

Agenda of Regular Meeting

The Board of Trustees Seguin ISD

A Regular Meeting of the Board of Trustees of Seguin ISD will be held January 25, 2022, 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
 - D. Board Member Reports
2. **Recognition/Campus Presentations**
 - A. Campus Highlight 4
 - B. Student/Staff/Board/Community Recognition 5
3. **Audience with the Board**

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

 - A. those wishing to speak shall sign up before the meeting begins stating the concern or noting the agenda item they wish to address; audience participation is limited to five minutes; the Board shall not deliberate any subject that is not on the posted agenda.
4. **Reports/Information Items:**
 - A. Strategic Priority and Initiative Report: Elementary Middle of the Year (MOY) TEA Interim Data Update 6
 - B. Instructional Materials Gap Years and Proclamation 2022 16
 - C. Proclamation of Career and Technical Education (CTE) Month 25
 - D. Non-Local Funding Sources Associated with Various State and Federal Programs Not Reflected in the Annual Adopted Budgets 27
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).
 - C. Pursuant to Texas Government Code Section § 551.072 - Discuss the sale, purchase, exchange, lease, or value of real property including the sale of Erskine campus.
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 Public Hearing - December 14, 2021; Regular Meeting - December 14, 2021 and Board Workshop - January 11, 2022. 30
 - B. Approval of Tax Collection Reports for December 2021 36
 - C. Approval of Proposed Budget Amendments & Financial Statements for November 2021 37
 - D. Approval of Proposed Budget Amendments & Financial Statements for December 2021 45
 - E. Approval of Donations Received December 2021 53
 - F. Approval of Investment Report for the Second Quarter Ended December 31, 2021 55
 - G. Request for Professional Development Waiver 2022-2023 60
 - H. Consideration and Approval of School Health Advisory Council Annual Report, SHAC Goals and Committee Members 61
 - I. First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 118, affecting LEGAL and LOCAL policies and Local District Update (LDU) ELA(LOCAL) 65
 - J. Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts, And Services (RFP #: 21-03) 126
 - K. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 21-04) 128
 - L. Public Information Act Requests Dec. 2021 - Jan. 2022 130
8. **Action Items**
- A. Consideration and Possible Action, Including Adoption of a Resolution Approving the Sale of Real Property and Improvements Located at 216 132

E. College St, Seguin, Texas 78155, Commonly Known as the Mary B. Erskine Property and Delegate Authority to the Superintendent to Negotiate and Execute a Sales Agreement and Special Warranty Deed Effecting the Sale of Such Property	
B. Adopt the Resolution for the Assignment of Fund Balance	138
C. Adopt a Resolution Approving the Parking Lot Expansion of the Guadalupe Appraisal District	140
D. Personnel Action Professional Employees	147
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 Mercer-Blumberg Learning Center. Principal Jay Law 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:  Date Submitted: 01/25/22
(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.

- **Seguin High School Mariachi student, second place in national competition**
- **District Spanish Bee Winners**
- **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: 01/25/22
(Signature) Dr. Matthew Gutierrez, Superintendent
(Name) 1221 E. Kingsbury St., Seguin, TX 78155
(Address) (830) 401-8614
(Telephone)

INFORMATION ITEM: **Strategic Priority and Initiative Report: Elementary Middle of the Year (MOY) TEA Interim Data Update**

RECOMMENDATION: That the Board of Trustees receives an update regarding Elementary MOY TEA Interim Data.

RATIONALE: The purpose of this report is to present the MOY TEA Interim assessment data from all elementary campuses.

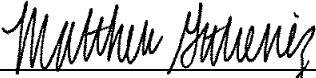
REFERENCE and COMPLIANCE: Strategic Priority #1 Improve student learning through improved instructional practice

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: Elementary MOY TEA Interim Update

RESOURCE PERSONNEL: Mark Cantu, Chief Innovation Officer
Sandra Reyes, Director of Elementary Education

Submitted by:  Date Submitted: 01/25/22
(Signature) Dr. Matthew Gutierrez, Superintendent
(Name) 1221 E. Kingsbury St., Seguin, TX 78155
(Address) (830) 401-8614
(Telephone)

Elementary Middle of the Year Data Update

January 25, 2022 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



Elementary Fall Unit Test Assessments

3rd - 5th Grade Fall Unit Assessment Data

[CLICK HERE](#)

3rd - 5th Grade
Fall Unit Assessment
Data Summary

District Reading 3-5

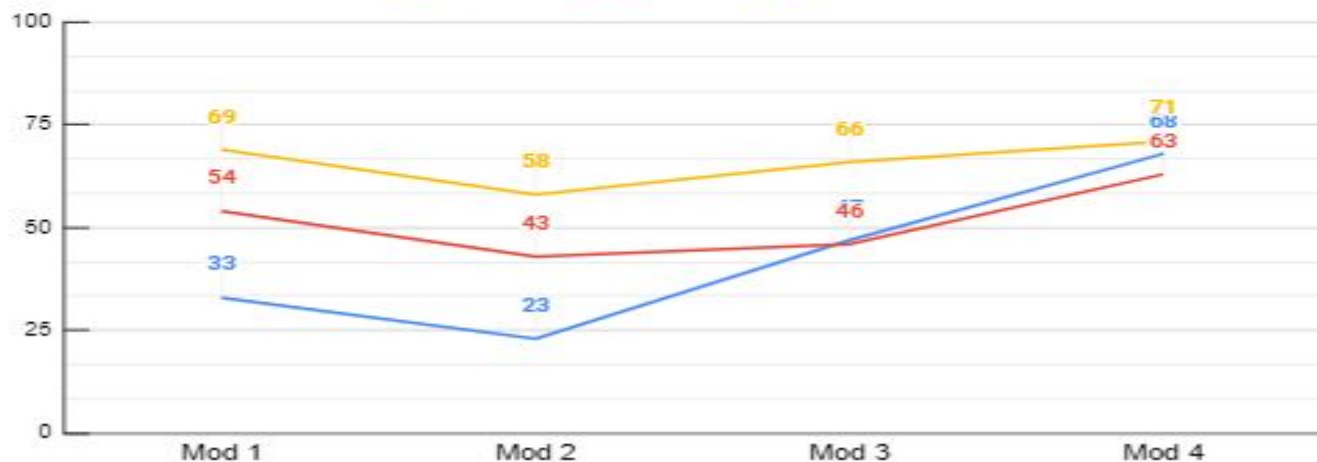
Reading Unit Assessment Data

	Mod 1	Mod 2	Mod 3	Mod 4
3rd grade	33	23	47	68
4th grade	54	43	46	63
5th grade	69	58	66	71

FALL Reading Unit Assessment Data

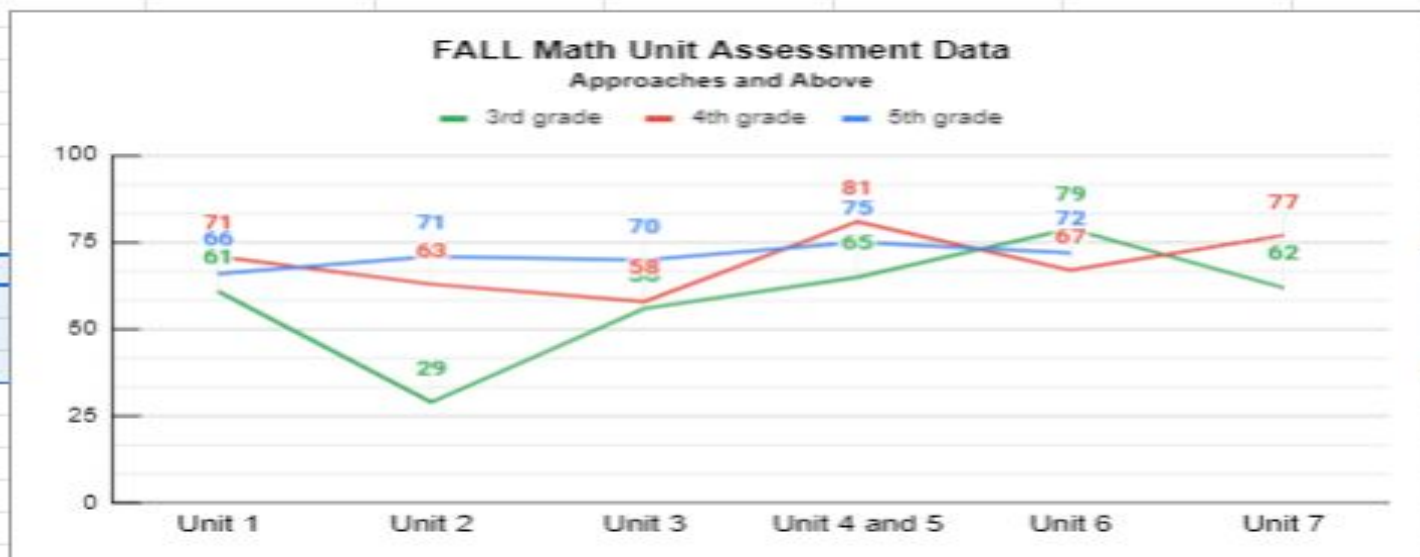
Approaches and Above

— 3rd grade — 4th grade — 5th grade



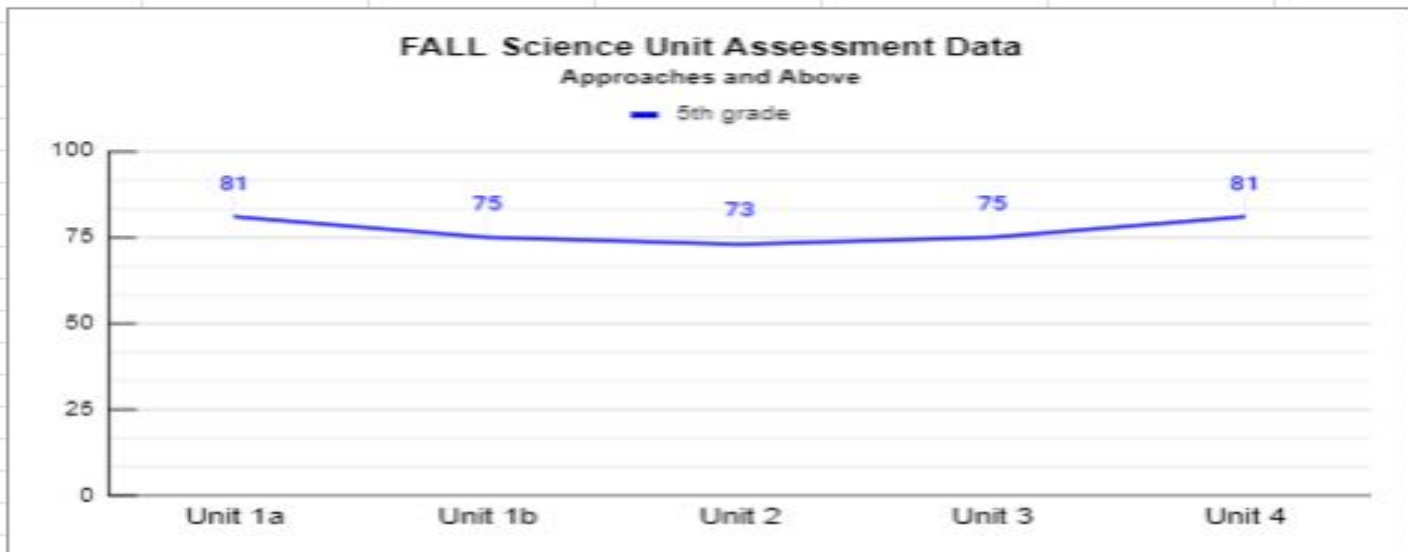
District Math 3-5

Math Unit Assessment Data						
	Unit 1	Unit 2	Unit 3	Unit 4 and 5	Unit 6	Unit 7
3rd grade	61	29	56	65	79	62
4th grade	71	63	58	81	67	77
5th grade	66	71	70	75	72	62



District Science Unit Assessment 3-5

Science Unit Assessment Data					
	Unit 1a	Unit 1b	Unit 2	Unit 3	Unit 4
3rd grade					
4th grade					
5th grade	81	75	73	75	81



Next Steps-Literacy and Math

Monitoring Campus Admin Teams in the following areas:

- **Planning**--Focus on using the district IFDs and Lead4ward field guides to deepen understanding of the TEKS. Are lessons being designed in a way that covers the TEKS thoroughly, exhaustively and accurately (rigor)?
- **Instruction**--Work with campus admin to ensure campuses are following the district recommended instructional framework. Are teachers pulling small groups during the instructional block (not RtI) to provide targeted instruction?
- **Formative Assessment**--Is there evidence of teachers adjusting instruction and interventions based on student progress?

District Support

Literacy/MATH Support

- Focused lesson planning with Academic Deans during district AD meetings.
- Targeted Walkthroughs with Director of Elementary and Campus Administration weekly to look at trends and provide specific teacher feedback and coaching with Tier 3 campuses.
- Targeted RTI Walkthroughs with Directory of Elementary and Campus Administration bi-weekly with Tier 3 campuses.
- Elementary Coordinator and Specialist will support campuses with targeted needs.
- Lesson Plan Feedback and Daily Walkthrough Feedback sent weekly/daily to Principal by Elementary Director
- One-on-One meetings with Director of Elementary with Principal to go over teacher coaching plans, data, and next steps weekly/bi-weekly.

INFORMATION ITEM: **Instructional Materials Gap Years and Proclamation 2022**

RECOMMENDATION: The Board of Trustees receive an update on the Instructional Materials Gap Years and Proclamation 2022.

RATIONALE: The State Board of Education (SBOE) will not issue Proclamation 2023 and therefore it creates gap years for currently adopted instructional materials. Math instructional materials will have a four year gap period and science instructional materials will have a 2 year gap period. To address this, the district is exploring TEA approved curriculum for math and science that will meet the needs of our students during the gap years. Proclamation 2022, adopted by the state legislature in November 2021 calls for new instructional materials in Health and Physical Education (K-12). Per Board Policy EFAA (LOCAL), an Instructional Materials Adoption Committee has been established and includes both district- and campus-level staff. District Adoption Guidelines have been created to provide guidance during the process. Recommendations will be made to the board this spring for final approval of instructional materials selected by teacher committees for math and science gap years along with health and physical education.

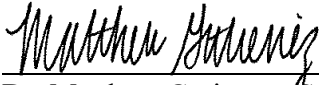
REFERENCE and COMPLIANCE EFA (LEGAL) Instructional Resources, Instructional Materials; TEC §31.022; 19 Administrative Code 66

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: Instructional Materials Gap Years and Proclamation 2022 Presentation

RESOURCE PERSONNEL: Mark Cantu, Chief Innovation Officer
Dr. Allison Willemin, Assistant Director - Secondary Literacy

Submitted by:  Date Submitted: 01/25/22
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Instructional Materials Gap Years and Proclamation 2022 Adoption

Seguin ISD Board Meeting
January 25, 2022

Proclamations

- **Proclamation 2021** - Pre-Kindergarten (English and Spanish)
- **Proclamation 2022** - Health And Physical Education
- **Proclamation 2023** - Not Issued
- **Proclamation 2024** - Science (K-12); Technology Applications (K-8); CTE (TBD)
- **Proclamation 2025** - Social Studies (K-12); CTE (TBD)
- **Proclamation 2026** - Mathematics (K-12); CTE (TBD)

Instructional Materials Gap Years

Gap Years Coming Up

Grade levels & Content Area	Current Proclamation	Implementation Year	Projected Proclamation	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
K-12 Science	Proclamation 2014	2014-2015 8-yr purchase	Proclamation 2024	expires/Spring 2022 STEMscope licenses will also expire Spring 2022	Gap Year	Gap Year	Implement Procl 2024 Science selections				
K-8 Tech Applications	Proclamation 2014	2014-2015 8-yr purchase (?)	Proclamation 2024	expires/Spring 2022	Gap Year	Gap Year	Implement Procl 2024 Tech App selections				
K-12 Social Studies	Proclamation 2015	2015-2016 8-yr purchase	Proclamation 2025	initial purchase cont.	expires/Spring 2023	Gap Year	Gap Year	Implement Procl 2025 Social Studies selections			
K-12 Math	Proclamations 2014 & 2015	2014-2015/K-8th 8-yr purchase 2015-2016/HS 8-yr purchase	Proclamation 2026	K-8th expires/Spring 2022 (HS initial purchase cont.)	Gap Year/K-8th HS expires/Spring 2023	Gap Year/K-12	Gap Year/K-12	Gap Year/K-12	Implement Procl 2026 Math selections		
K-12 Fine Arts	Proclamation 2015	2015-2016 8-yr purchase	Proclamation 2027	initial purchase cont.	expires/Spring 2023	Gap Year	Gap Year	Gap Year	Gap Year	Implement Procl 2027 Fine Arts selections	
LOTE	Proclamation 2017	2017-2018 8-yr purchase	Proclamation 2029	initial purchase cont.	initial purchase cont.	initial purchase cont.	expires/Spring 2025	Gap Year	Gap Year	Gap Year	Gap Year
CTE	Proclamation 2017	2017-2018 8-yr purchase	scattered throughout upcoming proclamations starting with Procl 2024	initial purchase cont.	initial purchase cont.	initial purchase cont.	expires/Spring 2025	Potential Gap Years for CTE courses through-out these school *pending SBOE-Adoption Cycle revisions*			

Math Gap Years

Elementary (K-5) - Eureka Math



Middle School (6-8) and Algebra I -
Carnegie Learning



Geometry and Algebra II - HMH



Pre-Calculus - SAVVAS Learning
Company (formerly Pearson)



Science Gap Years

For grades K-12, the district is examining continuation of the STEMscopes curriculum to address the gap years.





Proclamation 2022

- The State Board of Education (SBOE) issued Proclamation 2022 in April 2020; amended in April 2021; and adopted by the state legislature in November 2021
- Implementation during 2022-2023 school year
- Calls for instructional materials for Health Education and Physical Education

Proclamation 2022

- The steering committee is exploring whether we will continue to use the C.A.T.C.H curriculum currently used in Seguin ISD for grades K-8
 - A teacher committee will participate in scope and sequence/curriculum writing to ensure the lessons align with the new TEKS
 - Currently part of the Whole Child Initiatives budget
- Teacher committee will review the digital curriculum for physical education in grades 9-12

Next Steps

- Review math, science, health, and physical education curricula
- Teacher committees and steering committees approval of curricula
- Bring recommendations to the board at the March meeting for math, science, health, physical education curricula approval



Proclamation

WHEREAS, CTE Month is taking place during the month of February to honor students who have chosen to pursue career and technical education as a means of acquiring real-world skills to compete in the workforce; and

WHEREAS, Around 12.5 million American high school and college students are enrolled in CTE courses, which encompass a variety of occupational fields, including agriculture, construction, manufacturing, computer science, and health care; and

WHEREAS, In addition to gaining specific career-related knowledge, participants in CTE programs learn such essential skills as time management, problem solving, and critical thinking, which better prepare them for the challenges and opportunities of the workplace; these programs motivate and engage students by providing hands-on activities in which they can further their expertise and interact with community members, potential employers, and students and teachers who share their vocational interests; and

WHEREAS, Career and technical education is offering a path to success in the 21st-century economy while helping to address the urgent need for skilled labor in high-demand industries, and it is enabling numerous Texans to secure gainful employment and lead productive, fulfilling lives;

NOW THEREFORE, I, (Cinde Thomas-Jimenez, Board President) of Seguin ISD
name title town/county

do hereby proclaim February 1-28, 2022, as

Career and Technical Education Month

in Seguin ISD and urge all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual skills and productivity.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Seguin ISD of Seguin, TX this 25 day of January, 2022.

INFORMATION ITEM:

Non-Local Funding Sources Associated with Various State and Federal Programs Not Reflected in the Annual Adopted Budgets

RECOMMENDATION:

That the Board of Trustees receives an update regarding all non-local funding sources associated with various state and federal programs not reflected in the annual adopted budgets.

RATIONALE:

Each year, the Board of Trustees is required to adopt operating budgets for the General Operating Fund, Child Nutrition Fund, and the Debt Service Fund. In addition to these primary funding sources, the district receives financial assistance to support certain state and federal programs. The Texas Education Agency (TEA), or another state agency designated by the governor, shall coordinate the actions of a district participating in one or more of these assistance programs. An overview of these additional funding sources, the awarded amount, and a description of service requirements of each program for the 2021-22 fiscal year is provided in the attached exhibit. The attached information, including a section for public input, is available on the Seguin ISD website (*see Required Postings / Public Notice: Federal Grant Applications*).

