~ The employee requests FMLA leave for the employee's serious health condition; **a serious health condition** ~~or that~~ of the **employee's** spouse, parent, or child; **or**

~~4.3.~~ **The employee requests FMLA leave** for military caregiver **leave purposes.**

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

~~Note: For District contribution to employee insurance during leave, see CRD(LOCAL).~~

State Personal Leave The Board requires employees to differentiate the manner in which state personal leave is used. :

~~Nondiscretionary~~**Nondiscretionary** ~~Use~~ **Use** 4.4. ~~Nondiscretionary~~**Nondiscretionary** use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

~~Nondiscretionary~~**Nondiscretionary** use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

Discretionary Use 2.5. Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

Limitations

Request for
Leave

~~In deciding whether to approve or deny a~~**The employee shall submit a written** request for discretionary use of state personal leave, ~~to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee~~ shall not seek or consider the reasons for which an employee requests to use leave. The supervisor ~~or designee~~ shall, however, consider the **duration of the requested absence in conjunction with the** effect of the employee's absence on the educational program ~~and~~ District operations, as well as the availability of substitutes.

Local Leave ~~Each employee~~**All employees** shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]

An employee may also use local leave for absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption, or foster placement.

Extended Sick Leave After all available ~~paid state and local~~ leave days **and any applicable compensatory time** have been exhausted, an employee shall be granted in a school year a maximum of 20 leave days of extended sick leave to be used ~~only~~ for the employee's catastrophic illness or injury, including pregnancy-related illness or injury, or for absences related to the catastrophic illness or injury of a member of the employee's immediate family.

~~Approved leave may be continuous or on an intermittent basis.~~

A written request for extended sick leave must be accompanied by medical certification of the illness or injury.

~~The District shall deduct the~~The average daily rate of pay of a substitute for the employee's position ~~shall be deducted~~ for each day of extended sick leave taken, whether or not a substitute is employed.

Sick Leave Bank

The District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave **and any applicable compensatory time.**

~~Approved leave may be continuous or on an intermittent basis.~~

~~If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.~~

The Superintendent ~~or designee~~ shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

~~An employee may appeal a decision~~**All decisions** regarding the sick leave bank ~~may be appealed~~ in accordance with DGBA(LOCAL), beginning with the Superintendent or **appropriate administrator**~~designee~~.

Family and Medical Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

Note: See DECA(LEGAL) for provisions addressing FMLA.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Twelve-Month Period	For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first duty day of the school year.
Combined Leave for Spouses	When If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. {See DECA(LEGAL)}
Intermittent or Reduced Schedule Leave	The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. {See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.}
Certification of Leave	When If an employee requests leave, the employee shall provide certification, in accordance with as required by FMLA regulations, of the need for leave. {See DECA(LEGAL)}
Fitness-for-Duty Certification	In accordance with administrative regulations, when If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the District will require certification of the employee's ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.
Leave at the End of Semester-Leave	When If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. {See DECA(LEGAL), Leave at the End of a Semester}
Failure to Return	If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. {See DECA(LEGAL), Recovery of Benefit Cost}
Temporary Disability Leave	<p>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.</p>

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

Workers' Compensation

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. ~~[See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]~~

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

Paid Leave Offset

The District shall permit the option ~~An employee eligible for paid leave offset in conjunction with workers' compensation income benefits, and not on assault leave, may elect in writing to use available partial day increments of paid leave to make up the difference between the employee's income benefits and the pre-injury wage.~~ [See CRE]

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Payment Reimbursement for Accumulated Leave Upon Retirement

The following leave provisions shall apply to state and local leave ~~accumulated~~ ~~earned~~ beginning on the original effective date of this program.:-

An employee who retires from the District shall be eligible for ~~payment~~ ~~reimbursement~~ for ~~accumulated~~ state and local leave under the following conditions::

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides ~~at least two weeks'~~ advance written notice of intent to retire ~~at least two weeks before the last day of employment.~~
3. The employee has at least ten years of service with the District.

The employee shall ~~receive payment~~ ~~be reimbursed~~ for each day of ~~accumulated~~ state and local leave, ~~with no limit on number of days,~~ at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

ACTION ITEM:

ESC XIII and XX Annual Commitment Forms

RECOMMENDATION:

That the Board of Trustees approves the ESC commitment forms.

