

# Agenda of Regular Meeting

## The Board of Trustees Seguin ISD

---

A Regular Meeting of the Board of Trustees of Seguin ISD will be held November 16, 2021, beginning at 6:30 PM in the Board Room, 1221 E Kingsbury, Seguin, TX 78155.

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

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

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

  - A. those wishing to speak shall sign up before the meeting begins stating the concern or noting the agenda item they wish to address; audience participation is limited to five minutes; the Board shall not deliberate any subject that is not on the posted agenda.
4. **Reports/Information Items:**
  - A. Seguin Early College High School Update 5
  - B. Strategic Priority and Initiative Report: Professional Learning Communities (PLC) 17
5. **Closed Session:** Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act
  - A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.
  - B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).

6. **Reconvene to Open Meeting**, the Board will take appropriate action on items, if necessary, as discussed in Closed Session
  - A. Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).
7. **Consent Agenda Items - Consider and Possible Approval as Applicable**  
 Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.
  - A. Approval of Board Minutes of Regular Meeting - October 26, 2021. 30
  - B. Approval of Tax Collection Reports for October 2021 37
  - C. Approval of Donations Received October 2021 38
  - D. Adoption of Resolution Stating Review of Investment Policy and Designation of Investment Officers 40
  - E. Approval of Resolution Approving Independent Sources of Instruction Relating to Investment Responsibilities 64
  - F. Approval of District-Wide Vehicle Maintenance, Parts, And Services (RFP #: 21-01) 66
  - G. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 21-04) 68
  - H. Approval of a Budget Amendment as Requested by the Guadalupe Appraisal District 70
  - I. Approval of Additional Certified Appraisers for 2021-2022 71
  - J. Information Regarding Purchases Through the Allied States Purchasing Cooperative for a total cost of \$85,072 72
  - K. Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$550,144 73
  - L. Acknowledge Public Information Act Requests Oct. - Nov. 2021 74
8. **Action Items**
  - A. Approval of the Annual Comprehensive Financial Report for the Year Ended June 30, 2021 77
  - B. Approval of the Unassigned Fund Balance Compliance Requirement for the Year Ended June 30, 2021 78
  - C. 2021-2022 Substitute Rate Revision 80
  - D. Official Ballot to Cast Votes for the Board of Directors for the Guadalupe Appraisal District for the 2022-2023 Term and a Resolution for the Submission 81
9. **Board Comments and Request**
10. **Adjourn**

**RECOGNITION ITEM:**    **Campus Highlight**

**RECOMMENDATION:**    That the Board of Trustees recognizes positive campus-based activities, initiatives and accomplishments during a board meeting setting in order to be apprised of the many activities that contribute to a nurturing, academic environment in Seguin ISD schools.

Tonight’s presentation is provided courtesy of Ball Early Childhood Center. Principal Debra Reiley will highlight a campus based program or initiative.

**RATIONALE:**    The purpose of this presentation is to recognize the performance and effort put forth daily by Seguin ISD students, staff and campus administrators. Campuses will have the opportunity to share an example of an activity that fosters academic achievement and refines instructional focus during regular board meetings of 2021-22.

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

**PAPERWORK IMPACT:**    None

**BUDGET IMPACT/ INFORMATION:**    None

**EXHIBITS:**    None

**RESOURCE PERSONNEL:**    Sean Hoffmann, Chief Communications Officer

Submitted by: Matthew Gutierrez    Date Submitted: 11/16/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

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

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

- **Superintendent’s Elementary, Middle and High School Students of the Month**
- **Superintendent’s Apple Award**

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

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

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

**PAPERWORK IMPACT:**             None

**BUDGET IMPACT/ INFORMATION:**     None

**EXHIBITS:**                     None

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

Submitted by: Matthew Gutierrez                     Date Submitted: 11/16/21  
(Signature) \_\_\_\_\_  
(Name)         Dr. Matthew Gutierrez, Superintendent  
(Address)     1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone)   (830) 401-8614

**INFORMATION ITEM:**

**Seguin Early College High School Update**

**RECOMMENDATION:**

That the Board of Trustees receives an update on Early College High School and dual credit enrollment.

**RATIONALE:**

In partnership with St. Philip’s College of the Alamo Colleges District, Seguin ISD has implemented an Early College High School with the goal of increasing dual credit opportunities and improving post-secondary readiness. This past school year, in alignment with the TEA ECHS blueprint, Seguin ECHS implemented a recruitment process that will allow the program to meet the state required outcomes-based measures.

**REFERENCE and COMPLIANCE:**

Strategic Priority 1: Improve student learning through improved instructional practice.

**PAPERWORK IMPACT:**

Annual TEA ECHS Designation application

**BUDGET IMPACT INFORMATION:**

2021-2022 school year tuition and fees have been waived for ECHS students enrolled in dual credit courses taught at the high school campus by an ISD faculty member.

**EXHIBITS:**

Board Presentation

**RESOURCE PERSONNEL:**

Anna Lisa Vargas, Director of Early College High School  
Mark Cantu, Chief Innovation Officer  
Dr. Hector Esquivel, Seguin High School Principal

Submitted by:

(Signature)



Date Submitted: 11/16/21

(Name)

Dr. Matthew Gutierrez, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614



# Seguin ECHS Board Update:

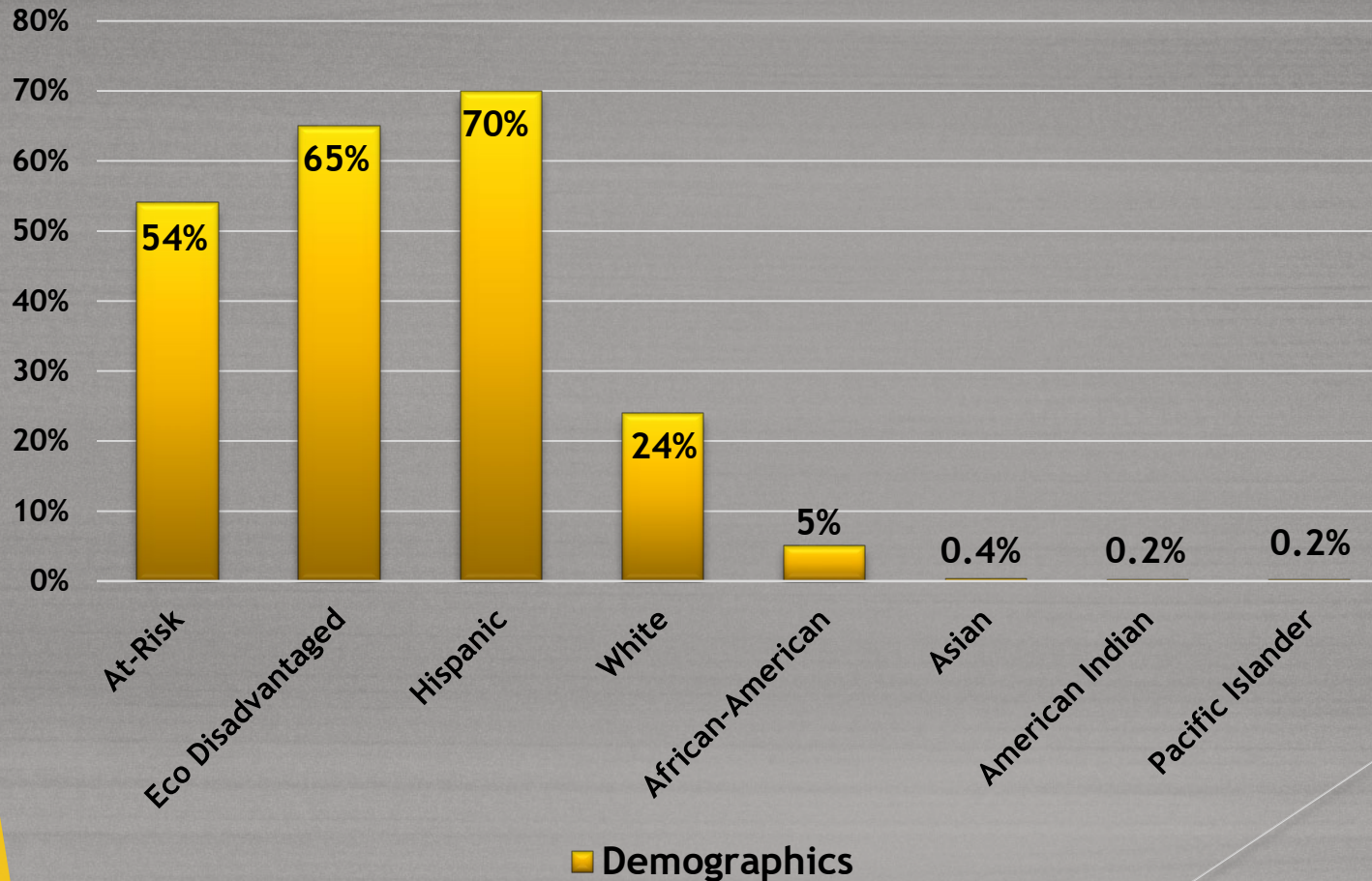
*November 16, 2021*

# Presentation Agenda

- ▶ ECHS Overview
- ▶ Outcomes-based measures
- ▶ Dual Credit Enrollment
- ▶ CCMR Coordinator
- ▶ Highlights & Next Steps
- ▶ Class of 2018 Success Stories

# ECHS Overview: 405 Students

(Grades 9 -12; As of November 1, 2021)