REFERENCE and COMPLIANCE:

CB (LOCAL) - State and Federal Revenue Sources

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

None

EXHIBITS:

2021-2022 Grant Disclosure

RESOURCE PERSONNEL:

Anthony Hillberg, CPA, CTSBO, Chief Financial Officer

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 01/25/22

Dr. Matthew Gutierrez, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

PENDING GRANT APPLICATIONS

Fund Code	Title	Purpose	Projected Allotment
385	State Supplemental Visually Impaired	Supplemental support for staff providing services to visually impaired students	8,500

AWARDED GRANTS

Fund Code	Title	Purpose	Current Allotment (* estimate)
205	Head Start	Expand learning opportunities for students that qualify for Head Start services	130,932
206	2021-2022 Texas Education for Homeless Children & Youth	Supplemental services to homeless Texas youth	27,280
211	Title I, Part A-Improving Basic Programs	Supplemental support to at-risk students to meet state academic standards	1,830,430
212	Title I, Part C-Migrant	Supplemental support to students of migrant workers	48,388
224	IDEA-B Formula	Educational programs for children with disabilities	2,440,760
225	IDEA-B Preschool	Educational programs for preschool children with disabilities	30,272
240	Non-Cash Assistance-Food Distribution and Child and Adult Care Food Program	Nutritious, low-cost or free meals to qualifying individuals	<i>* Reimbursed based on participation</i>
242	COVID-19 National School Lunch and Summer Food Service Program for Children	Nutritious, low-cost or free meals to qualifying individuals	<i>* Reimbursed based on participation</i>
244	21-22 Perkins V: Strengthening CTE for 21st Century	Support to develop new or improve existing programs for CTE paid and unpaid employment opportunities	126,388
255	Title II, Part A-Supporting Effective Instruction	Support to improve student academic achievement by improving teacher & principal quality	344,197
263	Title III, Part A-ELA	Support to improve academic achievement of emergent bilingual students	160,979
265	2021-2022 Nita M. Lowey 21st CCLC Cycle 11 Year 1	Support the creation of community learning centers that provide academic enrichment opportunities during non-school hours for students of high-poverty and low-performing schools	1,700,000

Fund Code	Title	Purpose	Current Allotment (* estimate)
266	ESSER Grant	Stimulus assistance in response to the COVID pandemic	1,457,375
279	TCLAS-ESSER III	Support accelerated learning in the wake of the COVID pandemic	842,000
280	USDE School Climate Transition	Support to ensure a safe and positive learning environment	959,458
281	CRRSA ESSER II	Support to prevent, prepare for, or respond to the COVID-19 pandemic, including its impact on the social, emotional, mental health, and academic needs of students	5,923,906
282	ARP ESSER III	Support to help safely reopen and sustain the safe operation of schools and address the impact of the COVID pandemic on students	8,869,501
288	Title I, Part D-Subpart 2-Delinquent Programs	Supplemental support to at-risk students in locally operated correctional facilities to meet state academic standards	76,681
289	Title IV, Part A, Subpart 1	Student support and academic enrichment through well-rounded educational opportunities, safe and healthy students and technology	221,792
397	Advanced Placement Incentives	Reimbursement of AP certified teacher training	<i>* Reimbursed based on participation</i>
410	State Instructional Materials Fund	State awarded funds for instructional materials	520,881
427	Ready to Read License Program	Public purchased license plate rebate program	<i>* Reimbursed based on participation</i>
428	Truancy Prevention Grant	Supplemental support to increase student attendance by reducing student truancy	159,087
429	School Safety and Security Grant	Support to increase school safety and security features	28,479
429	TCLAS-GR	Support accelerated learning in the wake of the COVID pandemic	1,904,428

Minutes of Public Hearing

The Board of Trustees

Seguin ISD

A Public Hearing of the Board of Trustees of Seguin ISD was held Tuesday, December 14, 2021, beginning at 6:00 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent: Carl Jenkins

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; and Nancy Ramirez, Superintendent Secretary.

1. Call to Order

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

2. Public hearing to receive an overview of the Annual Financial Management Report regarding the District's 2020-2021 Financial Integrity Rating System (FIRST) rating of Superior based on the school year 2019-2020 data.

Mr. Hillberg presented the Annual Financial Management Report regarding the District's 2020-2021 FIRST Rating of Superior based on the school year 2019-2020 data from the Texas Education Agency. The District has received the state's highest rating of "A" for "Superior Achievement" under Texas' Schools FIRST financial accountability rating system. The District earned a Superior Achievement rating with a score of 92. The District has received the Superior Achievement rating from the Texas Education Agency every year since the ratings were first issued in the 2002-2003 school year. All board questions and comments were addressed. There were no questions from the community.

3. Adjourn

The meeting adjourned at 6:28 p.m.

Secretary/January 25, 2022

President/January 25, 2022

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, December 14, 2021, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent: Carl Jenkins

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; Lesli Mahaffey, Elementary Education Coordinator; Dr. Chanda Bloch, Director of Secondary Education; Meredith Stadler, Koennecke Elementary Principal; Kelly Follis, Director of Community Outreach; and Nancy Ramirez, Superintendent Secretary.

1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:33 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 Leah Bernal, Koennecke Elementary 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 Christmas holiday.

2. Recognition/Campus Presentations

A. Campus Highlight

The presentation was provided courtesy of Koennecke Elementary. Ms. Stadler, principal, recognized her staff and students who provided a video highlighting the dual language program at Koennecke Elementary.

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 Jayden Bernal, fourth grade student at Koennecke Elementary, Seinna Saenz, seventh grade student at Barnes Middle School and Alan Dodson, 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 Jennifer Brusenhan, Librarian at Rodriguez Elementary as the December recipient of the Superintendent's Leadership Award for going above and beyond daily duties to cultivate, inspire and empower her students, colleagues, and Seguin ISD community.

3. Audience with the Board

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

4. Reports/Information Items:

A. Seguin Education Foundation's Annual Report

The Board of Trustees received an update from Ms. Follis, regarding the Seguin Education Foundation's current operations and on its financial position as of its most recent fiscal year end August 31, 2021.

B. Educational Solution Services (ESS) Update

The Board of Trustees received an update from Mrs. Moreno regarding the ESS substitute staffing rates for the 2021 fall semester.

C. Seguin ISD 2020-2021 Gifted and Talented Update

The Board of Trustees received information and a report from Mrs. Mahaffey regarding the Seguin ISD 2020-2021 Gifted and Talented Program.

D. Strategic Priority and Initiative Report: Rigor & Relevance Framework

The Board of Trustees received an update from Ms. Jaramillo regarding campus and district level use of rigor and relevance framework.

E. Strategic Priority and Initiative Report: Secondary Fall Data Update

The Board of Trustees received an update from Dr. Bloch regarding the secondary fall data for Seguin ISD.

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

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

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

6. Reconvene to Open Meeting

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, November 16, 2021

B. Approval of Tax Collection Reports for November 2021

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John,

Guadalupe County Tax Assessor-Collector for November 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 October 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 October 31, 2021.

D. 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 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: 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.

E. Acknowledge Public Information Act Requests Nov.-Dec. 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. Amador moved, seconded by Ms. Duncan to approve Consent Action Items:

A. Approval of Board Minutes for:

Regular Meeting, November 16, 2021

B. Approval of Tax Collection Reports for November 2021

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

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

E. Acknowledge Public Information Act Requests Nov.-Dec. 2021

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

Nays: None

8. Action Items:

A. Personnel Action Professional Employees

Mr. Amador moved, seconded by Mrs. Crettenden to recognize and acknowledge the following new hires and resignations for the 2021-2022 school year listed below:

New Hire Elections:

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

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.

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

For the record, the Board would like to amend the resignation list to omit, Kemesheia Buie who has rescinded her resignation.

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

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

Nays: None

9. Board Comments and Request

Mr. Guerra informed the board and community how well the Construction Trades Open House went last week.

Ms. Duncan would like to receive information regarding district events and performances. Dr. Gutierrez mentioned he would share that information with the Board.

All prior Board requests have been addressed.

10. Adjourn

Mr. Amador moved, seconded by Mrs. Crettenden to adjourn the meeting. The meeting adjourned at 8:29 p.m.

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

Nays: None

Minutes of Board Workshop

The Board of Trustees

Seguin ISD

A board workshop of the Board of Trustees of Seguin ISD was held Tuesday, January 11, 2022 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

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; Cindy Moreno, Chief Human Resources Officer; Duncan Klussmann with Diversa Advisors and Nancy Ramirez, Superintendent Secretary.

1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:31 p.m. and a quorum was established.

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

C. The pledges were led by Ms. Thomas-Jimenez, followed by a moment of silence.

2. Audience with the Board

No one signed up to address the Board.

3. Board Workshop – Facilitated by Duncan Klussmann with Diversa Advisors

A. Board Goal Setting

The Board and Superintendent's Leadership Team received information from Mr. Klussmann regarding the goal settings that included a review of the strategic planning process, timeline, strategic priorities, balanced scorecard, findings and direction. All Board questions and comments were addressed.

4. Adjourn

The meeting adjourned at 8:33 p.m.

Secretary/January 25, 2022

President/January 25, 2022

ACTION ITEM:

Approval of Tax Collection Reports for December 2021

RECOMMENDATION:

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

Current	\$ 19,265,777
Delinquent	82,831
Penalty and Interest	22,616
Total Monthly Collections	<u>\$ 19,371,225</u>
Total Tax Collections Year to Date	<u>\$ 25,180,790</u>
Delinquent Tax Levy	2,034,250
Percent Collected through December 2021	49.23%
Percent of Tax Levy Collected last year	47.03%

EXHIBITS:

None

RESOURCE PERSONNEL:

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)

Date Submitted: 01/25/22

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

ACTION ITEM: **Approval of Proposed Budget Amendments & Financial Statements for November 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 November 30, 2021.

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


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

PAPERWORK IMPACT: None

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

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

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

Submitted by:  Date Submitted: 01/25/22
(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

**Sequin Independent School District
Proposed Budget Amendments and Financial Statements
General Operating Fund
November 2021**

	Budget					Actual			Budget Remaining
	Adopted Budget	November 1, 2021	Proposed Amendment(s)		November 30, 2021	November 1, 2021	Current Month	November 30, 2021	
	Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date		
REVENUE									
Local									
Property Taxes-Current	35,924,796	35,924,796	-	-	35,924,796	116,819	3,325,356	3,442,175	32,482,621
Property Taxes-Delinquent	1,565,467	1,565,467	-	-	1,565,467	508,250	25,227	533,477	1,031,990
Property Taxes-Penalty & Interest	589,549	589,549	-	-	589,549	105,163	10,511	115,674	473,875
Interest Income	300,000	300,000	-	-	300,000	6,286	1,242	7,528	292,472
Other Local Income	106,000	106,000	-	-	106,000	123,154	51,736	174,890	-
State	27,589,065	27,589,065	-	-	27,589,065	8,906,302	2,168,325	11,074,627	16,514,438
Federal	1,167,000	1,167,000	-	-	1,167,000	137,529	58,879	196,408	970,592
						137,529			
REVENUE	67,241,877	67,241,877	-	-	67,241,877	10,041,032	5,641,276	15,544,779	51,765,988
EXPENSE									
11 - Instruction	38,026,348	38,160,788	525,823	(268,200)	38,418,411	7,764,785	2,821,647	10,586,432	27,831,979
12 - Instructional Resources & Media Svcs	1,039,692	1,039,692	-	1,300	1,040,992	246,154	66,482	312,636	728,356
13 - Curr & Instructional Staff Development	758,308	785,483	-	-	785,483	134,653	34,352	169,005	616,479
21 - Instructional Leadership	1,918,474	1,920,974	-	140,450	2,061,424	675,347	177,145	852,492	1,208,932
23 - School Leadership	4,739,389	4,746,699	-	116,400	4,863,099	1,336,745	387,112	1,723,857	3,139,242
31 - Guidance & Counseling Services	2,502,237	2,501,737	-	1,567	2,503,304	598,227	201,569	799,796	1,703,508
32 - Social Work Services	515,123	515,123	-	3,233	518,356	142,722	42,616	185,338	333,018
33 - Health Services	732,772	732,772	-	5,250	738,022	152,653	62,888	215,541	522,481
34 - Student Transportation	2,697,926	3,120,489	-	-	3,120,489	819,093	176,384	995,477	2,125,012
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,107,064	2,223,814	-	-	2,223,814	623,194	145,973	769,167	1,454,647
41 - General Administration	2,314,463	2,308,543	-	-	2,308,543	948,730	289,624	1,238,353	1,070,190
51 - Plant Maintenance & Operations	6,815,174	7,417,174	-	-	7,417,174	3,020,865	212,766	3,233,630	4,183,544
52 - Security & Monitoring Services	547,950	547,950	-	-	547,950	145,532	47,144	192,676	355,274
53 - Data Services	1,835,567	2,055,627	-	-	2,055,627	839,525	65,414	904,939	1,150,688
61 - Community Services	80,706	80,706	-	-	80,706	4,013	1,333	5,346	75,360
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	400,000	-	-	400,000	-	48,960	48,960	351,040
99 - Intergovernmental Charges (Appraisal Svcs)	610,684	610,684	-	-	610,684	118,039	178,332	296,370	314,314
EXPENSE	67,241,877	69,833,255	525,823	-	70,359,078	18,235,275	4,959,739	23,195,014	47,164,064
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ (2,591,378)	\$ (525,823)	\$ -	\$ (3,117,201)	\$ (8,194,243)	\$ 681,537	\$ (7,650,235)	\$ 4,601,924
Other Sources	-	-	-	-	-	-	200,000	200,000	-
Other Uses	-	-	-	-	-	-	-	-	-
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -
RESULT OF ACTIVITIES	\$ -	\$ (2,591,378)	\$ (525,823)	\$ -	\$ (3,117,201)	\$ (8,194,243)	\$ 881,537	\$ (7,450,235)	\$ -

Additional Information to the Reader			
<p>PRELIMINARY ESTIMATE - Fund Balance:</p> <p>21 - 22 Beginning Unassigned Fund Balance (Unaudited) \$ 30,872,224</p> <p>21 - 22 Beginning Restricted Fund Balance (Unaudited) \$ 525,823</p> <p style="text-align: right;">\$ 31,398,047</p> <p>21 - 22 Actual Year to Date Revenue Over/(Under) Expense \$ (7,650,235)</p> <p>21 - 22 Actual Year to Date Other Sources and Uses 200,000</p> <p>21 - 22 Budget Remaining Revenue Over/(Under) Expense \$ 4,601,924</p> <p>21 - 22 Estimated Year End Result of Activities \$ (2,848,311)</p> <p>* 21 - 22 Estimated Ending Unassigned Fund Balance (Unaudited) \$ 28,549,736</p>	<p>PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):</p> <p>Amended Budget Expense (official test will use actuals at year end) 70,359,078</p> <p>Less: Non-Operating Expenses</p> <p>Assigned for Ballet Folklorio Uniforms & Equipment \$ (37,500)</p> <p>Assigned for SHS Band & Mariachi Uniforms & Instruments \$ (226,000)</p> <p>Assigned for 21-22 QZAB Payment \$ (665,000)</p> <p>Assigned for Maint. Forklift, Equipment & Repainting \$ (247,000)</p> <p>Assigned for Baseball & Softball Field resurfacing & Mower \$ (275,000)</p> <p>Assigned for District Phone System Replacement \$ (220,060)</p> <p>Assigned for SHS Ag Dept trailer \$ (18,255)</p> <p>Assigned for Wood Fiber for district playgrounds \$ (52,200)</p> <p>Assigned for SHS Outdoor tables & umbrellas \$ (27,800)</p> <p>Assigned for Bus replacements \$ (422,563)</p> <p>Assigned for Baseball/Softball complex design services \$ (400,000)</p> <p>Restricted Program Funds - Early Education Allotment \$ (525,823)</p> <p style="text-align: right;">Total Non-Operating Expenses \$ (3,117,201)</p> <p>21 - 22 Budgeted Operating Expense (official test will use actuals at year end) \$ 67,241,877</p> <p>25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL) 25%</p> <p>21 - 22 Minimum Unassigned Fund Balance \$ 16,810,469</p> <p>* 21 - 22 Estimated Ending Unassigned Fund Balance (Unaudited) \$ 28,549,736</p> <p>Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement \$ 11,739,267</p>		

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

Budget Report - Attachment 1
25-Jan-2022

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

BUA 388

Function 11 Restricted Program Funds from prior year - Early Education
Allotment

\$ 525,823

Total Expenditures Increase (Decrease) \$ 525,823

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

	Budget					Actual			Budget Remaining
	Adopted Budget	November 1, 2021	Proposed Amendment(s)		November 30, 2021	November 1, 2021	Current Month	November 30, 2021	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
REVENUE									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	335	92	427	19,573
Other Local Income	771,000	771,000	-	-	771,000	84,580	34,884	119,464	651,536
State	70,000	70,000	-	-	70,000	16,016	-	16,016	53,984
Federal	3,914,000	3,914,000	-	-	3,914,000	1,455,713	529,140	1,984,853	1,929,147
REVENUE	4,775,000	4,775,000	-	-	4,775,000	1,556,644	564,116	2,120,760	2,654,240
EXPENSE									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service	4,764,500	4,764,500	-	-	4,764,500	1,164,142	428,086	1,592,229	3,172,271
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	4,837	49	4,886	5,114
52 - Security & Monitoring Services	500	500	-	-	500	221	44	265	235
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
EXPENSE	4,775,000	4,775,000	-	-	4,775,000	1,169,201	428,179	1,597,380	3,177,620
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	387,444	135,936	523,380	(523,380)
Other Sources	-	-	-	-	-				
Other Uses	-	-	-	-	-				
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ -	\$ -	\$ -	\$ -	387,444	135,936	523,380	

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:			
<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	\$	523,380	
21 - 22 Actual Year to Date Other Sources and Uses	\$	-	
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$	(523,380)	
21 - 22 Estimated Year End Result of Activities	\$	-	
21 - 22 Estimated Ending Fund Balance (Unaudited)	\$	1,423,778	

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

Budget Report - Attachment 1
25-Jan-2022

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

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

	Budget					Actual			Budget Remaining
	Adopted Budget	November 1, 2021		November 30, 2021		November 1, 2021	Current Month	November 30, 2021	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
REVENUE									
Local									
Property Taxes-Current	13,720,824	13,720,824	-	-	13,720,824	49,995	1,421,442	1,471,437	12,249,387
Property Taxes-Delinquent	135,496	135,496	-	-	135,496	195,945	9,537	205,482	-
Property Taxes-Penalty & Interest	-	-	-	-	-	37,490	3,831	41,321	-
Interest Income	-	-	-	-	-	1,698	245	1,943	-
Other Local Income	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	252,698	252,698	-
Federal	-	-	-	-	-	-	-	-	-
REVENUE	13,856,320	13,856,320	-	-	13,856,320	285,127	1,687,754	1,972,881	12,249,387
EXPENSE									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service									
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations									
52 - Security & Monitoring Services									
53 - Data Services									
61 - Community Services									
71 - Debt Services	13,856,320	13,856,320	-	-	13,856,320	8,680,207	-	8,680,207	5,176,113
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
EXPENSE	13,856,320	13,856,320	-	-	13,856,320	8,680,207	-	8,680,207	5,176,113
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	(8,395,080)	1,687,754	(6,707,327)	\$ 7,073,274
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
RESULT OF ACTIVITIES	\$ -	\$ -	\$ -	\$ -	\$ -	(8,395,080)	1,687,754	(6,707,327)	-

Additional Information to the Reader	
PRELIMINARY ESTIMATE - Fund Balance:	
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	\$ (6,707,327)
21 - 22 Actual Year to Date Other Sources and Uses	\$ -
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$ 7,073,274
21 - 22 Estimated Year End Result of Activities	\$ 365,948
21 - 22 Estimated Ending Fund Balance (Unaudited)	\$ 12,355,930

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

Budget Report - Attachment 1
25-Jan-2022

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

ACTION ITEM: **Approval of Proposed Budget Amendments & Financial Statements for December 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 December 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: 01/25/22
(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

**Sequin Independent School District
Proposed Budget Amendments and Financial Statements
General Operating Fund
December 2021**

	Budget					Actual			Budget Remaining
	Adopted Budget	Proposed Amendment(s)		December 31, 2021	December 1, 2021	Current Month	December 31, 2021		
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
REVENUE									
Local									
Property Taxes-Current	35,924,796	35,924,796	-	-	35,924,796	3,442,175	13,491,922	16,934,097	18,990,699
Property Taxes-Delinquent	1,565,467	1,565,467	-	-	1,565,467	533,477	63,104	596,580	968,887
Property Taxes-Penalty & Interest	589,549	589,549	-	-	589,549	115,674	16,586	132,261	457,288
Interest Income	300,000	300,000	-	-	300,000	7,528	1,715	9,243	290,757
Other Local Income	106,000	106,000	-	-	106,000	174,890	14,309	189,199	-
State	27,589,065	27,589,065	-	-	27,589,065	11,074,627	697,400	11,772,027	15,817,038
Federal	1,167,000	1,167,000	-	-	1,167,000	196,408	87,732	284,140	882,860
						137,529			
REVENUE	67,241,877	67,241,877			67,241,877	15,682,308	14,372,768	29,917,547	37,407,529
EXPENSE									
11 - Instruction	38,026,348	38,418,411	-	(25,000)	38,393,411	10,586,432	3,044,487	13,630,919	24,762,492
12 - Instructional Resources & Media Svcs	1,039,692	1,040,992	-	-	1,040,992	312,636	62,434	375,070	665,922
13 - Curr & Instructional Staff Development	758,308	785,483	-	-	785,483	169,005	43,748	212,752	572,731
21 - Instructional Leadership	1,918,474	2,061,424	-	-	2,061,424	852,492	173,328	1,025,820	1,035,604
23 - School Leadership	4,739,389	4,863,099	-	-	4,863,099	1,723,857	381,948	2,105,805	2,757,294
31 - Guidance & Counseling Services	2,502,237	2,503,304	-	(3,600)	2,499,704	799,796	205,224	1,005,020	1,494,684
32 - Social Work Services	515,123	518,356	-	3,600	521,956	185,338	45,910	231,248	290,708
33 - Health Services	732,772	738,022	-	-	738,022	215,541	61,894	277,435	460,587
34 - Student Transportation	2,697,926	3,120,489	-	-	3,120,489	995,477	179,030	1,174,506	1,945,983
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,107,064	2,223,814	-	-	2,223,814	769,167	138,352	907,519	1,316,295
41 - General Administration	2,314,463	2,308,543	-	-	2,308,543	1,238,353	278,128	1,516,481	792,062
51 - Plant Maintenance & Operations	6,815,174	7,417,174	-	-	7,417,174	3,233,630	502,690	3,736,320	3,680,854
52 - Security & Monitoring Services	547,950	547,950	-	-	547,950	192,676	39,791	232,468	315,482
53 - Data Services	1,835,567	2,055,627	-	-	2,055,627	904,939	215,705	1,120,644	934,983
61 - Community Services	80,706	80,706	-	-	80,706	5,346	1,462	6,808	73,898
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	400,000	-	-	400,000	48,960	-	48,960	351,040
99 - Intergovernmental Charges (Appraisal Svcs)	610,684	610,684	-	25,000	635,684	296,370	-	296,370	339,314
EXPENSE	67,241,877	70,359,078			70,359,078	23,195,014	5,374,130	28,569,144	41,789,934
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ (3,117,201)	\$ -	\$ -	\$ (3,117,201)	(7,512,706)	8,998,638	1,348,403	(4,382,405)
Other Sources	-	-	-	-	-	200,000	-	200,000	
Other Uses	-	-	-	-	-	-	-	-	
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	
RESULT OF ACTIVITIES	\$ -	\$ (3,117,201)	\$ -	\$ -	\$ (3,117,201)	(7,312,706)	\$ 8,998,638	\$ 1,548,403	

