

# Agenda of Regular Meeting

## The Board of Trustees Seguin ISD

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A Regular Meeting of the Board of Trustees of Seguin ISD will be held March 29, 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: Guaranteed and Viable Curriculum 6
  - B. Seguin ISD 2021-2022 Annual Staffing Report 17
  - C. Bond 2019 Project and Facilities Update 18
5. **Closed Session:** Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act
  - A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.

- B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
  - 1. Discussion Regarding Academic Dean at Jefferson Elementary
  - 2. Discussion Regarding Principal at Weinert Elementary
- C. Pursuant to Texas Government Code Section § 551.072 - Discuss the sale, purchase, exchange, lease, or value of real property.
- 6. **Reconvene to Open Meeting**, the Board will take appropriate action on items, if necessary, as discussed in Closed Session
  - A. Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).
    - 1. Possible Action to Select Academic Dean at Jefferson Elementary
    - 2. Possible Action to Select Principal at Weinert Elementary
- 7. **Consent Agenda Items - Consider and Possible Approval as Applicable**  
 Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.
  - A. Approval of Board Minutes of Board Workshop - February 9, 2022; Regular Meeting - February 15, 2022 and Special Meeting - March 3, 2022. 56
  - B. Approval of Tax Collection Reports for February 2022 63
  - C. Approval of Proposed Budget Amendments & Financial Statements for January 2022 64
  - D. Approval of Proposed Budget Amendments & Financial Statements for February 2022 72
  - E. Approval of Donations Received February 2022 80
  - F. Approval of District-Wide HVAC Systems Maintenance, Equipment, Parts, & Services (RFP #: 21-02) 82
  - G. Approval of District-Wide Special Education Services (RFP #: 21-05) 84
  - H. First Reading for Consideration of Approval of Local District Update (LDU) – FFAC (LOCAL) 86
  - I. Information Regarding Purchases Through the DIR Purchasing Cooperative for a total cost of \$140,060 89
  - J. Acknowledge Public Information Act Requests Feb. - March 2022 90
- 8. **Action Items**
  - A. Consider Appointing a Budget Committee for the Board of Trustees 92
  - B. Adopt the Resolution for the Assignment of Fund Balance 93
  - C. Personnel Action Professional Employees 95

D. Discussion and Possible Action to Grant Superintendent Hiring Authority for Certified Personnel During Recruiting Season	98
E. Consideration and Approval of the Resolution for Texas Association of School Boards Superintendent of the Year Nomination	99
<b>9. Board Comments and Request</b>	
<b>10. Adjourn</b>	

**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 Jefferson Elementary School. Principal Valerie Gunter will highlight a campus based initiative.

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

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

**PAPERWORK IMPACT:**             None

**BUDGET IMPACT/ INFORMATION:**             None

**EXHIBITS:**                     None

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

Submitted by: Matthew Gutierrez                     Date Submitted: 03/29/22  
(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 BPA Students**
- **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: 03/29/22  
(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: Guaranteed and Viable Curriculum**

**RECOMMENDATION:**      That the Board of Trustees receives an update regarding SISD development of a guaranteed and viable curriculum.

**RATIONALE:**      The purpose of this report is to present the board with an update on implementation of Carnegie Math and Blended Learning in grade 6. The report will include how this curriculum is progress monitored and on how ongoing teacher support is provided.

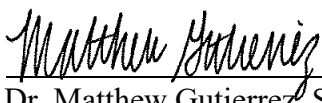
**REFERENCE and COMPLIANCE:**      AE (Local); Strategic Priority #1 - Improve student learning through improved instructional practice

**PAPERWORK IMPACT:**      None

**BUDGET IMPACT/ INFORMATION:**      None

**EXHIBITS:**      Presentation

**RESOURCE PERSONNEL:**      Andrea Jaramillo, Deputy Chief of Learning and Innovation  
Kathy Kober, Math Coordinator

Submitted by:       Date Submitted: 03/29/22  
(Signature)      Dr. Matthew Gutierrez, Superintendent  
(Name)      1221 E. Kingsbury St., Seguin, TX 78155  
(Address)      (830) 401-8614  
(Telephone)

# Strategic Priority and Initiative Report

March 29, 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



# Strategic Initiatives

## Superintendent and Board Goals

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





# High-Quality Instructional Materials (HQIM)

# What are High-Quality Instructional Materials (HQIM)?

Curricular resources that:

- Ensure full coverage of **grade-level TEKS**
- Are aligned to **evidence-based best practices**
- Support **ALL learners**
- Enable **frequent progress monitoring** through embedded and aligned assessments
- Include **implementation supports** for teachers



# HQIM's impact on students

## Research shows that high quality instructional materials...

...allow students to **engage more deeply and meaningfully** with the standards

...lead to **additional learning** for students

...have a larger, more **cost-effective impact** on **academic outcomes** than many interventions

# HQIM's impact on teachers

## Spend less time on...

Building lessons and assessments from scratch

Searching the internet for materials and activities

## And more time on...

Differentiating lessons and activities for individual students

Analyzing and acting on progress monitoring data

# Secondary Math

- 6 Math Pilot - Carnegie Math and Blended Learning
  - Monthly planning
  - Parent Night at each campus
- Spring Pilot 7-Algebra 1
- Unit/Lesson Internalization protocols
  - Annotating lesson plans and timestamping
  - Doing the math
  - Rehearsal teaching



# Next Steps

## Math - moving forward

- Focus on pacing of lesson and instructional intensity
- Carnegie Math materials to be implemented 6-Alg 1 next year with monthly planning day for 7-Alg 1

## Summer learning

- Blended Learning PL - logistics and implementation
- Grade Level Planning Day
  - Unit Internalization
  - Lesson Internalization



**INFORMATION ITEM:**

**Seguin ISD 2021-2022 Annual Staffing Report**

**RECOMMENDATION:**

That the Board review the Annual Staffing Report for 2021-2022.

**RATIONALE:**

The purpose of this report is to present to the Board the annual staffing breakdown for this school year. This report is required as stated in Board Policy DAA (Regulation) Annual Staffing Report. These staffing reports indicate workforce changes for each campus and/or department through December of 2021.

**REFERENCE and COMPLIANCE:**

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

**BUDGET IMPACT/ INFORMATION:**

None

**PAPERWORK IMPACT:**

None

**EXHIBITS:**

Seguin ISD Annual Staffing Report

**RESOURCE PERSONNEL:**

Cynthia J. Moreno, Chief Human Resources Officer

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



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

Date Submitted: 03/29/22

**INFORMATION ITEM:**

**Bond 2019 Project and Facilities Update**

**RECOMMENDATION:**

That the Board of Trustees receives an update on 2019 Bond projects and facilities.

**RATIONALE:**

To provide the board with regular updates and progress reports on Bond 2019 related projects and facilities.

**REFERENCE and COMPLIANCE:**

CV (LOCAL) Facilities Construction

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT INFORMATION:**

None

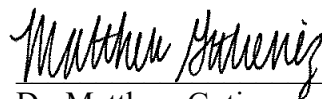
**EXHIBITS:**

Bond and Facilities Update Presentation

**RESOURCE PERSONNEL:**

Bill Lewis, Chief of Operations and Associate Superintendent  
Tony Hillberg, Chief Financial Officer  
James Pizana, Director of Maintenance and Operations