# Access OBM's

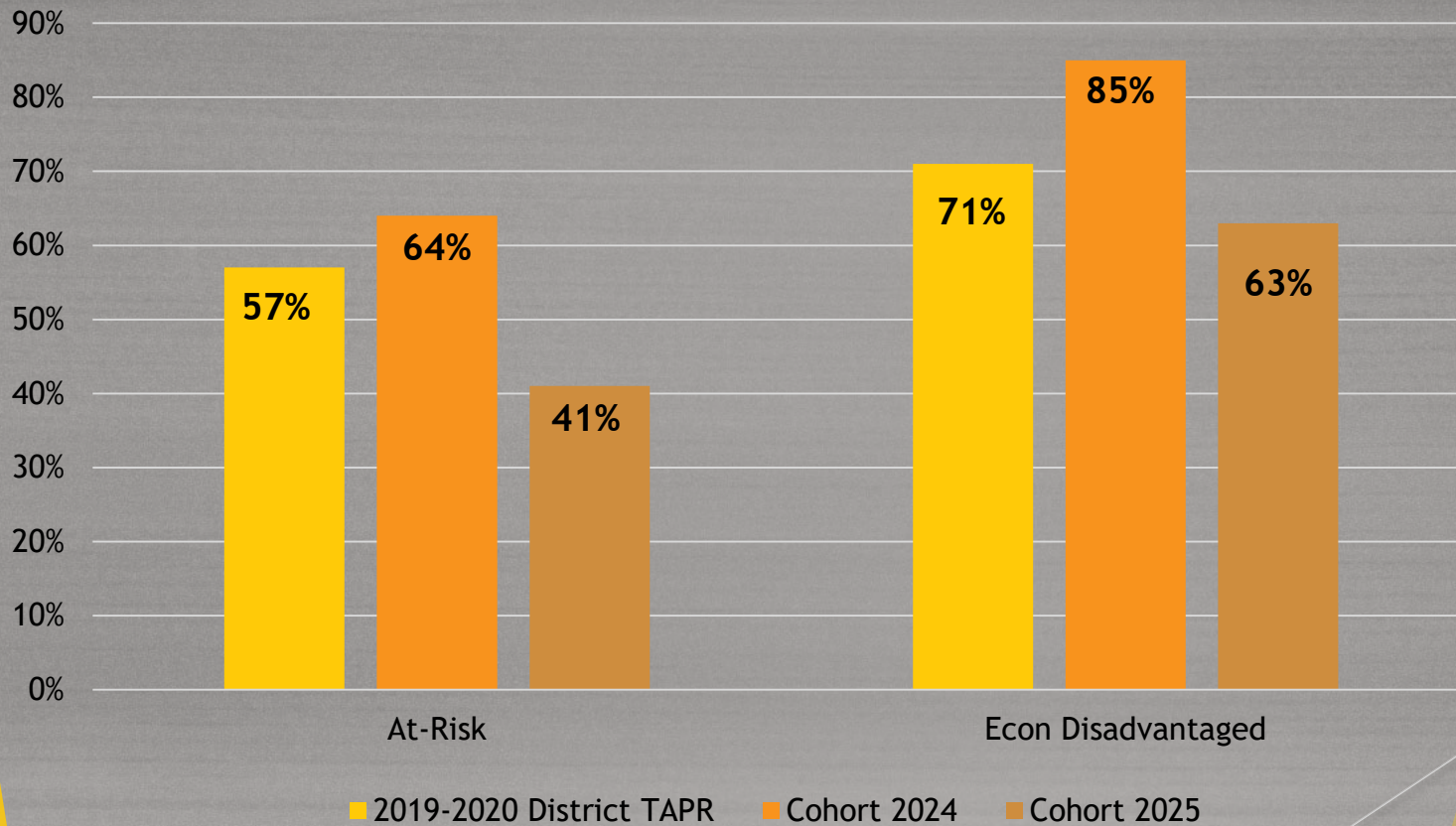
Access Outcomes-Based Measures			Distinctions
Definition of Access OBM	Provisional Early College	Early College	
	Requirements		
		Must serve <b>at-risk incoming 9th graders</b>	Must serve <b>at-risk incoming 9th graders and economically disadvantaged students</b>
Data Indicators			
ECHS proportionate to or over-represents <b>at-risk students</b> (incoming 9 <sup>th</sup> graders)	No more than 25% points under district (grades 9-12)	No more than 25% points under district (grades 9-12)	ECHS recruits and serves targeted first generation populations such that at least 80% or greater of campus enrollment represents at-risk (incoming 9 <sup>th</sup> graders), economically disadvantaged, English learners (incoming 9 <sup>th</sup> graders), or students with disabilities
ECHS proportionate to or over-represents <b>economically disadvantaged students</b> (grades 9-12)	No more than 10% points under district (grades 9-12)	No more than 10% points under district (grades 9-12)	
ECHS proportionate to or over-represents <b>English learners</b> (incoming 9th graders)	Not taken into account for designation	Not taken into account for designation	
ECHS proportionate to or over-represents <b>students with disabilities</b> (grades 9-12)	Not taken into account for designation	Not taken into account for designation	

Data on the following populations historically under-represented in higher education will also be provided in your Outcomes-Based Measures Summary Report:

- African American
- Hispanic
- Male

These data are for informational purposes ONLY and are not used to determine an ECHS's designation status.

# Cohort 2024 & 2025 Demographics Overview

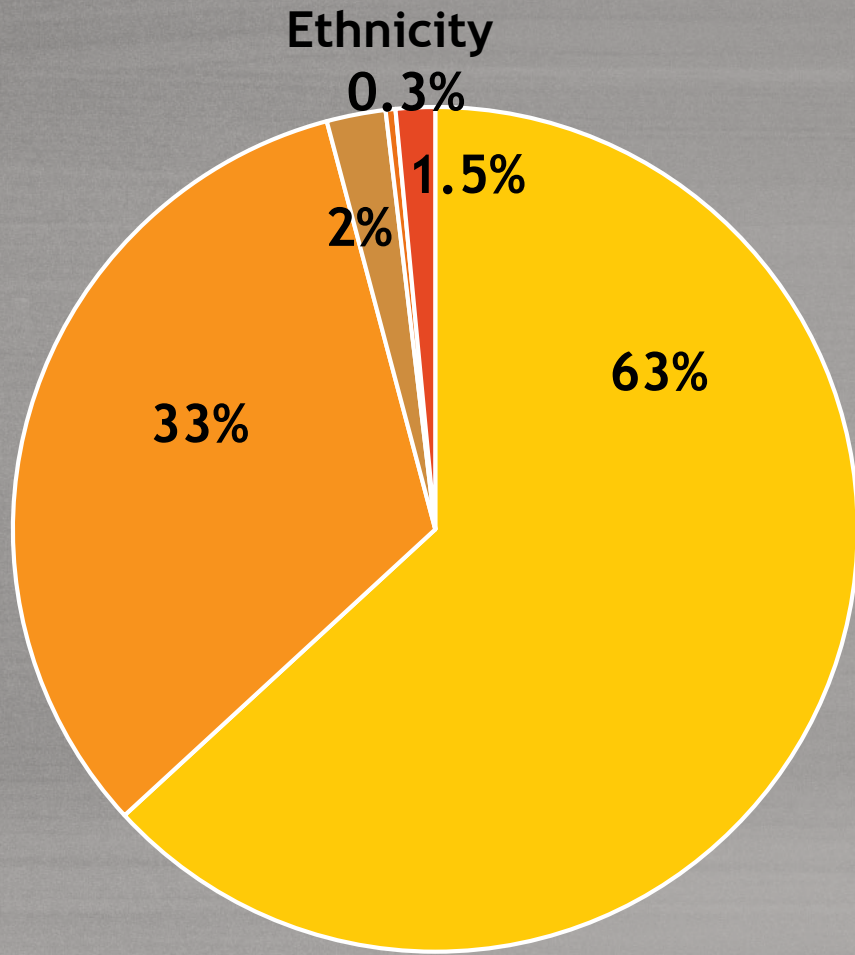


# TEA ECHS OBM's for 2021-2022 Designation Year\*

Outcomes-Based Measures	Met Standard	Earned Distinction
Access	YES	YES
Attainment	NO	NO
Achievement	N/A (COVID)	N/A (COVID)

(\*Based on 2019-2020 data)

# Dual Credit Enrollment Overview



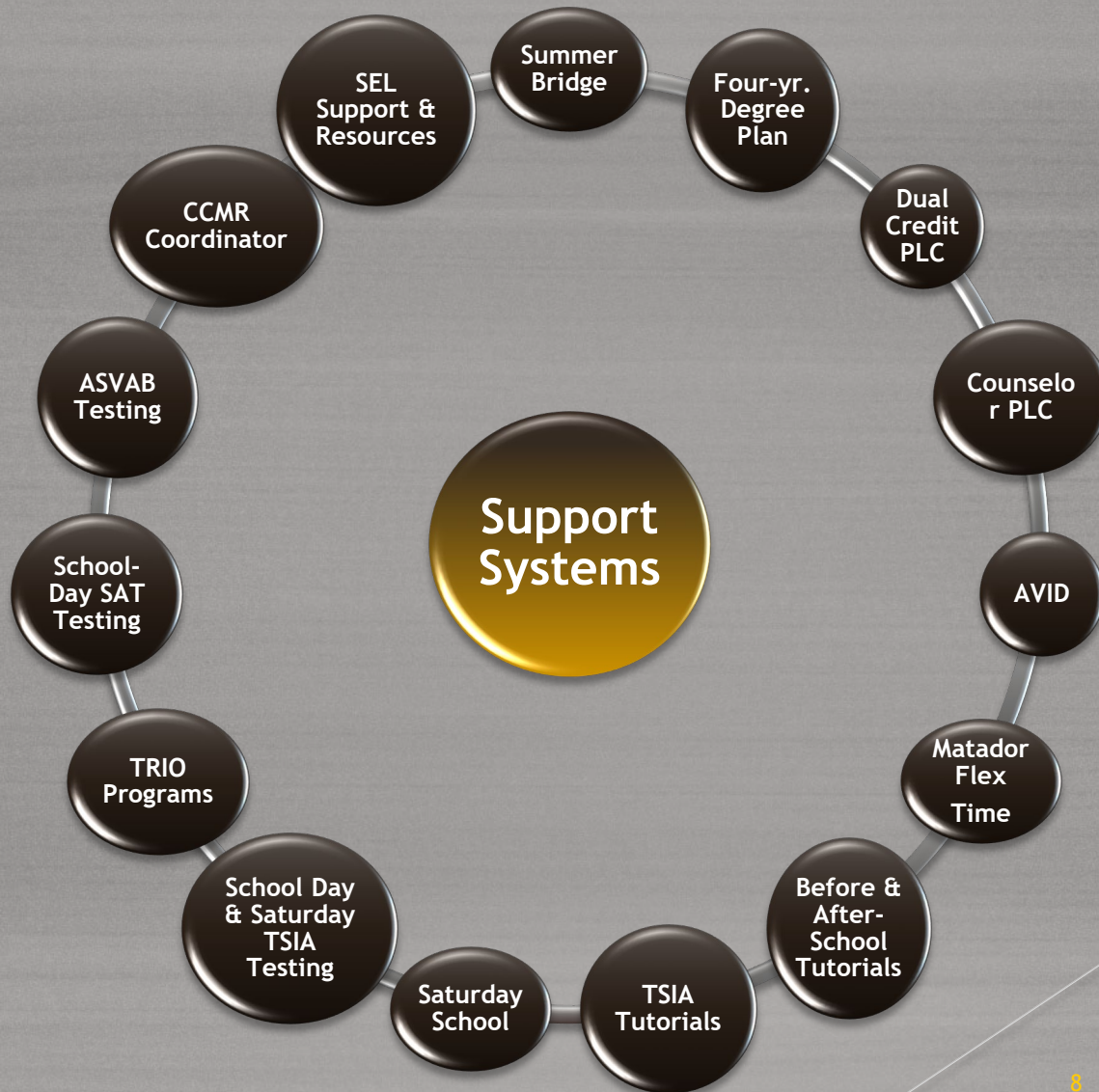
Hispanic White African American Asian 2 or More