RATIONALE:

Region Service Centers provide instructional and administrative services on an annual contract basis. The recommended commitment forms for the 2021-2022 school year have been prepared. Cost of all services does not exceed \$168,000.

Administrative Services

Business Management Cooperatives
2020-21 20/13 Purchasing Cooperative
Commodity Processing Cooperative
Commercial Food Service Purchasing

Curriculum and Instruction

TEKS Resource System for Continuing Districts
Discovery Education (DE) Streaming Video
Bilingual /ESL Coop
GT Cooperative
College Preparatory Course Partnership
Professional Development Series Cooperative
Library Leadership Services

Information Services

TSDS PEIMS Cooperative
Distance Learning Network
Adobe Licensing
NewsBank and EBSCO Data bases
Securely Classroom

Special Programs

Health and Safety Cooperative

School and Administrative Support

Career and Technical Education Cooperative
Counselor Support Services Cooperative
eduphoria! School Objects and WebCCAT

REFERENCE and COMPLIANCE:

GNB(LEGAL), EF(LOCAL), CH(LOCAL)
Strategic Priority #1: Improve student learning through improved instructional practice.

PAPERWORK IMPACT:

Submission of commitment forms and Purchase Orders

BUDGET IMPACT:


Expenses to participate in these cooperatives and programs are budgeted within each applicable central office department.

EXHIBITS:

None

RESOURCE PERSONNEL:

Bill Lewis, Associate Superintendent and Chief Operating Officer
Mark Cantu, Chief Academic Officer

Submitted by:  Date Submitted 06/15/21
(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 Permit Fees for Briesemeister Middle School**

RECOMMENDATION: That the Board of Trustees receives information regarding Seguin ISD's purchase of permit fees for Briesemeister Middle School at a total cost of \$99,893.00.


RATIONALE: Construction permit fees for renovations at Briesemeister Middle School will be billed by Satterfield & Pontikes Construction, Inc. as a reimbursement of actual charges incurred by the contractor. The permits are for: existing building additions, commercial plan review, and existing building alterations. These permits are necessary components for the construction process and can only be obtained from the sole source provider, the City of Seguin.

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

BUDGET IMPACT / INFORMATION: Funds to be 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:  Date Submitted: 06/15/21
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

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
Anderson, Elizabeth	Vogel Elementary	8/9/2021
Atchley, Shyann	Vogel Elementary	8/9/2021
Benavides, Danielle	AJB Middle School	8/9/2021
Boemler, Heather	AJB Middle School	8/9/2021
Burnett, Tana	Jefferson Elementary	8/9/2021
Eppler, Scott	Seguin High School	8/9/2021
Franzino, Joseph	AJB Middle School	8/9/2021
Grandys, Michael	Seguin High School	8/9/2021
LeBlanc, Ashley	Barnes Middle School	8/9/2021
Leon, Melina	Ball Early Childhood	8/9/2021
Loftin, Skylar	Jefferson Elementary	8/9/2021
Martinez, Daniel	Barnes Middle School	7/26/2021
Maxey, Ashley	McQueeney Elementary	8/9/2021
Parker, Stephanie	Barnes Middle School	8/9/2021
Patranella, Luke	McQueeney Elementary	8/9/2021
Ramirez, Debbi	Patlan Elementary	8/9/2021
Ruple, Rebecca	Weinert Elementary	8/9/2021
Salazar, Edward	Matador Special Services	8/9/2021
Stanley, Daphney	Weinert Elementary	8/9/2021
Watts, Dusty	Barnes Middle School	8/9/2021

**FOR BOARD'S
ACKNOWLEDGEMENT
RESIGNATIONS:**

Baker, Lori, Koennecke Elementary, effective 6/12/2021

Ms. Baker, 2nd Grade Teacher, has resigned to take a position with Navarro ISD.

Ms. Baker has 2 years with Seguin ISD

Baswell, Richard, AJB Middle School, effective 6/12/2021

Mr. Baswell, PE Teacher/Coach, has resigned to take a position with Comal ISD.

Mr. Baswell has 4 years with Seguin ISD.

Buell, Autumn, Weinert Elementary, effective 6/12/2021

Ms. Buell, RN, has resigned to go back to school.