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:		PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):	
21 - 22 Beginning Unassigned Fund Balance (Unaudited)	\$ 30,872,224	Amended Budget Expense (official test will use actuals at year end)	70,359,078
21 - 22 Beginning Restricted Fund Balance (Unaudited)	\$ 525,823	Less: Non-Operating Expenses	
		Assigned for Ballet Folklorio Uniforms & Equipment	\$ (37,500)
		Assigned for SHS Band & Mariachi Uniforms & Instruments	\$ (226,000)
		Assigned for 21-22 QZAB Payment	\$ (665,000)
		Assigned for Maint. Forklift, Equipment & Repainting	\$ (247,000)
		Assigned for Baseball & Softball Field resurfacing & Mower	\$ (275,000)
		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)
		Restricted Program Funds - Early Education Allotment	\$ (525,823)
		Total Non-Operating Expenses	\$ (3,117,201)
		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
		* 21 - 22 Estimated Ending Unassigned Fund Balance (Unaudited)	\$ 28,564,045
		Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$ 11,753,576

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

Budget Report - Attachment 1
25-Jan-2022

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
December 2021**

	Budget					Actual			Budget Remaining
	Adopted Budget	December 1, 2021	Proposed Amendment(s)		December 31, 2021	December 1, 2021	Current Month	December 31, 2021	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
REVENUE									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	427	102	529	19,471
Other Local Income	771,000	771,000	-	-	771,000	119,464	20,424	139,888	631,112
State	70,000	70,000	-	-	70,000	16,016	-	16,016	53,984
Federal	3,914,000	3,914,000	-	-	3,914,000	1,984,853	388,549	2,373,402	1,540,598
REVENUE	4,775,000	4,775,000	-	-	4,775,000	2,120,760	409,074	2,529,834	2,245,166
EXPENSE									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service	4,764,500	4,764,500	-	-	4,764,500	1,592,229	364,571	1,956,800	2,807,700
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	4,886	670	5,556	4,444
52 - Security & Monitoring Services	500	500	-	-	500	265	-	265	235
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
EXPENSE	4,775,000	4,775,000	-	-	4,775,000	1,597,380	365,241	1,962,621	2,812,379
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	523,380	43,833	567,213	(567,213)
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ -	\$ -	\$ -	\$ -	523,380	43,833	567,213	(567,213)

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:			
<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	\$	567,213	
21 - 22 Actual Year to Date Other Sources and Uses	\$	-	
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$	(567,213)	
21 - 22 Estimated Year End Result of Activities	\$	-	
21 - 22 Estimated Ending Fund Balance (Unaudited)	\$	1,423,778	

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

Budget Report - Attachment 1
25-Jan-2022

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

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

	Budget					Actual			Budget Remaining	
	Adopted Budget	December 1, 2021		Proposed Amendment(s)		December 31, 2021	December 1, 2021	Current Month		December 31, 2021
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date		
REVENUE										
Local										
Property Taxes-Current	13,720,824	13,720,824	-	-	13,720,824	1,471,437	5,773,855	7,245,292	6,475,532	
Property Taxes-Delinquent	135,496	135,496	-	-	135,496	205,482	19,728	225,210	-	
Property Taxes-Penalty & Interest	-	-	-	-	-	41,321	6,030	47,351	-	
Interest Income	-	-	-	-	-	1,943	517	2,460	-	
Other Local Income	-	-	-	-	-	-	-	-	-	
State	-	-	-	-	-	252,698	-	252,698	-	
Federal	-	-	-	-	-	-	-	-	-	
REVENUE	13,856,320	13,856,320	-	-	13,856,320	1,972,881	5,800,130	7,773,010	6,475,532	
EXPENSE										
11 - Instruction										
12 - Instructional Resources & Media Svcs										
13 - Curr & Instructional Staff Development										
21 - Instructional Leadership										
23 - School Leadership										
31 - Guidance & Counseling Services										
32 - Social Work Services										
33 - Health Services										
34 - Student Transportation										
35 - Food Service										
36 - Co-curricular Activities										
41 - General Administration										
51 - Plant Maintenance & Operations										
52 - Security & Monitoring Services										
53 - Data Services										
61 - Community Services										
71 - Debt Services	13,856,320	13,856,320	-	-	13,856,320	8,680,207	-	8,680,207	5,176,113	
81 - Facilities Acquisition & Construction										
99 - Intergovernmental Charges (Appraisal Servs)										
EXPENSE	13,856,320	13,856,320	-	-	13,856,320	8,680,207	-	8,680,207	5,176,113	
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	(6,707,327)	5,800,130	(907,197)	\$ 1,299,419	
Other Sources	-	-	-	-	-	-	-	-	-	
Other Uses	-	-	-	-	-	-	-	-	-	
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
RESULT OF ACTIVITIES	\$ -	\$ -	\$ -	\$ -	\$ -	(6,707,327)	\$ 5,800,130	\$ (907,197)	\$ 1,299,419	

Additional Information to the Reader	
PRELIMINARY ESTIMATE - Fund Balance:	
21 - 22 Beginning Fund Balance (Unaudited)	
Total 21 - 22 Beginning Fund Balance (Unaudited)	\$ 11,989,982
21 - 22 Actual Year to Date Revenue Over/(Under) Expense	\$ (907,197)
21 - 22 Actual Year to Date Other Sources and Uses	\$ -
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$ 1,299,419
21 - 22 Estimated Year End Result of Activities	\$ 392,222
21 - 22 Estimated Ending Fund Balance (Unaudited)	\$ 12,382,204

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

Budget Report - Attachment 1
25-Jan-2022

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

ACTION ITEM:

Approval of Donations Received December 2021

RECOMMENDATION:

That the Board of Trustees approve donations received by the District during the month of December 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: 01/25/22

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

Donor	Purpose	Campus Receiving Donation	Date Rcvd	Amount	Board Approval
HEB	Library Use	Koennecke	12/06/21	\$ 1,000.00	Pending
California Nurse's Association	AJB parking lot use	Briesemeister	12/01/21	\$ 1,000.00	Pending
Faith Lutheran Church	Family support fund	Student Services	12/01/21	\$ 425.00	Pending
Partida, Steven	District needs	Fine Arts Department	12/17/21	\$ 200.00	Pending

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

ACTION ITEM: **Approval of Investment Report for the Second Quarter Ended December 31, 2021**

RECOMMENDATION: That the Board of Trustees approve the Investment Report for the quarter ended December 31, 2021.

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

This report is designed to allow the Board of Trustees to review the investment activity for the quarter ended December 31, 2021. The District's earnings rates, investment position, and yield information are presented for the period.

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

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

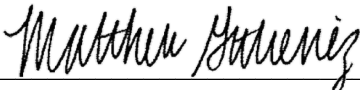
PAPERWORK None

BUDGET IMPACT / INFORMATION: None

EXHIBITS: Investment Report

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

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

 Date Submitted: 01/25/2022
Dr. Matthew Gutierrez, Superintendent
1221 E. Kingsbury St., Seguin, TX 78155
(830) 401-8614

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

<u>INVENTORY OF INVESTMENTS</u>	Weighted Average Maturity 1.0 Day	Balance <u>12/31/21</u>
GENERAL OPERATING FUND 199		
TexPool - Local Maintenance		794,194
Lone Star		22,158,816
Logic		423,772
MBIA		8,899,964
TOTAL GENERAL OPERATING FUND		\$ 32,276,746
	Weighted Average Maturity	
CHILD NUTRITION FUND 240		
Lone Star		<u>\$ 1,035,481</u>
	Weighted Average Maturity	
INTEREST & SINKING FUND 599		
TexPool		1,091,815
Lone Star		9,728,839
TOTAL INTEREST & SINKING FUND		\$ 10,820,654
	Weighted Average Maturity	
2019 SCHOOL BUILDING FUND 620		
Lone Star		<u>\$ 29,422,657</u>
OAK PARK MALL ENTERPRISE FUND 711		
TexPool		<u>\$ 291,059</u>
WORKER'S COMPENSATION SELF-INSURANCE FUND 753		
TexPool		805,906
Lone Star		2,745,269
TOTAL WORKERS' COMPENSATION FUND		\$ 3,551,174
	Weighted Average Maturity	
STUDENT ACTIVITY TRUST & AGENCY FUND 865		
TexPool		<u>\$ 203,590</u>
	Weighted Average Maturity	
GRAND TOTALS		<u>\$ 77,601,362</u>

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

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

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

<u>INVESTMENT TRANSACTIONS</u>	QUARTER BEGINNING BALANCE <u>10/01/21</u>	NET CHANGE	QUARTER ENDING BALANCE <u>12/31/21</u>
GENERAL OPERATING FUND 199			
TexPool	816,815	(22,621)	794,194
Lone Star	14,490,206	7,668,610	22,158,816
Logic	423,719	53	423,772
MBIA	8,898,718	1,247	8,899,964
TOTAL GENERAL OPERATING FUND	\$ 24,629,458	\$ 7,647,288	\$ 32,276,746
CHILD NUTRITION FUND 240			
Lone Star	\$ 1,061,330	\$ (25,849)	\$ 1,035,481
INTEREST AND SINKING FUND 599			
TexPool	1,091,713	102	1,091,815
Lone Star	2,449,722	7,279,117	9,728,839
TOTAL INTEREST AND SINKING FUND	\$ 3,541,435	\$ 7,279,219	\$ 10,820,654
SCHOOL BUILDING FUND 620			
Lone Star	\$ 34,357,491	\$ (4,934,833)	\$ 29,422,657
OAK PARK MALL FUND 711			
TexPool	\$ 303,337	\$ (12,278)	\$ 291,059
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	805,830	75	805,906
Lone Star	2,683,202	62,067	2,745,269
TOTAL WORKERS' COMPENSATION FUND	\$ 3,489,032	\$ 62,142	\$ 3,551,174
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 168,571	\$ 35,019	\$ 203,590
GRAND TOTALS	\$ 67,550,654	\$ 14,985,541	\$ 77,601,362

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

<u>YIELD ON INVESTMENTS</u>	<u>AVERAGE BALANCE</u>	<u>INTEREST INCOME</u>	<u>YIELD</u>
GENERAL OPERATING FUND 199			
TexPool - Local Maintenance	798,757	74	0.037%
Lone Star	12,925,703	2,861	0.088%
Logic	423,732	53	0.050%
MBIA	8,899,286	1,247	0.056%
TOTAL GENERAL OPERATING FUND	\$ 23,047,478	\$ 4,235	0.073%
CHILD NUTRITION FUND 240			
Lone Star	\$ 1,253,478	\$ 276	0.087%
INTEREST AND SINKING FUND 599			
TexPool	1,091,748	102	0.037%
Lone Star	3,731,653	857	0.091%
TOTAL INTEREST & SINKING FUND	\$ 4,823,401	\$ 959	0.079%
2019 SCHOOL BUILDING FUND 620			
Lone Star	\$ 31,309,830	\$ 6,949	0.088%
OAK PARK MALL ENTERPRISE FUND 711			
TexPool	\$ 291,300	\$ 27	0.037%
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	805,856	75	0.037%
Lone Star	2,688,618	594	0.088%
TOTAL WORKER'S COMPENSATION FUND	\$ 3,494,474	\$ 669	0.076%
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 198,708	\$ 19	0.037%
TOTAL INTEREST FOR ALL FUNDS	\$ 64,418,668	\$ 13,134	0.081%
BENCHMARK YIELDS			
3-Month US Treasury Bill			0.052%
6-Month US Treasury Bill			0.074%
One Year US Treasury Bill			0.137%
Two Year US Treasury Bill			0.376%

**SEGUIN INDEPENDENT SCHOOL DISTRICT
SECOND QUARTER ENDED DECEMBER 31, 2021**

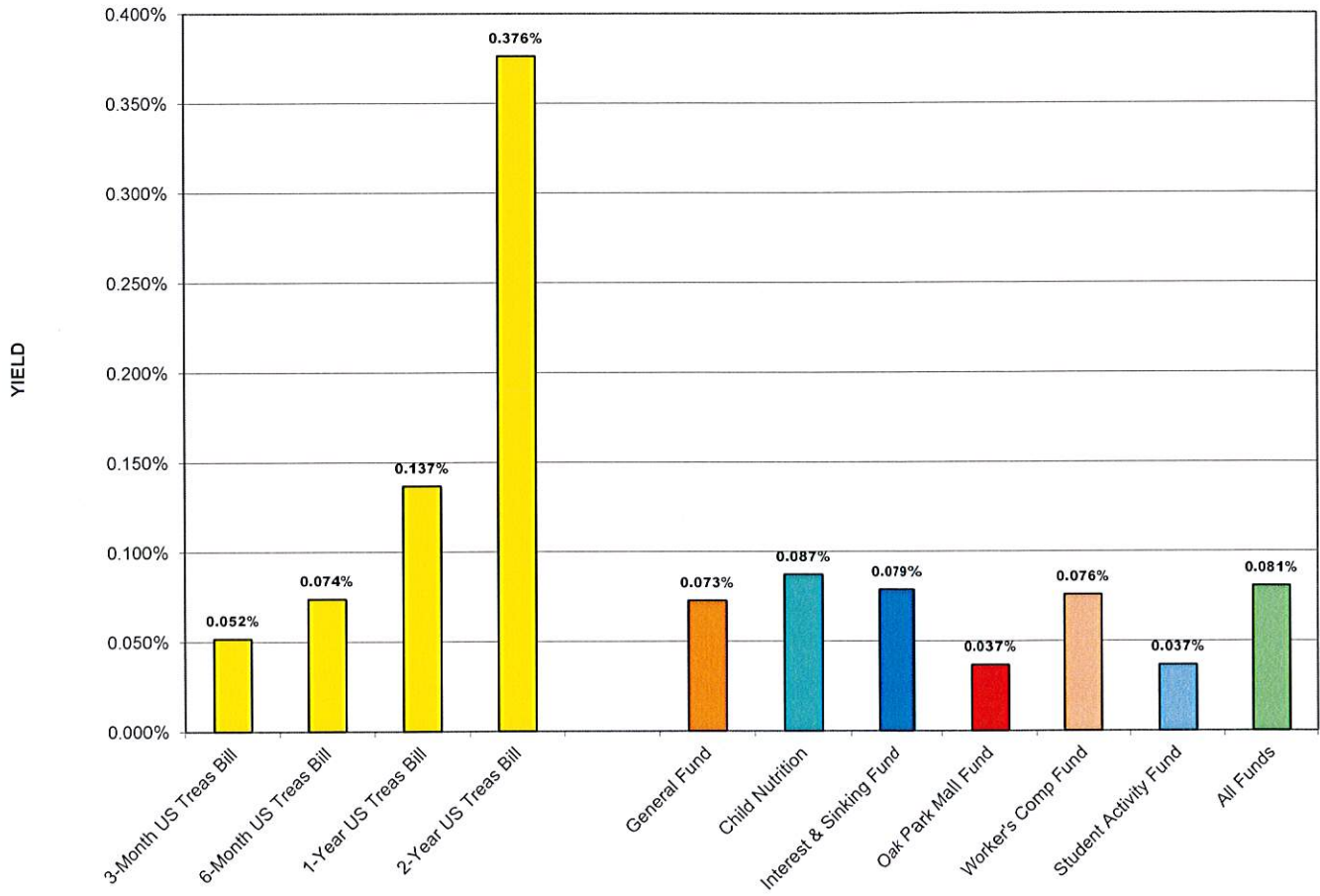


Exhibit - Investment Report

ACTION ITEM: **Request for Professional Development Waiver 2022-2023**

RECOMMENDATION: The Board of Trustees approves the application to request a waiver for professional development minutes.

RATIONALE: This Expedited General Staff Development waiver allows districts to train staff on various educational strategies designed to improve student performance in lieu of a maximum of 2100 minutes of student instruction. The following days are recommended for staff development in the 2022-2023 proposed calendar: There are 175 student days on the proposed calendar that exceed the 75600 required minutes by at least 1470 minutes. The waiver provides more flexibility in the schedule. The district may not need the waiver but it must be approved before the calendar is approved.

Proposed Staff Development Dates

September 21, 2022 - ½ Day PD
November 2, 2022 – ½ Day
January 3, 2023 – Full Day PD
February 20, 2023 – Full Day
March 1, 2023 – ½ Day
April 19, 2023 – ½ Day


REFERENCE and COMPLIANCE: EB(LEGAL) School Year

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: None

RESOURCE PERSONNEL: Bill Lewis, Chief Operating Officer and Associate Superintendent
Sean Hoffmann, Chief Communications Officer

Submitted by:  Date Submitted: 01/25/22
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

ACTION ITEM: **Consideration and Approval of School Health Advisory Council Annual Report, SHAC Goals and Committee Members**

RECOMMENDATION: Recommended that the Board of Trustees approve annual SHAC report and appointment of SHAC membership roster.

RATIONALE: Texas Education Code Chapter 28, Section 28.004 requires school boards to appoint a minimum of 5 members to the School Health Advisory Council. The majority of the members appointed must be parents who are not employed by the district. One appointed member must serve as the chair or co-chair of the council.

In addition, the board of trustees is required to receive annually a written report on SHAC recommendations and activities for the past year.

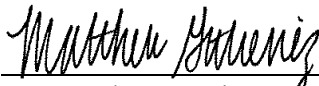
REFERENCE and COMPLIANCE: EHAA (LEGAL) Basic Instructional Program, Required Instruction (All Levels)

PAPERWORK IMPACT: Routine paperwork is required in the updating of the policy manuals.

BUDGET IMPACT/ INFORMATION: No significant impact.

EXHIBITS: Exhibit 1- 2021 SHAC Annual Report
Exhibit 2- 2022 SHAC Membership Roster

RESOURCE PERSONNEL: Pete Silvius, Director of Whole Child Initiatives

Submitted by:  Date Submitted: 01/25/22
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

**Seguin ISD
School Health Advisory Council
2021 Annual Report**

The Seguin ISD SHAC is coordinated by co-chairs Mark Dibble (Parent) and Kristen Mueller (Staff).

The SHAC has three standing sub-committees-

Social- Emotional Health- Allison Willemin (Chair)
Physical Activity and Nutrition- Ken Heebner (Chair)
SHAC Governance-

Ongoing SHAC goals-

- 1.) Promote student nutrition**
- 2.) Increase opportunities and access to physical activity for all students, staff and community.**
- 3.) Increase parental/community involvement to include support of coordinated school health and the SHAC.**
- 4.) Educate the whole child with health and wellness at the center of academic achievement.**

Notable updates to SHAC meeting requirements and procedures from the 87th Legislative Session-

1. Notable SHAC changes include:
 - a. At least 72 hours prior to the meeting:
 - b. Post notice of date, time, location, and subject of SHAC meeting in central administrative office at each campus in the school district.
 - c. Post notice above on District's Internet Website
 - d. Make audio or video recording of the meeting
 - e. Submit to district the minutes and recording not more than 10 days after meeting was held
 - f. District must post minutes and recording of meeting on website
 - g. Board of trustees must adopt a policy to establish process for adoption of human sexuality curriculum materials
 - i. Policy must include:
 - ii. Board to adopt a resolution convening the SHAC for the purpose of making recommendations regarding the curriculum materials.
 - iii. SHAC must hold at least two public meetings on the curriculum materials before adopting recommendations.
 - iv. SHAC must provide the recommendations to the board at a public meeting of the board
 - v. Board must take action on the adoption of the recommendations by a recorded vote at a public meeting.

Notable achievements of 2021-

SHAC provided input and support for SISD Covid-19 response plans-

The SHAC participated in reviews and updates on district Blueprint plans related to Covid-19 response procedures and protocols.

(SHAC Goal 3, 4)

SHAC supports the efforts of the Child Nutrition Department out of school meal service-

The SHAC continues to support and applaud the efforts of the Child Nutrition Department to serve the needs of our students through increased meal service opportunities during the Covid-19 pandemic.

(SHAC Goal 1, 3, 4)

Triennial Assessment of the Wellness Plan-

Efforts continue to support the Child Nutrition Department with a Triennial Assessment of our Wellness Plan.

(SHAC Goal 1, 2, 3, 4)

SHAC membership

The SHAC welcomed a few new members and looks forward to their continued participation.

(SHAC Goal 3)

2022- School Health Advisory Council Members recommended for appointment:

Name	Position	Representation
Mark Dibble	Co-Chair	Parent
Kristin Mueller	Co-Chair	SISD
Trason Willemin	Member	Parent
Edith Zeisloft	Member	Parent
Ken Heebner	Member	Parent
Carmen Davila	Member	Parent
Jennifer Lankford	Member	Parent
Angela Sjolander	Member	Parent
Alyson Kirchner	Member	Parent
Kirsten Legore	Member	Parent
Megan Schwartzkopt	Member	Community
Rebecca Schroeder	Member	Community
Amy Alston	Member	Community
Michelle Meehan	Member	Community
Sarah Anderson	Member	Community
Allison Willemin	Member	SISD

Nonvoting SISD advisory members-

Pete Silvius	Facilitator	SISD
Jacob Galvan	Member	SISD
Audrey Parker	Member	SISD

ACTION ITEM:

First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 118, affecting LEGAL and LOCAL policies and Local District Update (LDU) ELA(LOCAL)

RECOMMENDATION:

Recommend that the Board of Trustees review updated (LEGAL) policies and replace, delete, or add (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 118 and Local District Update (LDU) ELA(LOCAL).

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

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

RATIONALE:

Update 118 focuses on revisions at address new laws enacted from the 87th Legislature, Regular Session and changes to TEA’s *Financial Accountability System Resource Guide*.

The update includes one hundred twenty (120) LEGAL policies, and twelve (13) LOCAL policies.