Total Number of Students	266
Total DC Enrollments	529
Females	155
Males	111

7

12

# Seguin ECHS Support Systems:



# CCMR Coordinator

- ▶ individual meetings with seniors who haven't met a CCMR indicator (involves discussions about TSI, ACT, SAT, dual credit, CTE certifications and courses offered at SHS, military recruiter liaison)
- ▶ assist with FAFSA applications and Apply Texas (involves college applications)
- ▶ offer guidance for dual credit students who are struggling
- ▶ assist with dual credit enrollment process
- ▶ assist with PSAT and SAT administration

# Highlights & Next Steps

- ▶ TEA/Educate Texas Mentoring Grant
- ▶ HACU Panel K-12 Symposium
- ▶ ECHS Re-Designation Application
- ▶ P-TECH Designation Application
  - Pharmacy Technology - Associate of Applied Science

# Class of 2018 Success Stories

- ▶ **Maria Flores Gonzalez**
- ▶ **Michael Grandys**
- ▶ **Kayla Sanchez**

**INFORMATION ITEM:**      **Strategic Priority and Initiative Report: Professional Learning Communities (PLC)**

**RECOMMENDATION:**      That the Board of Trustees receives an update regarding campus & district level Professional Learning Communities (PLC)

**RATIONALE:**              The purpose of this report is to present the progress on the utilization of Professional Learning Communities. PLCs have been guiding instruction at Seguin ISD over the past few years. Campus leaders have worked to strengthen PLCs and the efforts to refine our PLC practices will be shared with the Board.

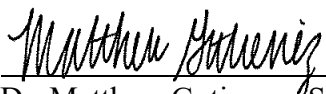
**REFERENCE and COMPLIANCE:**      Strategic Priority #1 Improve student learning through improved instructional practice

**PAPERWORK IMPACT:**              None

**BUDGET IMPACT/ INFORMATION:**      None

**EXHIBITS:**                      PLC Presentation

**RESOURCE PERSONNEL:**              Mark Cantu, Chief Innovation Officer  
Andrea Jaramillo, Deputy Chief of Innovation & Instruction

Submitted by:            Date Submitted: 11/16/21  
(Signature)      \_\_\_\_\_  
(Name)              Dr. Matthew Gutierrez, Superintendent  
(Address)           1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone)        (830) 401-8614

# Strategic Priority and Initiative Report

November 16, 2021 Board Meeting

# Strategic Priorities

## Strategic Priorities

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



# Strategic Initiatives

## Superintendent and Board Goals

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





# Professional Learning Communities

# PLC @ Work Conference

## August 2-4, 2021

Day 1 Attendees: 239

Day 2 Attendees: 242

Day 3 Attendees: 232

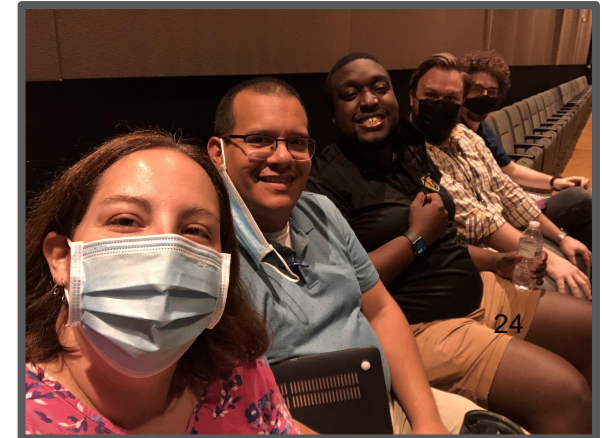
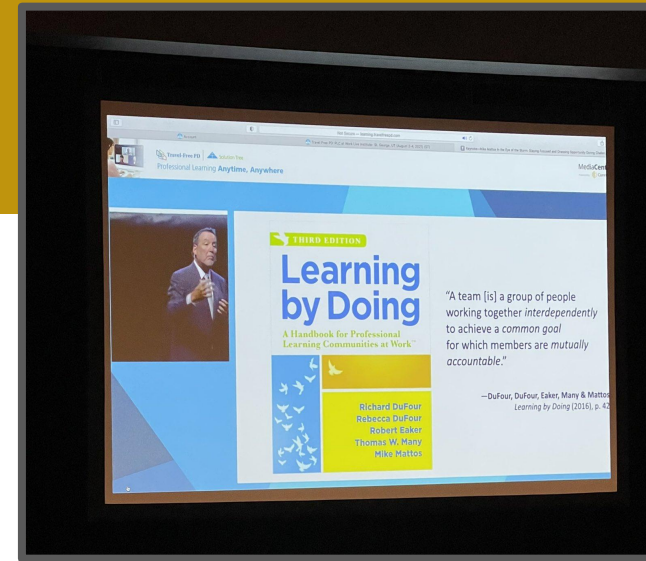
Keynotes provided by Regina Stephens Owens, Mike Mattos, and Anthony Muhammad

Popular session presenters included Timothy Kanold, Mike Mattos, Maria Nielsen, and Luis F. Cruz



# PLC @ Work Conference August 2-4, 2021

Administrators and staff from all campuses were in attendance.



# PLC Framework & Progression of Implementation

PLC Framework and Progression of Implementation					
<b>Standards Based Planning</b>	<b>Standards</b>	Individuals or team match the standard with content and instructional resources	Team unwraps the standard to identify essential knowledge and skills.	Team identifies prerequisite skills students must have to meet or exceed the standard.	Team calibrates to determine what grade level proficiency of the standard looks and sounds like so students spend the majority of class time practicing at or above the taxonomy level of the standard.
	<b>Planning</b>	Individuals or teams plan for short instructional periods (day-to-day or week-to-week). Details on the best way to teach the concept/content are lacking.	Teams plan for short instructional periods (day-to-day or week-to-week). Planning is detailed and reflects a shared understanding of the best way to teach the concept/content.	Team plans in advance of teaching the unit so that the planning is detailed and reflects a shared understanding of the best way to teach the concept/content.	Team plans in advance of teaching the unit, proactively plans extensions and interventions, implements the unit as planned, and reflects and revises the unit plans to influence future lessons.

# Professional Learning Communities



## Learning Spotlight

AJB & Jim Barnes Teachers

Professional Learning Collaboration  
on Student-Centered Unit Planning!

# What do we want ALL students to know & be able to do?

**2nd Grade Mod 4**

**Know it**

Chronology

Problem/Solution

Multiple Meaning Words

Prefixes/Suffixes

**Show it**

First → Next → Then → Last

Look for Transition words

C	S
P	S

Write meaning of underlined word on top in passage. Match your meaning with answer choices.

Circle the prefix or suffix in the word and write the meaning (in passage)

**3rd Grade Mod 3 ~ Nov 19-19**

**Know It**

Central Idea

Sequence

Vocabulary

Prefix/Suffix

**Third Grade**

**Show It**

- #Hashtag central idea/main idea
- Use title - make prediction on what you think it'll be about.
- First, Next, Finally, After, Then
- Use dictionary
- Circle and write meaning above.

**4th Grade Mod 3**

**Know it**

S.N.O.T.S.

Plot

vocab

Prefixes/Suffixes

Main message

open ended ?S

Stage directions

Subject/verb agree.

compound sentences

complex sentence

**Show it**

#text annotation

C	S
P	S

#find a synonym

Circle and write meaning above

#theme, moral, lesson


#infer

- #i was not i were
- #song life
- D vs I

**5th Grade Mod 3 ~ Nov 19-19**

**Know It**

Central Idea

Text Structure

Vocab

Multiple Meaning Words

Figurative Language

**Show it**

Title, Topic, Prediction

First, Next, Finally, After, Then


Dictionary Skills

Create Figurative language one page

# Next Steps:

1. Monitor fidelity of the PLC model as presented at the PLC conference
2. Celebrate PLC conversations that grow teacher capacity
3. Look for evidence of student achievement as a result of effective PLCs

# Questions?



“It’s more important than ever  
that educators collaborate  
to continually improve and support  
the success of each learner.”

- Dr. Gene Carter, CEO and Executive Director of ASCD



# 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, October 26, 2021, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent:

Also Present: Nikki Bittings, Chief Student Services Officer; Mark Cantu, Chief Innovation Officer; Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Andrea Jaramillo, Deputy Chief of Innovation and Learning; Bill Lewis, Chief Operating Officer and Associate Superintendent; Cindy Moreno, Chief Human Resources Officer; Linda Guzman, Patlan Elementary Principal; Richard Bough, Career and Technical Education Director; Florin and Robyn Popa, Partners with PB Group LLC and Pfluger Architects; Christine Badillo and David Holmes with Walsh, Gallegos, Trevino, Russo & Kyle P.C.; 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 Eliana Pesina, Patlan Elementary student, followed by a moment of silence.

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, upcoming key dates and event information since the last board meeting, which included recognizing staff and student achievements and successes from across the district and a COVID-19 update. Dr. Gutierrez also encouraged all registered voters to cast a ballot on Election Day, Tuesday, November 2.

#### 2. Recognition/Campus Presentations

##### A. Campus Highlight

The presentation was provided courtesy of Patlan Elementary. Linda Guzman, principal, recognized her staff and students who provided a video highlighting the ACE Program.