Ms. Buell has 2 years with Seguin ISD.

Christian, Larrisa, Barnes Middle School, effective 6/12/2021

Ms. Christian, AVID Teacher, has resigned due to personal reasons.

Mr. Christian has 2 years with Seguin ISD.

Davis, Jennifer, Barnes Middle School, effective 6/12/2021

Ms. Davis, Essential Academics Teacher, has resigned due to personal reasons.

Ms. Davis has 3 years with Seguin ISD.

Deiley, Kirsten, Jefferson Elementary, effective 6/12/2021

Ms. Deiley, KG Teacher, has resigned to accept a position with another school district.

Ms. Deiley has 2 years with Seguin ISD.

Delmark, Lindsey, Jefferson Middle School, effective 6/12/2021

Ms. Delmark, KG Teacher, has resigned due to relocation closer to home.

Ms. Delmark has 16 years with Seguin ISD.

Ellison, Ariel, Barnes Middle School, effective 6/12/2021

Ms. Ellis, Robotics/Computer Science teacher, has resigned due to relocation to Georgia.

Ms. Ellis has 1 year with Seguin ISD.

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

Ms. Garcia, Essential Academics Teacher, has resigned due to relocation closer to home.

Ms. Garcia has 2 years with Seguin ISD.

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

Mr. Garcia, Welding Teacher, has resigned to accept a position in the private sector.

Mr. Garcia has 22 years with Seguin ISD.

Hurtado, Marlen, Patlan Elementary, effective 6/12/2021

Ms. Hurtado, 2nd Grade Bilingual Teacher, has resigned due to relocation closer to home.

Ms. Hurtado has 1 year with Seguin ISD.

Jandt, Sarah, AJB Middle School, effective 6/12/2021

Ms. Jandt, 7th Grade Science Teacher, has resigned to accept a position with another school district.

Ms. Jandt has 2 years with Seguin ISD.

Jobson, Mathew, Barnes Middle School, effective 6/12/2021

Mr. Jobson, Art Teacher, has resigned due to medical reasons.

Mr. Jobson has 6 years with Seguin ISD.

Johnson, Sharon, Barnes Middle School, effective 6/12/2021

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

Ms. Johnson has 29 years with Seguin ISD.

Lepper, Amber, Jefferson Elementary, effective 6/12/2021

Ms. Lepper, KG Teacher, has resigned due to relocation.

Ms. Lepper has 6 years with Seguin ISD.

Mize, John, Seguin High School, effective 6/12/2021

Mr. Mize, Med. Athletic Trainer, has resigned and elected to retire.

Mr. Mize has 27 years with Seguin ISD.

Mora, Fernando, Seguin High School, effective 6/12/2021

Mr. Mora, CTE Teacher, has resigned to pursue opportunities in the Technology field.

Mr. Mora has 4 years with Seguin ISD.

Moreno, Yolanda, Jefferson Elementary, effective 6/12/2021

Ms. Moreno, PK Teacher, has resigned to stay home with her family.

Ms. Moreno has 5 years with Seguin ISD.

Moya, Crystal, Koennecke Elementary, effective 6/12/2021

Ms. Moya, Early Reading Interventionist/Coach has resigned due to personal reasons.

Ms. Moya has 7 years with Seguin ISD.

O'Neal, Denise, Patlan Elementary, effective 6/12/2021

Ms. O'Neal, 1st grade Teacher, has resigned due to personal reasons.

Ms. O'Neal has 7 years with Seguin ISD.

Pate, Lisa, Jefferson Elementary, effective 6/12/2021

Ms. Pate, Counselor, has resigned and elected to retire.

Ms. Pate has 8 years with Seguin ISD.

Reavis, Alexa, Matador Special Services, effective 6/12/2021

Ms. Reavis, Speech Language Pathologist, has resigned due to personal reasons.

Ms. Reavis has 5 years with Seguin ISD.

Ulbricht, Gretchen, Jefferson Elementary, effective 6/12/2021

Ms. Ulbricht, Part time GT Teacher, has resigned due to personal reasons.

Ms. Ulbricht has 4 years with Seguin ISD.

Stadtmueller, Paul, Seguin High School, effective 6/12/2021

Mr. Stadtmueller, Social Studies/Coach, has resigned and elected to retire.