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



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

Date Submitted: 03/29/22



**Sequin** exceptional students to exceptional citizens  
**INDEPENDENT SCHOOL DISTRICT**

**pfluger**

planning · architecture · interior design

**pbGroup** LLC

architecture · interior design · design build

# Seguin ISD Projects Update

**Board of Trustees Meeting**  
March 22, 2022



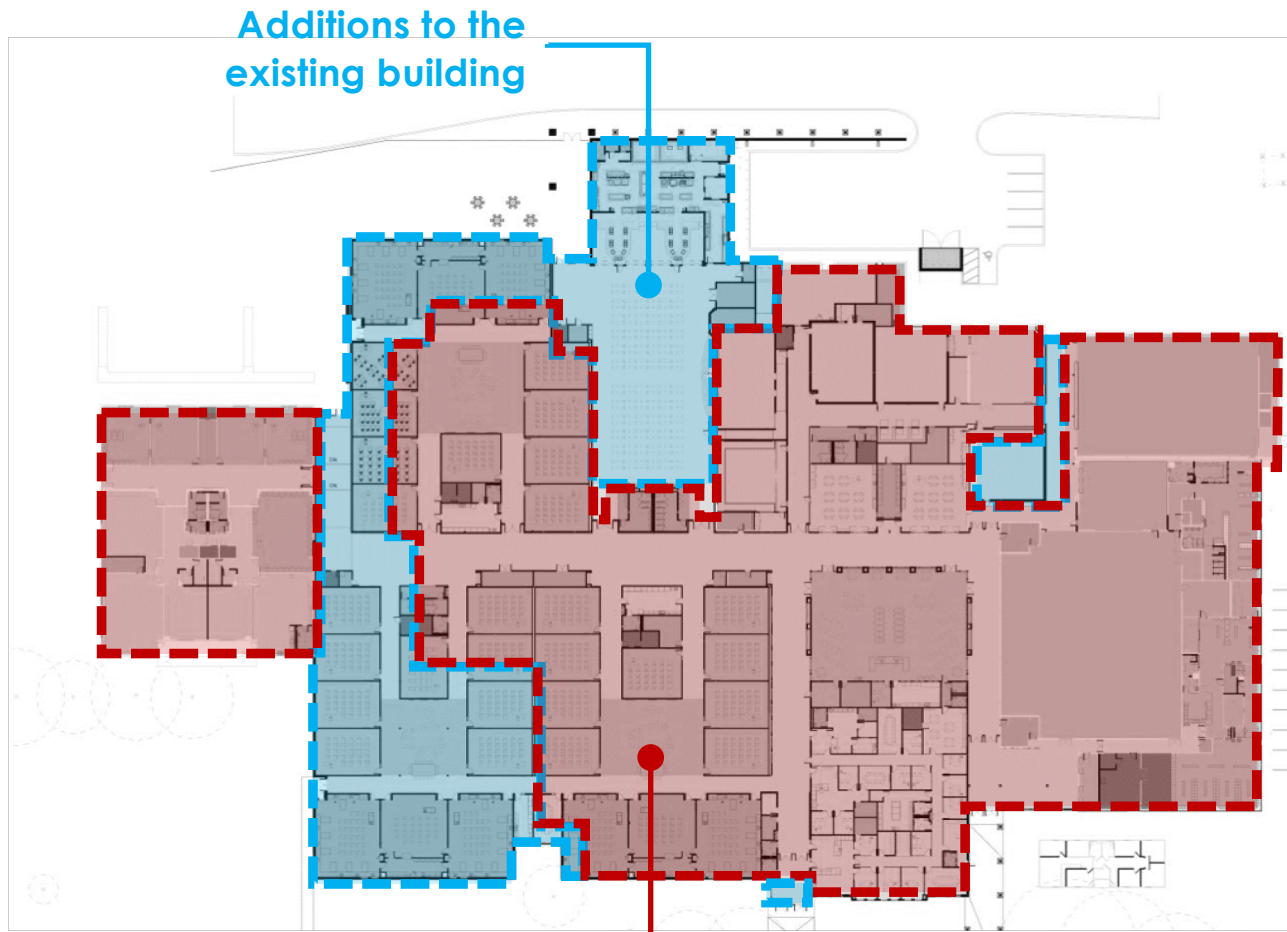
# Projects



# Projects







**Additions to the existing building**

**Existing building to be renovated**

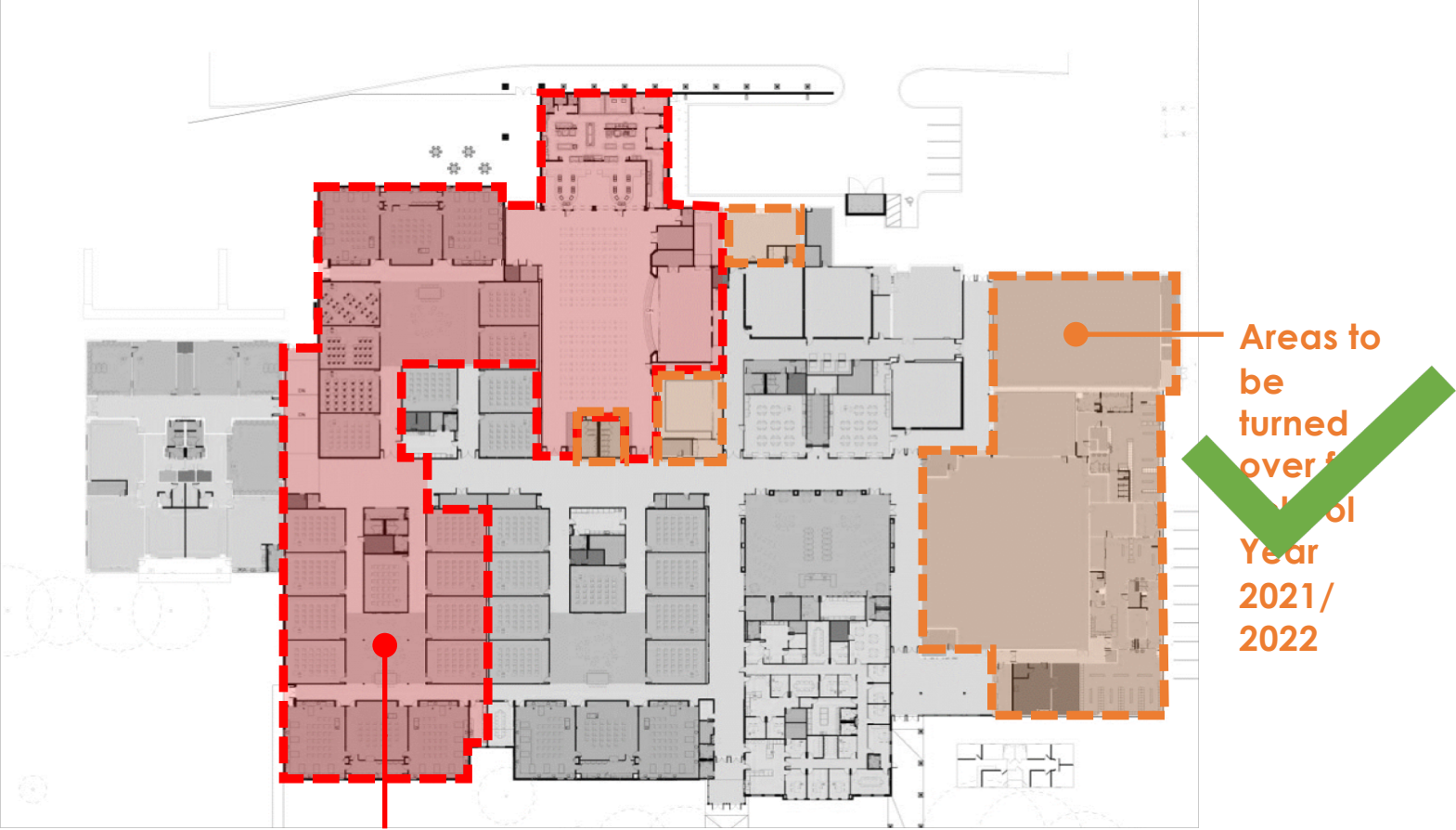
**Note:** Background shows entire completed project and is not representative of actual current conditions.



Areas to be turned over for School Year 2021/2022

Areas currently under construction

**Note:** Background shows entire completed project and is not representative of actual current conditions.



**Areas currently under construction**

**Areas to be turned over for school of Year 2021/2022**

**Note:** Background shows entire completed project and is not representative of actual current conditions.

**Target Completion:  
June 2022**



**Punchlist Walk:  
March XX, 2022  
Furniture Installation:  
Starts April 4, 2022**

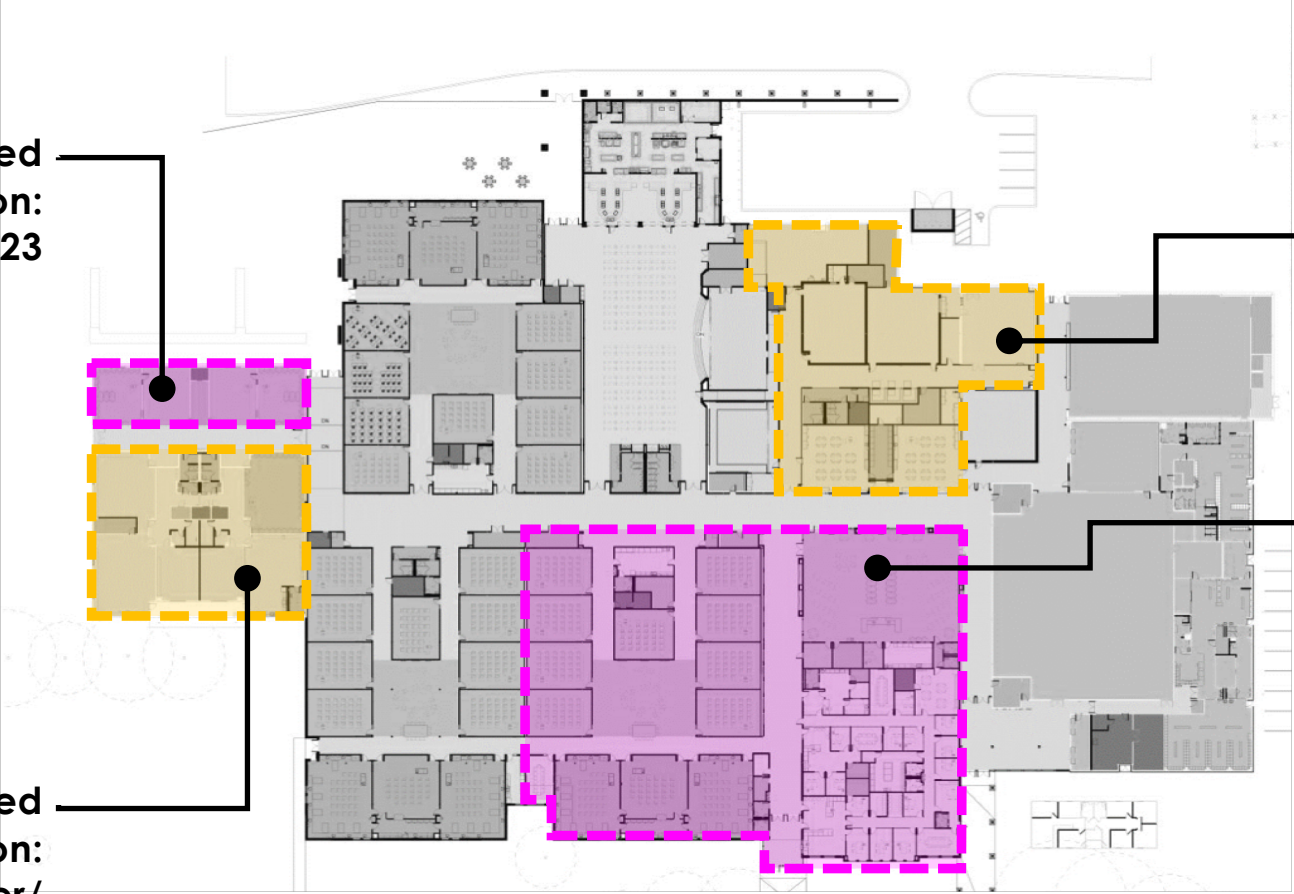
**Note:** Background shows entire completed project and is not representative of actual current conditions.

