

# Agenda of Regular Meeting

## The Board of Trustees Seguin ISD

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A Regular Meeting of the Board of Trustees of Seguin ISD will be held December 14, 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 Education Foundation's Annual Report 5
  - B. Educational Solution Services (ESS) Update 16
  - C. Seguin ISD 2020-2021 Gifted and Talented Update 19
  - D. Strategic Priority and Initiative Report: Rigor & Relevance Framework 31
  - E. Strategic Priority and Initiative Report: Secondary Fall Data Update 42
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 - November 16, 2021. 60
  - B. Approval of Tax Collection Reports for November 2021 66
  - C. Approval of Proposed Budget Amendments & Financial Statements for October 2021 67
  - D. Approval of District-Wide Special Education Services (RFP #: 21-05) 75
  - E. Acknowledge Public Information Act Requests Nov.-Dec. 2021 77
- 8. **Action Items**
  - A. Personnel Action Professional Employees 79
- 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 Koennecke Elementary School. Principal Meredith Stadler 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: 12/14/21  
(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: 12/14/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**INFORMATION ITEM:**

**Seguin Education Foundation's Annual Report**

**RECOMMENDATION:**

That the Board of Trustees receive an update on the Seguin Education Foundation's current operations and on its financial position as of its most recent fiscal year end (8/31/21).

**RATIONALE:**

To provide the board with regular updates on the activities of the Seguin Education Foundation (SEF).

**REFERENCE and COMPLIANCE:**

Seguin ISD/Seguin Education Foundation Memorandum of Understanding, Section E.1. and Seguin Education Foundation Bylaws Article VIII, Section 8.01.

**PAPERWORK IMPACT:**

N/A

**BUDGET IMPACT INFORMATION:**

None

**EXHIBITS:**

SEF Budget Report Presentation

**RESOURCE PERSONNEL:**

Kelly Follis, Executive Director, Seguin Education Foundation

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



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

Date Submitted: 12/14/21

## Seguin Education Foundation - Budget FY 2022 / Actual FY 2021

<b><u>REVENUE</u></b>	<u>BUDGET FY 2022</u>	<u>ACTUAL FY 2021</u>		
<u>Donations</u>				
CPS Grant thru SISD (Final Allocation)	<b>20,000.00</b>	<b>20,000.00</b>		
<u>Fundraising Income</u>				
Celebration of Excellence	15,000.00	0.00		
Mardi Gras	40,000.00	33,069.37		
Gold Rush	19,000.00	11,790.00		
Season of Giving Year-End Campaign	5,000.00	0.00		
Race for Education	<u>6,000.00</u>	<u>0.00</u>		
	<b>85,000.00</b>	<b>44,859.37</b>		
<u>Miscellaneous</u>				
Miscellaneous Donations (Including Alum Engagement Committee efforts)	<u>5,000.00</u>	<u>1,886.24</u>		
<b>TOTAL REVENUE</b>	<b>110,000.00</b>	<b>66,745.61</b>		
 			<b><u>EVENT PROFITS</u></b>	
<u>EXPENSES</u>				
<u>Fundraising Expenses</u>				
Celebration of Excellence-event	7,950.00	643.60	COE	2,250.00
Celebration of Excellence-scholarships	4,800.00	3,400.00	Mardi Gras	29,500.00
Mardi Gras	10,500.00	3,657.46	Gold Rush	17,671.31
Gold Rush	1,328.69	1,421.28	Race	<u>3,000.00</u>
Race for Education	<u>3,000.00</u>	<u>0.00</u>	<b>Total Event Profit</b>	<b>52,421.31</b>
	<b>27,578.69</b>	<b>9,122.34</b>		
<u>General Expenses</u>				
Advertising	800.00	0.00		
Grants Paid Out to SISD	60,000.00	46,316.29		
Insurance	1,200.00	1,197.00		
Legal & Professional Fees	750.00	680.00		
New Teacher Awards	5,600.00	3,800.00		
Office Supplies	800.00	384.51		
Donation to SISD for Payroll (2022) /	25,000.00	17,920.82		
Postage & PO Box Rental	150.00	134.00		
Quickbooks Payments Fees	500.00	366.33		
WordPress Domain Name Fee	228.00	0.00		
Network For Good Donor Mgt	2,900.00	0.00		
Special Program Expense	<u>500.00</u>	<u>0.00</u>		
General Expenses	<b>98,428.00</b>	<b>70,798.95</b>		
<b>TOTAL EXPENSES</b>	<b>126,006.69</b>	<b>79,921.29</b>		
<b>PROFIT / (LOSS)</b>	<b>\$(16,006.69)</b>	<b>\$(13,175.68)</b>		



# Seguin Education Foundation

Annual Update to the Board

Board Meeting  
December 14, 2021

# Meet Our Board



The SEF is proud of the outstanding board we have assembled. It speaks volumes to the community's pride in the Seguin ISD!

# Board Members & Their Businesses

## Elected Positions:

- President, Debbie Magin, Retired GBRA
- VP Admin Affairs, Jeremy Garza, First Commercial Bank
- VP Development, Krista Moreno, Diamond Air / Bloom Realty
- Treasurer, Katie Edwards, ME Plumbing
- Executive Committee Member-at-Large, Steve Parker, City Manager, City of Seguin
- Executive Committee Member-at-Large, Stephen Finch, Law Firm of Stephen Finch, PC
- Kirsten Legore, Guadalupe County Court at Law No. 2
- Anna Moreno, Lone Star Home Solutions
- Elizabeth McCown, Guadalupe Regional Medical Center
- Robyn Popa, Pflugger Architects
- Edision Bryant, Bryant PC Solutions
- Bryan Spahn, Westerholm Koehler Insurance Company / Seguin Chamber of Commerce
- Sarah Story, Texas Lutheran University
- Michael Andrews, Health Catalyst
- Candi Andrews, doTERRA Consultant
- Monica Napier Carter, Guadalupe ENT / City of Seguin
- Elizabeth Engelhardt, Seguin Gazette
- Crystal Patterson, Hawkins Personnel Group

- Keith Forcinito, Alamo Group
- James York, CMC
- Lynze Morris, Seguin ISD
- Niki Aldridge, The Koehler Company
- Kasie Tankersley, GVEC
- Michelle de Leon, Serco
- Susan Riordan, Century 21 United - D&D Realty
- Drew Engelke, Guadalupe County
- Natalie Avalos, Crossroads Church
- Pam Krippner, Retired Seguin ISD
- Aaryn Perry, Vitesco

## Appointed Positions:

- Secretary, Dr. Matthew Gutierrez, Superintendent of Schools (Proxy Nikki Bittings, Seguin ISD Chief Student Services Officer)
- Ms. Linda Duncan, Seguin ISD Board Member
- Mr. Carl Jenkins, Seguin ISD Board Member

# Welcome Wagon



SEF awarded a \$50 bill to each new of the 112 new teachers in the Seguin ISD.