##### B. Student/Staff/Board/Community Recognition

The Board of Trustees recognized the following staff for his outstanding accomplishments:

- **Superintendent's Elementary, Middle and High School Students of the Month**

Dr. Gutierrez was honored to recognize Eliana Pesina, first grade student at Patlan Elementary, Jacob Plasencia, eight grade student at Barnes Middle School and Troy Falgout, a senior at Seguin High School for going above and beyond as leaders and exceptional students in and out of the classroom. They are all excellent role

models working hard to achieve their goals while assisting their peers.

- **Superintendent's Awards**

Dr. Gutierrez was honored to recognize Michelle Avalos, Seguin High School Flexible School Day Coordinator as the October recipient 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**

LaVerne Ellis signed up to address the Board regarding Educational Solutions Services (ESS). Alvin Morales signed up to address the Board regarding Educational Solutions Services (ESS). Mary Ellen Mendez signed up to address the Board regarding Educational Solutions Services (ESS).

### **4. Reports/Information Items:**

#### **A. School Board Redistricting Presentation**

The Board of Trustees received information regarding the process of drawing new member districts. The upcoming release of the 2020 census data triggers redistricting obligations for SISD to fulfill. In general, redistricting is the process by which the boundaries of elective districts are periodically redrawn to maintain equal representation based on population. Once the census has been published, population shifts may result in an unequal representation amongst the single-member districts of local political subdivisions such as cities and school districts. School Board officials represent districts that are intended to reflect equalized populations. Therefore, their sizes and shapes must be redefined every 10 years to reflect population growth or decline and other demographic changes.

#### **B. Bond 2019 Project Update**

The Board of Trustees received an update from Florin and Robyn Popa regarding the Bond 2019 projects, including but not limited to the progress of AJB and Jefferson.

#### **C. Career and Technical Education (CTE) Update and Evaluation**

The Board of Trustees received information from Mr. Bough regarding the Career and Technical Education (CTE) program and evaluation of the program.

#### **D. Seguin ISD 2021-2022 Fall Intersession Review**

The Board of Trustees received a report on the Seguin ISD 2021-2022 Fall Intersession Program.

The Board recessed from 8:35 p.m. until 8:49 p.m.

#### **E. Strategic Priority and Initiative Report: Beginning of the Year Data**

The Board of Trustees received an update regarding the beginning of the year screener data and TEA beginning of the year interim assessments. The purpose of this report is to present the Reading progress of students using Istation a nationally normed Indicators of Progress (ISIP). Along with reporting data from the beginning of the year TEA Interim assessments for grades 4-8.

#### **F. Seguin ISD 2020-2021 Bilingual/English as a Second Language (ESL) Program Evaluation and Texas English Language Proficiency Assessment (TELPAS) Results**

The Board of Trustees received a report on the Seguin ISD 2020-2021 Bilingual/ESL Program Evaluation and TELPAS results. Pursuant to Texas Administrative Code (TAC) 89.1265, which requires districts to present annual reports of the educational performance and the academic progress in either language of the limited English proficient students, the Bilingual/English as a

Second Language (ESL) Program Evaluation and the Texas English Language Proficiency Assessment (TELPAS) results for the school year 2019-2020 were presented.

### **G. Bilingual Education Exception**

The Board of Trustees received information regarding the shortage of Bilingual educators in the state of Texas, TEA is allowing districts to request Bilingual Education Exception for the 2021-2022 academic year. Seguin ISD currently has thirty three (33) elementary teachers serving bilingual students. Of the thirty three (33), thirty two (32) meet the Texas State Board of Education - Certification regulations for the dual language bilingual model. Currently the state requires potential candidates to pass three exams: Bilingual EC-6 exam, the Pedagogy & Professional Responsibilities exam (PPR), and the Bilingual Target Language Proficiency Test (BTLPT).

### **H. Report Board of Trustees Continuing Education Hours**

The Board of Trustees received information regarding the continuing education hours for the Seguin ISD Board of Trustees. In accordance with HB 2563 and Texas Education Code, Section 11.159(b), each school board must reflect in the official minutes of the meeting held before an election of trustees whether each board member has met or is deficient in meeting training requirements for the trustee as of the first anniversary of the date of the trustee's election or appointment. If the minutes reflect that a trustee is deficient, the district shall post the minutes on the district's internet website within 10 business days of the meeting and maintain the posting until the trustee meets the requirements.

- **Carl Jenkins** - **District 1 – Exceeded Required Training Hours**
- **Alejandro R. Guerra** - **District 2 – Exceeded Required Training Hours**
- **Cinde Thomas-Jimenez** - **District 3 – Exceeded Required Training Hours**
- **Linda Duncan** - **District 4 – Exceeded Required Training Hours**
- **Denise Crettenden** - **District 5 – Exceeded Required Training Hours**
- **Ben Amador** - **District 6 – Exceeded Required Training Hours**
- **Glenda Moreno** - **District 7 – Exceeded Required Training Hours**

### **5. Closed Meeting** –The Board went into closed session at 9:25 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.

1. 2020 Census and the rezoning of single member districts.
2. Deliberation regarding security devices and protocols.

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

### **6. Reconvene to Open Meeting** – The Board reconvened at 10:10 p.m.

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

The Board did not take action.

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

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

Regular Meeting, September 21, 2021

Board Workshop, October 5, 2021

#### **B. Approval of Tax Collection Reports for September 2021**

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

**D. Approval of Proposed Budget Amendments & Financial Statements for September 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 September 30, 2021.

**E. Approval of Donations Received September 2021**

The Board of Trustees approved the donations received by the District during the month of September 2021 in the amount of \$1,120.00 from various business and individuals. District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval."

**F. Approval of Investment Report for the First Quarter Ended September 30, 2021**

The Board of Trustees approved the Investment Report for the Quarter Ended September 30, 2021. This report is designed to allow the Board of Trustees to review the investment activity for the quarter ended September 30, 2021. The District's earnings rates, investment position, and yield information are presented for the period.

**G. Approval of Tax Roll Levy for 2021 Tax Year**

The Board of Trustees approved the Investment Report for the Quarter Ended September 30, 2020. This report is designed to allow the Board of Trustees to review the investment activity for the quarter ended September 30, 2020. The District's earnings rates, investment position, and yield information are presented for the period.

**H. 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 response 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: Dawson Construction, LLC. The list of previously approved vendors is available on the Bids page of the District website. All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

**I. Approval of District-Wide 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 Plumbing Systems Maintenance, Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondent will be added to the list of approved vendors for this RFP: Dawson Construction, LLC. The list of previously approved vendors is available on

the Bids page of the District website. All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

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

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Facilities Maintenance, Electrical Equipment, Parts, and Services. A Request for Proposals (RFP#: 21-04) was issued on August 7, 2020 for Facilities Maintenance, Electrical Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the two responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents will be added to the list of approved vendors for this RFP: Dawson Construction, LLC and Servpro of Guadalupe and Gonzales County. 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.

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

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

**L. Acknowledge Public Information Act Requests Sept.-Oct. 2021**

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

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

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

**Regular Meeting, September 21, 2021**

**Board Workshop, October 5, 2021**

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

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

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

**E. Approval of Donations Received September 2021**

**F. Approval of Investment Report for the First Quarter Ended September 30, 2021**

**Approval of Investment Report for the First Quarter Ended September 30, 2021**

**G. Approval of Tax Roll Levy for 2021 Tax Year**

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

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

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

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

**L. Acknowledge Public Information Act Requests Sept.-Oct. 2021**

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

**Nays: None**

**8. Action Items:**

**A. Adopt the Resolution for the Replacement of Mechanical Hydronics at Koennecke, Patlan, and Vogel Elementary (the "Projects") to Select a Construction Delivery Methodology, Identify Weighted Criteria to be Used in Selecting a Contractor, Adopt Prevailing Wage Rates, and Delegate Authority to the Superintendent or His Designee to Take Necessary Actions to Procure Construction Services**

Ms. Duncan moved, seconded by Mr. Amador to adopt a resolution for various construction matters regarding the Replacement of Mechanical Hydronics at Koennecke, Patlan, and Vogel Elementary as presented. On April 30, 2019, the Board of Trustees received information explaining the allowable construction methodologies and procurement guidelines associated with construction services as per Texas Government Code Chapter 2269. One of the allowable methodologies, competitive sealed proposals (CSP), is a procurement method by which a district requests proposals, ranks the offerors, negotiates as prescribed, and then contracts with a general contractor for the construction, rehabilitation, alteration, or repair of a facility. The CSP delivery method provides the best value to the District and is best suited for the Project.

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

**Nays: None**

**B. Adopt a Resolution Approving the Parking Lot Expansion of the Guadalupe Appraisal District**

Mrs. Moreno moved, seconded by Mrs. Crettenden to adopt the resolution approving the facilities project of the Guadalupe Appraisal District as presented. The Guadalupe Appraisal District (G.A.D.) Board of Directors would like to move forward with building renovations of the expansion of the parking facility. The Texas Property Tax Code stipulates that the governing body of each taxing unit served by G.A.D. must approve or disapprove by way of resolution the proposed project.

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

**Nays: None**

**C. Consideration and Approval of the District and Campus Performance Objectives for the 2021-22 School Year**

Mrs. Moreno moved, seconded by Mr. Jenkins to approve the District and Campus Performance Objectives, as contained in the District and Campus Improvement Plans, for the 2021-22 school year. Texas Education Code 11.251(a) states that the Board of Trustees shall annually approve both the district and campus performance objectives. These objectives form the basis of the district and campus improvement plans, with strategies and activities that lead to attainment of the objectives developed by the District and Campus site councils.

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

**Nays: None**

**D. Consideration of the Submission of a Class Size Waiver to the Texas Education Agency**

Mr. Amador moved, seconded by Mrs. Moreno to the submission of a class size waiver to the Texas Education Agency for the 2021-2022 academic year. Each semester, a school district must conduct a class size enrollment survey for kindergarten through grade 4. If the survey indicates that any class exceeds the allowable limit of 22:1, the district must submit a waiver request and a compliance plan to the Texas Education Agency (TEA). One class at Rodriguez Elementary exceeds the limit by one student in a bilingual class. All other elementary grade level classrooms throughout the district are currently at or under the allowable limit.