**Anticipated  
Completion:  
Summer 2023**

**Anticipated  
Completion:  
Summer 2022**

**Anticipated  
Completion:  
Spring 2023**

**Anticipated  
Completion:  
Summer/  
Fall 2022**



## EXTERIOR / ROOF



## CLASSROOM ADDITION – 7<sup>TH</sup> GRADE HOUSE



**CLASSROOM ADDITION – 8<sup>TH</sup> GRADE HOUSE / CENTRAL CORRIDOR**



## CAFETERIA / KITCHEN

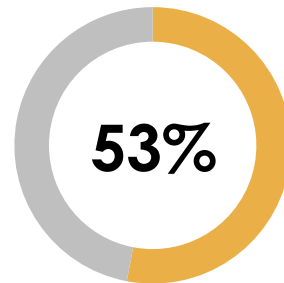


## MISCELLANEOUS



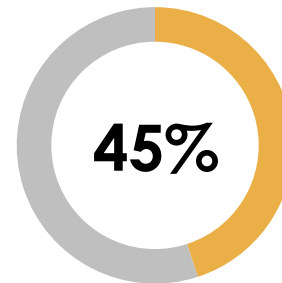
### Schedule

Target  
Completion  
**Summer 2023**



### Contingency

\$950,000  
- \$428,751  
**\$521,249**

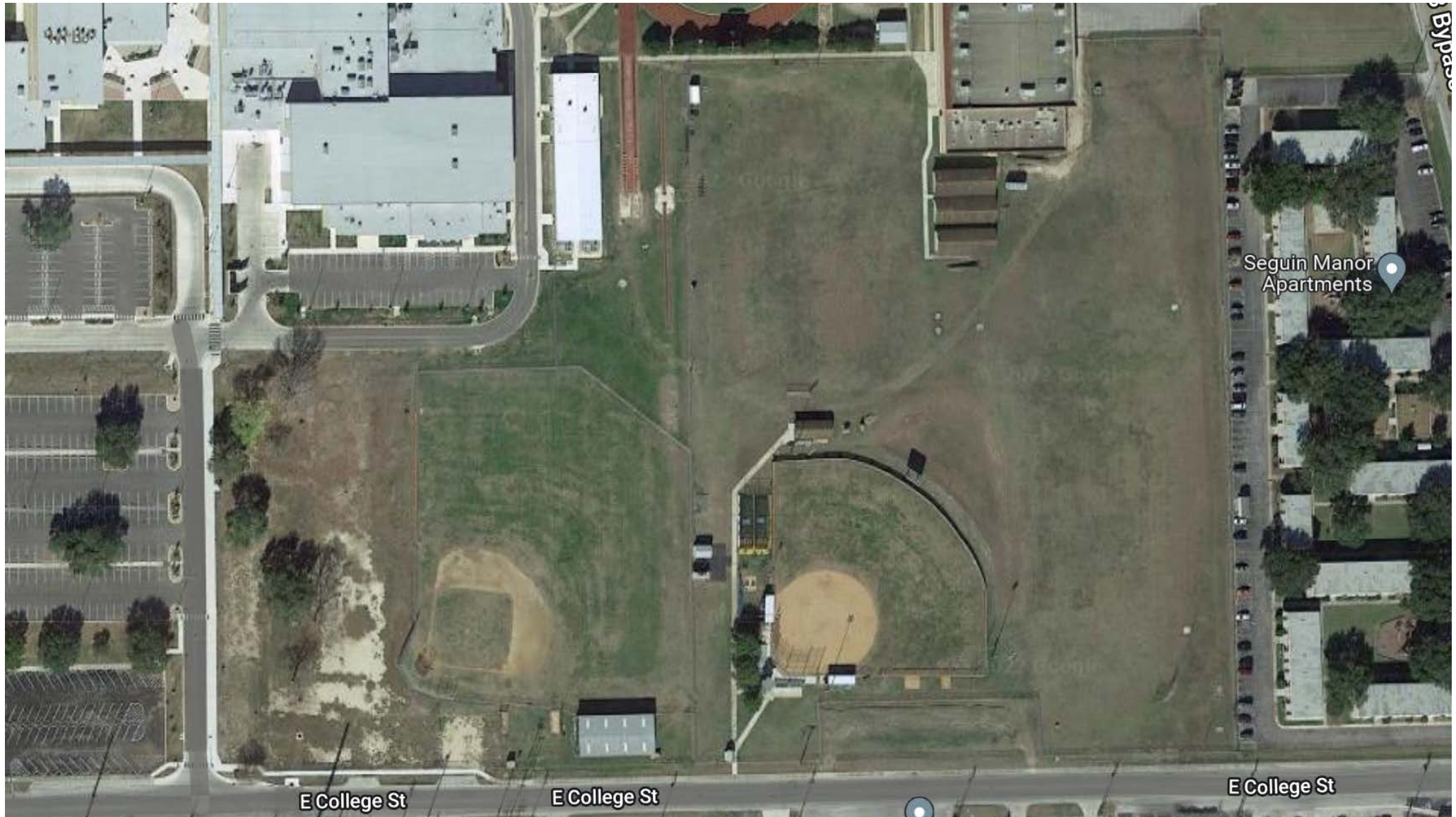


General Contractor:



# Projects





E College St

E College St

E College St

Seguin Manor  
Apartments



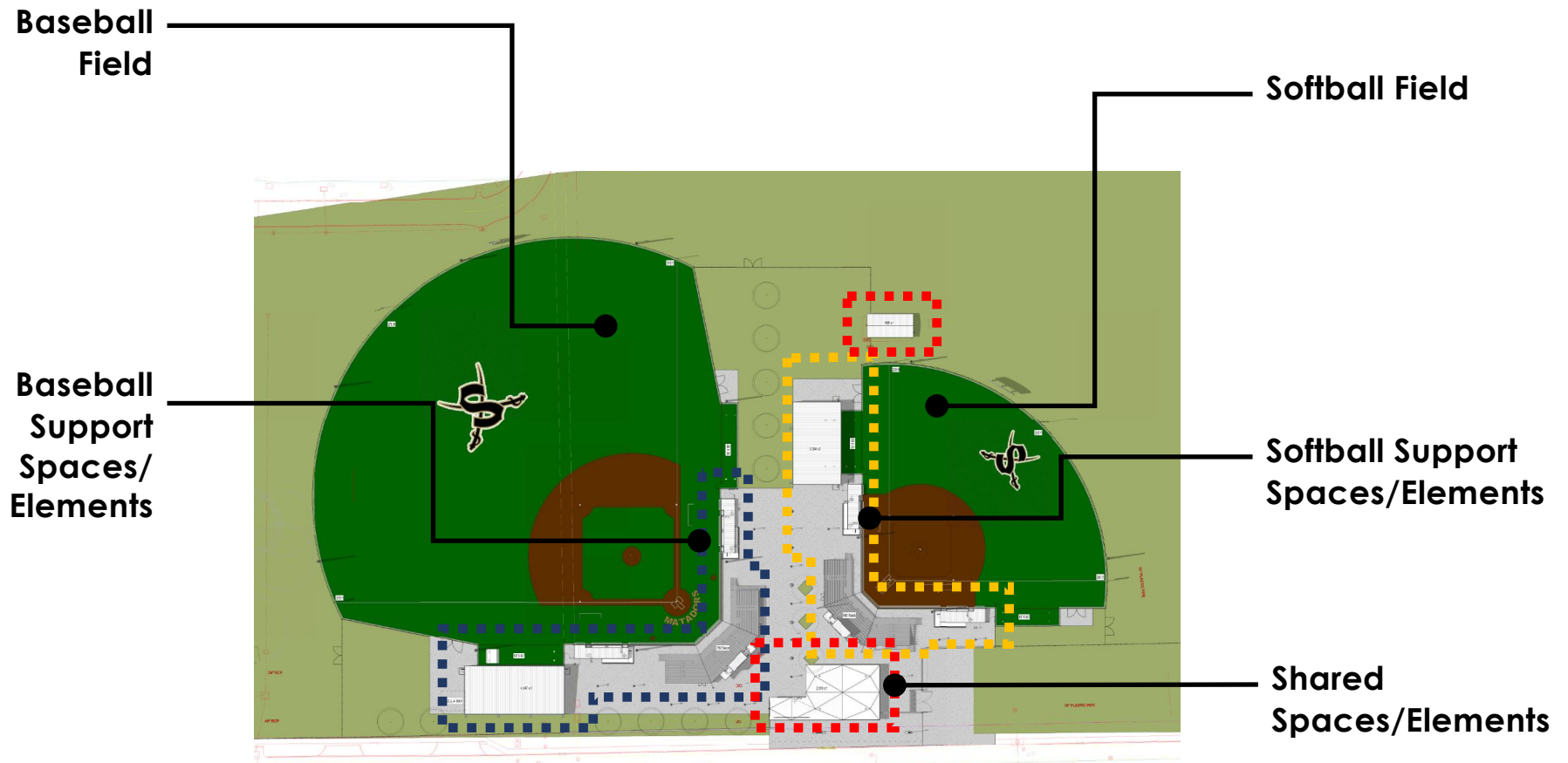
E College St

E College St

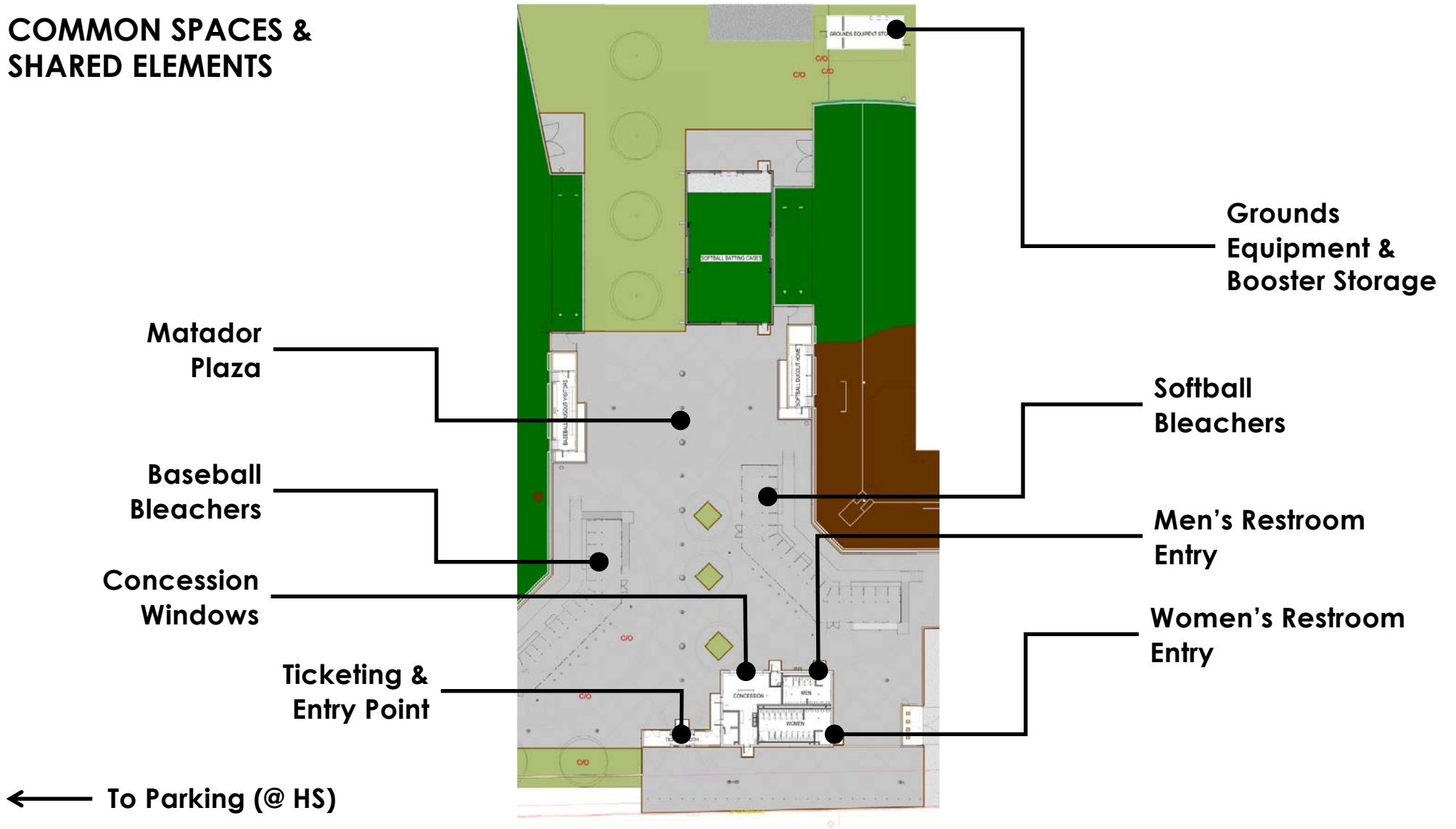
E College St

Seguin Manor  
Apartments