# Prize Patrol: \$50K in Grants Awarded for Innovative Teaching!



## Save-the-Dates for SEF

**Mardi Gras: February 22, 5:30 to 8:30 PM, Coliseum**

**Race for Education 5K: April 2, 8:00 Registration / 9:00 Race,  
The Backyard**

**Celebration of Excellence: Tentatively Set for May 17**

# Statement of Operation: Year Ended August 31, 2021

● Sources of Revenue:	
○ Allocation of Donation from CPS Energy	\$20,000
○ Fundraising Events & Campaigns	\$44,859
○ Miscellaneous Donations	<u>\$ 1,886</u>
■ Total Revenue	\$66,745
● Expenses:	
○ Fundraising Expenses	\$ 9,122
○ General Expenses	<u>\$ 70,799</u>
■ Total Expenses	<u>\$ 79,921</u>
● Net Income / (Loss)	<u>(\$13,176)</u>

Approximate Cash Balances at 12/8/2021 After Reduction for net Grant Payments of \$30K (after allocation of \$20K CPS Grant Paid to SISD).

- Checking Account: \$30,000
- Savings Account: \$60,000

# Budget September 1, 2021 - August 31, 2022

● Sources of Revenue:	
○ Allocation of Donation from CPS Energy (Last Year)	\$20,000
○ Fundraising Events & Campaigns	\$85,000
○ Miscellaneous Donations	<u>\$ 5,000</u>
■ Total Revenue	\$110,000
● Expenses:	
○ Fundraising Expenses	\$ 27,579
○ General Expenses	<u>\$ 98,428</u>
■ Total Expenses	<u>\$126,007</u>
● Net Income / (Loss)	<u>(\$16,007)</u>



# Seguin Education Foundation

Thank you for your support!

Kelly Donegan Follis, Executive Director  
830.379.0325; [kfollis@seguin.k12.tx.us](mailto:kfollis@seguin.k12.tx.us)

**INFORMATION ITEM:**

**Educational Solution Services (ESS) Update**

**RECOMMENDATION:**

That the Board of Trustees receive an update on ESS substitute staffing rates for the 2021 fall semester.

**RATIONALE:**

To provide the board with regular updates and reports on substitute staffing through Educational Solution Services (ESS).

**REFERENCE and COMPLIANCE:**

CAA (LEGAL) Fiscal Management Goals and Objectives, Financial Ethics

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT INFORMATION:**

None


**EXHIBITS:**

ESS Substitute Staffing Rates Update

**RESOURCE PERSONNEL:**

Cynthia Moreno, Chief Human Resources Officer

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

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

Date Submitted: 12/14/21

# Educational Solutions Services (ESS) Substitute Staffing Rates Update

## AESOP Fill Rate – October 2019

	Unfilled	Filled	Total Absences	Fill Rate
Total Absences	148	992	1140	87%

## AESOP Fill Rate – October 2020

	Unfilled	Filled	Total Absences	Fill Rate
Total Absences	230	655	975	74%

## ESS Fill Rate - October 2021

	Unfilled	Filled	Total Absences	Fill Rate
Total Absences	123	899	1022	88%

## AESOP Fill Rate – November 2019

	Unfilled	Filled	Total Absences	Fill Rate
Total Absences	168	842	1010	83%

## AESOP Fill Rate – November 2020

	Unfilled	Filled	Total Absences	Fill Rate
Total Absences	160	476	699	75%

## ESS Fill Rate – November 2021

	Unfilled	Filled	Total Absences	Fill Rate
Total Absences	136	856	992	88%

## AESOP Fill Rate – December 2019

	Unfilled	Filled	Total Absences	Fill Rate
Total Absences	106	768	874	88%

## AESOP Fill Rate – December 2020

	Unfilled	Filled	Total Absences	Fill Rate
Total Absences	203	395	657	64%

**ESS Fill Rate – December 2021**

	Unfilled	Filled	Total Absences	Fill Rate
<b>Total Absences</b>	53	422	475	<b>89%</b>

**Campus Feedback Regarding ESS Staffing**

- “Substitute fill rates have been extremely high this year (90+%).”
- “ESS responds to our concerns quickly and offers solutions to them.”
- “ESS has been amazingly responsive, helpful, and determined to keep your classrooms full with attentive subs.”
- “The one severe incident we had, [ESS] was quick to help us walk through the process of reporting the incident and then removing the sub and immediately replacing.”
- “ESS had done well with [our campus]. We have our substitute needs met regularly and we do receive regular communication.”
- “ESS has supported [our campus] with clear communication, timely responses, relevant and timely data, and strong customer service.”

**INFORMATION ITEM:**     **Seguin ISD 2020-2021 Gifted and Talented Update**

**RECOMMENDATION:**     That the Board of Trustees receive a report on the Seguin ISD 2020-2021 Gifted and Talented Program.

**RATIONALE:**                     Provide the Board of Trustees information on the 2021-2022 Gifted and Talented program goals.