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

**Nays: None**

**E. Personnel Action Professional Employees**

Mr. Guerra moved, seconded by Ms. Duncan to recognize and acknowledge the following new professional hires for the 2021-2022 school year and the resignations listed below:

**New Hire Elections:**

Name	Campus	Effective
Garcia, Jennifer	Seguin High School	10/14/2021
Heine, Jennifer	LLS/Virtual	10/11/21
Larson, Sherrill	Barnes Middle School	9/20/2021
Smith, Kelly	LLS/Virtual	10/11/21
Sutton, Travis	Weinert Elementary	10/11/21

**Resignations:**

**Rangel, Gennie, AJB Middle School, effective 10/1/2021**

Ms. Rangel, Special Education Teacher, has resigned due to health reasons.

Ms. Rangel has 13 years with Seguin ISD

**Stanley Daphney, Weinert Elementary, effective 10/4/2021**

Ms. Stanley, Music Teacher, has resigned due to personal reasons.

Ms. Stanley had just started with Seguin ISD.

**Wrapp, Joseph, Jefferson Elementary, effective 10/22/2021**

Mr. Wrapp, 4<sup>th</sup> Grade Teacher, has resigned to accept a position in the private sector.

Mr. Wrapp had just started with Seguin ISD.

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

**Nays: None**

**9. Board Comments and Request**

No new comments or request.

All prior Board requests have been addressed.

**10. Adjourn**

Mr. Amador moved, seconded by Mrs. Moreno to adjourn the meeting. The meeting adjourned at 10:38 p.m.

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

**Nays: None**

\_\_\_\_\_  
Secretary/November 16, 2021

\_\_\_\_\_  
President/November 16, 2021

**ACTION ITEM:**

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

**RECOMMENDATION:**

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

Current	\$	166,814
Delinquent		98,333
Penalty and Interest		30,563
Total Monthly Collections	\$	<u>295,710</u>
Total Tax Collections Year to Date	\$	<u>1,013,661</u>
Delinquent Tax Levy		1,950,788
Percent Collected through October 2021		43.41%
Percent of Tax Levy Collected last year		38.27%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 11/16/21

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

**ACTION ITEM:**

**Approval of Donations Received October 2021**

**RECOMMENDATION:**

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

**RATIONALE:**

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

**REFERENCE and COMPLIANCE:**

CDC (LOCAL) - Other Revenues: Gifts and Solicitations

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

None

**EXHIBITS:**

Proposed Donations

**RESOURCE PERSONNEL:**

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

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



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

Date Submitted: 11/16/21

**Donations Received By Seguin ISD  
During the 2021-22 School Year**

<b>Donor</b>	<b>Purpose</b>	<b>Campus Receiving Donation</b>	<b>Date Rcvd</b>	<b>Amount</b>	<b>Board Approval</b>
VFW Post 9213	Library use	McQueeney Elementary	10/08/21	\$ 300.00	Pending
Patricia Bodet	Campus use	Ball ECC	10/14/21	\$ 100.00	Pending

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

**ACTION ITEM:**

**Adoption of Resolution Stating Review of Investment Policy and Designation of Investment Officers**

**RECOMMENDATION:**

That the Board of Trustees adopt the attached resolution stating review of investment policy and investment strategies for the Seguin Independent School District and naming Investment Officers for the District.

**RATIONALE:**

The attached resolution states that the Board of Trustees has reviewed the investment policy, and names the Superintendent, the Chief Financial Officer, and the General Ledger Specialist as the District's investment officers.

The investment policy of the District primarily emphasizes safety or principal and liquidity with additional consideration of diversification of the portfolio and investment yield. Authorized investments are designated and are all authorized by the Texas Public Funds Investment Act. Policies CDA (Legal) and CDA (Local) have been reviewed by the Chief Financial Officer. There have been no legislative changes to CDA (Legal) and no changes are recommended for CDA (Local). Both policies are attached.

**BOARD POLICY REFERENCE and COMPLIANCE:**

CDA (LEGAL) and CDA (LOCAL) Other Revenues - Investments

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

None

**EXHIBITS:**

Exhibit 1 - Resolution  
Exhibit 2 - Board Policy

**RESOURCE PERSONNEL:**

Anthony Hillberg, Chief Financial Officer, CPA, CTSBO

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 11/16/21

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

<b>Table of Contents</b>	<b>Definitions .....</b>	<b>2</b>
	Bond Proceeds.....	2
	Investment Pool.....	2
	Pooled Fund Group .....	2
	Separately Invested Asset .....	2
	Pledged Revenue.....	2
	Repurchase Agreement.....	2
	Hedging.....	2
	Corporate Bond .....	3
	<b>Written Policies .....</b>	<b>3</b>
	Annual Review .....	4
	Annual Audit .....	4
	Investment Strategies.....	4
	Investment Officer .....	4
	Investment Training .....	5
	Standard of Care .....	6
	<b>Selection of Broker .....</b>	<b>8</b>
	<b>Bond Proceeds.....</b>	<b>8</b>
	<b>Authorized Investments .....</b>	<b>8</b>
	Obligations of Governmental Entities.....	8
	Certificates of Deposit and Share Certificates.....	10
	Repurchase Agreements .....	11
	Securities Lending Program .....	12
	Banker's Acceptances .....	13
	Commercial Paper.....	13
	Mutual Funds.....	13
	Guaranteed Investment Contracts .....	14
	Investment Pools.....	15
	Corporate Bonds .....	16
	Hedging Transactions.....	16
	Prohibited Investments .....	17
	Loss of Required Rating .....	17
	<b>Sellers of Investments .....</b>	<b>18</b>
	Business Organization.....	18
	<b>Donations .....</b>	<b>18</b>
	<b>Electronic Funds Transfer .....</b>	<b>19</b>

All investments made by a district shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules, or regulations. *Gov't Code 2256.026*

**Definitions**

Bond Proceeds	"Bond proceeds" means the proceeds from the sale of bonds, notes, and other obligations issued by a district, and reserves and funds maintained by a district for debt service purposes.
Investment Pool	"Investment pool" means an entity created under the Texas Government Code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield.
Pooled Fund Group	"Pooled fund group" means an internally created fund of a district in which one or more institutional accounts of a district are invested.
Separately Invested Asset	"Separately invested asset" means an account or fund of a district that is not invested in a pooled fund group.  <i>Gov't Code 2256.002(1), (6), (9), (12)</i>
Pledged Revenue	"Pledged revenue" means money pledged to the payment of or as security for:  <ol style="list-style-type: none"><li>1. Bonds or other indebtedness issued by a district;</li><li>2. Obligations under a lease, installment sale, or other agreement of a district; or</li><li>3. Certificates of participation in a debt or obligation described by item 1 or 2.</li></ol> <i>Gov't Code 2256.0208(a)</i>
Repurchase Agreement	"Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations, described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds), at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement. <i>Gov't Code 2256.011(b)</i>
Hedging	"Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering

into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.

*Eligible Entity*

“Eligible entity” means a political subdivision that has:

1. A principal amount of at least \$250 million in outstanding long-term indebtedness, long-term indebtedness proposed to be issued, or a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and
2. Outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

*Eligible Project*

“Eligible project” has the meaning assigned by Government Code 1371.001 (issuance of obligations for certain public improvements).

*Gov’t Code 2256.0207(a)*

Corporate Bond

“Corporate bond” means a senior secured debt obligation issued by a domestic business entity and rated not lower than “AA-” or the equivalent by a nationally recognized investment rating firm. The term does not include a debt obligation that, on conversion, would result in the holder becoming a stockholder or shareholder in the entity, or any affiliate or subsidiary of the entity, that issued the debt obligation, or is an unsecured debt obligation. *Gov’t Code 2256.0204(a)*

**Written Policies**

The board shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which the district’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the district;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see Loss of Required Rating, below].

*Gov't Code 2256.005(a), (b)*

Annual Review

The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*

Annual Audit

A district shall perform a compliance audit of management controls on investments and adherence to the district's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit. *Gov't Code 2256.005(m)*

Investment  
Strategies

As an integral part of the investment policy, the board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the district;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

*Gov't Code 2256.005(d)*

Investment Officer

A district shall designate by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees as investment officer(s) to be responsible for the investment of its funds consistent

with the investment policy adopted by the board. If the board has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting board's district. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the board retains the ultimate responsibility as fiduciaries of the assets of the district. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the district. Authority granted to a person to invest the district's funds is effective until rescinded by the district or until termination of the person's employment by a district, or for an investment management firm, until the expiration of the contract with the district. *Gov't Code 2256.005(f)*

A district or investment officer may use the district's employees or the services of a contractor of the district to aid the investment officer in the execution of the officer's duties under Government Code, Chapter 2256. *Gov't Code 2256.003(c)*

Investment Training Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. *Gov't Code 2256.008(c)*

*Initial* Within 12 months after taking office or assuming duties, the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend at least one training session from an independent source approved by the board or a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

*Ongoing* The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated investment committee advising the investment officer. *Gov't Code 2256.008(a-1)*

Exception The ongoing training requirement does not apply to the treasurer, chief financial officer, or investment officer of a district if:

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

1. The district does not invest district funds or only deposits those funds in interest-bearing deposit accounts or certificates of deposit as authorized by Government Code 2256.010; and
2. The treasurer, chief financial officer, or investment officer annually submits to the agency a sworn affidavit identifying the applicable criteria under item 1 that apply to the district.

*Gov't Code 2256.008(g)*

Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

1. The investment of all funds, or funds under the district's control, over which the officer had responsibility rather than the prudence of a single investment; and
2. Whether the investment decision was consistent with the district's written investment policy.

*Gov't Code 2256.006*

*Personal Interest*

A district investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the district shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573 (nepotism prohibition), to an individual seeking to sell an investment to the investment officer's district shall file a statement disclosing that relationship. A required statement must be filed with the board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

*Gov't Code 2256.005(i)*

*Quarterly Reports*

Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented not less than quarterly to the board and the superintendent within a reasonable time after the end of the period. The report must:

1. Describe in detail the investment position of the district on the date of the report;
2. Be prepared jointly and signed by all district investment officers;
3. Contain a summary statement of each pooled fund group that states the:
  - a. Beginning market value for the reporting period;
  - b. Ending market value for the period; and
  - c. Fully accrued interest for the reporting period;
4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
5. State the maturity date of each separately invested asset that has a maturity date;
6. State the account or fund or pooled group fund in the district for which each individual investment was acquired; and
7. State the compliance of the investment portfolio of the district as it relates to the investment strategy expressed in the district's investment policy and relevant provisions of the Public Funds Investment Act.