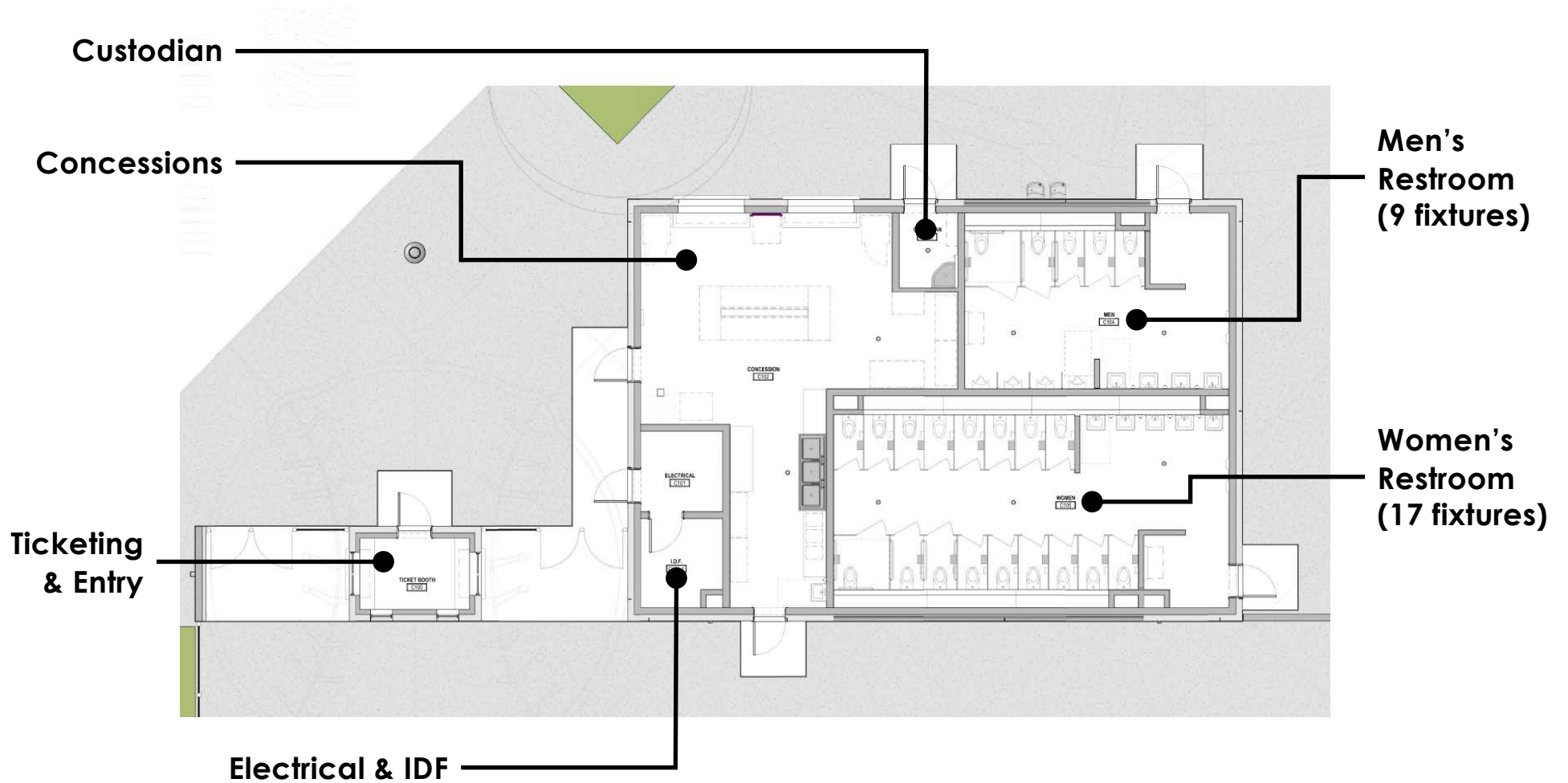
# MATADOR BASEBALL & SOFTBALL COMPLEX



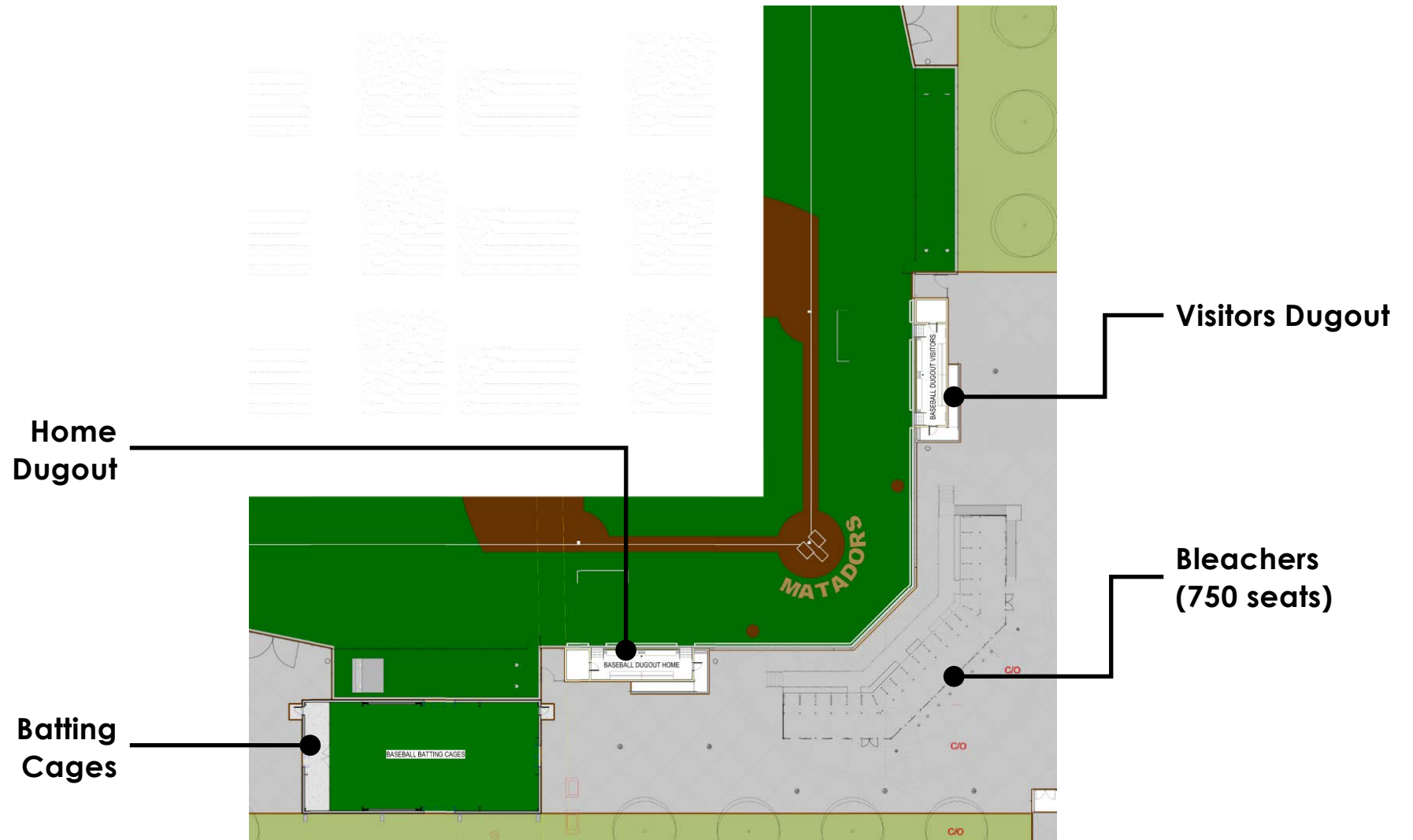
# COMMON SPACES & SHARED ELEMENTS



## TICKETING, CONCESSIONS, & RESTROOMS



# BASEBALL COMPONENTS



# SOFTBALL COMPONENTS