**REFERENCE and COMPLIANCE:**     None

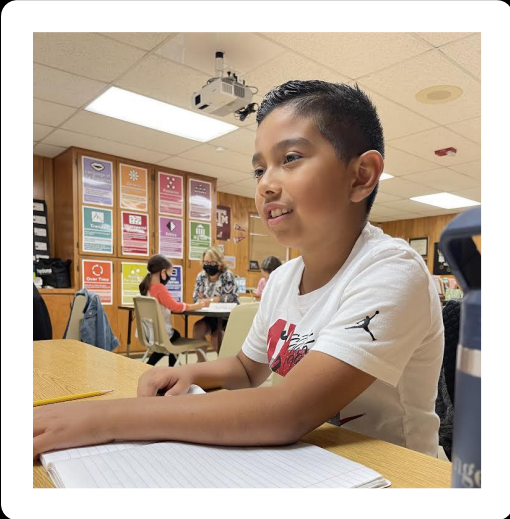
**PAPERWORK IMPACT:**             None

**BUDGET IMPACT INFORMATION:**     None

**EXHIBITS:**                     Presentation

**RESOURCE PERSONNEL:**             Mark Cantu, Chief Academic Officer  
Lesli Mahaffey, Elementary Coordinator

Submitted by: Matthew Gutierrez                     Date Submitted: 12/14/21  
(Signature)                     Dr. Matthew Gutierrez, Superintendent  
(Name)                     1221 E. Kingsbury St, Seguin, TX 78155  
(Address)                     (830) 401-8614  
(Phone)



# Gifted & Talented Program



December 2021 Board Meeting





## State Goal for Gifted/Talented

Students who participate in services designed for gifted/talented students will demonstrate skills in self-directed learning, thinking, research and communication as evidenced by the development of innovative products and performances that reflect individuality and creativity and are advanced in relation to students of similar age, experience, or environment.

# Service Model

- **Elementary Program- Pull-Out Model**
  - Part-time services in a classroom, other than the student's regular class, that take place on a regular schedule
- **Middle school- GT Cluster science & advanced math**
- **High school- Advanced academics (AP & Dual Credit)**



# Learning Opportunities

- provide students with opportunities for inquiry across multiple content areas.
- tasks are aligned to the Texas Essential Knowledge and Skills (TEKS) for English language arts and reading, mathematics, science, and social studies.
- provide opportunities to create professional quality work as described by the Texas State Plan for the Education of Gifted/Talented Students.
- G/T teachers are collaborating to create our own unique [Units of Study](#)
- tasks allow us to best meet students' interests, abilities, and backgrounds.
- Real World STEM curriculum from <https://jason.org/>



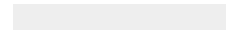
# Classroom Teacher Support

- Support classroom teachers in differentiating the instruction to meet the needs of their students.
  - One example: We are helping kinder and first graders use their sight words, HFW, to create their own elaborate sentences and stories/non-fiction writing with proper handwriting, word spacing, spelling, capitalization, and punctuation.
- G/T units of study support tier one instruction



# GT- Elementary 2020-2021

Campus	Total Enrollment	GT Population	GT%
Koennecke	511	35	6.85%
Patlan	446	33	7.38%
Rodriguez	492	27	5.48%
Vogel	374	23	6.14%
Weinert	456	48	10.5%
Jefferson	380	19	5%
McQueeney	307	16	5.21%



# Previous Numbers

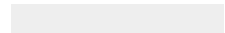
School Year	District Enrollment	GT Enrollment	GT %
2020-2021	6899	470	6.8%
2019-2020	7226	488	6.8%
2018-2019	7366	503	6.8%
2017-2018	7467	533	7.1%



# Population Served 2021

	American Indian	Asian	Black	Hispanic	White	Hawaiian /Pacific Islander	Two or more
District Enrollment	0.13%	0.24%	3.94%	70.7%	23.37%	0.08%	1.54%
GT Enrollment	0%	.38%	3.24%	50.1%	44.95%	0	1.33%

According to the *Texas State Plan for the Education of Gifted/Talented Students*, equity in G/T education exists when "the population of the total district is reflected in the population of the gifted/talented services program or has been for two (2) of the past three (3) years" (State Plan, 1.6E).



## What's New?

- ICLE collaboration with Denise White to focus on Rigor and Relevance
- Jason Learning
- Work with R20 to refine qualification process and instructional practices for equity to ensure our GT population mirrors that of the district
- Launch Seguin ISD Gifted and Talented website to inform all stakeholders
- Develop a plan for talent development at the secondary level
- Teacher-created 5 Habits walkthrough form
- Monthly PLC meetings for collaboration time

# Questions?



**INFORMATION ITEM:**

**Strategic Priority and Initiative Report: Rigor & Relevance Framework**

**RECOMMENDATION:**

That the Board of Trustees receives an update regarding campus & district level use of rigor and relevance framework.

**RATIONALE:**

The purpose of this report is to present the progress on the utilization of the rigor and relevance framework. The Rigor and Relevance framework has been guiding instruction at Seguin ISD over the past few years.

**REFERENCE and COMPLIANCE:**

Strategic Priority #1 Improve student learning through improved instructional practice

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT/ INFORMATION:**

None


**EXHIBITS:**

Rigor and Relevance Presentation

**RESOURCE PERSONNEL:**

Mark Cantu, Chief Innovation Officer  
Andrea Jaramillo, Deputy Chief of Innovation & Instruction

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



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

Date Submitted: 12/14/16

# Strategic Priority and Initiative Report

December 14, 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





# Rigor & Relevance Framework

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



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

# District Goals for our ICLE Work

<b>District Focus</b>	Utilize the Learner Engagement rubric while planning to ensure higher levels of engagement across all campus and contents.
<b>Admin Expectations</b>	<ul style="list-style-type: none"><li>● 1 CIR Walkthrough per month with the focus on the Learner Engagement Rubric</li><li>● Ensure teachers are using the engagement rubric while planning</li></ul>

# Learner Engagement Rubric

Support teachers in creating and implementing an effective learner environment that is engaging and aligned to learner needs.

Active Participation

Learning Environment

Formative Processes  
& Tools

# Campus Support

## **Elementary Support**

- Focus is on Gifted & Talented Facilitators
- Walkthroughs with ICLE Representative & GT Coordinator
- Planning sessions facilitated by our ICLE Representative

## **Secondary Support**

- Walkthroughs with ICLE Representative & Campus Admin
- Planning & PLC supports with teachers to increase learner engagement
- Professional Learning on instructional strategies

# Next Steps:

1. Monitor fidelity of CIR walkthroughs with campus admin
2. Look for evidence of enhanced learner engagement in classrooms as a result of planning sessions
3. Create opportunities for campus administrators to share what is working on their specific campus in relation to ICLE with other campus administrators.