Mr. Stadtmueller has 16 years with Seguin ISD.

Vargas, Nicolas, Seguin High School, effective 6/12/2021

Mr. Vargas, Spanish Teacher, has resigned due to personal reasons.

Mr. Vargas has 3 years with Seguin ISD.

White, LeAnne, Weinert Elementary, effective 6/12/2021

Ms. White, Music Teacher, has resigned to take a position with Navarro ISD.

Ms. White has 6 years with Seguin ISD.

Wilson, Jennifer, Barnes Middle School, effective 6/12/2021

Ms. Wilson, Social Studies Teacher, has resigned due to personal reasons.

Ms. Wilson has 8 years with Seguin ISD.

Winters-Simpson, Tonya, Weinert Elementary, effective 6/12/2021

Ms. Winters-Simpson, 5th Grade Teacher, has resigned due to relocation to Tennessee.

Ms. Winters-Simpson 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

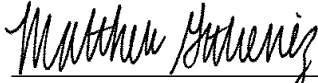
BUDGET IMPACT/ INFORMATION: None

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:  Date Submitted: 06/15/21
(Signature) Dr. Matthew Gutierrez, Superintendent
(Name) 1221 E. Kingsbury St., Seguin, TX 78155
(Address) (830) 401-8614
(Telephone)

Seguin ISD PIA requests received from May 13-June 2, 2021

<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
05/14/21 062	Samantha Ciaravino, Bailey & Bailey	Numerous documents related to the Matador Stadium replacement project.	Completed 05/26/21	Document provided
05/15/21 063	Malcolm Greenstein, Greenstein & Kolker	The names, race and national origin of all teachers and administrators who have resigned from SISD since July 1, 2017, including the resignation documents. The names, race and national origin of all teachers and administrators who have been hired since July 1, 2017.	In progress. Itemized cost estimate emailed to requester on 05/21/21.	
05/18/21 064	Christy Holt, Project Graduation	Seguin High School 2021 senior roster	Completed 05/24/21	Document provided by SHS
05/26/21 065	Adam Pate, U.S. Army recruiting	Seguin High School junior directory information	In progress	
05/26/21 066	Francene Rose	1. Copies of her personnel file/employee records. 2. Copies of all complaints lodged against her. 3. Records of any district meetings related to her, including school board, HR, and campus agendas and minutes.	In progress. Clarification sought 06/02/21.	
05/27/21 067	Danielle Giammarino, Construction Journal	HVAC pre-bid meeting attendees and/or updated planholders list, a copy of any documents and/or addendums that may have been issued, along with an estimated value.	Completed 06/01/21	Documents provided
05/28/21 068	Anna Moreno	Name roster of 2001 SHS graduates	In progress	

ACTION ITEM: **Adoption of 2021-22 Budgets for the General Fund, Child Nutrition Fund, and Debt Service Fund**

RECOMMENDATION: That the Board of Trustees adopt the 2021-22 proposed budget for the General Fund, Food Service Fund, and Debt Service Fund as presented.

RATIONALE: The official budget consists of three separate funds: The General Fund, Food Service Fund, and Debt Service Fund. Each of these budgets must be approved by the Board of Trustees at the functional level. Subsequent amendments involving changes to functional levels must be duly approved by the Board of Trustees.

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


BUDGET IMPACT / INFORMATION: 2021-22 General Fund revenue of \$67,241,877 reflect a net decrease from 2020-21 of \$486,977. This increase in General Fund revenue includes an increase to Property Tax revenue of \$2,346,972, and a decrease in State Sources of \$2,710,482. 2021-22 Operating expenditures in the General Fund budget are budgeted at \$5,067,320 less than 2020-21. The District expects to adopt a Maintenance and Operations (M&O) tax rate of \$0.9764 per \$100 valuation (M&O rate is unchanged from the prior year).

2021-22 Child Nutrition Fund revenue of \$4,775,000 and expenditures of \$4,775,000 are unchanged from the prior year. All students will be offered breakfast and lunch at no charge for the 2021-22 school year.

2021-22 Debt Service Fund revenue of \$13,856,320 is exclusively intended to fund debt service payments. The District expects to adopt an Interest and Sinking (I&S) tax rate of \$0.385 per \$100 valuation (I&S rate is unchanged from the prior year).