If a district invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the board by that auditor.

*Gov't Code 2256.023*

**Selection of Broker**

The board or the designated investment committee shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with a district.

*Gov't Code 2256.025*

**Bond Proceeds**

The investment officer of a district may invest bond proceeds or pledged revenue only to the extent permitted by the Public Funds Investment Act, in accordance with:

1. Statutory provisions governing the debt issuance or the agreement, as applicable; and
2. The district's investment policy regarding the debt issuance or the agreement, as applicable.

*Gov't Code 2256.0208(b)*

**Authorized Investments**

A board may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with its adopted investment policies and according to the standard of care set out in this policy. *Gov't Code 2256.003(a)*

In the exercise of these powers, the board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under this authority may not be for a term longer than two years. A renewal or extension of the contract must be made by the board by order, ordinance, or resolution. *Gov't Code 2256.003(b)*

The board may specify in its investment policy that any authorized investment is not suitable. *Gov't Code 2256.005(j)*

Obligations of  
Governmental  
Entities

The following are authorized investments:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by the FDIC or its successor, or the National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described at item 7 above if:
  - a. The funds are invested through a broker with a main office or a branch office in this state that the district selects from a list the board or designated investment committee of the district adopts as required at Selection of Broker above or a depository institution with a main office or a branch office in this state and that the district selects;
  - b. The broker or depository institution selected as described above arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the district's account;
  - c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
  - d. The district appoints as the district's custodian of the banking deposits issued for the district's account the de-

pository institution selected as described above, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating under Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

*Gov't Code 2256.009(a)*

*Unauthorized  
Obligations*

The following investments are not authorized:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

*Gov't Code 2256.009(b)*

Certificates of  
Deposit and Share  
Certificates

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in Texas and is:

1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;
2. Secured by obligations described at Obligations of Governmental Entities, above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities described at Unauthorized Obligations, above; or
3. Secured in accordance with Government Code Chapter 2257 (Public Funds Collateral Act) or in any other manner and amount provided by law for the deposits of the district.

*Gov't Code 2256.010(a)*

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

1. The funds are invested by the district through a broker that has its main office or a branch office in this state and is selected from a list adopted by the district as required at Selection of Broker, above or a depository institution that has its main office or a branch office in this state and that is selected by the district;
2. The broker or depository institution selected by the district arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the district;
3. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
4. The district appoints the depository institution selected by the district, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the district with respect to the certificates of deposit issued for the account of the district.

*Gov't Code 2256.010(b)*

The district's investment policies may provide that bids for certificates of deposit be solicited orally, in writing, electronically, or in any combination of those methods. *Gov't Code 2256.005(c)*

Repurchase  
Agreements

A fully collateralized repurchase agreement is an authorized investment if it:

1. Has a defined termination date;
2. Is secured by a combination of cash and obligations described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds);
3. Requires the securities being purchased by the district or cash held by the district to be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or a third party selected and approved by the district; and
4. Is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas.

The term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by a district under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a repurchase agreement by a district.

*Gov't Code 2256.011*

Securities Lending  
Program

A securities lending program is an authorized investment if:

1. The value of securities loaned is not less than 100 percent collateralized, including accrued income;
2. A loan allows for termination at any time;
3. A loan is secured by:
  - a. Pledged securities described at Obligations of Governmental Entities, above;
  - b. Pledged irrevocable letters of credit issued by a bank that is organized and existing under the laws of the United States or any other state, and continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or
  - c. Cash invested in accordance with Government Code 2256.009 (obligations of governmental entities), 2256.013 (commercial paper), 2256.014 (mutual funds), or 2256.016 (investment pools);
4. The terms of a loan require that the securities being held as collateral be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or with a third party selected by or approved by the district; and
5. A loan is placed through a primary government securities dealer, as defined by 5 C.F.R. Section 6801.102(f), as that regulation existed on September 1, 2003, or a financial institution doing business in this state.

An agreement to lend securities under a securities lending program must have a term of one year or less.

*Gov't Code 2256.0115*

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

Banker's  
Acceptances

A banker's acceptance is an authorized investment if it:

1. Has a stated maturity of 270 days or fewer from the date of issuance;
2. Will be, in accordance with its terms, liquidated in full at maturity;
3. Is eligible for collateral for borrowing from a Federal Reserve Bank; and
4. Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least on nationally recognized credit rating agency.

*Gov't Code 2256.012*

Commercial Paper

Commercial paper is an authorized investment if it has a stated maturity of 365 days or fewer from the date of issuance; and is rated not less than A-1 or P-1 or an equivalent rating by at least:

1. Two nationally recognized credit rating agencies; or
2. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States law or any state.

*Gov't Code 2256.013*

Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered with and regulated by the Securities and Exchange Commission;
2. Provides the district with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. 80a-1 et seq.); and
3. Complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

*Gov't Code 2256.014(a)*

In addition to the no-load money market mutual fund authorized above, a no-load mutual fund is an authorized investment if it:

1. Is registered with the Securities and Exchange Commission;
2. Has an average weighted maturity of less than two years; and
3. Either has a duration of:
  - a. One year or more and is invested exclusively in obligations approved by the Public Funds Investment Act, or
  - b. Less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

*Gov't Code 2256.014(b)*

*Limitations*

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Government Code 2256.014(b);
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Government Code 2256.014(b); or
3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Government Code 2256.014(a) or (b) in an amount that exceeds ten percent of the total assets of the mutual fund.

*Gov't Code 2256.014(c)*

Guaranteed  
Investment  
Contracts

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

1. Has a defined termination date;
2. Is secured by obligations described at Obligations of Governmental Entities, above, excluding those obligations described at Unauthorized Obligations, in an amount at least equal to the amount of bond proceeds invested under the contract; and
3. Is pledged to the district and deposited with the district or with a third party selected and approved by the district.

Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term longer than five years from the date of issuance of the bonds.

To be eligible as an authorized investment:

1. The board must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The district must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a guaranteed investment contract by a district.

*Gov't Code 2256.015*

Investment Pools

A district may invest its funds or funds under its control through an eligible investment pool if the board by rule, order, ordinance, or resolution, as appropriate, authorizes the investment in the particular pool. *Gov't Code 2256.016, .019*

To be eligible to receive funds from and invest funds on behalf of a district, an investment pool must furnish to the investment officer or other authorized representative of the district an offering circular or other similar disclosure instrument that contains the information specified in Government Code 2256.016(b). To maintain eligibility, an investment pool must furnish to the investment officer or other authorized representative investment transaction confirmations and a monthly report that contains the information specified in Government Code 2256.016(c). A district by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds. *Gov't Code 2256.016(b)-(d)*

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

Corporate Bonds

A district that qualifies as an issuer as defined by Government Code 1371.001 [see CCF], may purchase, sell, and invest its funds and funds under its control in corporate bonds (as defined above) that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA-" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased.

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or
2. Invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

A district subject to these provisions may purchase, sell, and invest its funds and funds under its control in corporate bonds if the board:

1. Amends its investment policy to authorize corporate bonds as an eligible investment;
2. Adopts procedures to provide for monitoring rating changes in corporate bonds acquired with public funds and liquidating the investment in corporate bonds; and
3. Identifies the funds eligible to be invested in corporate bonds.

The district investment officer, acting on behalf of the district, shall sell corporate bonds in which the district has invested its funds not later than the seventh day after the date a nationally recognized investment rating firm:

1. Issues a release that places the corporate bonds or the domestic business entity that issued the corporate bonds on negative credit watch or the equivalent, if the corporate bonds are rated "AA-" or the equivalent at the time the release is issued; or
2. Changes the rating on the corporate bonds to a rating lower than "AA-" or the equivalent.

*Gov't Code 2256.0204*

Hedging  
Transactions

The board of an eligible entity (as defined above) shall establish the entity's policy regarding hedging transactions. An eligible entity may enter into hedging transactions, including hedging contracts,

and related security, credit, and insurance agreements in connection with commodities used by an eligible entity in the entity's general operations, with the acquisition or construction of a capital project, or with an eligible project. A hedging transaction must comply with the regulations of the federal Commodity Futures Trading Commission and the federal Securities and Exchange Commission.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution by an eligible entity of a hedging contract and any related security, credit, or insurance agreement.

An eligible entity may:

1. Pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.
2. Credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

An eligible entity's cost of or payment under a hedging contract or agreement may be considered an operation and maintenance expense, an acquisition expense, or construction expense of the eligible entity; or a project cost of an eligible project.

*Gov't Code 2256.0206*

Prohibited  
Investments

Except as provided by Government Code 2270 (prohibited investments), a district is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

---

**Note:** As an "investing entity" under Government Code 2270.0001(7)(A), a district must comply with Chapter 2270, including reporting requirements, regarding prohibited investments in scrutinized companies listed by the comptroller in accordance with Government Code 2270.0201.

---

Loss of Required  
Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. A district shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. *Gov't Code 2256.021*

**Sellers of  
Investments**

A written copy of the investment policy shall be presented to any business organization (as defined below) offering to engage in an investment transaction with a district. The qualified representative of the business organization offering to engage in an investment transaction with a district shall execute a written instrument in a form acceptable to the district and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district's investment policy, except to the extent that this authorization:
  - a. Is dependent on an analysis of the makeup of the district's entire portfolio;
  - b. Requires an interpretation of subjective investment standards; or
  - c. Relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of a district may not acquire or otherwise obtain any authorized investment described in the district's investment policy from a business organization that has not delivered to the district the instrument required above.

*Gov't Code 2256.005(k)-(l)*

Nothing in this section relieves the district of the responsibility for monitoring investments made by the district to determine that they are in compliance with the investment policy.

Business  
Organization

For purposes of the provisions at Sellers of Investments above, "business organization" means an investment pool or investment management firm under contract with a district to invest or manage the district's investment portfolio that has accepted authority granted by the district under the contract to exercise investment discretion in regard to the district's funds.