# ENTRY



# ENTRY



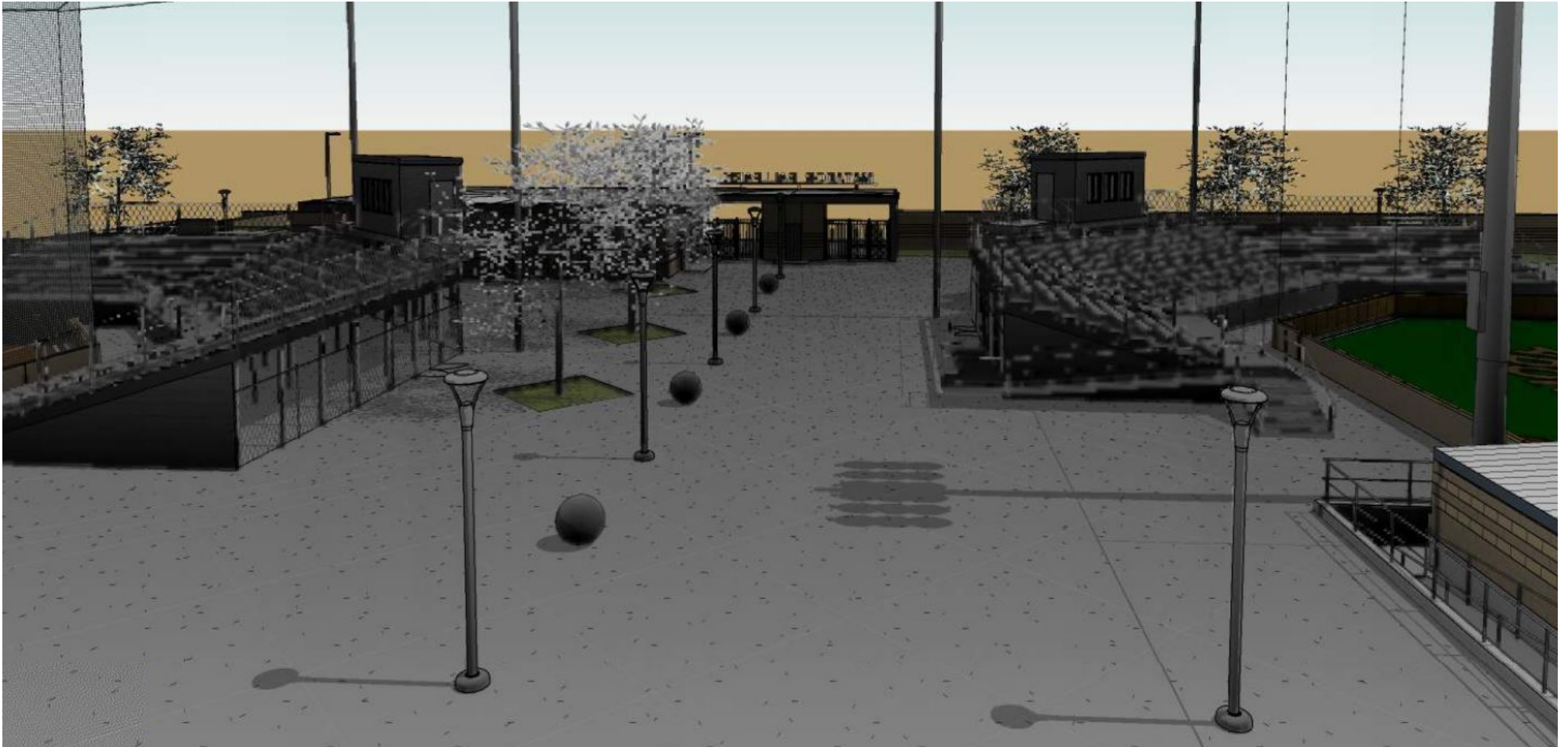
## MATADOR PLAZA



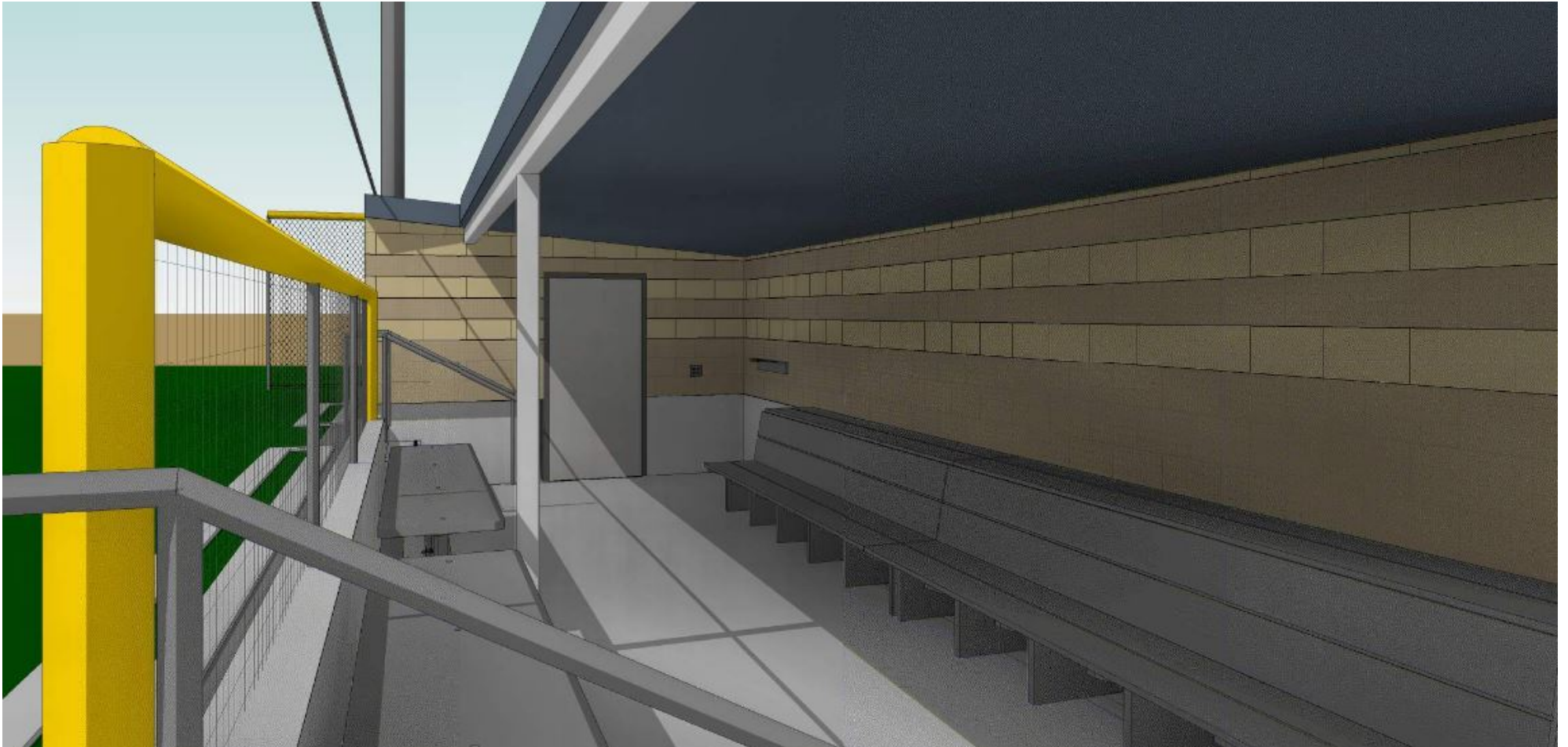
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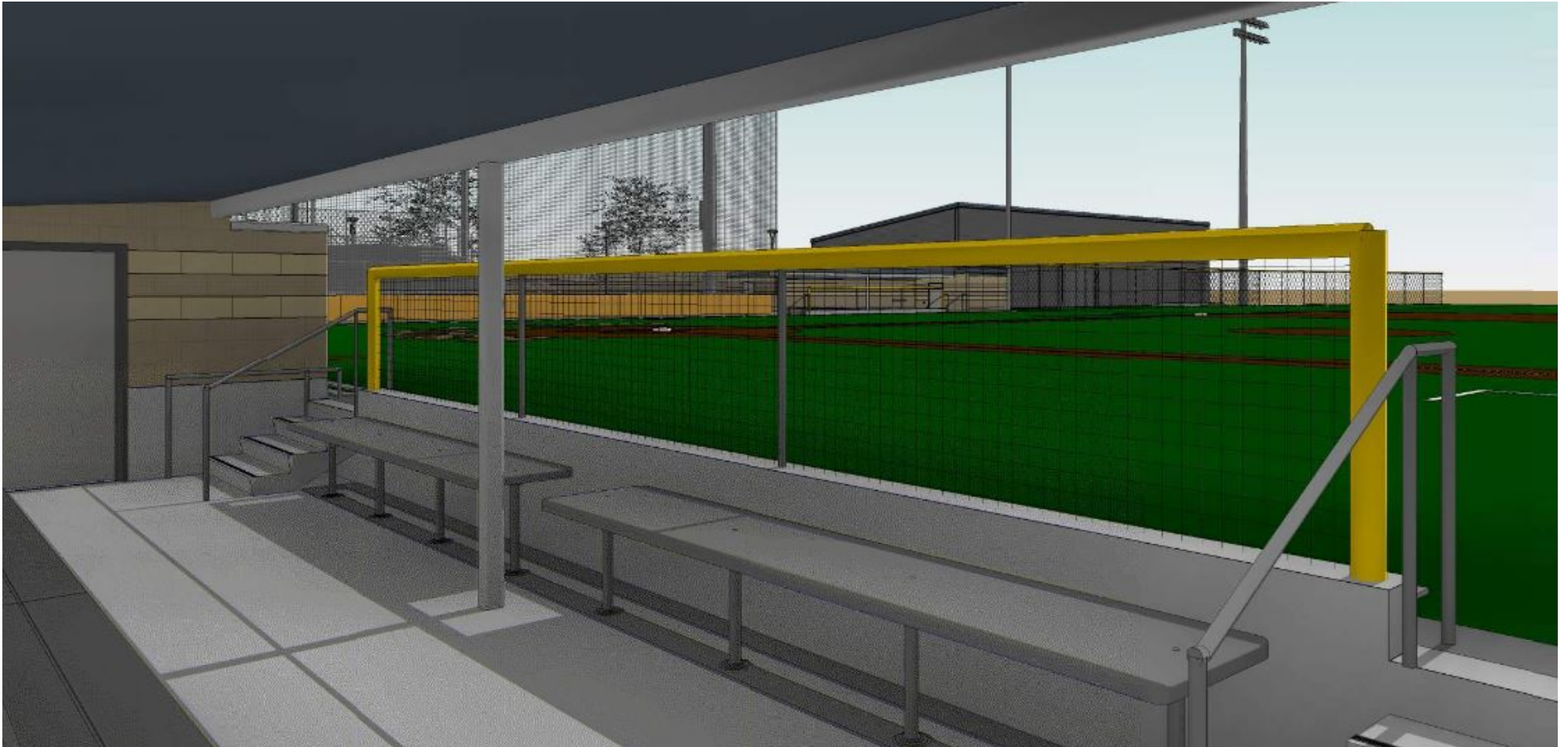
## MATADOR PLAZA