**INFORMATION ITEM:** **Strategic Priority and Initiative Report: Secondary Fall Data Update**

**RECOMMENDATION:** That the Board of Trustees receives an update regarding Secondary Fall Data.

**RATIONALE:** The purpose of this report is to present the Interim I and Interim II data from all secondary campuses.

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

**PAPERWORK IMPACT:** None

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** Secondary Fall Data Update

**RESOURCE PERSONNEL:** Mark Cantu, Chief Innovation Officer  
Chanda Bloch, Director of Secondary Education

Submitted by: Matthew Gutierrez Date Submitted: 12/14/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

# Secondary Fall Data Update

December 14, 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



# Seguin High School Fall Data

# SHS Interim II Data:

SHS Interim II										
Algebra I		Biology		English I		English II		US History		
Interim II Results	2022 Goal	Interim II Results	2022 Goal	Interim II Results	2022 Goal	Interim II Results	2022 Goal	Interim II Results	2022 Goal	
<b>Approaches</b>	55%	63%	84%	86%	65%	70%	60%	70%	84%	92%
<b>Meets</b>	28%	33%	63%	54%	54%	54%	51%	54%	63%	73%
<b>Masters</b>	9%	15%	28%	24%	19%	14%	10%	14%	34%	46%

SHS Interim II										
Algebra I		Biology		English I/II		US History				
Interim II Results	2022 Goal	Interim II Results	2022 Goal	Interim II Results	2022 Goal	Interim II Results	2022 Goal	Interim II Results	2022 Goal	
<b>Approaches</b>	55%	63%	84%	86%	62%	70%	84%	92%		
<b>Meets</b>	28%	33%	63%	54%	53%	54%	63%	73%		
<b>Masters</b>	9%	15%	28%	24%	15%	14%	34%	46%		

# SHS Interim II Growth Data from Spring EOC 2021:

Seguin HS ENGLISH 2 Growth				
Interim 2 Reading			English 3	
	Tests that earned 0 points		142	0
	Tests that earned .5 points		40	20.0
	Tests that earned 1 point		191	191
	Total Points Earned			211.0
	# of Tests included in Calculation			373
Academic Growth Score (Total Points Earned ÷ # of Tests Included in Calculation)			57	

Seguin HS ALGEBRA 1 Growth				
Interim 2 Reading			Algebra 1	
	Tests that earned 0 points		105	0
	Tests that earned .5 points		9	4.5
	Tests that earned 1 point		151	151
	Total Points Earned			155.5
	# of Tests included in Calculation			265
Academic Growth Score (Total Points Earned ÷ # of Tests Included in Calculation)			59	

# SHS Next Steps:

- ❖ Academic Dean/ Administration meet with each teacher individually in Algebra 1 and English 2 to look at student growth and create student goals
- ❖ Targeted interventions for students who failed an EOC/Interim during Flex Time
- ❖ ICLE work with Denise White to increase student engagement and classroom rigor
- ❖ Utilize Math and Reading Interventionist to work with struggling students and coach teachers during targeted periods

# AJB Middle School Fall Data

# AJB Interim II Data:

AJ Briesemeister MS - Interim II									
	Math				Science	Reading			Social Studies
	6th grade	7th grade	8th grade	ALGEBRA 8th grade	8th grade	6th grade	7th grade	8th grade	8th grade
<b>Approaches</b>	41%	63%	80%	96%	49%	46%	55%	61%	53%
<b>Meets</b>	18%	20%	55%	80%	24%	15%	30%	31%	19%
<b>Masters</b>	10%	7%	23%	40%	13%	7%	12%	12%	8%

AJ Briesemeister MS - Interim II									
	6 - 8 grade Math		8 grade Science		6 - 8 grade Reading		8 grade Social Studies		
	Interim II Results	2022 Goal	Interim II Results	2022 Goal	Interim II Results	2022 Goal	Interim II Results	2022 Goal	
<b>Approaches</b>	64%	68%	49%	68%	54%	68%	53%	68%	
<b>Meets</b>	36%	35%	24%	35%	26%	35%	19%	35%	
<b>Masters</b>	16%	20%	13%	20%	10%	20%	8%	20%	

AJB Interim II	
Approaches	57%
Meets	28%
Masters	12%

# AJB Interim II Growth Data from STAAR 2021:

AJ Briesemeister MS Reading Growth							
Interim 2 Reading		6th Grade		7th Grade		8th grade	
	Tests that earned 0 points	97	0	68	0	32	0
	Tests that earned .5 points	7	3.5	16	8.0	4	2.0
	Tests that earned 1 point	48	48	114	114	171	171
	Total Points Earned		51.5		122.0		173.0
	# of Tests included in Calculation		152		198		207
	Academic Growth Score (Total Points Earned ÷ # of Tests Included in Calculation)		34		62		84

AJ Briesemeister MS Reading Growth									
Interim 2 Math		6th Grade		7th Grade		8th grade		8th Algebra	
	Tests that earned 0 points	116	0	40	0	15	0	3	0
	Tests that earned .5 points	5	2.5	7	3.5	2	1.0	2	1.0
	Tests that earned 1 point	31	31	93	93	149	149	43	43
	Total Points Earned		33.5		96.5		150.0		44.0
	# of Tests included in Calculation		152		140		166		51 48
	Academic Growth Score (Total Points Earned ÷ # of Tests Included in Calculation)		22		69		90		92

# AJB Math Next Steps:

- ❖ 12.1.21: 6th Math Parent Night
- ❖ 12.8.21: Campus Growth Data Review
- ❖ 6th: continue with monthly support from ESC 20, added third teacher to reduce class sizes, reworking stations to ensure students are not teaching themselves, reteach concepts being put into review/preview station (choice boards), focus on scaffolding skills when lesson planning
- ❖ TAG Interventions: finishing a three week cycle before Christmas Break, will begin new cycle in January, continue with Friday pullout, continue with three-week lesson cycle
- ❖ ICLE work with Denise White to increase student engagement and classroom rigor

# AJB ELAR Next Steps:

- ❖ December 2021: Teachers identify Performance Droppers in IAs
- ❖ December 2021: Identify specific teacher support based on IA and CFA data; work with SISD ELAR Coordinator as needed
- ❖ January 2022: Targeted Interventions begin (Draft plan being created)
- ❖ January 2022: Student Goal Setting Meetings
- ❖ Ongoing: PLC Support for Intentional Lesson Planning
- ❖ ICLE work with Denise White to increase student engagement and classroom rigor