Also LDU ELA(LOCAL) **to increase the number of exemptions for high school and add exemptions for middle school students taking high school credit courses.**

REPLACE:

- A (LEGAL) – Basic District Foundations
- AE(LEGAL) – Educational Philosophy
- AG(LEGAL) – Home-Rule Districts
- AIA(LEGAL) – Accountability: Accreditation and Performance Indicators
- AIB(LEGAL) – Accountability: Performance Reporting
- AIC(LEGAL) – Accountability: Interventions and Sanctions
- BAA(LEGAL) – Board Legal Status: Powers and Duties
- BBA(LEGAL) – Board Members: Eligibility/Qualifications
- BBBA(LEGAL) – Elections: Conducting Elections
- BBBB(LEGAL) – Elections: Post-Election Procedures
- BBBD(LEGAL) – Elections: Campaign Ethics
- BBD(LEGAL) – Board Members: Training and Orientation
- BBFA(LEGAL) – Ethics: Conflict of Interest Disclosures
- BDF(LEGAL) – Board Internal Organization: Citizen Advisory Committees
- CBA(LEGAL) – State and Federal Revenue Sources: State
- CBB(LEGAL) – State and Federal Revenue Sources: Federal
- CCG(LEGAL) – Local Revenue Sources: Ad Valorem Taxes
- CCGA(LEGAL) – Ad Valorem Taxes: Exemptions and Payments
- CCGB(LEGAL) – Ad Valorem Taxes: Economic Development
- CCH(LEGAL) – Local Revenue Sources: Appraisal District
- CDC(LEGAL) – Other Revenues: Gifts and Solicitations

REPLACE (cont'd):

CE(LEGAL) – Annual Operating Budget
CFA(LEGAL) – Accounting: Financial Reports and Statements
CFC(LEGAL) – Accounting: Audits
CFD(LOCAL) – Accounting: Activity Funds Management
CH(LEGAL) – Purchasing and Acquisition
CHE(LEGAL) – Purchasing and Acquisition: Vendor Disclosures and Contracts
CHF(LEGAL) – Purchasing and Acquisition: Payment Procedures
CHG(LEGAL) – Purchasing and Acquisition: Real Property and Improvements
CHH(LEGAL) – Purchasing and Acquisition: Financing Personal Property Purchases
CK(LEGAL) – Safety Program/Risk Management
CKA(LEGAL) – Safety Program/Risk Management: Inspections
CKB(LEGAL) – Safety Program/Risk Management: Accident Prevention and Reports
CKC(LEGAL) – Safety Program/Risk Management: Emergency Plans
CKD(LEGAL) – Safety Program/Risk Management: Emergency Medical Equipment and Procedures
CKE(LEGAL) – Safety Program/Risk Management: Security Personnel
CKEA(LEGAL) – Security Personnel: Commissioned Peace Officers
CKEB(LEGAL) – Security Personnel: School Marshals
CKEC(LEGAL) – Security Personnel: School Resource Officers
CLA(LEGAL) – Building, Grounds, and Equipment Management: Security
CLE(LEGAL) – Building, Grounds, and Equipment Management: Flag Displays
CMD(LEGAL) – Equipment and Supplies Management: Instructional Materials Care and Accounting
CNA(LEGAL) – Transportation Management: Student Transportation
CNC(LEGAL) – Transportation Management: Transportation Safety
CO(LEGAL) – Food and Nutrition Management
CQ(LEGAL) – Technology Resources
CQA(LEGAL) – Technology Resources: District, Campus, and Classroom Websites
CQB(LEGAL) – Technology Resources: Cybersecurity
CQB(LOCAL) – Technology Resources: Cybersecurity
CRD(LEGAL) – Insurance and Annuities Management: Health and Life Insurance
CV(LEGA) – Facilities Construction
CVB(LEGAL) – Facilities Construction: Competitive Sealed Proposals
DBA(LEGAL) – Employment Requirements and Restrictions: Credentials and Records
DC(LEGAL) – Employment Practices
DEA(LEGAL) – Compensation and Benefits: Compensation Plan
DEAA(LEGAL) – Compensation and Benefits: Incentives and Stipends
DEC(LEGAL) – Compensation and Benefits: Leaves and Absences
DECB(LEGAL) – Compensations and Benefits: Military Leave
DFE(LEGAL) – Termination of Employment: Resignation
DFE(LOCAL) – Termination of Employment: Resignation
DG(LEGAL) – Employee Rights and Privileges
DGC(LEGAL) – Employee Rights and Privileges: Immunity
DH(LEGAL) – Employee Standards of Conduct
DIA(LEGAL) – Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation
DMA(LEGAL) – Professional Development: Required Staff Development
DP(LEGAL) – Personnel Positions
DP(LOCAL) – Personnel Positions
E(LEGAL) – Instructions

REPLACE (cont'd):

EB(LEGAL) – School Year
EEB(LEGAL) – Instructional Arrangements: Class Size
EEL(LEGAL) – Instructional Arrangements: Contracts with Outside Agencies
EF(LEGAL) – Instructional Resources
EHA(LEGAL) – Curriculum Design: Basic Instructional Program
EHAA(LEGAL) – Basic Instructional Program: Required Instruction (All Levels)
EHAD(LEGAL) – Basic Instructional Program: Elective Instruction
EHBAB (LEGAL) – Special Education: ARD Committee and Individualized Education Program
EHBB(LEGAL) – Special Programs: Gifted and Talented Students
EHBC(LEGAL) – Special Programs: Compensatory/Accelerated Services
EHBC(LOCAL) – Special Programs: Compensatory/Accelerated Services
EHBE(LEGAL) – Special Programs: Bilingual Education/ESL
EHBF(LEGAL) – Special Programs: Career and Technical Education
EHBG(LEGAL) – Special Programs: Prekindergarten
EHBK(LEGAL) – Special Programs: Other Instructional Initiatives
EHDD(LEGAL) – Alternative Methods for Earning Credit: College Course Work/Dual Credit
EI(LEGAL) – Academic Achievement
EIE(LEGAL) – Academic Achievement: Retention and Promotion
EIE(LOCAL) – Academic Achievement: Retention and Promotion
EL(LEGAL) – Campus or Program Charters
EMB(LEGAL) – Miscellaneous Instructional Policies: Teaching About Controversial Issues
EMI(LEGAL) – Miscellaneous Instructional Policies: Study of Religion
FD(LEGAL) – Admissions
FDA(LEGAL) – Admissions: Interdistrict Transfers
FDAA(LEGAL) – Interdistrict Transfers: Public Education Grants
FDB(LEGAL) – Admissions: Intradistrict Transfers and Classroom Assignments
FDE(LEGAL) – Admissions: School Safety Transfers
FDE(LOCAL) – Admissions: School Safety Transfers
FEA(LEGAL) – Attendance: Compulsory Attendance
FEA(LOCAL) – Attendance: Compulsory Attendance
FEC(LEGAL) – Attendance: Attendance for Credit
FEC(LOCAL) – Attendance: Attendance for Credit
FED(LEGAL) – Attendance: Attendance Enforcement
FFAC(LEGAL) – Wellness and Health Services: Medical Treatment
FFB(LEGAL) – Student Welfare: Crisis Intervention
FFBA(LEGAL) – Crisis Intervention: Trauma-Informed Care
FFEB(LEGAL) – Counseling and Mental Health: Mental Health
FFG(LEGAL) – Student Welfare: Child Abuse and Neglect
FFG(LOCAL) – Student Welfare: Child Abuse and Neglect
FFH(LEGAL) – Student Welfare: Freedom from Discrimination, Harassment, and Retaliation
FFI(LEGAL) – Student Welfare: Freedom for Bullying
FL(LEGAL) – Student Records
FL(LEGAL) – Student Records
FM(LEGAL) – Student Activities
FNCD(LEGAL) – Student Conduct: Tobacco Use and Possession
FNCG(LEGAL) – Student Conduct: Weapons
FNG(LEGAL) – Student Rights and Responsibilities: Student and Parent Complaints/Grievances

REPLACE (cont'd):

- FOC(LEGAL) – Student Discipline: Placement in a Disciplinary Alternative Education Setting
- FOD(LEGAL) – Student Discipline: Expulsion
- FOF(LEGAL) – Student Discipline: Students with Disabilities
- GBA(LEGAL) – Public Information Program: Access to Public Information
- GBAA(LEGAL) – Information Access: Requests for Information
- GKA(LEGAL) – Community Relations: Conduct on School Premises
- GKD(LEGAL) – Community Relations: Nonschool Use of School Facilities
- GKE(LEGAL) – Community Relations: Business, Civic, and Youth Groups
- GNB(LEGAL) – Relations with Educational Entities: Regional Education Service Centers
- GNC(LEGAL) – Relations with Educational Entities: Colleges and Universities
- GRB(LEGAL) – Relations with Educational Entities: Interlocal Cooperation Contracts

ADD

- AIE(LEGAL) – Accountability: Investigations
- EHAA(LOCAL) – Basic Instructional Program: Required Instruction (All Levels)

DELETE

- BA(LEGAL) – Board Legal Status

REFERENCE and COMPLIANCE

BF(LOCAL) BOARD MEMBERS: ETHICS, BF (LOCAL) BOARD POLICIES, BP(LOCAL) ADMINISTRATIVE REGULATIONS

PAPERWORK IMPACT:

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

BUDGET IMPACT/ INFORMATION:

No significant impact.

EXHIBITS:

TASB Instruction Sheet, Explanatory Notes for Update 118 and (LOCAL) Policy Comparison; ELA(LOCAL)

RESOURCE PERSONNEL :

Mark Cantú, Chief Academic Officer

Submitted by:

(Signature)



(Name)

Dr. Matthew Gutierrez, Superintendent

(Address)

1221 E. Kingsbury - Seguin, TX 78155

(Telephone)

(830) 401-8614

Date Submitted: 01/25/22

Instruction Sheet

TASB Localized Policy Manual Update 118

Seguin ISD

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
A	(LEGAL)	Replace table of contents	Revised table of contents
AE	(LEGAL)	Replace policy	Revised policy
AG	(LEGAL)	Replace policy	Revised policy
AIA	(LEGAL)	Replace policy	Revised policy
AIB	(LEGAL)	Replace policy	Revised policy
AIC	(LEGAL)	Replace policy	Revised policy
AIE	(LEGAL)	ADD policy	See explanatory note
BA	(LEGAL)	DELETE policy	See explanatory note
BAA	(LEGAL)	Replace policy	Revised policy
BBA	(LEGAL)	Replace policy	Revised policy
BBBA	(LEGAL)	Replace policy	Revised policy
BBBB	(LEGAL)	Replace policy	Revised policy
BBBD	(LEGAL)	Replace policy	Revised policy
BBD	(LEGAL)	Replace policy	Revised policy
BBFA	(LEGAL)	Replace policy	Revised policy
BDF	(LEGAL)	Replace policy	Revised policy
CBA	(LEGAL)	Replace policy	Revised policy
CBB	(LEGAL)	Replace policy	Revised policy
CCG	(LEGAL)	Replace policy	Revised policy
CCGA	(LEGAL)	Replace policy	Revised policy
CCH	(LEGAL)	Replace policy	Revised policy
CDC	(LEGAL)	Replace policy	Revised policy
CE	(LEGAL)	Replace policy	Revised policy
CFA	(LEGAL)	Replace policy	Revised policy
CFC	(LEGAL)	Replace policy	Revised policy
CFD	(LOCAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CHE	(LEGAL)	Replace policy	Revised policy
CHF	(LEGAL)	Replace policy	Revised policy
CHG	(LEGAL)	Replace policy	Revised policy
CHH	(LEGAL)	Replace policy	Revised policy
CK	(LEGAL)	Replace policy	Revised policy
CKA	(LEGAL)	Replace policy	Revised policy

Instruction Sheet

TASB Localized Policy Manual Update 118

Seguin ISD

Code	Type	Action To Be Taken	Note
CKB	(LEGAL)	Replace policy	Revised policy
CKC	(LEGAL)	Replace policy	Revised policy
CKD	(LEGAL)	Replace policy	Revised policy
CKE	(LEGAL)	Replace policy	Revised policy
CKEA	(LEGAL)	Replace policy	Revised policy
CKEB	(LEGAL)	Replace policy	Revised policy
CKEC	(LEGAL)	Replace policy	Revised policy
CLA	(LEGAL)	Replace policy	Revised policy
CLE	(LEGAL)	Replace policy	Revised policy
CMD	(LEGAL)	Replace policy	Revised policy
CNA	(LEGAL)	Replace policy	Revised policy
CNC	(LEGAL)	Replace policy	Revised policy
CO	(LEGAL)	Replace policy	Revised policy
CQ	(LEGAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CQB	(LEGAL)	Replace policy	Revised policy
CQB	(LOCAL)	Replace policy	Revised policy
CRD	(LEGAL)	Replace policy	Revised policy
CV	(LEGAL)	Replace policy	Revised policy
CVB	(LEGAL)	Replace policy	Revised policy
DBA	(LEGAL)	Replace policy	Revised policy
DC	(LEGAL)	Replace policy	Revised policy
DEA	(LEGAL)	Replace policy	Revised policy
DEAA	(LEGAL)	Replace policy	Revised policy
DEC	(LEGAL)	Replace policy	Revised policy
DECB	(LEGAL)	Replace policy	Revised policy
DFE	(LEGAL)	Replace policy	Revised policy
DFE	(LOCAL)	Replace policy	Revised policy
DG	(LEGAL)	Replace policy	Revised policy
DGC	(LEGAL)	Replace policy	Revised policy
DH	(LEGAL)	Replace policy	Revised policy
DIA	(LEGAL)	Replace policy	Revised policy
DMA	(LEGAL)	Replace policy	Revised policy
DP	(LEGAL)	Replace policy	Revised policy

Instruction Sheet

TASB Localized Policy Manual Update 118

Seguin ISD

Code	Type	Action To Be Taken	Note
DP	(LOCAL)	Replace policy	Revised policy
E	(LEGAL)	Replace table of contents	Revised table of contents
EB	(LEGAL)	Replace policy	Revised policy
EEB	(LEGAL)	Replace policy	Revised policy
EEL	(LEGAL)	Replace policy	Revised policy
EF	(LEGAL)	Replace policy	Revised policy
EHA	(LEGAL)	Replace policy	Revised policy
EHAA	(LEGAL)	Replace policy	Revised policy
EHAA	(LOCAL)	ADD policy	See explanatory note
EHAD	(LEGAL)	Replace policy	Revised policy
EHBAB	(LEGAL)	Replace policy	Revised policy
EHBB	(LEGAL)	Replace policy	Revised policy
EHBC	(LEGAL)	Replace policy	Revised policy
EHBC	(LOCAL)	Replace policy	Revised policy
EHBE	(LEGAL)	Replace policy	Revised policy
EHBF	(LEGAL)	Replace policy	Revised policy
EHBG	(LEGAL)	Replace policy	Revised policy
EHBK	(LEGAL)	Replace policy	Revised policy
EHDD	(LEGAL)	Replace policy	Revised policy
EI	(LEGAL)	Replace policy	Revised policy
EIE	(LEGAL)	Replace policy	Revised policy
EIE	(LOCAL)	Replace policy	Revised policy
EIF	(LEGAL)	Replace policy	Revised policy
EK	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
EKBA	(LEGAL)	Replace policy	Revised policy
EL	(LEGAL)	Replace policy	Revised policy
EMB	(LEGAL)	Replace policy	Revised policy
EMI	(LEGAL)	Replace policy	Revised policy
FD	(LEGAL)	Replace policy	Revised policy
FDA	(LEGAL)	Replace policy	Revised policy
FDAA	(LEGAL)	Replace policy	Revised policy
FDB	(LEGAL)	Replace policy	Revised policy
FDE	(LEGAL)	Replace policy	Revised policy

Instruction Sheet

TASB Localized Policy Manual Update 118

Seguin ISD

Code	Type	Action To Be Taken	Note
FDE	(LOCAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FEA	(LOCAL)	Replace policy	Revised policy
FEC	(LEGAL)	Replace policy	Revised policy
FEC	(LOCAL)	Replace policy	Revised policy
FED	(LEGAL)	Replace policy	Revised policy
FFAC	(LEGAL)	Replace policy	Revised policy
FFB	(LEGAL)	Replace policy	Revised policy
FFBA	(LEGAL)	Replace policy	Revised policy
FFEB	(LEGAL)	Replace policy	Revised policy
FFG	(LEGAL)	Replace policy	Revised policy
FFG	(LOCAL)	Replace policy	Revised policy
FFH	(LEGAL)	Replace policy	Revised policy
FFI	(LEGAL)	Replace policy	Revised policy
FL	(LEGAL)	Replace policy	Revised policy
FL	(LOCAL)	Replace policy	Revised policy
FM	(LEGAL)	Replace policy	Revised policy
FNCD	(LEGAL)	Replace policy	Revised policy
FNCG	(LEGAL)	Replace policy	Revised policy
FNG	(LEGAL)	Replace policy	Revised policy
FOC	(LEGAL)	Replace policy	Revised policy
FOD	(LEGAL)	Replace policy	Revised policy
FOF	(LEGAL)	Replace policy	Revised policy
GBA	(LEGAL)	Replace policy	Revised policy
GBAA	(LEGAL)	Replace policy	Revised policy
GKA	(LEGAL)	Replace policy	Revised policy
GKD	(LEGAL)	Replace policy	Revised policy
GKE	(LEGAL)	Replace policy	Revised policy
GNB	(LEGAL)	Replace policy	Revised policy
GNC	(LEGAL)	Replace policy	Revised policy
GRB	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 118

Seguin ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Changes at Update 118 are based almost exclusively on legislation from the 87th Regular Legislative Session.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 87th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

For more information about the bills mentioned below and other changes from the 87th Legislative Session, download the free *2021 Legislative Summary for TASB Members* PDF at <https://store.tasb.org/legislative-summary-for-tasb-members-pdf/>.

The *Local Policy Overview* for Update 118, available in the myTASB Policy Service Resource Library at <https://www.tasb.org/services/policy-service/mytasb/policy-manual-update-resources.aspx>, provides a general, high-level overview of the changes to the (LOCAL) policies included in the update. **(LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.**

Changes to the policy manual based on bills from the special called sessions will be included in Update 119.

A(LEGAL)

BASIC DISTRICT FOUNDATIONS

The A Section table of contents has been updated to include the new codes AIE, Investigations, and AEA, Educational Equity.

In Update 119, Policy Service will be reviewing districts' AE(LOCAL) and recoding any equity provisions to the new AEA(LOCAL).

AE(LEGAL)

EDUCATIONAL PHILOSOPHY

The objectives of public education have been updated to reflect HB 4509 revisions regarding instruction on American patriotism.

AG(LEGAL)

HOME-RULE DISTRICTS

Provisions on home rule districts have been updated to reflect the applicability of Education Code Chapter 39 and special investigations (SB 1365) and parental options to retain students (SB 1697) for these districts.

AIA(LEGAL)

ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

Details regarding accountability performance ratings have been added from SB 1365, including the effects of "Not Rated" and D ratings.

AIB(LEGAL)

ACCOUNTABILITY: PERFORMANCE REPORTING

Revisions to the quality of learning indicators are from HB 4545.

AIC(LEGAL)

ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

Significant changes from the 87th Legislature, Regular Session address:

- The authority of conservators, management teams, and boards of managers;

Explanatory Notes

TASB Localized Policy Manual Update 118

Seguin ISD

- Interventions and consequences for D ratings;
- Revisions regarding campus turnaround plans;
- Appeals of interventions and sanctions; and
- New intervention programs, including designation as a resource campus and required compliance with the strong foundations grant program requirements.

We have also added an existing prohibition on student trustees participating in a closed board meeting when a personnel matter is being considered.

Provisions on monitoring reviews and on-site investigations have been moved to AIE, Investigations.

AIE(LEGAL) ACCOUNTABILITY: INVESTIGATIONS

Provisions on special investigations (formerly *special accreditation investigations*) and monitoring reviews and activities have been revised as a result of SB 1365 and moved to this new code on investigations.

BA(LEGAL) BOARD LEGAL STATUS

The provision regarding the board's governance authority has been moved to BAA(LEGAL), which addresses the board's powers and duties.

BAA(LEGAL) BOARD LEGAL STATUS: POWERS AND DUTIES

The provision regarding the board's governance authority has been moved from BA(LEGAL) and revised to better reflect statutory wording.

SB 1365 adds exceptions to the board's exclusive power to govern and oversee the management of the district to address the appointment of a board of managers.

Provisions on the board's authority related to district property have been deleted, as they are included at other codes.

BBA(LEGAL) BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

Changes to this legally referenced policy include:

- Clarification regarding felony convictions for eligibility and service as a board member (HB 1540 and Attorney General Opinion KP-0251); and
- Revisions to the definition of "residence" (SB 1111).

BBBA(LEGAL) ELECTIONS: CONDUCTING ELECTIONS

Provisions updated in accordance with HB 3107 include those related to election orders, election notices, filing information, delivery or submission of election documents, drawings to determine the order of names on the ballot, and temporary branch polling places.

SB 1116 requires a new internet posting 21 days before election day with information about the upcoming election.

Requirements regarding early voting rosters have been updated in accordance with HBs 1382 and 1622.

BBBB(LEGAL) ELECTIONS: POST-ELECTION PROCEDURES

HB 3107 clarifies processes for tied votes and runoff elections.

SB 1116 includes a new requirement to post online detailed information on election results.

Explanatory Notes

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BBBD(LLEGAL) ELECTIONS: CAMPAIGN ETHICS

Amended Ethics Commission rules change the definition of "political advertising" to address text messages.

BBD(LLEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION

The State Board of Education must require school safety training for trustees per HB 690 and work with the Texas School Safety Center to develop curriculum and materials by January 1, 2022.

BBFA(LLEGAL) ETHICS: CONFLICT OF INTEREST DISCLOSURES

A definition of "contract" has been added to assist with application of conflicts disclosure provisions. Other provisions have been reordered, reworded, and removed for readability.