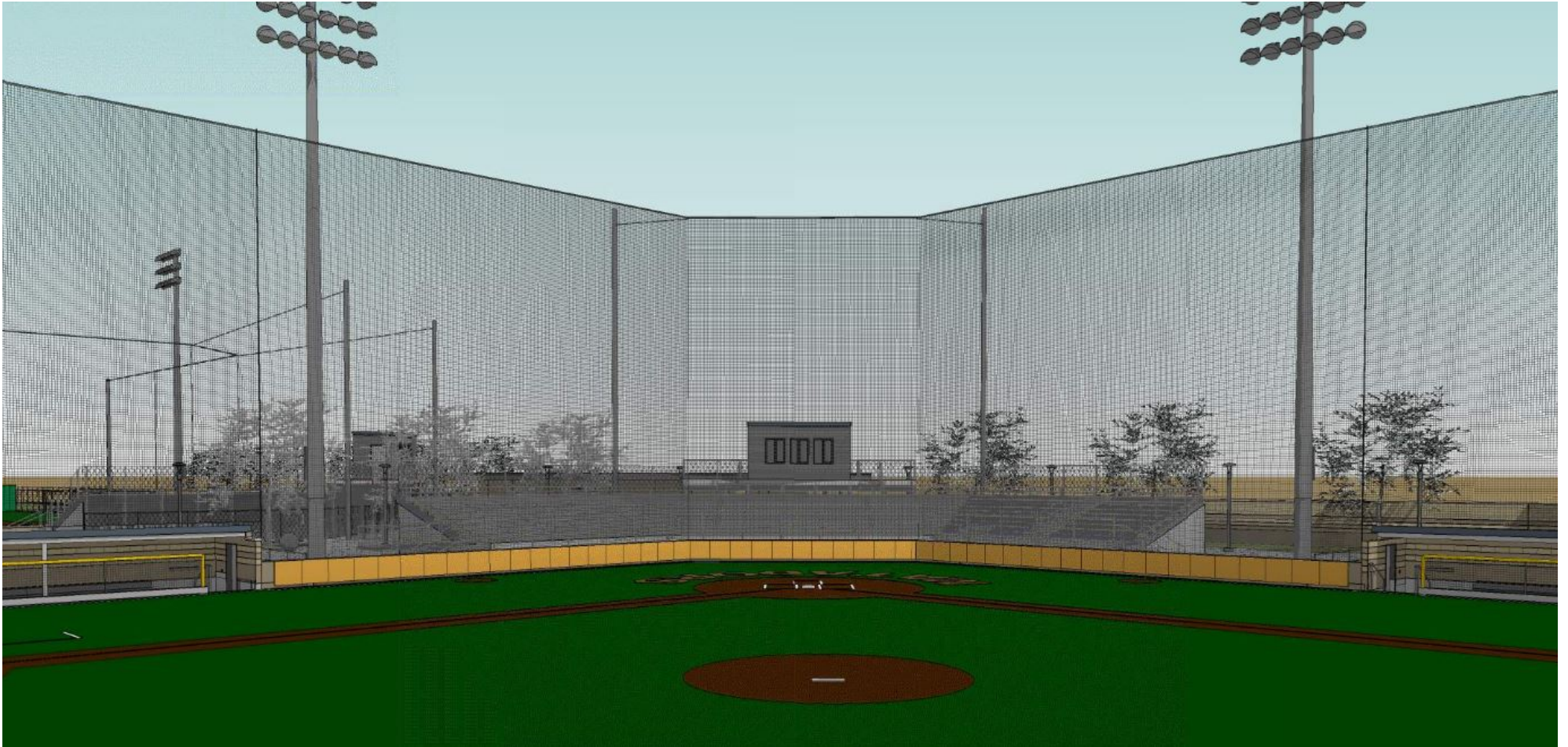
## DUGOUTS



## DUGOUTS



## FIELDS



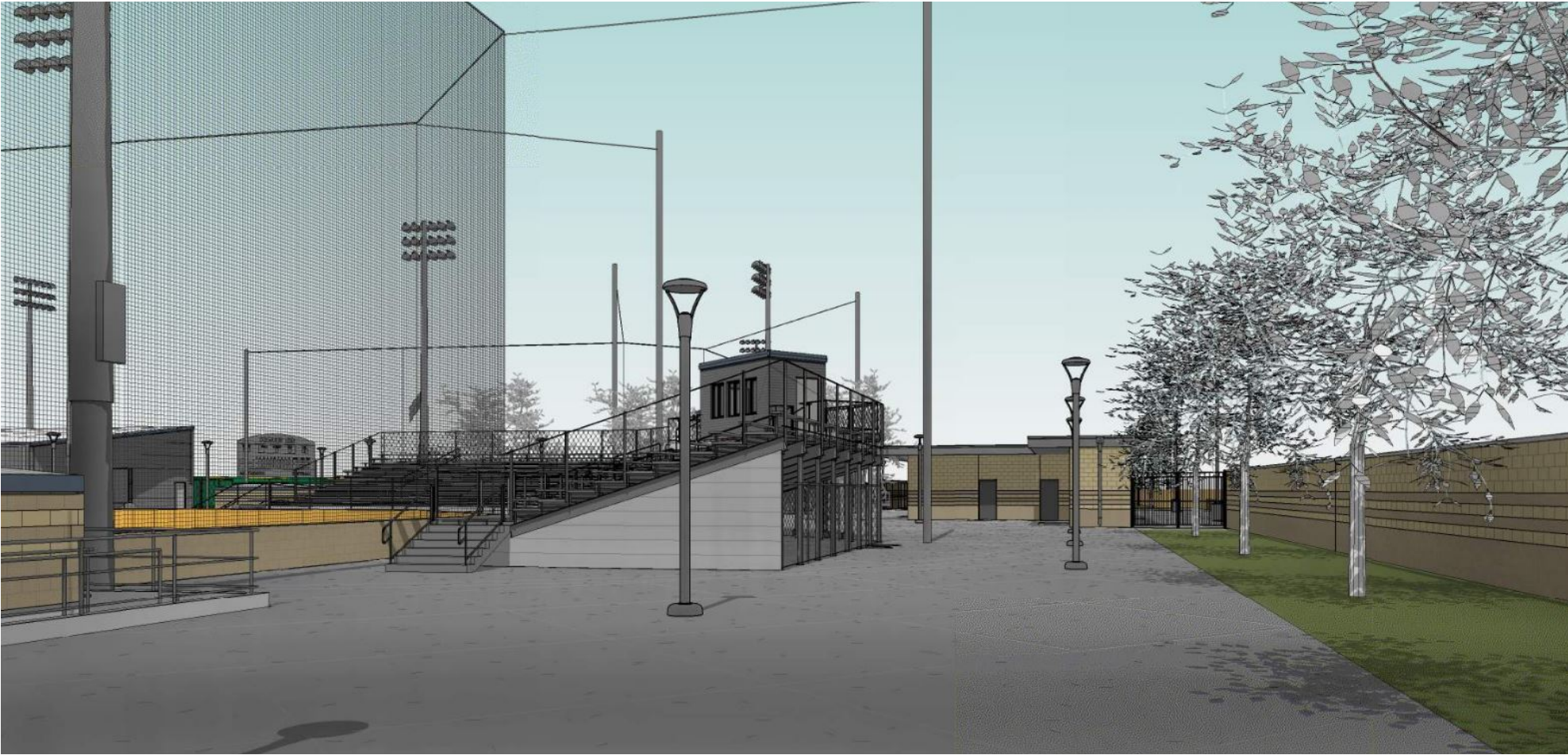
## FIELDS



# BLEACHERS



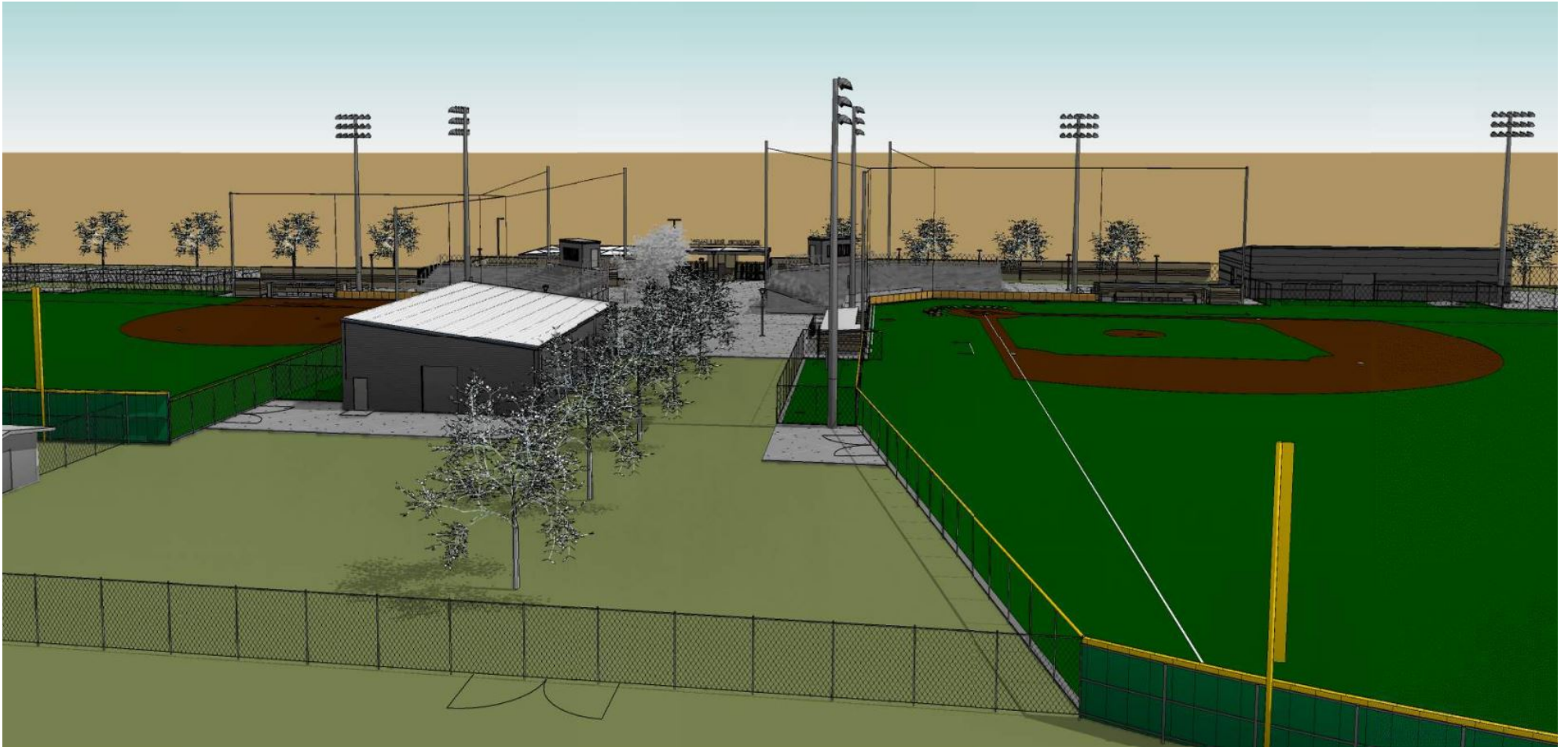
# BLEACHERS



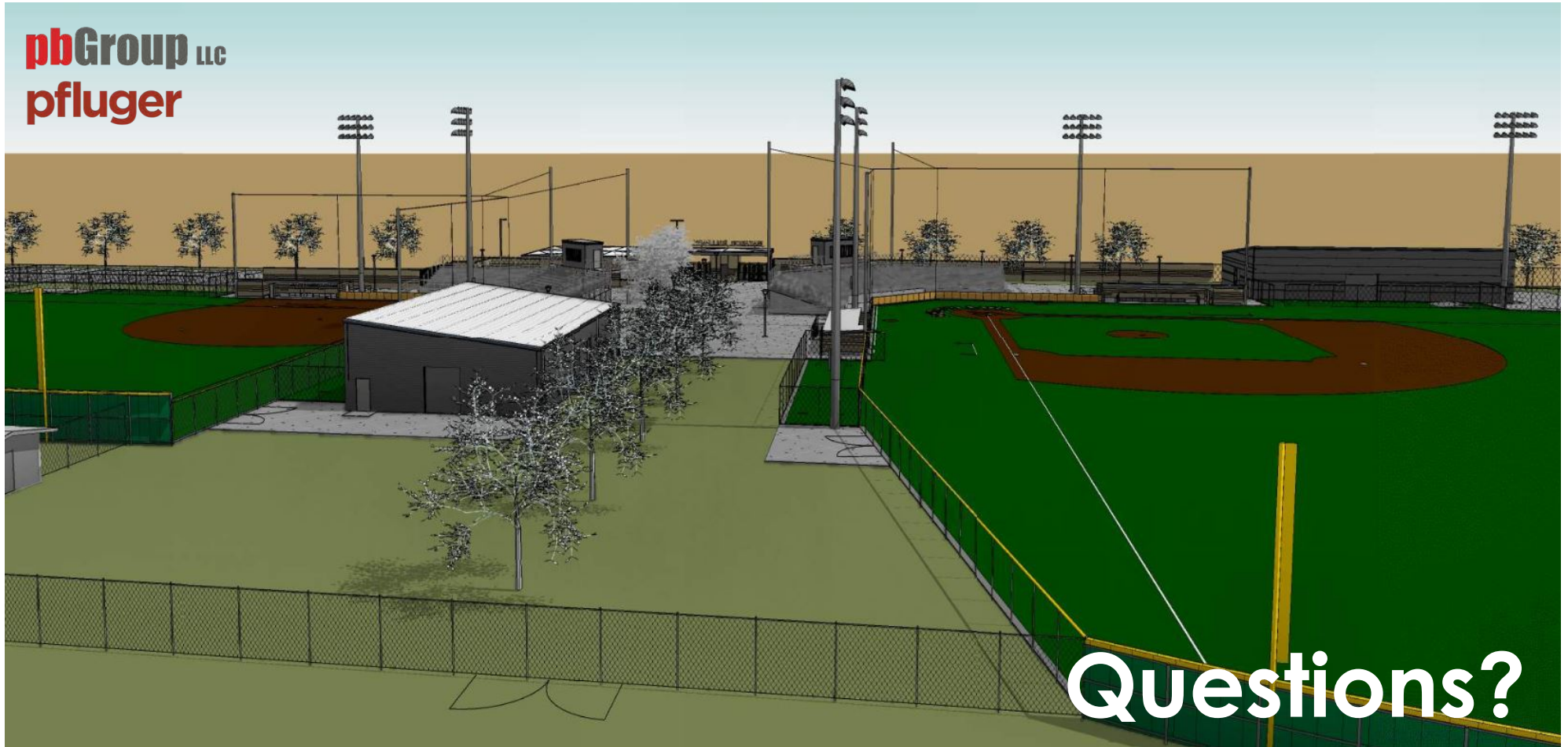
# BLEACHERS



# BIRDSEYE



**pbGroup** LLC  
**pfluger**



**Questions?**

**Thank You**

# Minutes of Regular Meeting

## The Board of Trustees

### Seguin ISD

---

A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, February 15, 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, Superintendent

Absent: Cynthia Moreno, Bill Lewis

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; Danica Murillo, Deputy Chief of Human Resources; Tiffany Wehe, Weinert Elementary Interim Principal; Nancy Ramirez, Superintendent Secretary and media.

#### 1. Call to Order

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

B. The pledges were led by Marlen Marquez, Weinert Elementary student, followed by a moment of silence.

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, upcoming key dates and event information since the last board meeting which included recognizing staff and student achievements and successes from across the district and a COVID-19 update. Dr. Gutierrez invited the community to participate in the Seguin Education Foundation Auction and the Mardi Gras gala.

D. Board Member Reports:

The Board provided updates and information on recent activities, meetings, conferences, and school events they have participated in or attended.

#### 2. Recognition/Campus Presentations

##### A. Campus Highlight

The presentation was provided courtesy of Weinert Elementary. Mrs. Wehe, interim principal, shared a presentation and video titled Grants in Action, highlighting how grant funds are used at the campus.

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

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

- **Seguin High School Cosmetology Students**

Dr. Gutierrez recognized several Seguin High School seniors who have passed the requisite written and practical exams and earned

their Cosmetology Operator License. We are proud of: Kasi Garcia, Kalie Bohnenberger, Lexi Bertling, Taylor Bode, Daisy Gaytan, and Chelsea Garza.

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

Dr. Gutierrez was honored to recognize Marlen Marquez, fifth grade student at Weinert Elementary, Addison Elkins, sixth grade student at Barnes Middle School and Adriana Vazquez, 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 Award**

Dr. Gutierrez was honored to recognize Rhonda Jubela, Vogel Elementary School Principal, as the February 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**

Katie Edwards signed up to address the Board regarding the school calendar.

**4. Reports/Information Items:**

**A. Strategic Priority and Initiative Report: Istation**

The Board of Trustees received an update from Ms. Jaramillo regarding Istation instructional reading levels in Kindergarten – 8<sup>th</sup> grade.

**B. Request for Appointments**

The Board of Trustees received information from Mrs. Thomas-Jimenez and Dr. Gutierrez regarding Trustees recruiting one community member from their district to serve on the Board Redistricting Committee. The release of the 2020 census data triggers redistricting obligations for Seguin ISD to fulfill. In general, redistricting is the process by which the boundaries of elective districts are periodically redrawn to maintain equal representation on the basis of population. Population shifts result in an unequal representation amongst the single-member districts of local political subdivisions such as cities and school districts. School Board officials represent districts that are intended to reflect equalized populations. Therefore, their sizes and shapes must be redefined every 10 years to reflect population growth or decline and other demographic changes. Each board member will select a community member to serve on the redistricting committee. The nominations are due prior to the March 29, 2022, board meeting.