# Barnes Middle School Fall Data

# Barnes Interim II Data:

Jim Barnes MS - Interim II									
	Math				Science	Reading			Social Studies
	6th grade	7th grade	8th grade	ALGEBRA 8th grade	8th grade	6th grade	7th grade	8th grade	8th grade
<b>Approaches</b>	37%	47%	69%	93%	62%	52%	61%	72%	66%
<b>Meets</b>	17%	11%	40%	63%	38%	20%	34%	46%	33%
<b>Masters</b>	6%	4%	10%	36%	22%	13%	12%	27%	16%

Jim Barnes MS - Interim II									
	6-8 grade Math			8 grade Science		6-8 Reading		8 grade Social Studies	
	Interim II Results	2022 Goal	Interim II Results	2022 Goal	Interim II Results	2022 Goal	Interim II Results	2022 Goal	
<b>Approaches</b>	55%	69%	84%	86%	62%	79%	84%	77%	
<b>Meets</b>	28%	37%	63%	64%	53%	48%	63%	52%	
<b>Masters</b>	9%	15%	28%	19%	15%	15%	34%	15%	

JBMS Interim II - Academic PERFORMANCE	
Approaches	61%
Meets	33%
Masters	15%

# Barnes Interim II Growth Data from STAAR 2021:

Jim Barnes MS Reading Growth									
		6th Grade		7th Grade		8th grade			
Interim 2 Reading	Tests that earned 0 points	117	0	72	0	54	0		
	Tests that earned .5 points	8	4.0	8	4.0	11	5.5		
	Tests that earned 1 point	54	54	114	114	110	110		
	Total Points Earned		58.0		118.0		115.5		
	# of Tests included in Calculation		179		194		175		
	Academic Growth Score (Total Points Earned ÷ # of Tests Included in Calculation)		32		61		66		

Jim Barnes MS Math Growth									
		6th Grade		7th Grade		8th grade		8th Algebra	
Interim 2 Math	Tests that earned 0 points	159	0	60	0	37	0	19	0
	Tests that earned .5 points	5	2.5	11	5.5	6	3.0	7	3.5
	Tests that earned 1 point	23	23	72	72	147	147	45	45
	Total Points Earned		25.5		77.5		150.0		48.5
	# of Tests included in Calculation		187		143		190		56.1
	Academic Growth Score (Total Points Earned ÷ # of Tests Included in Calculation)		14		54		79		68

# Barnes Math Next Steps:

- ❖ Academic Growth Analysis- Student by student conversations focused on growth
- ❖ PLC Conversations- trends and next steps, shift on Fridays to focus on the “I do” portion of the math lesson
- ❖ Math Lead Coaching Support- Teacher Coaching Plans as needed
- ❖ 6th/7th Grade Math- support specific sections with coaching plan developed with District Math Coordinator and Campus Math Lead

# Barnes ELAR Next Steps:

- ❖ Academic Growth Analysis- Student by student conversations focused on growth
- ❖ PLC Conversations- trends and next steps
- ❖ ELAR Lead Coaching Support
- ❖ 6th Grade ELAR- Interventions Fridays (small groups, spiraled low TEKS with a blended learning model)
- ❖ Rigor and Relevance Planning- TEKS deep dive
- ❖ Teacher Coaching Plans as needed

# District Support provided to Secondary Campuses

## ELAR/MATH Support

- Focused lesson planning with ELAR/Math Coordinator(s) during PLC's
- Targeted Walkthroughs with Director of Secondary and Campus Administration weekly for 2.5 hours to look at trends and provide specific teacher feedback and coaching
- Planning sessions facilitated with ICLE Representative Denise White Monthly
- Lesson Plan Feedback and Daily Walkthrough Feedback sent weekly/daily to Principal, Associate Principal, and Academic Dean by all district coordinators
- 6th grade Math meets one day a month with Math Coordinator and Region 20 to plan for the upcoming units
- One-on-One meetings with Director of Secondary, Principal and Academic Dean to go over teacher coaching plans, data, and next steps weekly

# 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, November 16, 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 via virtual Zoom, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez, Superintendent

Absent: Cindy Moreno

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; Debra Reiley, Ball Early Childhood Center Principal; Anna Lisa Vargas, Early College High School Director; M'Liss Haas, CCMR Coordinator; Jimmy Romell, Auditor with Maxwell, Locke, & Ritter; 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 Josue Parra, Briesemeister Middle School 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. Dr. Gutierrez wished everyone a safe and restful Thanksgiving holiday.

#### 2. Recognition/Campus Presentations

##### A. Campus Highlight

The presentation was provided courtesy of Ball Early Childhood Center. Debra Reiley, principal, recognized her staff and students who provided a video highlighting a day in a life at Ball Early Childhood Center.

##### 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 Malayna Medina, Pre-K student at Ball Early Childhood Center, Josue Parra, seventh grade student at Briesemeister Middle School and Audrey Davila, 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. 60

- **Superintendent's Awards**

Dr. Gutierrez was honored to recognize Deana Henk, CEO of Guadalupe Healthcare Network as the November recipient of the Superintendent's Leadership Award for going above and beyond daily duties to assist the Seguin ISD community over the past 21 months during the COVID-19 pandemic with her leadership and guidance assisting with protocols and procedures for classrooms and school buses.

**3. Audience with the Board**

Dr. Paul Bain Martin signed up to address the Board regarding Thanksgiving, some reflections and giving thanks and appreciation.

**4. Reports/Information Items:**

**A. Seguin Early College High School Update**

The Board of Trustees received an update from Ms. Vargas and Mrs. Haas, regarding the Seguin Early College High School program and the College Career Military Readiness (CCMR) guidance and support. 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. Three students from the Class of 2018 shared their success stories regarding the Early College High School program.

**B. Strategic Priority and Initiative Report: Professional Learning Communities (PLC)**

The Board of Trustees received an update from Ms. Jaramillo regarding the campus & district level Professional Learning Communities (PLC). The purpose of this report is to present the progress on the utilization of Professional Learning Communities. PLC's 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.

**5. Closed Meeting** –The Board went into closed session at 7:42 p.m.

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

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

**6. Reconvene to Open Meeting** – The Board reconvened at 8:00 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, October 26, 2021

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

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for October 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 Donations Received October 2021**

The Board of Trustees approved the donations received by the District during the month of October 2021 in the amount of \$400.00 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."

### **D. Adoption of Resolution Stating Review of Investment Policy and Designation of Investment Officers**

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

### **E. Approval of Resolution Approving Independent Sources of Instruction Relating to Investment Responsibilities**

The Board of Trustees approved the resolution approving independent sources of instruction relating to investment responsibilities. 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.