BDF(LLEGAL) BOARD INTERNAL ORGANIZATION: CITIZEN ADVISORY COMMITTEES

HB 1525 imposes new meeting requirements for school health advisory councils, including posting of meeting details in advance of meetings and preparing and posting meeting minutes and recordings.

CBA(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: STATE

An existing provision regarding the purpose of the Foundation School Program has been added.

CBB(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL

We have referenced an existing provision that prohibits the use of federal loan or grant funds to procure or obtain foreign telecommunications equipment.

CCG(LLEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES

Provisions on ad valorem taxes were affected by several bills.

- HB 1525 includes exceptions to the prohibition on levying a maintenance tax at a rate with the intent to create a surplus in maintenance tax revenue to pay the district's debt service. We have also added a reference to the consequences of violating the prohibition without an applicable exception.
- SB 1438 addresses the calculation and adoption of tax rates in a disaster area.

Because provisions permitting a district to adopt a tax rate before adopting a budget no longer align with current statutes and TEA processes for calculating the maximum compressed rate, they have been deleted from the policy.

CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

Legislation affected several provisions on tax exemptions and payments:

- SB 1427 clarifies that the temporary exemption for qualified property damaged by disaster applies only to physical damage.
- SB 1438 repeals the provisions permitting a governing body to adopt a temporary exemption for qualified property damaged by disaster, making the exemption automatic.
- HB 988 addresses exemptions for goods-in-transit when the district is in a disaster area.
- SB 742 expands the existing provision regarding installment payments in a disaster area to include property in an *emergency* area.

Explanatory Notes

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Seguin ISD

CCH(LLEGAL)

LOCAL REVENUE SOURCES: APPRAISAL DISTRICT

A recent attorney general opinion clarifies that an employee of an appraisal district may not serve as a trustee in a school district that is a participating entity in the appraisal district.

HB 988 creates a criminal offense for a board member, officer, or employee of a participating taxing unit, such as a school district, who communicates with the appraisal district to influence a property's appraisal value unless the person owns or leases the property.

The circumstances under which a person is ineligible to serve on the board of directors of an appraisal district were revised by SB 63, and additional detail on eligibility restrictions have been added from existing law.

Provisions on adjusting the number of appraisal board members in special circumstances have been removed.

CDC(LLEGAL)

OTHER REVENUES: GIFTS AND SOLICITATIONS

HB 1525 requires a district to accept donations from a parent-teacher organization or association to fund supplemental educational staff positions and spend the donation for the designated purpose.

Under HB 3979, a district is prohibited from accepting private funding for curriculum or professional development for a course as described by Education Code 28.002(h-3)(3), which pertains to certain social studies course content and requirements.

CE(LLEGAL)

ANNUAL OPERATING BUDGET

SB 1365 prohibits use of local funds to initiate or maintain an action against the state or officer of the state arising out of a decision, order, or determination that is final and unappealable under the Texas Education Code, unless specifically authorized.

The bill also creates a criminal offense for a board member who votes to approve an expenditure in violation of an Education Code provision for a purpose for which the funds may not be spent.

CFA(LLEGAL)

ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS

A reference to the updated *Financial Accountability System Resource Guide*, adopted June 2021, has been added.

CFC(LLEGAL)

ACCOUNTING: AUDITS

A reference to the updated *Financial Accountability System Resource Guide*, adopted June 2021, has been added.

CFD(LLOCAL)

ACCOUNTING: ACTIVITY FUNDS MANAGEMENT

Recommended revisions to this local policy are to align with the recently adopted amendments to the *Financial Accountability System Resource Guide (FASRG)*, Module 1, Appendix H, on activity funds. (See the *FASRG Financial Accounting and Reporting Appendices* at <https://tea.texas.gov/sites/default/files/fasrg17-module1-farappendices-final-accessible.pdf>.)

Substantive changes include clarification that student activity funds are those funds raised and collected by student clubs and organizations. Approval to spend those funds rests solely with the student organization or club, with disbursement management and approvals by the principal and sponsor.

A more specific reference to the district's accounting practices and procedures was added regarding management of expenditures.

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CH(LEGAL) PURCHASING AND ACQUISITION

The Professional Services Procurement Act was revised to address procurement of services by forensic analysts and science experts (HB 3774) and physicians, optometrists, and registered nurses under certain circumstances (SB 799).

A definition of a "contingent fee contract" for legal services has been added from SB 1821, and other revisions on this topic are from HB 1428.

SB 799 also amends provisions on management fees under cooperative purchasing contracts.

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

Districts are prohibited from entering into certain contracts with a company for goods and services unless the contract contains written verification that the company:

- Does not boycott energy companies, as described (SB 13); and
- Does not discriminate against a firearm entity or firearm trade association, as described (SB 19).

Existing statutory provisions on vendor conflict of interest questionnaires have been added for completeness.

CHF(LEGAL) PURCHASING AND ACQUISITION: PAYMENT PROCEDURES

HB 1476 imposes additional requirements on districts regarding disputed invoices with vendors.

CHG(LEGAL) PURCHASING AND ACQUISITION: REAL PROPERTY AND IMPROVEMENTS

Revisions to the annual eminent domain reporting requirements have been added from SB 157.

CHH(LEGAL) PURCHASING AND ACQUISITION: FINANCING PERSONAL PROPERTY PURCHASES

SB 58 adds cloud computing services to the definition of personal property under the Public Property Finance Act.

Existing legal sources related to the Public Property Finance Act have been added for completeness and address lease-purchase contracts and fair processes for competitive bidding.

CK(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT

Changes from HB 3597 include the following:

- A district will have three, not six, months to respond to a notification from the Texas School Safety Center (TxSSC) that the district failed to report the results of its safety audit.
- A copy of a memorandum of understanding or mutual aid agreement between a district and another entity addressing school safety and security issues provided to the TxSSC is confidential and not subject to disclosure under the Public Information Act.

CKA(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: INSPECTIONS

Extensive revisions to this legally referenced policy on asbestos are a result of amended Texas Asbestos Health Protection rules effective July 8, 2021.

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CKB(LLEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: ACCIDENT PREVENTION AND REPORTS

HB 3597 requires the commissioner of education in consultation with other relevant entities to adopt rules on emergency drills and exercises. The previous Administrative Code provisions have been removed pending development of the new rules.

Before a district may conduct an active threat exercise, the district must comply with new notice provisions and other requirements in accordance with SB 168. The [Regulations Resource Manual](#) includes a sample notification form.

CKC(LLEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

Legislative cleanup resulted in several revisions to this legally referenced policy on emergency plans:

- HB 3607 removes a reference to an expired statute;
- HB 3597 clarifies that a multihazard emergency operations plan must include responding to a train derailment if a district *facility*, rather than a *school*, is within 1000 yards of a railroad track; and
- HB 3597 corrects a reference to the *five*, not *four*, phases of emergency management to be addressed in a multihazard emergency operations plan.

CKD(LLEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY MEDICAL EQUIPMENT AND PROCEDURES

Although still required, the annually provided instruction on cardiopulmonary resuscitation and the use of automated external defibrillators no longer has to meet guidelines under the Health and Safety Code. (SB 199)

CKE(LLEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

HB 1788 addresses a school district's immunity from liability for damages resulting from a reasonable action by security personnel to maintain safety at a school campus, including actions relating to possession or use of a firearm. The district also has immunity from liability for any reasonable action taken by a district employee who has written permission from the board to carry a firearm on campus.

We have revised the provisions on authorizing handguns from Attorney General Opinion GA-1051 in light of the repeal of Penal Code 46.035 by HB 1927.

CKEA(LLEGAL)

SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

SB 24 adds new pre-employment procedures that law enforcement agencies must follow before hiring a licensed peace officer.

If the Texas Commission on Law Enforcement (TCOLE) provides model policies on the topics required in law, a law enforcement agency must, within 180 days of TCOLE providing the policies, adopt a policy on the required topics and may adopt the model policies. (HB 3712)

A law enforcement agency that intends to use a drone for law enforcement purposes must, no later than January 1, 2022, adopt a policy regarding the use of force by means of a drone. (HB 1758)

HB 929 amends existing provisions on body-worn cameras and requires an officer to keep the camera activated during an investigation in which the officer is participating.

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CKEB(LEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS

SB 741 permits a school marshal to carry a concealed handgun and eliminates the previous requirement for the firearm to be locked in a secure safe within the marshal's immediate reach if the marshal has direct, regular contact with students.

CKEC(LEGAL) SECURITY PERSONNEL: SCHOOL RESOURCE OFFICERS

SB 1191 amends the definition of a school resource officer to exclude a peace officer who only provides services at extracurricular activities.

CLA(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: SECURITY

A new requirement to post human trafficking warning signs has been added from SB 1831.

CLE(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: FLAG DISPLAYS

Pursuant to SB 797, schools must display in each building a poster or framed copy of the national motto that also includes representations of the U.S. and state flags if donated or purchased from private donations.

CMD(LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

HB 3261 expands the items and services on which a district can use its technology and instructional materials allotment (TIMA).

The bill also eliminates the provision requiring a district to purchase items in a specified order.

CNA(LEGAL) TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION

SB 204 permits a district to operate a transportation system for interdistrict transfer students outside district boundaries and without having an interlocal agreement with the transferring district if the district meets applicable certification requirements and has a policy that prohibits the screening of transfer requests using academic performance, disciplinary history, or attendance records.

Please contact your policy consultant if your district will use this approach and you need changes to FDA(LOCAL). The [Regulations Resource Manual](#) includes a sample certification statement.

A district in a disaster area is eligible for transportation funding for the cost of transporting a meal or instructional materials in accordance with SB 462.

Other revisions are to better match legal sources.

CNC(LEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

SB 1267 repeals provisions on school bus emergency evacuation training.

CO(LEGAL) FOOD AND NUTRITION MANAGEMENT

SB 1351 revises provisions permitting a campus to donate surplus food. Links have also been updated.

CQ(LEGAL) TECHNOLOGY RESOURCES

SB 475 adds "robotic process automation" to the examples of next generation technology.

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CQA(LLEGAL)

TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

The list of required internet postings has been updated to include:

- Election information and election results (SB 1116);
- Notice of school health advisory council (SHAC) meetings, minutes, and recordings (HB 1525);
- A link to the comptroller website to find information on the district's agreements to limit appraised property values (existing requirement);
- Information regarding compliance with requirements for a district that will operate a transportation system outside district boundaries without an interlocal agreement (SB 204); and
- The district's employment policy and any referenced regulations (HB 750).

The optional posting pertaining to annual notice of programs for college credit has been updated as a result of SB 1095.

CQB(LLEGAL)

TECHNOLOGY RESOURCES: CYBERSECURITY

Reporting of a breach of system security to TEA now includes a requirement to also report to an entity with which TEA contracts and may be made by district employees other than the cybersecurity coordinator per SB 1696.

Cybersecurity training requirements were amended by HB 1118 and SB 1267.

Security breach notifications under the Business and Commerce Code were amended by HB 3746.

CQB(LOCAL)

TECHNOLOGY RESOURCES: CYBERSECURITY

Based on HB 1118 and SB 1267, the provision addressing board delegation to the superintendent regarding cybersecurity training has been revised to:

- Reflect the elimination of the annual training requirement (except for the cybersecurity coordinator); and
- Give the superintendent the authority to impose consequences for failure to complete required training.

Recommended revisions regarding reports of breaches involving student information are based on SB 1696, which permits the district, rather than the cybersecurity coordinator, to report breaches to TEA and others as required by law.

Sample procedures in the [Regulations Resource Manual](#) have also been updated based on these changes.

CRD(LLEGAL)

INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

SB 1444 permits a district participating in TRS ActiveCare to opt out of participation as described and prohibits a district participating in TRS ActiveCare from offering health coverage that is not provided under TRS ActiveCare.

Other revisions are to reorder provisions for better flow, remove unnecessary provisions, and better reflect legal sources.

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CV(LEGAL) FACILITIES CONSTRUCTION

HB 2581 amends provisions on contracting procedures for construction projects, including evaluation of submissions and criteria for awarding construction contracts.

SB 338 permits a district to adopt and incorporate into relevant contracts the Texas Facilities Commission's uniform general conditions.

CVB(LEGAL) FACILITIES CONSTRUCTION: COMPETITIVE SEALED PROPOSALS

HB 2581 requires a district using competitive sealed proposals for construction projects to make the evaluations public within 7 business days of the contract award and provide the evaluations to all offerors. A reference to provisions on weighting the value assigned to price has also been added.

DBA(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS

New provisions from HB 1525 and SB 1356 permit members of teacher organizations and other eligible individuals to participate in a tutoring program to provide supplemental instruction to students as overseen by the superintendent.

DC(LEGAL) EMPLOYMENT PRACTICES

A new posting requirement from HB 750 requires a district to post on its website the employment policy required by Education Code 11.1513(a) and any regulations referenced in the policy. Any form referenced in the policy must be posted on the district's intranet or at a district administrative office.

HB 1525 requires a district to accept donations from a parent-teacher organization or association to fund supplemental educational staff positions and spend the donation for the designated purpose.

DEA(LEGAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

With limited exceptions, HB 1525 requires a district to maintain salaries provided for the 2019–20 school year under HB 3, 86th Legislative Session, as long as the employee remains employed by the district.

Revisions regarding TRS surcharges for rehired retirees include:

- A prohibition against a district passing on to a retiree the cost of TRS surcharges (SB 202); and
- A temporary exemption from TRS surcharges through February 1, 2025, when a retiree is employed to mitigate student learning loss (SB 288).

DEAA(LEGAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS

HB 1525 eliminates the requirement that a teacher be certified to be designated a master, exemplary, or recognized teacher under a local optional teacher designation system.

Changes to provisions on mentor teachers and achievement academy stipends are from SB 1267.

DEC(LEGAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

Districts that employ peace officers must implement two new leave provisions.

- SB 1359 requires a policy allowing the use of paid mental health leave by officers who experience a traumatic event in the scope of employment.
- HB 2073 requires the board to develop and implement a paid quarantine leave policy for district peace officers who are ordered to isolate or quarantine because of possible or known exposure to a communicable disease while on duty.

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In July, Policy Service sent an email with information on local policy changes to districts which our records show employ peace officers. If your district employs peace officers and has not yet contacted the district's policy consultant for policy revisions, please do so.

DEC(B)(LEGAL) LEAVES AND ABSENCES: MILITARY LEAVE

HB 1589 adds new disaster leave provisions for employees in the military who are called to state active duty in response to a disaster.

DFE(LEGAL) TERMINATION OF EMPLOYMENT: RESIGNATION

HB 2519 requires notice to employees whom the district reports to SBEC for contract abandonment and limits SBEC's authority to sanction a teacher who files a resignation after the 45th day but no later than the 30th day before the first day of instruction.

DFE(LOCAL) TERMINATION OF EMPLOYMENT: RESIGNATION

Revisions to this local policy on resignations are guided by a recent commissioner of education proposal for decision. Based on the relevant statutory wording, a contract employee's resignation effective at the end of the school year must be filed with the board of trustees or the board's designee, and the board's designee, typically the superintendent, may not further delegate the ability to receive these resignations. As a result, we recommend revising the policy language to give the superintendent *or other person designated by board action* the authority to accept these resignations.

New recommended text states that if a contract employee provides a resignation to a supervisor who has not been designated by the board to accept such resignations, the supervisor shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

We have also clarified that a superintendent may delegate authority to accept at-will resignations to other administrators.

The [Regulations Resource Manual](#) includes sample resolutions if the board chooses to designate a district employee, in addition to the superintendent, to accept contract employee resignations.

DG(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

As a result of HB 3979, a teacher in a required social studies course may not be compelled to discuss a current event or widely debated and currently controversial issue of public policy or social affairs.

DGC(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES: IMMUNITY

SB 6 provides that a person is not liable for injury or death caused by exposing an individual to a pandemic disease during a pandemic emergency except as provided by law.

DH(LEGAL) EMPLOYEE STANDARDS OF CONDUCT

HB 375 amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

DIA(LEGAL) EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

SB 45 clarifies that an employer commits an unlawful employment practice for failing to take immediate and appropriate corrective action regarding sexual harassment that the employer or employer's agents knew or should have known was occurring.

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SB 282 prohibits a district from using public money to settle or pay a sexual harassment claim against a board member or an officer or employee of the district.

DMA(LEGAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Numerous revisions throughout this legally referenced policy on staff development are a result of SB 1267, which amends current requirements and requires SBEC, by June 1, 2022, to create a clearinghouse on continuing education and training requirements that includes recommendations for the frequency of training.

Boards must develop a professional development policy by August 1, 2022, that includes a schedule of training based on the clearinghouse or notes any differences between the board policy and the clearinghouse recommendations. Policy Service will provide local policy recommendations following publication of the clearinghouse.

Other legislation affecting this policy includes:

- HB 159, requiring certain elements be included in educator staff development;
- HB 1525, delaying requirements for teacher literacy achievement academies;
- HB 2681, requiring teachers of elective Bible courses to be certified in one of three areas and complete commissioner-developed training; and
- SB 199, eliminating the requirement for instruction on cardiopulmonary resuscitation and the use of automated external defibrillators to meet guidelines under the Health and Safety Code.

DP(LEGAL) PERSONNEL POSITIONS

SB 179 mandates that the board adopt a policy requiring a school counselor to spend at least 80 percent of the school counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). See DP(LOCAL), below, for more information.

Provisions in relevant employment contracts cannot conflict with the policy, and a district must annually assess the policy.

DP(LOCAL) PERSONNEL POSITIONS

Revisions regarding school counselors are based on SB 179, which mandates that the board adopt a policy requiring a school counselor to spend at least 80 percent of total work time on duties that are components of a comprehensive school counseling program (CSCP). If the board determines that, because of staffing needs in the district or at a campus, a school counselor cannot spend 80 percent of work time on CSCP components, the policy must address further details regarding the counselor's duties.

The recommended policy text is structured for the administration, rather than the board, to make the initial administrative determination about a counselor's job duties. If the board approves that determination, the board shall direct the superintendent to develop a revised job description for that counselor that will address the requirements in law.

The list of principal qualifications has been adjusted to include a reference to the job description.

In accordance with these revisions, TASB HR Services has revised its model job descriptions available to subscribers in the HR Library at <https://www.tasb.org/services/hr-services/mytasb/model-job-descriptions/campus-instruction.aspx>.

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E(LEGAL) INSTRUCTION

The E Section table of contents has been revised to change the subtitle of EKBA to English Learners/Emergent Bilingual Students to align with changes from SB 2066.

EB(LEGAL) SCHOOL YEAR

A district may receive full ADA if it provides at least 43,200 minutes of instructional time to students enrolled in a school operating an adult high school charter school program in accordance with SB 1615.

EEB(LEGAL) INSTRUCTIONAL ARRANGEMENTS: CLASS SIZE

Class size limits have been extended to prekindergarten by SB 2081.

EEL(LEGAL) INSTRUCTIONAL ARRANGEMENTS: CONTRACTS WITH OUTSIDE AGENCIES

Driver training *schools* are renamed driver training *providers* by HB 1560.

EF(LEGAL) INSTRUCTIONAL RESOURCES

SB 348 clarifies that a parent is entitled to review teaching and instructional materials while a child is participating in virtual or remote learning and to observe virtual instruction.

EHA(LEGAL) CURRICULUM DESIGN: BASIC INSTRUCTIONAL PROGRAM

As provided by SB 6, a district is not liable for damages or monetary relief from a cancellation or modification of a course, program, or activity if the action is due to a pandemic emergency.

EHAA(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

Provisions on required instruction have been added to reflect HB 4509 revisions regarding instruction on American patriotism, Texas history, and the free enterprise system.

HB 1525 imposes several requirements regarding human sexuality curriculum materials, including:

- Revised parental notification and new parental consent provisions;
- Posting of proposed and adopted curriculum materials and options for a parent to purchase copyrighted materials from the publisher; and
- New board policy on adopting curriculum materials [see EHAA(LOCAL), below].

The [Regulations Resource Manual](#) includes a sample board resolution for convening the SHAC and a sample parental consent form.

SB 123 revises the list of topics that must be addressed in character education programs.

EHAA(LOCAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

New provisions are recommended based on HB 1525, which imposes several requirements regarding human sexuality curriculum materials, including a board policy on adopting curriculum materials. The policy follows the steps required by law, including board adoption of a resolution to convene the school health advisory council (SHAC) to hold meetings and make recommendations to the board at a public meeting, as well as board confirmation that the recommendations meet the requirements in law before taking action by a record vote.

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The [Regulations Resource Manual](#) includes a sample board resolution for convening the SHAC and a sample parental consent form.

EHAD(LEGAL) BASIC INSTRUCTIONAL PROGRAM: ELECTIVE INSTRUCTION

Driver training *schools* are renamed driver training *providers* by HB 1560.

EHBAB(LEGAL) SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

SB 89 requires districts to add supplemental information to the individualized education program (IEP) of any child who was enrolled in special education during the 2019–20 or 2020–21 school years.

The admission, review, and dismissal committee of a student who is participating in the new supplemental special education services and instructional materials program created by SB 1716 must provide certain information to parents and cannot consider the supplemental services when developing the IEP.

HB 785 imposes new requirements when a student has a behavioral improvement or intervention plan.

EHBB(LEGAL) SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS

HB 1525 eliminates the statutory requirement for a district to annually certify its gifted and talented program to the commissioner.

EHBC(LEGAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

Numerous legislative changes affect this legally referenced policy on compensatory and accelerated services.

- The compensatory education allotment may be used for services of an instructional coach (HB 1525).
- The list of students at risk of dropping out of school excludes students who are retained in prekindergarten (SB 1697) and includes students enrolled in a dropout recovery school (HB 572) and students participating in an adult high school charter school program (SB 1615).
- The term "limited English proficient" has been changed to "emergent bilingual" (SB 2066).
- New provisions have been added on required services after an unsatisfactory performance on state assessments, including accelerated instruction, accelerated learning committees, and parent requests for specific teachers (HB 4545).

EHBC(LOCAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

Recommended revisions to this local policy include references to accelerated instruction and accelerated learning committees as revised by HB 4545 and direct parents to FNG, the district's existing grievance policy, for complaints about educational plans.