EXHIBITS: 2021-22 Proposed Budget

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

Submitted by:  Date Submitted: 06/15/21
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

SEGUIN INDEPENDENT SCHOOL DISTRICT
2021 - 22
PROPOSED BUDGET

	General Operating Fund (M&O Tax)				Child Nutrition Fund				Debt Service Fund (I&S Tax)				Combined Total All Funds			
	2020-21 Current Budget	Per Pupil	2021-22 PROPOSED Budget	Per Pupil	2020-21 Current Budget	Per Pupil	2021-22 PROPOSED Budget	Per Pupil	2020-21 Current Budget	Per Pupil	2021-22 PROPOSED Budget	Per Pupil	2019-20 Current Budget	Per Pupil	2020-21 PROPOSED Budget	Per Pupil
REVENUE																
Property Taxes	35,732,840	4,991	38,079,812	5,298	-	-	-	-	13,512,498	1,887	13,856,320	1,928	49,245,338	6,879	51,936,132	7,225
Other Local Sources	1,186,000	166	406,000	56	791,000	110	791,000	110	-	-	-	-	1,977,000	276	1,197,000	167
State Sources	30,299,547	4,232	27,589,065	3,838	70,000	10	70,000	10	-	-	-	-	30,369,547	4,242	27,659,065	3,848
Federal Sources	967,000	135	1,167,000	162	3,914,000	547	3,914,000	545	-	-	-	-	4,881,000	682	5,081,000	707
TOTAL REVENUE	68,185,387	9,524	67,241,877	9,355	4,775,000	667	4,775,000	664	13,512,498	1,887	13,856,320	1,928	86,472,885	12,079	85,873,197	11,947
EXPENDITURES																
11 Instruction	40,858,904	5,707	38,026,348	5,290	-	-	-	-	-	-	-	-	40,858,904	5,707	38,026,348	5,290
12 Instr Resources/Media Svcs	1,174,087	164	1,039,692	145	-	-	-	-	-	-	-	-	1,174,087	164	1,039,692	145
13 Curr & Inst Staff Develop	860,207	120	758,308	105	-	-	-	-	-	-	-	-	860,207	120	758,308	105
21 Instructional Leadership	1,844,059	258	1,918,474	267	-	-	-	-	-	-	-	-	1,844,059	258	1,918,474	267
23 School Leadership	5,002,981	699	4,739,389	659	-	-	-	-	-	-	-	-	5,002,981	699	4,739,389	659
31 Guidance & Counseling	2,837,762	396	2,502,237	348	-	-	-	-	-	-	-	-	2,837,762	396	2,502,237	348
32 Social Work Services	552,935	77	515,123	72	-	-	-	-	-	-	-	-	552,935	77	515,123	72
33 Health Services	795,357	111	732,772	102	-	-	-	-	-	-	-	-	795,357	111	732,772	102
34 Student Transportation	3,098,396	433	2,697,926	375	-	-	-	-	-	-	-	-	3,098,396	433	2,697,926	375
35 Food Services	-	-	-	-	4,764,500	666	4,764,500	663	-	-	-	-	4,764,500	666	4,764,500	663
36 Extra-curricular Activities	2,083,418	291	2,107,064	293	-	-	-	-	-	-	-	-	2,083,418	291	2,107,064	293
41 General Administration	2,321,107	324	2,308,745	321	-	-	-	-	-	-	-	-	2,321,107	324	2,308,745	321
Statutorily Req - Public Notice	3,895	1	4,079	1	-	-	-	-	-	-	-	-	3,895	1	4,079	1
Statutorily Req - Lobbying	1,639	0	1,639	0	-	-	-	-	-	-	-	-	1,639	0	1,639	0
51 Plant Maintenance	6,962,714	973	6,815,174	948	10,000	1	10,000	1	-	-	-	-	6,972,714	974	6,825,174	950
52 Security Services	796,537	111	547,950	76	500	0	500	0	-	-	-	-	797,037	111	548,450	76
53 Data Processing Services	1,754,693	245	1,835,567	255	-	-	-	-	-	-	-	-	1,754,693	245	1,835,567	255
61 Community Services	55,821	8	80,706	11	-	-	-	-	-	-	-	-	55,821	8	80,706	11
71 Debt Service--Principal	665,000	93	-	-	-	-	-	-	7,035,000	983	7,960,000	1,107	7,700,000	1,076	7,960,000	1,107
Debt Service--Interest	-	-	-	-	-	-	-	-	6,467,498	903	5,891,320	820	6,467,498	903	5,891,320	820
Debt Service--Fees	-	-	-	-	-	-	-	-	10,000	1	5,000	1	10,000	1	5,000	1
81 Facilities Constr/Improvements	29,000	4	-	-	-	-	-	-	-	-	-	-	29,000	4	-	-
99 Other Governmental Charges	610,685	85	610,684	85	-	-	-	-	-	-	-	-	610,685	85	610,684	85
TOTAL EXPENDITURES	72,309,197	10,100	67,241,877	9,355	4,775,000	667	4,775,000	664	13,512,498	1,887	13,856,320	1,928	90,596,695	12,655	85,873,197	11,947