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

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit for Vehicle Maintenance, Parts, and Services. A Request for Proposals (RFP#: 21-01) was issued on August 7, 2020 for Vehicle Maintenance, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the one 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: 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.

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

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Facilities Maintenance, Electrical Equipment, Parts, and Services. A Request for Proposals (RFP#: 21-04) was issued on August 7, 2020 for Facilities Maintenance, Electrical Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents 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.

### **H. Approval of a Budget Amendment as Requested by the Guadalupe Appraisal District**

The Board of Trustees approved a budget amendment as requested by the Guadalupe Appraisal District. 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 62

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.

**I. Approval of Additional Certified Appraisers for 2021-2022**

The Board of Trustees approved 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	

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

The Board of Trustees received information regarding purchases through the Allied States Purchasing Cooperative for a total cost of \$85,072 for the Frontline Education: Reference #17-7247, Student Financial Software Systems.

**K. Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$550,144**

The Board of Trustees received information regarding purchases through the BuyBoard Purchasing Cooperative for a total cost of \$550,144 for the Alert Services: Reference #610-20, First Aid, Emergency Medical, and Athletic Trainer Supplies and Equipment - \$94,900 and Rush Truck Centers of Texas LP: Reference #630-20 School Buses, Options, and Parts \$455,244 (3/\$112,694 & 1 SE/\$117,162).

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

The Board of Trustees received information regarding the Public Information Act requests received since Oct. 14, 2021. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

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

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

**Regular Meeting, October 26, 2021**

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

**C. Approval of Donations Received October 2021**

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

**E. Approval of Resolution Approving Independent Sources of Instruction Relating to Investment Responsibilities**

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

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

**H. Approval of a Budget Amendment as Requested by the Guadalupe Appraisal District**

**I. Approval of Additional Certified Appraisers for 2021-2022**

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

**K. Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$550,144**

## **L. Acknowledge Public Information Act Requests Oct. - Nov. 2021**

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

**Nays: None**

### **8. Action Items:**

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

Mr. Jenkins moved, seconded by Mrs. Crettenden to approve the Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2021. 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 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.

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

**Nays: None**

#### **B. Approval of the Unassigned Fund Balance Compliance Requirement for the Year Ended June 30, 2021**

Mr. Amador moved, seconded by Mrs. Crettenden to approve the annual calculation of unassigned fund balance in compliance with board policy CE(LOCAL) as of June 30, 2021. 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, is to be performed based on the CAFR for each fiscal year.

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

**Nays: None**

#### **C. 2021-2022 Substitute Rate Revision**

Mrs. Crettenden moved, seconded by Mr. Amador to approve the 2021-2022 substitute rate revision for elementary age assignments. 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

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

**Nays: None**

#### **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**

Mr. Guerra moved, seconded by Mr. Jenkins to cast all 879 votes to Mr. Benito Amador.

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

**Nays: None**

**Abstains: Duncan**

### **9. Board Comments and Request**

Mr. Cantu provided a brief update regarding the upcoming SGS Visioning meeting on December 3 and 4.

Mrs. Ramirez confirmed the next board meeting is on December 14.

No new request were made from the Board. All prior Board requests have been addressed.

**10. Adjourn**

Mr. Amador moved, seconded by Mr. Jenkins to adjourn the meeting. The meeting adjourned at 8:31 p.m.

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

**Nays: None**

\_\_\_\_\_  
Secretary/December 14, 2021

\_\_\_\_\_  
President/December 14, 2021

**ACTION ITEM:**

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

**RECOMMENDATION:**

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

Current	\$	4,746,798
Delinquent		34,764
Penalty and Interest		14,342
Total Monthly Collections	\$	<u>4,795,905</u>
Total Tax Collections Year to Date	\$	<u>5,809,566</u>
Delinquent Tax Levy		1,970,823
Percent Collected through November 2021		45.46%
Percent of Tax Levy Collected last year		42.26%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 12/14/21

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

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for October 2021**

**RECOMMENDATION:** That the Board of Trustees approve the proposed budget amendments and financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund as of October 31, 2021.

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


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

**PAPERWORK IMPACT:** None

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

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

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

Submitted by:  Date Submitted: 12/14/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