The text also explains that parental requests for a student to be assigned to a particular teacher following a student's unsatisfactory performance on a grade 3, 5, or 8 math or reading assessment shall be handled in accordance with the district's administrative procedures. The [Regulations Resource Manual](#) includes sample procedures and a form for these parental requests.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to [this policy topic](#).

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EHBE(LLEGAL) SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL

SB 2066 revises the term "limited English proficient" to "emergent bilingual" in several instances and adds a definition of the new term.

EHBF(LLEGAL) SPECIAL PROGRAMS: CAREER AND TECHNICAL EDUCATION

In addition to existing career and technology education program notification requirements, SB 1095 adds a requirement for the district to provide parents notification of certain work-based education programs offered by the district.

EHBG(LLEGAL) SPECIAL PROGRAMS: PREKINDERGARTEN

Eligibility for free prekindergarten enrollment for three-year-olds has been extended by HB 725 to children who were in foster care in another state.

Subject to certain requirements, a parent may elect for a student to repeat prekindergarten or enroll in prekindergarten for the first time if the student would have been eligible the previous year and has not yet enrolled in kindergarten (SB 1697).

To obtain an exemption from requirements regarding prekindergarten classes for four-year-olds, a district must first solicit proposals for partnerships (HB 1525).

A prekindergarten program provided by a private entity must comply with class size limits (SB 2081).

EHBK(LLEGAL) SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES

As revised by HB 3257, instruction required during Holocaust Remembrance Week must include materials developed or approved by the Texas Holocaust, Genocide, and Antisemitism Advisory Commission.

EHDD(LLEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: COLLEGE COURSE WORK/DUAL CREDIT

In addition to existing career and technology program notification requirements, SB 1095 adds a requirement for the district to provide notice of work-based education programs offered by the district, such as internships, externships, apprenticeships, or a Pathways in Technology Early College High School (P-TECH) program, and to notify parents of the qualifications for enrolling in these programs. A district must also provide notice regarding subsidies to take college advanced placement tests or international baccalaureate examinations.

An agreement with an institution of higher education must designate an employee of the district or the higher education institution as responsible for providing academic advising to students who will enroll in a dual credit course, as specified by SB 1277.

EI(LLEGAL) ACADEMIC ACHIEVEMENT

Revised Administrative Code rules require the academic achievement record to reflect compliance with the requirement to complete a free application for federal student aid (FAFSA) or Texas application for state financial aid (TASFA).

SB 1888 eliminates the Early High School Graduation Scholarship Program.

EIE(LLEGAL) ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION

HB 4545 eliminates grade advancement provisions for students in grades 5 and 8.

SB 1697 creates parental options to retain students in prekindergarten through grade 8 or retake a high school credit course, even if the student has met the promotion standards or passed the course. In addi-

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tion, a parent may enroll a student in prekindergarten or kindergarten as specified if the student was eligible the previous year. The bill includes a process to be followed if the district disagrees with the request. However, if the parent participates in that process, the parent may make the final decision whether the student will be retained. The retention provisions for grades 4–8 and for high school courses expire September 1, 2022.

EIE(LOCAL)

ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION

Outdated provisions on grade advancement testing have been removed as a result of HB 4545, including provisions on assignment of retained students, which were based on Administrative Code provisions addressing grade advancement requirements. The statement about eliminating the practice of retaining students is recommended for deletion, as it is only needed if a district operates an optional extended year program (OEYP) under Education Code 29.082.

Accelerated instruction is now addressed at EHBC.

Please review your policy and contact your policy consultant if the district's grade level promotion standards need revision. The article "Level-Up? Promotion to the Next Grade Depends on Board Policy" (available in the TASB Member Center at <https://www.tasb.org/members/enhance-district/local-promotion-standards/>) provides additional information on grade level promotion standards.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to [this policy topic](#).

Please note: TASB Policy Service recommends revisions to the district's standards of mastery to:

- Allow parents to request retention of a student in prekindergarten and kindergarten as allowed by SB 1697;
- Clarify language regarding standards for grades 2–5, as the district's current standards redundantly require a student to pass all subject areas and specifically pass language arts, math, and either science or social studies; and
- Refer generically to district publications for standards for grades 9–12 to allow the district flexibility in where it will provide information on this subject.

Contact your policy consultant to discuss or revise these recommended changes.

EIF(LEGAL)

ACADEMIC ACHIEVEMENT: GRADUATION

SB 369 adds details regarding how a school counselor reports compliance with the requirement for a student to complete a free application for federal student aid (FAFSA) or Texas application for state financial aid (TASFA).

The statutory expiration date for individual graduation committees was repealed by HB 1603.

Provisions on the Texas First Early High School Completion Program are from SB 1888.

Revised Administrative Code rules clarify that the requirement to demonstrate proficiency in specific communication skills for graduation may be satisfied beginning in grade 8.

EK(LEGAL)

TESTING PROGRAMS

We have removed TEA obligations regarding reimbursement procedures for college preparation assessments.

EKB(LEGAL)

TESTING PROGRAMS: STATE ASSESSMENT

The statutory term "limited English proficient" has been changed to "emergent bilingual" (SB 2066).

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SB 1267 permits the district employee who oversees test administration to require other district employees who administer assessments to repeat test administration training.

References to the Texas Success Initiative Assessment, Version 2.0 (TSIA2) have been added as a result of revised Administrative Code rules.

Revisions regarding accelerated instruction are based on HB 4545.

EKBA(LLEGAL) STATE ASSESSMENT: ENGLISH LEARNERS/EMERGENT BILINGUAL STUDENTS

The statutory term "limited English proficient" has been changed to "emergent bilingual" (SB 2066).

EL(LLEGAL) CAMPUS OR PROGRAM CHARTERS

HB 3607 revises funding provisions applicable when a district contracts with an open-enrollment charter school to jointly operate a campus.

SBs 1365 and 1697 revise the list of laws applicable to charter campuses or programs.

EMB(LLEGAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: TEACHING ABOUT CONTROVERSIAL ISSUES

HB 3979 adds numerous restrictions for a social studies course in the required curriculum.

EMI(LLEGAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: STUDY OF RELIGION

HB 2681 permits a district to offer an elective course on the Bible beginning in grade 6, rather than grade 9.

FD(LLEGAL) ADMISSIONS

A statement has been added for new provisions from HB 4545 regarding enrollment in prekindergarten and kindergarten under certain circumstances. A cross-reference has also been added to EIE(LLEGAL).

SB 746 requires a parent to provide to the district in writing the parent's contact information.

In accordance with SB 1615, a student enrolled in an adult high school charter school program is entitled to the benefits of the available school fund if the student is under 50 years of age.

FDA(LLEGAL) ADMISSIONS: INTERDISTRICT TRANSFERS

SB 481 allows a student to transfer to another district if the student's current district will offer only virtual instruction for more than one grading period during the school year.

A cross-reference to CNA has been added for provisions on operating a transportation system outside the district to transport interdistrict transfer students.

FDA(LLEGAL) INTERDISTRICT TRANSFERS: PUBLIC EDUCATION GRANTS

SB 1365 revises public education grants to make a student eligible if the student is assigned to a campus with any unacceptable performance rating.

FDB(LLEGAL) ADMISSIONS: INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

SB 1365 revises public education grants to make a student eligible if the student is assigned to a campus with any unacceptable performance rating.

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FDE(LEGAL)

ADMISSIONS: SCHOOL SAFETY TRANSFERS

HB 375 amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of “a disabled individual.”

FDE(LOCAL)

ADMISSIONS: SCHOOL SAFETY TRANSFERS

Recommended revisions are to reflect a change from HB 375, which amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of “a disabled individual.”

FEA(LEGAL)

ATTENDANCE: COMPULSORY ATTENDANCE

HB 699 requires a school district to excuse a student's absence resulting from a serious or life-threatening illness or related treatment that makes the student's attendance infeasible, if proper documentation is provided.

SB 289 creates an optional excused absence for a student who is at least 15 years old to be absent for one day to obtain a learner license and for one day to obtain a driver's license.

HB 3165 provides an affirmative defense to truant conduct if absences were due to a child's voluntary absence from home because of abuse.

FEA(LOCAL)

ATTENDANCE: COMPULSORY ATTENDANCE

We have added text to address SB 289, which creates an optional excused absence for a student who is at least 15 years old to be absent for one day to obtain a learner license and for one day to obtain a driver's license. **Contact the district's policy consultant if your district will not permit these excused absences.** The [Regulations Resource Manual](#) includes at FEA a sample form for students to verify an absence to visit a driver's license office and, at FEB, a chart listing acceptable documentation for absences, including for learner permits and driver's licenses.

Various references about providing verification of the absences addressed in the policy have been consolidated into a single statement.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to [this policy topic](#).

FEC(LEGAL)

ATTENDANCE: ATTENDANCE FOR CREDIT

HB 699 prohibits a district from considering excused absences resulting from a serious or life-threatening illness or related treatment in determining whether a student has satisfied attendance requirements for a final grade or credit.

FEC(LOCAL)

ATTENDANCE: ATTENDANCE FOR CREDIT

Numerous revisions are recommended to this local policy on attendance for credit.

- As reflected in the revision at Absences Considered, in calculating whether a student has met the 90 percent attendance requirement, HB 699 creates an exception for absences resulting from a serious or life-threatening illness or related treatment. The [Regulations Resource Manual](#) includes sample letters to notify parents of student absences, which have been updated to reflect this exception.
- Administrative details on documentation of student illnesses have been included in the *Model Student Handbook* and are recommended for deletion.
- Provisions on the attendance committee's consideration of the best interest of the student, extenuating circumstances, and conditions for awarding credit or a final grade have been revised and re-ordered to emphasize a student's mastery of the essential knowledge and skills and maintaining a

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passing grade rather than assigning a student to attend programs for an amount of time equivalent to the student's absences.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to [this policy topic](#).

FED(LEGAL) ATTENDANCE: ATTENDANCE ENFORCEMENT

HB 699 prohibits a district from referring a student to truancy court and requires a district to provide counseling to a student who is absent due to a severe or life-threatening illness or related treatment.

The sample Truancy Prevention Measures Checklist in the [Regulations Resource Manual](#) has been updated to reflect this change.

FFAC(LEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

SB 1267 requires that training on unassigned epinephrine auto-injectors be in accordance with the district's professional development policy, which must be adopted by August 1, 2022, following publication of the SBEC clearinghouse on continuing education and training requirements. See DMA(LEGAL) above for information.

SB 6 addresses immunity of certain medical professionals for injury or death caused by care, treatment, or failure to provide care or treatment relating to a pandemic disease.

FFB(LEGAL) STUDENT WELFARE: CRISIS INTERVENTION

HB 3597 provides flexibility regarding the requirement for a district's threat assessment team to include a variety of members with extensive expertise and now requires the superintendent to ensure, *to the greatest extent practicable*, that the members have the required expertise.

FFBA(LEGAL) CRISIS INTERVENTION: TRAUMA-INFORMED CARE

SB 1267 requires that training on trauma-informed care be in accordance with the district's professional development policy, which must be adopted by August 1, 2022, following publication of the SBEC clearinghouse on continuing education and training requirements. See DMA(LEGAL) above for information.

The bill also repeals the requirement to report on training compliance to TEA.

FFEB(LEGAL) COUNSELING AND MENTAL HEALTH: MENTAL HEALTH

As required by SB 279, student identification cards must include the contact information for the National Suicide Prevention Lifeline and the Crisis Text Line and may include a local suicide prevention hotline, if available.

FFG(LEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

HB 3379 changes the standard of reporting child abuse and neglect from "cause to believe" to "*reasonable cause to believe*."

In addition, we have reordered provisions to better align with the structure of FFG(LOCAL) and have added an existing definition for completeness.

FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Recommended revisions to this local policy incorporate HB 3379 changes to the standard of reporting child abuse and neglect from "cause to believe" to "*reasonable cause to believe*."

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A reference to the definition of a person responsible for the care, custody, or welfare of a child has been added for clarification.

We have also clarified that training will be as required by law and district policy in anticipation of the new district professional development policy that must be in place by August 2022. See DMA above for more information.

FFH(LLEGAL) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Dating violence training is now only required on campuses that instruct students in grade six or higher in accordance with SB 1267.

An adjustment to the Note on Title IX explains that the Office for Civil Rights (OCR) has issued a formal interpretation that discrimination on the basis of sex under Title IX includes discrimination on the basis of sexual orientation and gender identity.

FFI(LLEGAL) STUDENT WELFARE: FREEDOM FROM BULLYING

In accordance with SB 2050, district bullying policies must address prevention and mediation of bullying incidents and comply with minimum standards adopted by TEA. Policy Service will recommend local policy revisions following publication of the TEA minimum standards.

FL(LLEGAL) STUDENT RECORDS

Changes in federal law prompted revisions regarding access to student information by military recruiters, who may have access to a student's district-provided email address unless a parent has advised the district not to release this information.

FL(LOCAL) STUDENT RECORDS

At Types of Education Records, we have replaced an outdated reference to the "grade placement committee" with a reference to the "accelerated learning committee" in accordance with HB 4545.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to [this policy topic](#).

FM(LLEGAL) STUDENT ACTIVITIES

The requirement for the UIL to provide training to extracurricular students in recognizing the symptoms of catastrophic injuries and the risks of using dietary supplements has been removed by SB 1267.

HB 1080 provides that a district may not exclude a student from participating in a UIL activity solely because the student receives outpatient mental health services from a mental health facility or is absent for this purpose.

A district may permit homeschool students to represent the school in UIL activities as provided by HB 547. **If your district will permit homeschool students to participate in UIL activities and you currently have a provision in FD(LOCAL) prohibiting nonenrolled students from participating in curricular or extracurricular activities, please contact your policy consultant for an adjustment to that policy.**

HB 2721 prohibits a student from participating in any future extracurricular activity sponsored by the district or the UIL if the UIL determines that the student caused bodily injury to an extracurricular official in retaliation for the official's performance of duties.

Other provisions have been reordered for better flow.

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FNCD(LLEGAL) STUDENT CONDUCT: TOBACCO USE AND POSSESSION

SB 248 amends the definition of "e-cigarette" to include the liquid solution or other material used in the device.

FNCG(LLEGAL) STUDENT CONDUCT: WEAPONS

HB 1927 prompted revisions regarding the Penal Code offense of unlawful carrying of weapons and a reference to the appropriate legal source for handgun offenses.

HB 957 removes firearm silencer from the list of prohibited weapons in Texas Penal Code 46.05.

FNG(LLEGAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

SB 348 clarifies that a parent is entitled to review teaching and instructional materials while a child is participating in virtual or remote learning and to observe virtual instruction.

FOC(LLEGAL) STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

HB 375 amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

FOD(LLEGAL) STUDENT DISCIPLINE: EXPULSION

HB 375 amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

FOF(LLEGAL) STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

When a district takes disciplinary action that constitutes a change of placement for a student who receives special education services, HB 785 requires the district to take certain actions relating to functional behavior assessments and behavioral intervention plans.

GBA(LLEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION

The name of an employee accused of an improper relationship between an educator and student is confidential until the employee is indicted for the offense, except as specified by HB 246. The [Regulations Resource Manual](#) includes sample procedures to address release of this information by a campus.

Provisions on the release of personal information have been revised for:

- Board members (HB 1082); and
- Current or honorably retired peace officers and commissioned security officers (SB 841).

Confidentiality of crime victim information has been revised based on HB 2357.

The sample election of confidentiality forms in the [Regulations Resource Manual](#) have been updated to reflect these changes.

GBAA(LLEGAL) INFORMATION ACCESS: REQUESTS FOR INFORMATION

Changes to this policy on requests for information are from SB 1225.

- If a district's physical offices are closed, but staff is working remotely, the district must make a good faith effort to continue responding to Public Information Act (PIA) requests for information.

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- Provisions on temporary suspension of the PIA due to a catastrophe apply only when a district is *significantly* impacted and limit extensions of a suspension to only once per catastrophe.

GKA(LLEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

HB 1927 revises the Penal Code's list of places where the possession of weapons is prohibited. Changes in federal law prompted revisions regarding the use of unmanned aircraft systems.

GKD(LLEGAL) COMMUNITY RELATIONS: NONSCHOOL USE OF SCHOOL FACILITIES

HB 525 protects religious organizations from closure by a governmental entity during a disaster. HB 1239 amends the Texas Religious Freedom Restoration Act to prohibit a government agency or public official from ordering the closure of a place of worship and clarifies that the Act cannot be suspended by the governor during a disaster.

GKE(LLEGAL) COMMUNITY RELATIONS: BUSINESS, CIVIC, AND YOUTH GROUPS

Districts may not regulate learning pods in accordance with SB 1955.

GNB(LLEGAL) RELATIONS WITH EDUCATIONAL ENTITIES: REGIONAL EDUCATION SERVICE CENTERS

Changes to the provisions on core services provided by education service centers reflect that the gifted and talented allotment was reinstated by HB 1525.

GNC(LLEGAL) RELATIONS WITH EDUCATIONAL ENTITIES: COLLEGES AND UNIVERSITIES

Provisions requiring certain districts to develop a plan to increase enrollment in higher education were deleted by SB 1677.

GRB(LLEGAL) RELATIONS WITH GOVERNMENTAL ENTITIES: INTERLOCAL COOPERATION CONTRACTS

Provisions on entering into intergovernmental support agreements with a branch of the armed forces have been added as a result of SB 780.



(LOCAL) Policy Comparison Packet

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

In this packet, you will find:

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

Annotations are shown as follows.

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

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

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

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

**Fiduciary
Responsibility**

The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District-~~approved~~ accounting practices and procedures, and the [Texas Education Agency \(TEA\) Financial Accountability System Resource Guide](#).

**Student Activity
Funds**

The Superintendent ~~or designee~~ shall ensure that student activity accounts are maintained to manage all class funds, ~~organization funds~~, and ~~any~~ other funds raised and collected by [student clubs or organizations from students](#) for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.

Student activity funds shall be included in the annual audit of the District's fiscal accounts. [See CFC]

Use and
Expenditure

Funds collected by student groups shall be used only for purposes authorized by the [student club or organization](#). ~~or upon approval of the sponsor~~. The principal ~~and sponsor or designee~~ shall [manage and](#) approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

**District and Campus
Activity Funds**

The Superintendent shall [ensure District accounting practices and procedures address](#) ~~establish regulations governing~~ the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District's educational purpose.

Approval

Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.

Carryover Funds

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If [a club or an](#) organization ceases to function or exist, the unexpended funds ~~of the organization~~ shall be credited to the appropriate administrative activity account.

Plan The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.

Coordinator The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency (TEA) in cybersecurity matters ~~and as required by law report to TEA breaches of system security.~~

Training The Board delegates to the Superintendent the authority to:

1. Determine the cybersecurity training program to be ~~used in the District; annually completed by each employee and Board member; and~~ used in the District; annually completed by each employee and Board member; and
2. Verify and report compliance with ~~staff~~ training requirements in accordance with guidance from the Department of Information Resources; and
- ~~2.3.~~ Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.

Security Breach Notifications Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Email, if the District has email addresses for the affected persons.
3. Conspicuous posting on the District's websites.
4. Publication through broadcast media.

The ~~District~~ District's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information ~~as required by TEA and parents in accordance with~~ law.

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

General Requirements

All resignations shall be submitted in writing to the Superintendent or **other person designated by Board action in accordance with this policy**~~designee~~. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

At-Will Employees

The Superintendent ~~or designee~~ shall be authorized to accept the resignation of an at-will employee at any time. **The Superintendent may delegate to other administrators the authority to accept a resignation of an at-will employee.**

Contract Employees

The Superintendent or **other person designated by Board action**~~designee~~ shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. **If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action.** The resignation requires no further action by the District and is accepted upon receipt **by the Superintendent or other person designated by Board action.**

The Superintendent or other person designated by Board action shall be authorized to accept a contract employee's resignation submitted or effective at any other time. **If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The Superintendent or other person designated by Board action**~~The Superintendent or other Board designee~~ shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

Withdrawal of Resignation

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

PERSONNEL POSITIONS

DP
(LOCAL)

**Principal
Qualifications**

In addition to the minimal certification requirement, ~~a~~the principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage ~~budgets~~budget and personnel and to coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
6. Prior experience in instructional leadership roles; and
1. Other qualifications deemed necessary by the Board and included in the job description.

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

7. If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision. -

**Human Sexuality
Instruction**

The following process shall apply regarding the adoption of curriculum materials for the district's human sexuality instruction:

1. The Board shall adopt a resolution convening the District's school health advisory council (SHAC) to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

~~Each student~~ ~~Students at all grade levels~~ who ~~has~~~~have~~ been identified as being at risk of dropping out of school, who ~~is~~~~are~~ not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment, shall be provided accelerated and/or compensatory educational services.

**Accelerated
Instruction**

The District shall provide accelerated instruction in accordance with law if a student fails to perform satisfactorily ~~based~~ on a state-mandated ~~needs~~ assessment. ~~The principal shall ensure that each identified student is receiving services.~~

**Accelerated
Learning Committee**

When a student fails to perform satisfactorily on a math or reading state-mandated assessment in grades 3, 5, or 8, an accelerated learning committee shall develop a written educational plan in accordance with law. If a parent requests that the student be assigned to a particular teacher the following school year, the request shall be addressed in accordance with the District's administrative procedures.

A parent complaint about the content or implementation of the educational plan shall be filed in accordance with FNG. ~~The services provided each student shall be consistent with the goals and strategies established in the District and campus improvement plans and shall be reviewed for effectiveness at the close of each grading period. Parents shall be encouraged to participate in the planning of educational services for their child and shall be kept informed regarding the child's progress toward educational goals.~~

~~Parents of students who are not successful in meeting requirements for promotion shall be informed of any available options, such as an extended year program or summer school.~~

~~{See EIE}~~

Curriculum Mastery

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC]- The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.