BUDGETARY SURPLUS

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20-21 Enrollment (TEA Hold-Harmless):	7,159
21-22 Projected Enrollment:	7,188

ACTION ITEM: **Consideration and Approval of the Resolution Regarding Elementary and Secondary School Emergency Relief III (ESSER III) Fund**

RECOMMENDATION: Recommend that the Board of Trustees approve the Resolution for ESSER III Fund.

RATIONALE: The ESSER III Fund should be used to respond to the pandemic and to address student learning loss as a result of COVID-19.

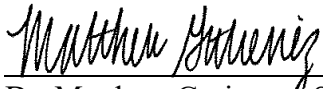
REFERENCE and COMPLIANCE: CB(LOCAL) State and Federal Revenue Sources; Strategic Priority #1: Improve student learning through improved instructional practice.

PAPERWORK IMPACT: No significant impact.

BUDGET IMPACT/ INFORMATION: No significant impact.

EXHIBITS: Board Resolution

RESOURCE PERSONNEL : Mark Cantú, Chief Academic Officer

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

Date Submitted: 06/15/21

Resolution of the Board Regarding ESSER III and Policy CB(LOCAL), State and Federal Revenue Sources

WHEREAS, on April 28, 2021, TEA notified school districts of the opportunity to apply for their allocation of the Elementary and Secondary School Emergency Relief III (ESSER III) Fund, which should be used to respond to the pandemic and to address student learning loss as a result of COVID-19;

WHEREAS, TEA published guidance regarding how these funds can be used and local compliance requirements school districts must follow, including a recommendation that districts develop local board policy to address how the district will provide the required public notice regarding federal grants and awards for consistency;

WHEREAS, Texas Education Code 11.151 gives the Board of Trustees the exclusive power and duty to govern and oversee the management of the public schools of the District; and

WHEREAS, the Board finds that a need exists to adjust local policy provisions to address public notice for federal grants and awards and approval of required grant plans;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Seguin Independent School District adopts the following text for inclusion at CB(LOCAL), State and Federal Revenue Sources:

- The District shall provide public notice of federal grant applications through an information item at a Board meeting and by publishing information on the District's website. The District shall make available opportunities for public input as required by law or the granting agency.
- Approval of required grant and award plans shall be by *(for example, this could be "the Board" or "the Superintendent")*.

The change to CB(LOCAL) is effective based on the adoption date of this resolution.

Adopted this 15 (date) day of June (month), 2021 (year), by the Board of Trustees.

Presiding Officer

Secretary

ACTION ITEM: **2021-2022 Compensation Handbook with Employee Salary Increases Recommendation**

RECOMMENDATION: The Board approves the 2021-2022 compensation handbook with employee salary increases as recommended for all active district employees.

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

Recommendation:
Starting teacher salary is \$51,500 and there will be a 3% increase to all teachers and a 2.5% increase to all other personnel. New teachers hired to the district for the 21-22 school year will be placed on the teacher pay scale based on confirmed years of service.

REFERENCE and COMPLIANCE: DEAA (LEGAL) and DEAA (LOCAL) Compensation Plan, Incentives and Stipends

BUDGET IMPACT/ INFORMATION: None

PAPERWORK IMPACT: Revisions made to update the SISD Compensation Handbook

EXHIBITS: 2021-2022 SISD Compensation Handbook

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

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



Date Submitted: 06/15/21

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