## Function Codes

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

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

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

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

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

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

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

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

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

35 – Food Service – Expenditures for food service operations

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

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

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

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

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

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

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

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

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

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

	Budget				Actual			Budget Remaining	
	October 1, 2021	Proposed Amendment(s)		October 31, 2021	October 1, 2021	Current Month	October 31, 2021		
	Adopted Budget	Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	35,924,796	35,924,796	-	-	35,924,796	-	116,819	116,819	35,807,977
Property Taxes-Delinquent	1,565,467	1,565,467	-	-	1,565,467	436,774	71,476	508,250	1,057,217
Property Taxes-Penalty & Interest	589,549	589,549	-	-	589,549	82,233	22,930	105,163	484,386
Interest Income	300,000	300,000	-	-	300,000	5,008	1,278	6,286	293,714
Other Local Income	106,000	106,000	-	-	106,000	89,943	33,211	123,154	-
State	27,589,065	27,589,065	-	-	27,589,065	5,064,555	3,841,747	8,906,302	18,682,763
Federal	1,167,000	1,167,000	-	-	1,167,000	73,042	64,487	137,529	1,029,471
<b>REVENUE</b>	<b>67,241,877</b>	<b>67,241,877</b>	<b>-</b>	<b>-</b>	<b>67,241,877</b>	<b>5,751,556</b>	<b>4,151,947</b>	<b>9,903,503</b>	<b>57,355,528</b>
<b>EXPENSE</b>									
11 - Instruction	38,026,348	38,170,888	-	(10,100)	38,160,788	4,712,595	3,052,190	7,764,785	30,396,003
12 - Instructional Resources & Media Svcs	1,039,692	1,039,692	-	-	1,039,692	156,312	89,842	246,154	793,538
13 - Curr & Instructional Staff Development	778,308	778,983	-	6,500	785,483	96,535	38,118	134,653	650,830
21 - Instructional Leadership	1,918,474	1,920,974	-	-	1,920,974	538,405	136,942	675,347	1,245,627
23 - School Leadership	4,739,389	4,744,979	-	1,720	4,746,699	946,569	390,176	1,336,745	3,409,954
31 - Guidance & Counseling Services	2,502,237	2,500,237	-	1,500	2,501,737	382,361	215,866	598,227	1,903,510
32 - Social Work Services	515,123	515,123	-	-	515,123	100,011	42,711	142,722	372,401
33 - Health Services	732,772	732,772	-	-	732,772	92,903	59,750	152,653	580,119
34 - Student Transportation	2,697,926	3,120,489	-	-	3,120,489	449,556	369,537	819,093	2,301,396
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,107,064	2,221,714	-	2,100	2,223,814	457,088	166,106	623,194	1,600,620
41 - General Administration	2,314,463	2,310,263	-	(1,720)	2,308,543	616,045	332,684	948,730	1,359,813
51 - Plant Maintenance & Operations	6,815,174	7,417,174	-	-	7,417,174	2,019,618	1,001,247	3,020,865	4,396,309
52 - Security & Monitoring Services	547,950	547,950	-	-	547,950	94,233	51,299	145,532	402,418
53 - Data Services	1,835,567	2,055,627	-	-	2,055,627	652,594	186,932	839,525	1,216,102
61 - Community Services	80,706	80,706	-	-	80,706	2,660	1,353	4,013	76,693
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	400,000	-	-	400,000	-	-	-	400,000
99 - Intergovernmental Charges (Appraisal Svcs)	610,684	610,684	-	-	610,684	118,039	-	118,039	492,645
<b>EXPENSE</b>	<b>67,241,877</b>	<b>69,833,255</b>	<b>-</b>	<b>-</b>	<b>69,833,255</b>	<b>12,100,522</b>	<b>6,134,753</b>	<b>18,235,275</b>	<b>51,597,980</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (2,591,378)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,591,378)</b>	<b>\$ (6,348,967)</b>	<b>\$ (1,982,805)</b>	<b>\$ (8,331,772)</b>	<b>\$ 5,757,549</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (2,591,378)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,591,378)</b>	<b>\$ (6,348,967)</b>	<b>\$ (1,982,805)</b>	<b>\$ (8,331,772)</b>	<b>\$ 5,757,549</b>

Additional Information to the Reader			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>		<b>PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):</b>	
21 - 22 Beginning Unassigned Fund Balance (Unaudited)	\$ 30,872,224	Amended Budget Expense (official test will use actuals at year end)	69,833,255
21 - 22 Beginning Restricted Fund Balance (Unaudited)	\$ 525,823	Less: Non-Operating Expenses	
	\$ 31,398,047	Assigned for Ballet Folkloria Uniforms & Equipment	\$ (37,500)
21 - 22 Actual Year to Date Revenue Over/(Under) Expense	\$ (8,331,772)	Assigned for SHS Band & Mariachi Uniforms & Instruments	\$ (226,000)
21 - 22 Actual Year to Date Other Sources and Uses	-	Assigned for 21-22 QZAB Payment	\$ (665,000)
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$ 5,757,549	Assigned for Maint. Forklift, Equipment & Repainting	\$ (247,000)
21 - 22 Estimated Year End Result of Activities	\$ (2,574,224)	Assigned for Baseball & Softball Field resurfacing & Mower	\$ (275,000)
<b>* 21 - 22 Estimated Ending Unassigned Fund Balance (Unaudited)</b>	<b>\$ 28,823,823</b>	Assigned for District Phone System Replacement	\$ (220,060)
		Assigned for SHS Ag Dept trailer	\$ (18,255)
		Assigned for Wood Fiber for district playgrounds	\$ (52,200)
		Assigned for SHS Outdoor tables & umbrellas	\$ (27,800)
		Assigned for Bus replacements	\$ (422,563)
		Assigned for Baseball/Softball complex design services	\$ (400,000)
		<b>Total Non-Operating Expenses</b>	<b>\$ (2,591,378)</b>
		21 - 22 Budgeted Operating Expense (official test will use actuals at year end)	\$ 67,241,877
		25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)	25%
		21 - 22 Minimum Unassigned Fund Balance	\$ 16,810,469
		<b>* 21 - 22 Estimated Ending Unassigned Fund Balance (Unaudited)</b>	<b>\$ 28,823,823</b>
		Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$ 12,013,354

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

Budget Report - Attachment 1  
14-Dec-2021

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

	Budget					Actual			Budget Remaining
	Adopted Budget	October 1, 2021	Proposed Amendment(s)		October 31, 2021	October 1, 2021	Current Month	October 31, 2021	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	253	82	335	19,665
Other Local Income	771,000	771,000	-	-	771,000	52,393	32,188	84,580	686,420
State	70,000	70,000	-	-	70,000	10,202	5,814	16,016	53,984
Federal	3,914,000	3,914,000	-	-	3,914,000	905,140	550,573	1,455,713	2,458,287
<b>REVENUE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>967,987</b>	<b>588,657</b>	<b>1,556,644</b>	<b>3,218,356</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service	4,764,500	4,764,500	-	-	4,764,500	696,751	467,392	1,164,142	3,600,358
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	2,927	1,910	4,837	5,163
52 - Security & Monitoring Services	500	500	-	-	500	177	44	221	279
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>699,855</b>	<b>469,346</b>	<b>1,169,201</b>	<b>3,605,799</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>268,132</b>	<b>119,312</b>	<b>387,444</b>	<b>(387,444)</b>
Other Sources	-	-	-	-	-				
Other Uses	-	-	-	-	-				
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>268,132</b>	<b>119,312</b>	<b>387,444</b>	

<b>Additional Information to the Reader</b>			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
<i>21 - 22 Beginning Fund Balance (Unaudited)</i>			
Unassigned	\$	1,392,522	
Non Spendable-Inventory	\$	31,256	
Total 21 - 22 Beginning Fund Balance (Unaudited)	\$	1,423,778	
21 - 22 Actual Year to Date Revenue Over/(Under) Expense	\$	387,444	
21 - 22 Actual Year to Date Other Sources and Uses	\$	-	
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$	(387,444)	
21 - 22 Estimated Year End Result of Activities	\$	-	
<b>21 - 22 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$</b>	<b>1,423,778</b>	