*Gov't Code 2256.005(k)*

**Donations**

A gift, devise, or bequest made to a district to provide college scholarships for district graduates may be invested by the board as provided in Property Code 117.004 (Uniform Prudent Investor Act),

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

Investments donated to a district for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act. *Gov't Code 2256.004(b)*

**Electronic Funds  
Transfer**

A district may use electronic means to transfer or invest all funds collected or controlled by the district. *Gov't Code 2256.051*

**Investment Authority**

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved  
Investment  
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

**Safety**

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctua-

tions by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment  
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and  
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

**Diversity**

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market  
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating  
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

**Funds/Strategies**

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
<b>Safekeeping and Custody</b>	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
<b>Sellers of Investments</b>	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
<b>Soliciting Bids for CDs</b>	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
<b>Interest Rate Risk</b>	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
<b>Internal Controls</b>	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

**Annual Review**

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

**Annual Audit**

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

**ACTION ITEM:** **Approval of Resolution Approving Independent Sources of Instruction Relating to Investment Responsibilities**

**RECOMMENDATION:** That the Board approve the attached resolution approving independent sources of instruction relating to investment responsibilities.

**RATIONALE:** School Board policy CDA (Legal) requires investment officers attend an investment training session not less than once in a two-year period and receive specific required hours of instruction relating to investment responsibilities from an independent source approved by the Board of Trustees. The investment officers are the Superintendent, the Chief Financial Officer, and the General Ledger Specialist.

The following sources of training are included in the resolution:

- Texas Association of School Boards
- First Public, LLC
- Texas Association of School Administrators
- Texas Association of School Business Officials (and affiliates)
- Texas State University
- University of North Texas
- Government Treasurer's Organization of Texas
- Continuing Professional Education (CPE) Depot (web-based training)
- Education Service Center(s)
- TexPool
- PFM Asset Management LLC

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

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** Training is paid from the operating budgets of the respective investment officers.

**EXHIBITS:** Resolution

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Dr. Matthew Gutierrez, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

Date Submitted: 11/16/21

**Resolution Approving Independent Sources of Instruction  
Relating to Investment Responsibilities**

**Whereas**, School Board policy CDA (Legal) requires the investment officers attend an investment training session not less than once in a two-year period and receive specific required hours of instruction relating to investment responsibilities from an independent source approved by the by the Board of Trustees;

**Whereas**, the Texas Association of School Boards, Inc. (TASB), First Public, LLC (First Public), the Texas Association of School Administrators (TASA), the Texas Association of School Business Officials (TASBO) and affiliates, the Texas State University (TXST), the University of North Texas (UNT), the Government Treasurer’s Organization of Texas (GTOT), Continuing Professional Education (CPE) Depot, Education Service Center(s) (ESC), TexPool, and PFM Asset Management LLC (PFM) provide investment training sessions relating to investment responsibilities;

**And Whereas**, the Board of Trustees wishes to approve TASB, First Public, TASA, TASBO and affiliates, TXST, UNT, GTOT, CPE Depot, ESC, TexPool, and PFM as independent sources of instruction to provide investment training sessions required by law;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT THAT:**

*Section 1.* TASB, First Public, TASA, TASBO and affiliates, TXST, UNT, GTOT, CPE Depot, ESC, TexPool, and PPFM are hereby approved as independent sources of instruction relating to investment responsibilities for investment officers as required by law.

*Section 2.* The provisions of this Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the Board of Trustees.

**Adopted** this 16th day of November 2021.

\_\_\_\_\_  
*Signature of President, Board of Trustees*

**Attest:**

\_\_\_\_\_  
*Signature of Secretary, Board of Trustees*

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

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

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

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

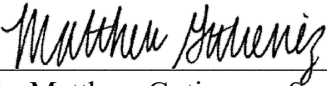
**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Vendor Recommendation Form

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

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

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

Date Submitted: 11 /16/21

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

**RFP #:** 21-01, VEHICLE MAINTENANCE PARTS & SERVICES

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

**ISSUING DEPARTMENT(S):** TRANSPORTATION AND MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
D & D Retail, LLC	Trailers and parts	<b>Y</b>

**Note:**

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

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

**ACTION ITEM:** **Approval of District-Wide 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: C & R Doors. 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, CTSBO

Submitted by: \_\_\_\_\_ Date Submitted: 11/16/21  
(Signature) Matthew Gutierrez  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

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

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

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

**ISSUING DEPARTMENT(S):** MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
C & R Doors	Overhead door replace/repair/preventative maintenance	<b>Y</b>

**Note:**

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

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

**ACTION ITEM:** **Approval of a Budget Amendment as Requested by the Guadalupe Appraisal District**

**RECOMMENDATION:** That the Board of Trustees approve a budget amendment as requested by the Guadalupe Appraisal District.

**RATIONALE:** The Guadalupe Appraisal District (GAD) will end the 2021 fiscal year with a budget surplus of approximately \$200,000. The actual amount will be determined by the auditor upon completion of the GAD's annual audit. The GAD is requesting that any unspent budget funds be transferred to the GAD's reserve fund for the Master Facility Plan. The purpose of this amendment is to obtain funding in a manner that least impacts the budgets of taxing units for which the GAD serves (including Seguin ISD). The requested amendment, if approved, will not require any additional funds from the taxing entities.


**REFERENCE and COMPLIANCE:** CCH (LEGAL) Local Revenue Sources Appraisal District

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** None

**EXHIBITS:** None

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

Submitted by:  Date Submitted: 11/16/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**ACTION ITEM:**                    **Approval of Additional Certified Appraisers for 2021-2022**

**RECOMMENDATION:**    That the Board of Trustees approve the following administrators as certified appraisers for the Texas Teachers Evaluation Support System (T-TESS) or to conduct formal goal setting known as the Annual Teacher Review in the 2021-2022 school year:

<b>Rodriguez Elementary School</b>	<b>Ball Early Childhood Center</b>
Maegen Medrano, Academic Dean	Shara Wade, Administrative Intern
<b>Barnes Middle School</b>	
Amanda Hartwick, Academic Dean	

**REFERENCE & COMPLIANCE:**                    DNA (LEGAL) AND DNA (LOCAL) Performance Appraisal; Evaluation of Teachers

**BUDGET IMPACT/ INFORMATION:**                    This item will have little impact on the budget.

**PAPERWORK IMPACT:**                    Approval of this item will have little effect on paperwork.

**EXHIBITS:**                    None

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

Submitted by: Matthew Gutierrez                    Date Submitted: 11/16/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, Texas 78155  
(Telephone) (830) 401-8614

**INFORMATION ITEM:** **Information Regarding Purchases Through the Allied States Purchasing Cooperative for a total cost of \$85,072**

**RECOMMENDATION:** The following purchases were made through the Allied States Purchasing Cooperative:  
\* Frontline Education: Reference #17-7247 Student and Financial Software Systems - \$85,072

**RATIONALE:** Seguin ISD participates in several purchasing cooperatives. A purchasing cooperative is an administrative agency created in accordance with various state statutes. All catalogs and items available for purchase on the cooperative are competitively procured and awarded by the cooperative's board of trustees.

Additional information regarding these purchases is provided below:  
\* Frontline Education is a provider of school administration software. Business Solutions software was purchased for the District.

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

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

**EXHIBITS:** None

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

Submitted by:  
(Signature)



Date Submitted: 11/16/21

(Name)  
(Address)  
(Telephone)

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

**INFORMATION ITEM:**      **Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$550,144**

**RECOMMENDATION:**      The following purchases were made through the BuyBoard Purchasing Cooperative:

- a. Alert Services: Reference #610-20 First Aid, Emergency Medical, and Athletic Trainer Supplies and Equipment - \$94,900
- b. Rush Truck Centers of Texas LP: Reference #630-20 School Buses, Options, and Parts - \$455,244 (3/\$112,694 & 1 SE/\$117,162)

**RATIONALE:**      Seguin ISD participates in several purchasing cooperatives. A purchasing cooperative is an administrative agency created in accordance with various state statutes. All catalogs and items available for purchase on the cooperative are competitively procured and awarded by the cooperative's board of trustees.

Additional information regarding these purchases is provided below:

- a. Alert Services provided Aerus Beyond air purifiers for the District.
- b. Rush Truck Centers of Texas LP provided three new 77 passenger buses and one special needs bus.

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

**BUDGET IMPACT / INFORMATION:**      Funds are provided by the General Operating Fund and ESSER II funds.

**EXHIBITS:**      None

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

Submitted by:  
(Signature)



Date Submitted: 11/16/21

(Name)  
(Address)  
(Telephone)

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

**INFORMATION ITEM:** **Acknowledge Public Information Act Requests Oct.-Nov. 2021**

**RECOMMENDATION:** That the Board of Trustees acknowledge Public Information Act requests received since Oct. 14, 2021.

**RATIONALE:** The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

**REFERENCE and COMPLIANCE:** GB (LEGAL) Public Information Program

**PAPERWORK IMPACT:** None

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** Oct. 14-Nov. 3, 2021 Public Information Act request roster

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

Submitted by: Matthew Gutierrez Date Submitted: 11/16/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**Seguin ISD PIA requests received from Oct. 14-Nov. 3, 2021**

<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
101821 017	Erik Davila, Modern Woodmen of America	Employee name, title, phone, campus address, email, start date, salary	Completed	Documents provided
102121 018	Forrest Mims	1. Cover and contents pages of all SISD library and classroom print and online documents related to sex education 2. Print and online guidelines, policies and instructions related to sexually transmitted diseases together with occurrence statistics within the SISD since 2010. 3. Print and online guidelines, policies and instructions related to student pregnancy together with occurrence statistics within the SISD since 2010. 4. All print and online Planned Parenthood documents, posters and titles of videos intended and/or designed for administrators, faculty, parents and/or students. 5. All print and online documents, posters and titles of videos from organizations that reject abortion and advocate adoption and/or what is commonly described as a "pro-life" position intended and/or designed for administrators, faculty, parents and/or students. 6. All documents that constitute referrals of students and/or parents to/from Planned Parenthood or its subsidiaries. 7. All documents that constitute referrals of students and/or parents to/from any organization that promotes adoption and/or the "pro-life" position. 8. All SISD policies and guidelines related to students displaying evidence of gender dysphoria, including identifying pronouns, restroom use and sports eligibility (for example, a student designated a male at birth wishes to be known by a generally female name, use female restroom and locker facilities and be considered a female in sports activities and/or competitions). 9. Print and online information, posters and documents about, related to or derived from "Critical Race Theory."	Completed	Documents provided

102521 019	Matt Krause, Texas House Committee on General Investigating	<p>1. Please identify how many copies of each book in the attached Addendum your District possesses and at what campus locations including school library and classroom collections.</p> <p>2. Please identify the amount of funds spent by your District to acquire the books identified in request No. 1 above.</p> <p>3. Please identify any other books or content in your District, specifying the campus location and funds spent on acquisition, that address or contain the following topics: human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS), sexually explicit images, graphic presentations of sexual behavior that is in violation of the law, or contain material that might make students feel discomfort, guilt, anguish, or any other form of psychological distress because of their race or sex or convey that a student, by virtue of their race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.</p>	Not a true PIA request	
------------	---	--	------------------------	--

**ACTION ITEM:**

**Approval of the Annual Comprehensive Financial Report for the Year Ended June 30, 2021**

**RECOMMENDATION:**

That the Board of Trustees approve the Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2021.