Students Receiving
Special Education
Services

Any modified promotion standards for a student receiving special education services shall be determined by the student's admission, review, and dismissal (ARD) committee and documented in the student's individualized education program (IEP). [See EHBA series and EKB]

**Standards for
Mastery**

In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing **gradescore**.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

**Prekindergarten–
Pre-K—Grade 1**

In kindergarten–grade 1, the District may use assessment methods other than numerical scores. Promotion shall be based on demonstrated proficiency at or above grade level in each of the core subject areas (reading, language arts, mathematics, science, and social studies) and on District-established grade-level standards.

As a general practice, a student in **prekindergartenpre-K** or kindergarten shall not be retained, **unless a parent elects. If retention is considered, it must be for the academic purposes. Before a student to repeat prekindergartenmay be retained, the campus shall convene a review committee consisting of the student's parent, primary teacher, and the principal or kindergarten in accordance with law [see EIE(LEGAL), Parental Option to Retain] designee. The committee shall review the student's work and make a final recommendation for promotion or retention.**

Grades 2–5

In grades 2–5, promotion to the next grade level shall be based on **an overall averagea final grade** of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and

	skills) for all subject areas and a grade of 70 or above in language arts, and mathematics, and in either science or social studies.
Grades 6–8	In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, science, and social studies.
Grades 9–12	Grade-level advancement for students in grades 9–12 shall be earned by course credits, in accordance with the course catalog. [See E]
Accelerated Instruction	If a student fails to demonstrate proficiency on a state-mandated assessment, the student shall be provided accelerated instruction in accordance with state law. Additionally, students in grades 5 and 8 shall be subject to all provisions of GRADE ADVANCEMENT TESTING, below.
Grade Advancement Testing	Except when a student will be assessed in reading or mathematics above his or her enrolled grade level, students in grades 5 and 8 must meet the passing standard on the applicable state-mandated assessments in reading and mathematics to be promoted to the next grade level, in addition to the District's local standards for mastery and promotion.
Definition of "Parent"	For purposes of this policy and decisions related to grade advancement requirements, a student's "parent" shall be defined to include either of the student's parents or guardians; a person designated by the parent, by means of a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code, to have responsibility for the student in all school-related matters [see FD]; a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]
No Alternate Assessment Instrument	The District publications. [See E] shall use only the statewide assessment instrument for the third testing opportunity.
Standards for Promotion Upon Appeal	If a parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law. The student shall not be promoted unless:

- ~~1. All members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year in accordance with the educational plan developed by the GPC; and~~
- ~~2. The student has completed required accelerated instruction in the subject area for which the student failed to demonstrate proficiency.~~

~~Whether the GPC decides to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for interim reports to the student's parent and opportunities for the parent to consult with the teacher or principal as needed. The principal or designee shall monitor the student's progress during the following school year to ensure that he or she is progressing in accordance with the plan.~~

~~Transfer Students~~

~~When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decisions regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student.~~

~~If a parent initiates an appeal for promotion when a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion.~~

~~Assignment of Retained Students~~

~~A student not promoted to the next grade level shall remain at the same campus or shall be assigned to a similar campus setting.~~

~~Reducing Student Retention~~

~~The District shall establish procedures designed to reduce retaining students at a grade level, with the ultimate goal being elimination of the practice of retaining students. [See EHBC]~~

~~Parent Request~~

~~A parental request to retain a student who has met promotion requirements shall be denied unless a recommendation for retention is made by the student's ARD committee or Section 504 committee in accordance with federal requirements.~~

Safe Schools Data

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses, as defined by the Penal Code, while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
 - a. Attempted murder;
 - b. Indecency with a child;
 - c. Aggravated kidnapping;
 - d. Aggravated assault on someone other than a District employee or volunteer;
 - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
 - f. Aggravated robbery; or
 - g. Continuous sexual abuse of a young child or [disabled individual children](#).

School Safety Transfers

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

From a Persistently Dangerous School

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a
Violent Criminal
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

Excused Absences

In addition to excused absences required by law, the District shall excuse absences for the following purposes. [A student shall be required to submit verification of these absences in accordance with administrative regulations.](#)

Higher Education Visits

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. ~~A student shall be required to submit verification of such visits in accordance with administrative regulations.~~

Armed Services Enlistment

The District shall excuse a student 17 years of age or older for up to four days during his or her enrollment in high school for activities related to pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard. ~~A student shall be required to submit verification of such activities in accordance with administrative regulations.~~

Early Voting or Election Clerk

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk. ~~A student shall be required to submit verification of service in accordance with administrative regulations.~~

Learner or Driver's License

The District shall excuse a student 15 years of age or older for one day during his or her enrollment in high school for each of the following:

- Visiting a driver's license office to obtain a learner license; or
- Visiting a driver's license office to obtain a driver's license.

[For extracurricular activity absences, see FM.]

Withdrawal for Nonattendance

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For District-initiated withdrawal of students 19 or older, see FEA(LEGAL).]

Students Attending Homeschools

Students who are homeschooled are exempt from the compulsory attendance law to the same extent as students enrolled in other private schools.

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

Adequate documentation of homeschooling for withdrawal shall consist of either a statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began, or a signed and dated letter from a parent or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.

The District may request from a parent or guardian a letter of assurance that a child is being educated using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

Enforcing
Compulsory
Attendance

If a parent or guardian refuses to submit a requested statement or letter, or if the District has evidence that a school-aged child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

Consideration of All Absences Considered

Except as otherwise provided by law, all absences incurred while enrolled in the District ~~All absences~~ shall be considered in determining whether a student has attended the required percentage of days under this policy.

Attendance Committees

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent ~~or designee~~ shall make the specific appointments in accordance with legal requirements.

Parental Notice of Excessive Absences

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

Methods for Regaining Credit or Awarding a Final Grade

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than five days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

~~A student~~ ~~Students~~ who ~~has~~ ~~have~~ lost credit or ~~has~~ ~~have~~ not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

Personal Illness

~~The~~ When a student's absence for personal illness exceeds five consecutive days, the principal or attendance committee may require verification that the student present a statement from a physician or health-care provider in accordance with administrative regulations clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying ~~an~~ the absence for personal illness as one for which there are extenuating circumstances.

Best Interest Standard

In reaching consensus regarding ~~if~~ a student's ~~student has established a questionable pattern of~~ absences and how, the student can be awarded credit ~~principal~~ or a final grade, the attendance committee shall attempt to ensure ~~may require~~ that its decision is in the best interest of the ~~a~~ student. The Superintendent shall develop administrative regulations to document the attendance committee's decision ~~present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.~~

Guidelines on Extenuating Circumstances

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject. ~~adhere to the following guidelines to determine attendance for award of credit or a final grade:~~

When Days of Attendance

1. ~~If~~ makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences ~~as that are allowed under compulsory attendance requirements shall be considered~~ days of attendance for award of credit or a final grade. [See FEA] ~~(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS.]~~

Transfers / Migrant Students

2. ~~A transfer or migrant student incurs absences only after his or her enrollment in the District.~~

Documentation

3. ~~The attendance committee shall consider the acceptability and authenticity of documented reasons for the student's absences.~~

Consideration of Control

4. ~~The~~ committee shall consider whether the reasons for the absences were ~~for reasons~~ out of the student's or parent's or student's control and.

Student's Academic Record

5.2. ~~The committee shall consider~~ whether documentation for ~~or not the absence is acceptable~~ student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

~~Information from
Student or Parent~~

~~6.3.~~ The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

~~Best Interest
Standard~~

~~In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.~~

**Imposing Conditions
for Awarding Credit
or a Final Grade**

The attendance committee shall consider the student's unique circumstances and, if necessary, shall ~~may~~ impose ~~any of the following~~ conditions for ~~awarding students with excessive absences to regain~~ credit or ~~be awarded~~ a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
1. Completing additional assignments, as specified by the committee or teacher.
2. Attending tutorial sessions as scheduled, ~~which may include Saturday classes or before and after school programs.~~
2. Completing other instructional programs, as specified by the committee.
- ~~3. Maintaining the attendance standards for the rest of the semester.~~
- ~~4.3.~~ Taking an examination to earn credit. [See EHDB]
- ~~5. Attending a flexible school day program.~~
- ~~6. Attending summer school.~~

In all cases, the student must ~~also~~ earn a passing grade in order to receive credit.

Appeal Process

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).

**Program to Address
Child Sexual Abuse,
Trafficking, and
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has [reasonable](#) cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

Restrictions on Reporting

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#)¹;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. [As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers.](#)
[See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus princi-

pal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

Confidentiality

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the rules of the investigating agency.

Immunity

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

Failing to Report Suspected Child Abuse or Neglect

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

Responsibilities Regarding Investigations

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

¹ Texas Abuse Hotline Website: <http://www.txabusehotline.org>

Comprehensive System

The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

Cumulative Record

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

Custodian of Records

The ~~principal~~^{principal} is custodian of all records for currently enrolled students. ~~The Superintendent~~^{The Superintendent} is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

Types of Education Records

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by ~~an accelerated learning~~^{a grade placement} committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.
 - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]

- c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, school counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

Access by Parents

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or

reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

Access by School Officials

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. A person appointed to serve on a team to support the District's safe and supportive school program.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or

5. Investigating or evaluating programs.

**Transcripts and
Transfers of Records**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the timeline provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), Required Documentation] The District may return an education record to the school identified as the source of the record.

**Records
Responsibility for
Students in Special
Education**

The ~~special education director~~ ~~special education director~~ shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at ~~the Office of the Director of Special Education, SISD Administrative Offices, 1221 East Kingsbury Street, Seguin, TX 78155~~ ~~the Office of the Director of Special Education, SISD Administrative Offices, 1221 East Kingsbury Street, Seguin, TX 78155.~~

**Procedure to Amend
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

**Directory
Information**

The District has designated the following categories of information as directory information: ~~student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams~~ ~~student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.~~

ADD POLICY

Authorization To provide quality educational settings for all students and to obtain benefits under Education Code 11.174 and 48.252, the District may establish partnership charters as permitted by law and as described in this policy. The District shall be committed to a rigorous authorization process and shall grant campus charters only to applicants that have demonstrated the competence and capacity to improve student outcomes through the proposed campus charter.

Definitions
Operating Partner An “operating partner” means a state-authorized open-enrollment campus charter or an eligible entity as defined by law for purposes of contracting to partner with the District to operate a District campus under state law.

Partnership A “partnership” means a District-authorized campus charter established in accordance with state law in which the Board contracts to operate a District campus in partnership with an open-enrollment charter school or other eligible entity as defined by law.

Compliance with Law A partnership shall comply with all applicable requirements of state law, any applicable grant program requirements, local criteria specified in policy, and the applicable charter performance contract. Campus charters shall comply with all federal and state laws governing such charters and shall be nonsectarian. [See EL(LEGAL)]

Application
Process In establishing a partnership, the District shall issue a local application designed to identify operating partners best qualified to meet the needs of the District.

The Board shall consider an application if the applicant:

1. Meets the eligibility requirements for a campus charter in accordance with law;
2. Follows the application process established by the District; and
3. Provides assurances to the Board that the applicant will comply with the statutory and District requirements for a campus charter.

The application process shall include:

1. A comprehensive written application that provides information about the proposed partner’s academic model, partner board and staff information and qualifications, and any operating or academic performance history of the proposed operator;
2. A rigorous review of the application by a charter application review committee;

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3. A capacity interview with the board and proposed staff of the partner organization;
4. A formal recommendation from the review committee to the Superintendent for approval or denial of each application;
5. A formal recommendation from the Superintendent to the Board for approval or denial of each application; and
6. A vote by the Board to approve or deny each application.

Forms

The District shall use partner applications that meet state standards, as applicable. The District shall make the applications available on the District's website and in the central administrative office.

Review Committee

Composition

The Superintendent shall establish a review committee to conduct a substantive and merit-focused evaluation based on established standards for review of each application submitted in accordance with the District's published application procedures.

The review committee shall be composed of at least three members, including at least one District staff member and one external evaluator, with relevant and diverse expertise.

Conflicts of Interest

A review committee member shall disclose any potential conflict of interest with an applicant.

Review Process

The review committee may:

1. Request additional information or documents from the applicants;
2. Schedule interviews with applicants; or
3. Request that the Board schedule a public hearing to allow applicants an opportunity to present their application and campus plans to the Board and to the community before formal consideration by the Board.

Recommendations

The review committee shall provide to the Superintendent a recommendation for denial or approval of each application based on the District's established criteria. After considering the review committee's recommendation, the Superintendent shall make a formal recommendation to the Board for approval or denial of each application.

Charter Performance Contract

If the Board approves an application, the Board shall execute a written charter performance contract that includes provisions as required by law and establishes the legally binding terms under which the campus charter will operate and be evaluated during the charter term and for renewal.

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	<p>Each charter performance contract shall address the specific and material terms of the campus charter's operation as required by law. Each charter performance contract shall be granted for a period of up to ten years.</p>
<p>Standards</p>	<p>In addition to standards required by law, the charter performance contract shall include additional standards established by the Board, including a clear and unambiguous description of the operating partner's authorities, a description of the partner's academic model, the funding structure of the partnership, expectations for academic performance, short-term financial performance, long-term financial stability, and operational and governance performance.</p> <p>The performance standards shall also address expectations for appropriate access, education, support services, and outcomes for students with disabilities.</p>
<p>Oversight and Evaluation</p>	
<p>Monitoring System</p>	<p>The Board shall implement a comprehensive performance accountability and compliance monitoring system that is aligned with the Board's performance standards and provides the Board with the information necessary to make rigorous, evidence-based decisions regarding charter renewal, revocation, and probation or other interventions. This monitoring system shall be based on and aligned with academic, financial, operational, and governance standards set forth in the charter performance contract.</p> <p>To the extent possible, the Board shall minimize administrative and compliance burdens on campus charters and focus on holding campus charters accountable for outcomes rather than processes.</p>
<p>Data Collection</p>	<p>Campus charters shall provide information and data to the District pursuant to state law and the District's reporting schedule using a state-approved student management system.</p> <p>The District shall require each campus charter to report its performance separately and shall hold each campus charter accountable for its performance.</p>
<p>Evaluation and Reports</p>	<p>Annually, the Board shall evaluate each campus charter against the performance standards established by the Board or law.</p> <p>The Board shall communicate evaluation results to the campus charter's governing body and leadership in a written report that summarizes compliance and performance, including areas of strength and improvement. The results of all evaluations shall be made accessible to the public and available on the District website.</p> <p>The Board shall produce for the public an annual report that provides performance data for all the campus charters it oversees, including individual campus performance and overall campus charter</p>

	<p>performance. The annual report shall at a minimum be posted on the District website.</p>
Campus Charter Autonomy	<p>In accordance with law and the charter performance contract, the Board shall support the operating partner's sole authority over the campus charter's day-to-day operations and budget.</p> <p>The Board shall recognize the governing board of the campus charter as independent and autonomous from the Board and District, with full authority and accountability for the campus charter's performance and operations.</p>
Conflicts of Interest	<p>The District and the operating partner shall comply with applicable conflict of interest provisions in law.</p>
Intervention	<p>The District shall give timely notice to the campus charter of any violations of the charter performance contract or performance deficiencies justifying formal intervention. The notice shall identify in writing the concerns, and, if applicable, the time frame for remediation. The notice may include additional consequences if any of the concerns are not remedied within the stated timeline.</p> <p>Depending on the severity of the concern or deficiency, the Board may place a campus charter on probation or revoke the charter performance contract, in accordance with the terms of the contract and applicable law.</p>
Probation	<p>The Board may place a campus charter on probation as permitted by law or the charter performance contract, or for failure to meet academic performance standards.</p>
Criteria	
Procedure	<p>In the event of any indication or allegation that a campus charter has committed a violation of law or the charter performance contract that may warrant probation, the District shall take the following steps:</p> <ol style="list-style-type: none">1. The Superintendent shall investigate the allegations and hold a conference with the chief operating officer and governing body of the campus charter to discuss the allegations.2. If the Superintendent determines that a violation or mismanagement has occurred, the chief operating officer of the campus charter shall respond to the allegation at the next regularly scheduled Board meeting.3. The Board shall hear the presentation and take action, if necessary, to place the campus charter on probation. If the Board decides to place the campus charter on probation, it must provide an opportunity for a public hearing as required by law.

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4. If a campus charter is placed on probation, the campus charter must take action to remedy the identified violations or underperformance and report on the status of its corrective actions in accordance within the timeline for remediation established by the District.
5. The District shall establish a timeline for monitoring the campus charter's corrective actions and re-evaluating the campus charter's status to determine when the campus may be removed from probation or whether to consider revocation.

Notification

If the District decides to place a charter on probation, the District shall notify the campus charter of the probation in writing. The notice shall include the reasons for the probation and the timeline for monitoring the campus charter's corrective actions and re-evaluating the campus charter's status to determine when the campus may be removed from probation or whether to consider revocation.

Revocation

Criteria

The Board may revoke a campus charter as permitted by law or the charter performance contract for failure to meet performance standards.

The Board shall revoke a campus charter if the District finds clear evidence of a campus charter's persistent or serious underperformance or violation of law, the charter performance contract, or the public trust in a way that imperils students or public funds, including any of the following:

1. Persistent or serious violation of applicable state or federal law;
2. Persistent or serious violation of a provision of the charter performance contract;
3. Persistent or serious failure to meet generally accepted accounting standards for fiscal management;
4. Persistent failure to improve student academic achievement for all student groups;
5. Failure for three consecutive years to meet the academic or financial accountability standards outlined in law;
6. Failure for three consecutive years to meet the academic or financial performance standards established in the charter performance contract; or
7. Multiple placements on probation as specified in the charter performance contract.

The Board's decision whether to revoke a campus charter shall be based on the best interests of the students, including the severity of the violation; applicable law; and any previous violation committed by the campus charter.

Procedure

In the event of an indication or allegation that may warrant campus charter revocation, the District shall take the following steps:

1. The Superintendent shall investigate the allegations and hold a conference with the chief operating officer and governing body of the campus charter to discuss the allegations.
2. If the Superintendent determines that a violation or mismanagement has occurred, the chief operating officer of the campus charter shall respond to the allegation at the next regularly scheduled Board meeting.
3. The Board shall hear the presentation and take action, if necessary, to revoke the campus charter. If the board decides to revoke the campus charter, it must provide an opportunity for a public hearing as required by law.

In the event of a health or safety concern, the Board may immediately suspend campus operations before revocation takes effect.

Notification

If the Board decides to revoke a charter performance contract, the Board shall notify the campus charter of the action in writing. The notice shall include the reasons for the revocation and the effective date of the revocation, which shall be no later than the end of the current school year or may be effective immediately in the event of a health or safety concern.

Contract Renewal

Upon the expiration of a charter performance contract, the Board may renew the contract for up to an additional ten-year term. In accordance with law, the Board shall renew a charter performance contract only if the Board finds that the campus charter has substantially fulfilled its obligations and met the performance standards in the contract and applicable law.

The Board shall consider the following, in addition to other factors specified in the charter performance contract:

1. Multiple years and measures of performance against the performance standards and expectations established in the charter performance contract and applicable law;
2. Financial audits;
3. Performance and compliance reports, including site visit reports, if applicable; and

CAMPUS OR PROGRAM CHARTERS
PARTNERSHIP CHARTERS

ELA
(LOCAL)

4. The campus charter's performance on corrective action plans or other required interventions, if necessary.

Procedure

The District shall publish the renewal application process, including the renewal criteria and timelines.

As part of the renewal application process, the District shall provide each campus charter, in advance of the renewal decision, a cumulative report that summarizes the campus charter's performance record over the contract term and states the District's summative findings concerning the campus's performance and its prospects for renewal.

Decision Not to Renew

The Board may choose not to renew a charter performance contract for any of the following reasons:

1. Failure to meet student performance standards or other obligations in the charter performance contract;
2. Failure to meet generally accepted accounting standards for fiscal management;
3. Violation of any provision of the contract or applicable state or federal law; or
4. Other reason as determined by the Board.

Notification

If the Board decides not to renew a contract, the Board shall notify the campus charter of the action in writing no later than the last Friday in January during the final year of the charter performance contract. The notice shall include the reasons for the action and the effective date of the campus charter closure, which shall be no later than the end of the current school year.

Closure Protocol

The Board shall develop a detailed campus closure protocol to apply if the Board decides not to renew or to revoke a charter performance contract and close the campus. The protocol shall ensure timely notification to parents including assistance in finding new placements; orderly transition of student records to the District; and disposition of campus funds, property, and assets in accordance with law. In the event of closing any campus charter, the District shall oversee and work with the campus charter's governing board and leadership to carry out the closure protocol.