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

Budget Report - Attachment 1  
14-Dec-2021

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	October 1, 2021	Proposed Amendment(s)		October 31, 2021	October 1, 2021	Current Month		October 31, 2021
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	13,720,824	13,720,824	-	-	13,720,824	-	49,995	49,995	13,670,829
Property Taxes-Delinquent	135,496	135,496	-	-	135,496	169,087	26,858	195,945	-
Property Taxes-Penalty & Interest	-	-	-	-	-	29,857	7,632	37,490	-
Interest Income	-	-	-	-	-	1,501	197	1,698	-
Other Local Income	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-	-
<b>REVENUE</b>	<b>13,856,320</b>	<b>13,856,320</b>	<b>-</b>	<b>-</b>	<b>13,856,320</b>	<b>200,446</b>	<b>84,681</b>	<b>285,127</b>	<b>13,670,829</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service									
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations									
52 - Security & Monitoring Services									
53 - Data Services									
61 - Community Services									
71 - Debt Services	13,856,320	13,856,320	-	-	13,856,320	8,645,016	35,191	8,680,207	5,176,113
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>13,856,320</b>	<b>13,856,320</b>	<b>-</b>	<b>-</b>	<b>13,856,320</b>	<b>8,645,016</b>	<b>35,191</b>	<b>8,680,207</b>	<b>5,176,113</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(8,444,570)</b>	<b>49,490</b>	<b>(8,395,080)</b>	<b>\$ 8,494,716</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(8,444,570)</b>	<b>\$ 49,490</b>	<b>(8,395,080)</b>	<b>\$ 8,494,716</b>

<b>Additional Information to the Reader</b>	
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>	
21 - 22 Beginning Fund Balance (Unaudited)	\$ 11,989,982
Total 21 - 22 Beginning Fund Balance (Unaudited)	\$ 11,989,982
21 - 22 Actual Year to Date Revenue Over/(Under) Expense	\$ (8,395,080)
21 - 22 Actual Year to Date Other Sources and Uses	\$ -
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$ 8,494,716
21 - 22 Estimated Year End Result of Activities	\$ 99,636
<b>21 - 22 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$ 12,089,618</b>

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

Budget Report - Attachment 1  
14-Dec-2021

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

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

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

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

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

**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Vendor Recommendation Form

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

Submitted by: \_\_\_\_\_ Date Submitted: 12/14/21  
(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 #:** 21-05, SPED SERVICES  
**BID CLOSING DATE:** JUNE 30, 2023  
**ISSUING DEPARTMENT(S):** SPED

VENDOR	SERVICES PROVIDED	Recommended
Kimberly Schmitt	Homebound Contractor	<b>Y</b>

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

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

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

**RECOMMENDATION:** That the Board of Trustees acknowledge Public Information Act requests received since Nov. 4, 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:** Nov. 4-Dec. 1, 2021 Public Information Act request roster

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

Submitted by: Matthew Gutierrez Date Submitted: 12/14/21  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**Seguin ISD PIA requests received from Nov. 4-Dec. 1, 2021**

<b>Date</b>	<b>Requester</b>	<b>Requested documents</b>	<b>Status</b>	<b>Action</b>
110421 020	Adri Hernandez	List of names of 2008 graduates	Completed	Document provided
110821 021	Jolene Crow	An electronic copy of the most recent Emergency Operations Procedure (EOP) for Seguin ISD. If there is an EOP for each campus, I'm specifically looking for the EOP for Vogel Elementary school campus.	In progress	Determination letter sent certified mail to Texas Attorney General's office on 112921.
110821 022	Jolene Crow	Regarding trustee Glenda Moreno. Board policy statements or interpretations adopted or issued by Glenda Moreno for 2020-2021. Any final orders issued in the adjudication of complaints before the board for 2020-2021. Candidate application for a place on the election ballot. Number of years as an elected board member for Seguin ISD. Candidate campaign contributions and financial reports.	Completed	Documents provided.
111121 023	Era Quintanilla, Education Retirement	Employee directory information	In progress	

**ACTION ITEM:**

**Personnel Action - Professional Employees**

**RECOMMENDATION:**

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

**FOR BOARD’S**

**ACKNOWLEDGMENT**

**ELECTIONS:**

**TEACHERS:**

Name	Campus	Effective
Colon, Christopher	Special Education Department	12/6/2021
Roddam, Sarah	Jefferson Elementary	11/29/2021

**BOARD’S**

**ACKNOWLEDGEMENT**

**RESIGNATIONS:**

**Anderson, Alexandria, Seguin High School, effective 12/17/2021**

Ms. Anderson, Dance Teacher/Coach, has resigned due to relocation.

Ms. Anderson has 2 years with Seguin ISD.

**Buie, Kemesheia, Seguin High School, effective 12/17/2021**

Ms. Buie, Cosmetology Teacher, has resigned due to personal reasons.

Ms. Buie has 1 year with Seguin ISD

**Chandler, Elisa, Saegert DAEP, effective 1/31/2022**

Ms. Chandler, Teacher, has resigned and elected to retire.

Ms. Chandler has 24 years with Seguin ISD.

**Germany, Heather, Koennecke Elementary, effective 11//19/2021**

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

Ms. Germany has 1 year with Seguin ISD.

**Hernandez, Mary, Weinert Elementary, effective 12/31/2021**

Ms. Hernandez, Principal, has resigned and elected to retire.

Ms. Hernandez has 7 years with Seguin ISD.

**Mendez, Blas, Special Education, effective 12/9/2021**

Mr. Mendez, Special Education Teacher/Coach, has resigned due to medical issues.

Mr. Mendez has 21 years with Seguin ISD.

**Sandoval, Victor, AJB Middle School, effective 12/17/2021**

Mr. Sandoval, Spanish Teacher, has resigned and elected to retire.

Mr. Sandoval had just started in Aug. with Seguin ISD.

**Wheeler, Douglas, Seguin High School, effective 11/19/2021**

Mr. Wheeler, Special Education Teacher, has resigned due to relocation.

Mr. Wheeler has 3 years with Seguin ISD.

**RATIONALE:**

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

**REFERENCE and COMPLIANCE:**

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

**BUDGET IMPACT/ INFORMATION:**

None

**PAPERWORK IMPACT:**

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

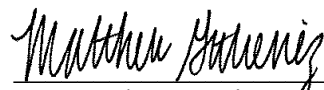
**EXHIBITS:**

Information Sheet

**RESOURCE PERSONNEL:**

Cynthia Moreno, Chief Human Resource Officer

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



Date Submitted: 12/14/21

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