**RATIONALE:**

The Texas Education Code requires the District obtain an annual financial audit that includes all fund types and account groups that are the accounting responsibility of the school district. The audit must be performed in accordance with generally accepted governmental auditing standards.

The firm of Maxwell Locke and Ritter, LLP audited the financial statements of the District for the year ended June 30, 2021 and their reports are included in the annual financial report.

The Board of Trustees is required to certify to TEA that the annual financial report was reviewed and approved. If the report is not approved, the reasons must be listed on the Certificate of Board.

The ACFR that includes additional statistical information will be submitted to the Government Financial Officers Association of the United States and Canada for review. The District has consistently received the Certificate of Achievement for Excellence in Financial Reporting since 1990.

**REFERENCE and COMPLIANCE:**

CFC (LEGAL) Accounting - Audits

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

Funds for the cost of the 2020-21 independent audit are provided in the General Operating Fund budget.

**EXHIBITS:**

The Annual Comprehensive Financial Report for the Year ended June 30, 2021 was sent to the Board under separate cover.

**RESOURCE PERSONNEL:**

Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Sally Eckhart, Budget Specialist  
Christina Garcia, General Ledger Specialist

Submitted by:



Date Submitted: 11/16/21

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

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

**ACTION ITEM:** **Approval of the Unassigned Fund Balance Compliance Requirement for the Year Ended June 30, 2021**

**RECOMMENDATION:** That the Board of Trustees approve the annual calculation of unassigned fund balance in compliance with board policy CE(LOCAL) as of June 30, 2021.

**RATIONALE:** The Comprehensive Annual Financial Report (CAFR) for fiscal year 2020-21 is now complete. Board policy CE(LOCAL) requires the District to maintain an annual unassigned general fund balance in the General Operating Fund of 25 percent of the general operating expenditures. The required calculation, attached, is to be performed based on the CAFR for each fiscal year.


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

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** None

**EXHIBITS:** Fund Balance Compliance Test

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

Submitted by:  Date Submitted: 11/16/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**SEGUIN ISD  
GENERAL OPERATING FUND  
FUND BALANCE TEST PER BOARD POLICY CE(LOCAL)  
2020-21**

19-20 Fund Balance Assigned for Distance Learning Devices... (19-20 Schedule C-1 Audit)	620,000	
19-20 Fund Balance EXCLUDING Assigned for Distance Learning Devices...	<u>31,117,598</u>	
20-21 Beginning Fund Balance		31,737,598
20-21 Revenue (Schedule C-2 Audit)	65,970,456	
20-21 Expenses (Schedule C-2 Audit)	<u>(66,300,076)</u>	
20-21 Result of Operations		(329,620)
20-21 Other Financing Sources - Transfers In (Schedule C-2 Audit)		<u>281,968</u>
20-21 Ending Available Fund Balance		31,689,946
Fund Balance		
Inventories		(279,681)
Prepaid Items		(12,218)
Early Education Allotment		<u>(525,823)</u>
<b>20-21 Ending Unassigned Fund Balance</b>		<b><u><u>30,872,224</u></u></b>
20-21 Total Expense (Schedule C-2 Audit)		66,300,076
Less: Non-Operating Expenses		
Assigned for 20-21 QZAB Payment	(665,000)	
* Subtotal of All Other FB Assignment Actual Expenditures	<u>(2,232,435)</u>	
Total Non-Operating Expenses		<u>(2,897,435)</u>
20-21 Actual Operating Expenses		63,402,641
25% Unassigned Fund Balance Criteria as per Board Policy CE(LOCAL)		<u>25%</u>
20-21 Minimum Unassigned Fund Balance		15,850,660
20-21 Unassigned Fund Balance (Schedule C-1 Audit)		<u>30,872,224</u>
<b>20-21 Unassigned Fund Balance Over/(Under) CE(LOCAL) Requirement</b>		<b><u><u>15,021,564</u></u></b>

**\*\*\* CE(LOCAL) Requirement met for 20-21 \*\*\***

**ACTION ITEM:**                      **2021-2022 Substitute Rate Revision**

**RECOMMENDATION:**      The Board approves the 2021-2022 substitute rate revision for elementary age assignments.

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

**Recommendation:**

The recommendation is for existing daily rates of elementary assignments to increase so that a \$10 difference will exist between PK-5 assignments and 6-12 assignments.

- District Original rates will increase by \$20
- New Substitutes for the 2021-2022 school year rates will increase by \$10

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

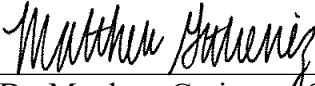
**BUDGET IMPACT/ INFORMATION:**                      None

**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: 11/16/21  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

**ACTION ITEM:**

**Official Ballot to Cast Votes for the Board of Directors for the Guadalupe Appraisal District for the 2022-2023 Term and a Resolution for the Submission**

**RECOMMENDATION:**

That the Board of Trustees cast their votes for the candidate or candidates of their choice.

**RATIONALE:**

The Guadalupe County Appraisal District Board of Directors election is conducted in December. Seguin ISD may cast their **879** votes for one candidate, or divide votes among any number of candidates.

**REFERENCE and COMPLIANCE:**

None

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT/ INFORMATION:**

None

**EXHIBITS:**

Appraisal letter  
Official BOD Ballot

**RESOURCE PERSONNEL:**

Dr. Matthew Gutierrez, Superintendent

Submitted by: *Matthew Gutierrez* Date Submitted: 11/16/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, Texas 78155  
(Telephone) (830) 401-8614

# GUADALUPE APPRAISAL DISTRICT



Main Office  
3000 N. Austin St.  
Seguin, Texas 78155  
(830) 303-3313 Opt. 1  
(830) 372-2874 (Fax)  
gadprotest@guadalupcad.org

Schertz Substation  
1052 FM 78, Ste. 103  
Schertz, Texas 78154  
(830) 303-3313 Option 2  
(877) 254-0888 (Fax)



October 19, 2021

9171 9690 0935 0259 2309 65

SEGUIN ISD  
Board of Trustees  
Matthew Gutierrez, Ed.D, Supt.  
1221 E. Kingsbury  
Seguin, TX 78155

Dear Superintendent Gutierrez and Board of Trustees,

Enclosed is an Official Ballot to cast votes for the Guadalupe Appraisal District's Board of Directors election. Directions and a resolution format for submission are enclosed.

Per §6.03(k) of the Texas Tax Code, the governing body of each taxing unit entitled to vote, shall determine by resolution and submit its vote by way of returning the ballot to the chief appraiser **before December 15, 2021**. Taxing units allotted votes may be cast for one candidate or distributed among any number of candidates. "The governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser **not later than the third day** following the date the resolution is adopted."

In addition, §6.033 of the Texas Tax Code states "The governing body of a taxing unit may call for the recall of a member of the board of directors of an appraisal district appointed under §6.03 of this code for whom the unit cast any of its votes in the appointment of the board."

Finally, the chief appraiser shall count the votes, and declare the five candidates who receive the largest cumulative vote totals. The results shall be submitted before **December 31, 2021** to the governing body of each taxing unit in the District and to the candidates.

Please call if you should have any questions in this regard.

Sincerely,

Peter Snaddon, R.P.A., C.C.A.  
Chief Appraiser

**OFFICIAL BALLOT TO ELECT  
BOARD OF DIRECTORS FOR THE GUADALUPE APPRAISAL DISTRICT  
FOR 2022-2023**

Issued to: **SEGUIN ISD**


Directions: Please enter the number of votes cast on the blank space opposite the name of the candidate. You may cast all of your votes for one candidate, or divide those votes among any number of the candidates. You have **879** total available votes.

CANDIDATES  
(listed alphabetically)

- 1. Mr. Ben Amador
- 2. Mr. Darren Dunn
- 3. Mr. Daryl John
- 4. Mr. Jim Lievens
- 5. Ms. Letticia Sever

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This official ballot issued under my hand this 18th day of October, 2021

  
\_\_\_\_\_  
Peter Snaddon, R.P.A., C.C.A.  
Chief Appraiser  
Guadalupe Appraisal District

-----  
**RESOLUTION OF VOTES CAST TO ELECT DIRECTORS FOR THE GUADALUPE APPRAISAL DISTRICT FOR THE 2022-2023 TERM**

WHEREAS, Section 6.03(k), of the Texas Tax Code, as amended by HB2043, requires that each taxing unit entitled to vote **cast** their vote by Resolution **and submit results** of that vote to the Chief Appraiser of the Guadalupe Appraisal District before December 15, 2021.

THEREFORE, THE \_\_\_\_\_ submits the above Official Ballot, as issued by the Chief Appraiser, stating the vote for candidates for the election of the Board of Directors for the Guadalupe Appraisal District for 2022-2023.

ACTION TAKEN this \_\_\_\_\_ day of \_\_\_\_\_, 2021, in \_\_\_\_\_ Session of the governing body of the above mentioned taxing unit; as authorized under Section 6.03(k) of the Texas Tax Code, and amended by HB2043, for the purpose of casting votes to elect the Board of Directors of the Guadalupe Appraisal District.

\_\_\_\_\_  
Signature of Presiding Officer

ATTEST:

\_\_\_\_\_  
Title