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

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

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

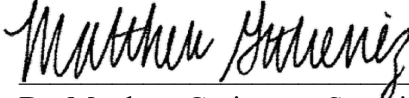
REFERENCE and COMPLIANCE: CH(LEGAL) and CH(LOCAL) Purchasing and Acquisition

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
James Pizana, Director of Maintenance and Operations
Jennifer Raske Martinez, Purchasing Coordinator, CTSBO

Submitted by: _____ Date Submitted: 1/25/22
(Signature) 
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

SEGUIN INDEPENDENT SCHOOL DISTRICT
VENDOR RECOMMENDATION FORM

RFP #: 21-03, PLUMBING

BID CLOSING DATE: JUNE 30, 2023

ISSUING DEPARTMENT(S): MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
Heat and Treat of South Texas, LLC	Boiler & water softener products and services	Y

Note:

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

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

ACTION ITEM: **Approval of District-Wide 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 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: Avadek, and R&R Industrial Lift Service, Inc. The list of previously approved vendors is available on the Bids page of the District [website](#). All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

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

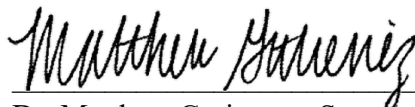
PAPERWORK IMPACT: None

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

EXHIBITS: Vendor Recommendation Form

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

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



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

Date Submitted: 1/25/22

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
R & R Industrial Lift Service, Inc	Equipment Maintenance & Repair	Y
Avadek	Alluminum structures and installation	Y

Note:

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

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

INFORMATION ITEM: **Acknowledge Public Information Act Requests Dec. 2021-Jan. 2022**

RECOMMENDATION: That the Board of Trustees acknowledge Public Information Act requests received since Dec. 2, 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: Dec. 2, 2021-Jan. 12, 2022 Public Information Act request roster

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

Submitted by: Matthew Gutierrez Date Submitted: 01/25/22
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Seguin ISD PIA requests received from Dec. 2, 2021-Jan. 12, 2022

<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
120321 024	Aaron Del Mundo, SmartProcure	Employee directory information	Completed	Documents provided.
122021 025	Roxanne Gass, WOAI 4	<p>Copies of all material you've distributed to teachers and/or students regarding equity, inclusion, anti-racism, and/or critical race theory.</p> <p>Your official policies regarding COVID-19 vaccination, including any guidelines or mandates that may exist for students to get vaccinated.</p> <p>Your official policies regarding transgender students, including the use of preferred pronouns and restrooms.</p> <p>Your official policies regarding school violence – what level of violence on school grounds constitutes suspension and/or expulsion in your district?</p>	In progress	

ACTION ITEM:

Consideration and Possible Action, Including Adoption of a Resolution Approving the Sale of Real Property and Improvements Located at 216 E. College St, Seguin, Texas 78155, Commonly Known as the Mary B. Erskine Property and Delegate Authority to the Superintendent to Negotiate and Execute a Sales Agreement and Special Warranty Deed Effecting the Sale of Such Property

RECOMMENDATION:

That the Board approve the attached resolution approving the sale of real property and improvements located at 216 E. College St, Seguin, Texas 78155, commonly known as the Mary B. Erskine Property to Intrinsic Ventures, Inc. at a price of \$1,401,000 and delegate authority to the Superintendent to negotiate and execute a sales agreement and special warranty deed effecting the sale of such property.

RATIONALE:

of Trustees is authorized to determine that certain real property and improvements owned by the District are not necessary facilities to meet the current and foreseeable needs of the District for educational purposes. This designation was approved by Board Resolution on September 21,

The District published an advertisement of its solicitation for offers for sale of the Property pursuant to Section 272.001 of the Local Government Code, and set a deadline of December 10, 2021 to submit bids. The bids were received and publicly opened. A response summary is attached for Board consideration and potential action to accept the recommended response, enter into a contract for sale of the property, and to delegate authority to the Superintendent to accomplish same.

REFERENCE and COMPLIANCE:

CDB(LEGAL) Sale, Lease, or Exchange of School-owned Property and CI(LEGAL) and CI(LOCAL) School Properties Disposal

**BUDGET IMPACT /
INFORMATION:**

None

EXHIBITS:

Exhibit 1 - Bid Response Summary
Exhibit 2 - Resolution Authorizing Sale of Real Property

**RESOURCE
PERSONNEL:**

Bill Lewis, Chief Operating Officer / Associate Superintendent
Sean Hoffmann, Chief Communications Officer
Anthony Hillberg, CPA, Chief Financial Officer
James Pizana, Director of Facilities & Maintenance

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



Date Submitted: 01/25/22

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

Seguin ISD Bid Tabulation Summary
Sale of Property - Mary B Erskine (RFP #22-02)

Respondent (Alpha Order)	Price
1. Bertling, Christopher Blake	\$205,000.50
2. Howell, Jason	\$751,000.01
3. Integrated Development Group	\$550,000.00
4. Intrinsic Ventures, Inc	\$1,401,000.00
5. Leos, Alfredo	\$705,000.00
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**BOARD RESOLUTION OF
SEGUIN INDEPENDENT SCHOOL DISTRICT**

WHEREAS, Texas Education Code § 11.154(a) states that the “board of trustees of an independent school district may, by resolution, authorize the sale of any property, other than minerals, held in trust for public school purposes”; and

WHEREAS, the property comprising approximately 4.002 acres located at 216 E. College St., Seguin, Texas 78155, currently held in trust by the District and more fully described in **Exhibit A** (the “Property”) attached hereto and made part of this resolution, is not needed for educational purposes and it is in the best interest of the District and its students to offer the Property for sale to the general public;

WHEREAS, pursuant to Texas Local Government Code § 272.001, the District has given notice to the general public by newspaper advertisement that the District is soliciting offers for the sale of the Property;

WHEREAS, the time period for submitting offers specified in the advertisement has expired and the District has evaluated the offers received pursuant to the published process; and

NOW, THEREFORE, the Board of Trustees of Seguin Independent School District, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, do hereby adopt the following resolutions:

BE IT HEREBY RESOLVED:

1. The Board determines that the Property is not needed for the educational purposes of the District, and that it is in the best interest of the District to sell the Property to the highest bidder.
2. The Board, having reviewed and evaluated the offers received in response to the published notice, accepts the offer submitted by Intrinsic Ventures, Inc., subject to the negotiation of closing terms acceptable to the District.
3. The Superintendent is authorized, empowered and directed, in the name and on behalf of the District, to negotiate closing terms that are, in his discretion, in the best interest of the District, to execute and deliver all documents and instruments, and to perform or cause to be performed all actions necessary to proceed with the sale of the Property, including, but not limited to, executing a Special Warranty Deed conveying the Property “as is.”

[Signature Page Follows]

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF TRUSTEES OF SEGUIN INDEPENDENT SCHOOL DISTRICT EXECUTING BELOW ON THIS, THE 25th DAY OF JANUARY, 2022.

Trustees voting in favor of the Resolution:

_____	_____
_____	_____
_____	_____
_____	_____

The undersigned, being the Secretary of the Board, hereby certifies that the foregoing represents a true copy of a Resolution of the Seguin ISD Board of Trustees, duly held on July 14, 2020, which Resolution is in full force and effect, and has not been revoked or amended.

Glenda Moreno, SECRETARY

Dated: _____

Exhibit A

Legal Description of Property:

Block 240, Farm Addition, Guadalupe County, Texas

Description of Improvements (*Menn & Associates, Real Estate Appraisers and Consultants January 15, 2019*):

The subject property is an educational establishment with various buildings, [including] a main building with portions of the building having three levels, and [an] additional classroom which is separate from the main building and the gym/ cafeteria building. The main building houses 26,981 sq. ft. of space on the main floor, while there is an additional 4,850 sq. ft. on the second and third floors of the building. The free standing building (additional classroom) houses 1,027 sq.ft. of space, while the gym/cafeteria houses 8,609 sq. ft. of space.

ACTION ITEM: **Adopt the Resolution for the Assignment of Fund Balance**

RECOMMENDATION: That the Board of Trustees adopt the Resolution for the Assignment of Fund Balance as presented.

RATIONALE: School districts have the authority to assign General Operating Fund balance for specific purposes. In order to make changes within fund balance classifications, the School Board must adopt those changes by resolution. Districts use this practice to plan for large one-time purchases and to prepare for upcoming projects or initiatives.

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

PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: Funding provided by assigning unassigned fund balance.

EXHIBITS: Resolution

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

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



Date Submitted: 01/25/22

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

**RESOLUTION OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
ASSIGNMENT OF FUND BALANCE**

WHEREAS, the Governmental Accounting Standards Board (“GASB”) has adopted Statement 54 (“GASB 54”), a new standard for governmental fund balance reporting and governmental fund type definitions; and

WHEREAS, Seguin Independent School District (“Seguin ISD”) has implemented GASB Statement 54 requirements; and

WHEREAS, Seguin ISD desires adjustments to Assigned Fund Balance; and

NOW THEREFORE BE IT RESOLVED THAT Seguin ISD hereby adopts the following policy:

FUND BALANCE POLICY

Fund balance measures the net financial resources available to finance expenditures of future periods.

The District’s Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The Unassigned General Fund Balance may only be appropriated by resolution of the Board of Trustees.

Fund Balance of the District may be committed for a specific purpose by formal action of the Seguin ISD Board of Trustees and may be amended or modified at a later date.

When appropriate for fund balance to be assigned, the Board delegates authority to the Superintendent or the Chief Financial Officer.

In circumstances where expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance.

NOW THEREFORE BE IT RESOLVED that Seguin ISD Board of Trustees assigns Unassigned Fund Balance for the following:

Conceptual Architectural Renderings of Potential Bond Projects	<u>100,000</u>
<i>(Including: McQueeney, Jefferson, Ball, Barnes, Transportation, Ag, SHS-CTE, and Oak Park)</i>	
Subtotal	<u>\$100,000</u>

The above Resolution is adopted this 25th day of January 2022.

Cinde Thomas-Jimenez, President
Board of Trustees
Seguin Independent School District

Glenda Moreno, Secretary
Board of Trustees
Seguin Independent School District

ACTION ITEM: **Adopt a Resolution Approving the Parking Lot Expansion of the Guadalupe Appraisal District**

RECOMMENDATION: That the Board of Trustees adopt the Resolution approving the facilities project of the Guadalupe Appraisal District as presented.

RATIONALE: 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. This project will not require any additional funds from the taxing entities.


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

PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: None

EXHIBITS: Exhibit 1 - GAD Resolution
Exhibit 2 - Seguin ISD Resolution

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

Submitted by:  Date Submitted: 01/25/22
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 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)



Schertz Substation

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

October 12, 2021



Seguin ISD Superintendent and Board of Trustees

Matthew Gutierrez, Ed.D, Superintendent
1221 E. Kingsbury
Seguin, TX 78155

Dear Superintendent Gutierrez & Board of Trustees

The Guadalupe Appraisal District (G.A.D.) Board of Directors would like to move forward with the parking lot expansion project (project) at our main office location in Seguin. This expansion project was part of the Master Facility Plan which first began during the 2006-2007 time period. The 3,600 sqft addition to and renovation of the district's existing building was completed in 2008. The necessary activities to begin the project began late 2018 and into 2019. The retirement of Jamie Osborne, chief appraiser during this time, and a procedural miscue¹ resulted in our need to delay the project. The arrival of the COVID-19 pandemic, in early 2020, further complicated the commencement of the project bringing us to present day. The need of additional parking at our main office has only grown more prominent during these delays. In researching the facilities of other comparable appraisal districts², it was determined that the additional thirty (30) parking spaces provided by this project would adequately serve the spacing needs of our organization.

Before this necessary project can be pursued, **your action is required to approve this project.**

§6.051(b) of the Texas Property Tax Code prescribes this approval process. The first step of the approval process requires that the Board of Directors (B.O.D.) approve a resolution proposing the project. During the regular meeting of the B.O.D. held October 6, 2021, the B.O.D. approved a resolution proposing this project.

¹ 2019 Budget Amendment Resolution was not brought to B.O.D. for a vote, as required by §6.06(c), to hold previously committed funding (\$102,831) from being returned to taxing entities per §6.06(j)

² Based on five (5) year growth analysis projections for the Guadalupe Appraisal District, comparable appraisal districts were chosen based county population, county density, number of parcels, and staffing levels.

Upon approval of said resolution, the chief appraiser is required to notify the Presiding Officer of each entities' governing body of the approved resolution, which is the purpose of this letter. The resolution passed proposes the cost of the project **shall not exceed** \$91,451. Enclosed you will find a copy of the approved resolution by the B.O.D. ***The District will not request any additional funds from the taxing units for this project. Sufficient funding for this capital improvement was included within our 2022 Adopted Budget, approved by the B.O.D. on August 4, 2021.***

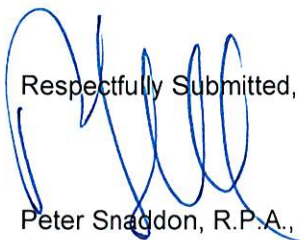
§6.051(b) further states that upon receiving notification of the approved resolution by the B.O.D, the governing body of each taxing unit, entitled to vote on the approval of the proposal, may approve or disapprove of the proposal by way of resolution. This action **must** take place **no later than** thirty (30) days after receiving notification of the approved resolution.

With that being said, the Board of Directors of the Guadalupe Appraisal District respectfully requests that an action item be placed upon your action agenda as soon as possible and no later than **October 26, 2021**, to approve a resolution of the proposed project. Enclosed you will find a sample resolution that your governing body may use for the approval process.

§6.051(b) also requires that each entity file with the Chief Appraiser the resolution that was approved by the governing body **no later than** ten (10) days after the thirty (30) day period following receipt of the B.O.D. resolution. If this is not filed timely, we will have to treat the resolution as if it were disapproved.

An appraisal district representative can be available to discuss with you this process or answer any questions you might have and or to attend the meeting in which this resolution will be discussed and acted upon. Please notify our office as soon as possible in this regard, so we may accommodate your entity in the manner you wish.

Respectfully Submitted,



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

Chief Appraiser

RESOLUTION NO. 2021-6

STATE OF TEXAS {}

RESOLUTION PROPOSING PARKING EXPANSION
PROJECT OF FACILITIES OF THE GUADALUPE
APPRAISAL DISTRICT

COUNTY OF GUADALUPE {}

GUADALUPE APPRAISAL DISTRICT

WHEREAS, the GUADALUPE APPRAISAL DISTRICT (the DISTRICT) acting by and through its duly authorized and empowered Board of Directors has determined that it is necessary and in the best interest of the DISTRICT, all taxing entities served by the DISTRICT and the public the District serves to proceed with the facility parking expansion project.

WHEREAS, the DISTRICT Board of Directors has determined that other alternatives to remedy the parking expansion project will cost significantly more and make a recommendation insofar as the manner with which to proceed with the parking expansion.

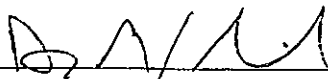
WHEREAS, the DISTRICT has determined that the total facility parking expansion shall not exceed \$91,451.


WHEREAS, the DISTRICT acknowledges that the DISTRICT is not authorized to proceed with construction or renovation of a building or other improvement without the consent of the taxing entities served by the DISTRICT in accordance with §6.051 of the Texas Tax Code.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the DISTRICT adopts and endorses the facility parking expansion project with the total combined cost of building project not to exceed \$91,451.

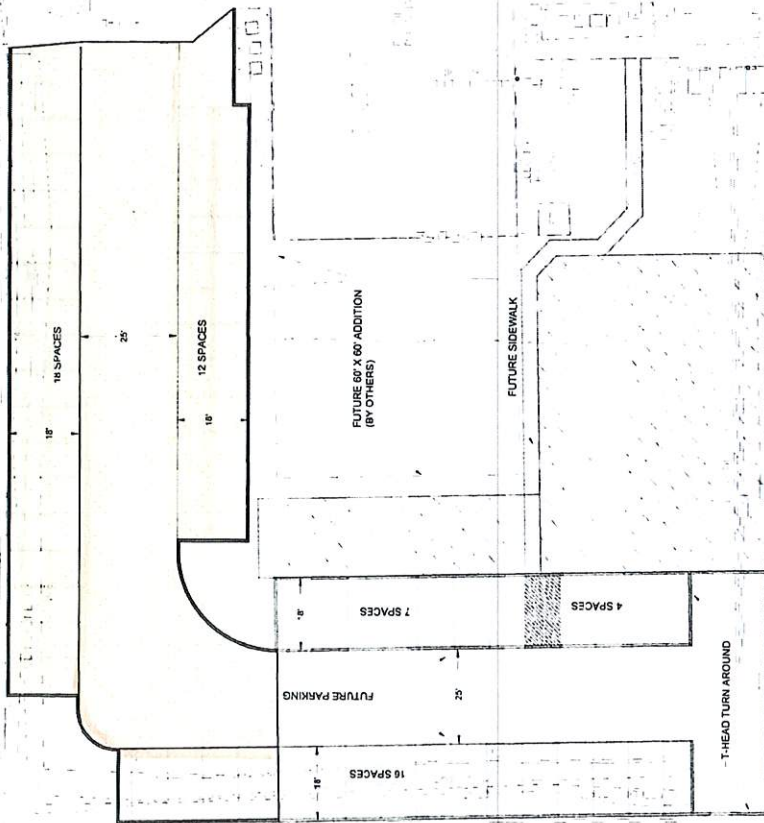
FURTHER, that the Chief Appraiser of the DISTRICT is authorized and directed to take acts necessary to provide the proposed parking expansion project resolution set forth above to the taxing entities entitled to vote pursuant to §6.051 of the Texas Tax Code.

READ, PASSED, AND APPROVED this the 6th day of October 2021.

By: 
Dr. Greg Gilcrease, Chair

Attested: 
Mr. Daryl John, Secretary
Darren Dunn, Vice Chair

** Project Subject to
B.O.D. Resolution 2021-6*



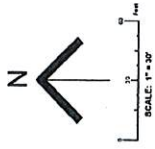
1 SCHEMATIC LAYOUT
SCALE: 1" = 30'

LEGEND



FUTURE DETENTION POND

- GENERAL NOTES / ASSUMPTIONS**
- PARKING CONCEPTUALLY Laid OUT WITH T-HEAD SIMILAR TO SCHEMATIC PROVIDED BY GUADALUPE APPRAISAL DISTRICT. WILL NEED TO VERIFY FIRE ACCESS WITH FIRE DEPARTMENT.
 - CALCULATIONS RAN TO VERIFY IT WILL WORK WITH FUTURE ADDITIONS, IF DESIRED.
 - PROPOSED PARKING IS - 20 SPACES TO MATCH WITH BUDGET FROM PLANNING DOCUMENTS.
 - FUTURE DETENTION POND TO SOUTH WALL, 18" DEEP.
 - FUTURE SIDEWALK ALONG SOUTH SIDE OF BUILDING 4' WIDE.
 - OLD DETENTION STRUCTURE TO BE REMOVED IN FUTURE (ULTIMATE DEVELOPMENT).
 - CHANGING WEATHER NEED TO PROVIDE ALL WEATHER ACCESS IN FUTURE FOR FIRE DEPARTMENT.
 - ALL NEW PARKING IS TO BE EXPRESSED ON BACK SIDE. ENTIRE NEW PARKING LOT WILL BE ELEVATED TO BRING IT OUT OF EXISTING DETENTION AREA.
 - FUTURE DETENTION SIZE CALCULATED BASED UPON PRE-EXISTING CONDITIONS. THE CURRENT POND OVER-DETAINS FOR IMPROVEMENTS PRESENT.



NOTES:
COUNTY: GUADALUPE
CITY: SEGUIN
E.P.: N/A
SCHOOL DISTRICT: SEGUIN ISD

GUADALUPE COUNTY APPRAISAL DISTRICT
3000 N. AUSTIN ST. SEGUIN TX 78155
PRELIMINARY LAYOUT



MAIL

3/4/21 11:57 AM

Guadalupe County Appraisal District - Parking Lot Expansion (Base Bid)

Opinion of Probable Cost

10-Aug-2021

No	Item	Qty	Unit	Unit Price	Cost	Total Bid Item Cost
BID ITEM 1 - MOBILIZATION, INSURANCE AND BONDS						\$11,928.43
1	Mobilization	1	L.S.	\$7,289.60	\$7,289.60	
2	Insurance and Bonds	1	L.S.	\$4,638.84	\$4,638.84	
BID ITEM 2 - SITE DEMOLITION						\$4,500.00
3	Site Demolition, Clearing and Haul Off	1	L.S.	\$4,500.00	\$4,500.00	
BID ITEM 3 - SITE WORK						\$57,849.08
4	Excavation for Haul Off (topsoil & detention area)	30	C.Y.	\$21.00	\$630.00	
5	Concrete Dumpster Pad	288	S.F.	\$12.50	\$3,600.00	
6	Asphalt Parking and Drives	1,236	S.Y.	\$38.00	\$46,963.78	
7	Parking and Drive Reflective	576	L.F.	\$1.75	\$1,008.00	
8	Concrete Curb	454	L.F.	\$11.00	\$4,997.30	
9	Concrete Trail Walk/Pad	0	S.F.	\$6.50	\$0.00	
10	Signage	1	LS.	\$650.00	\$650.00	
BID ITEM 12 - BMP'S						\$400.00
11	Rock Berm	20	L.F.	\$20.00	\$400.00	
BID ITEM 5 - LANDSCAPING						\$3,520.00
12	12" Topsoil	1,200	S.F.	\$1.00	\$1,200.00	
13	Soil Media Barrier Geotextile	1,200	S.F.	\$0.45	\$540.00	
14	Mulch	1,200	S.F.	\$0.40	\$480.00	
15	Shade Trees - 30 Gal.Cont. Grown	2	E.A.	\$650.00	\$1,300.00	
Total Base Bid						\$78,197.51
Contingency 20%						\$13,253.82
Grand Total						\$91,451.33

Pie Engineering, LLC.
 11476 La Vernia Rd.
 Adkins, Texas 78101
 TBPE F-21018

RESOLUTION BY THE GOVERNING BODY OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT BOARD APPROVING THE FACILITY PARKING LOT EXPANSION OF THE GUADALUPE APPRAISAL DISTRICT

WHEREAS, pursuant to Chapter 6 of the Texas Tax Code, Seguin Independent School District appoints members to the Board of Directors of the Guadalupe Appraisal District (G.A.D.); and

.WHEREAS, pursuant to §6.051 of the Texas Tax Code, G.A.D. has the legal right to expand the facility parking lot as necessary to establish and operate the G.A.D. appraisal office; and

WHEREAS, the Seguin Independent School District Board has received a Resolution, dated October 6, 2021, adopted by the G.A.D. Board of Directors recommending the expansion of the facility parking lot, located at 3000 N. Austin St., Seguin, TX 78155;

NOW, THEREFORE, BE IT RESOLVED BY THE SEGUIN INDEPENDENT SCHOOL DISTRICT BOARD:

1. That the above recitals are true and correct.
2. That the Seguin Independent School District Board hereby approves the G.A.D. facility parking lot expansion at a maximum of \$91,451.
3. That it is officially found and determined that this meeting was open to the public as required by law, and that notice of the time, place and subject matter of this meeting has been posted in the manner required by law.

RESOLVED THIS _____ DAY OF _____ 2021.

Seguin Independent School District Board

By: _____

ATTEST:

By: _____

**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: 01/25/22
Dr. Matthew Gutierrez, Superintendent
1221 E. Kingsbury St., Seguin, TX 78155
(830) 401-8614