**5. Closed Meeting** –The Board adjourned into closed session at 7:18 p.m.

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

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

- 6. Reconvene to Open Meeting** – The Board reconvened at 7:33 p.m. No action was taken.  
A. Possible action to approve professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of employee(s).

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

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

Emergency Meeting, January 18, 2022

Public Hearing, January 25, 2022

Regular Meeting, January 25, 2022

**B. Approval of Tax Collection Reports for January 2022**

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for January 2022. The Texas Property Tax Code requires the collector of taxes for a taxing unit prepare a written report of tax collections made for the preceding month. The Guadalupe County Tax Assessor-Collector collects ad valorem taxes for the District.

**C. Approval of Donations Received January 2022**

The Board of Trustees approved the donations received by the District during the month of January 2022 in the amount of \$11,500.00 from various business and individuals. District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval.

**D. Seguin ISD Resolution Regarding the Office of the Governor's Truancy Prevention Grant**

The Board of Trustees approved the resolution for the application to the Office of the Governor Truancy Prevention Grant. The Office of the Governor Criminal Justice Division has announced funding for Truancy Prevention and Intervention Program grants. Seguin ISD was awarded the grant for two Case Managers for the 2018-19 school year, and continued for the 2019-20, 2020-21 and 2021-22 school years. The current grant expires on August 31, 2022. The district is eligible to apply and continue the grant for truancy prevention and intervention purposes for an additional term. The grant will include the continuation of the two case managers to implement a campus based truancy intervention program with the goals of increasing overall student attendance, student engagement, decreasing unexcused absences, and improving student academic progress with a focus on secondary schools.

**E. Information Regarding Purchases Through the Pace Purchasing Cooperative for a Total Cost of \$57,498**

The Board of Trustees received information regarding the purchases through the Pace Purchasing Cooperative reference #: P00165 from Telecommunications, Data, Network, Security, Equipment, Services, and Supplies at a cost of \$57,498.

**F. Acknowledge Public Information Act Request Jan. – Feb. 2022**

The Board of Trustees received information regarding the Public Information Act requests received since January 13, 2022. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

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

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

**Emergency Meeting, January 18, 2022**

**Public Hearing, January 25, 2022**

**Regular Meeting, January 25, 2022**

- B. Approval of Tax Collection Reports for January 2022**
- C. Approval of Donations Received January 2022**
- D. Seguin ISD Resolution Regarding the Office of the Governor’s Truancy Prevention Grant**
- E. Information Regarding Purchases Through the Pace Purchasing Cooperative for a Total Cost of \$57,498**
- F. Acknowledge Public Information Act Request Jan. – Feb. 2022**

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**  
**Nays: None**

**8. Action Items:**

**A. Approval of School Calendar for 2022-2023 School Year**

Mr. Amador moved, seconded by Mr. Jenkins to adopt the 2022-23 school calendar. The proposed school calendar was shared at the Jan. 24, 2022 meeting of the Superintendent’s Teacher Communication Council. A majority of TCC representatives reported that their campus colleagues overwhelmingly favor this calendar. The calendar has 187 teacher contract days, 172 students instructional days and six intersession days. Teachers return to duty on Aug. 4 and the first day of class is Monday, Aug. 15 (the first day of class at Ball ECC is Wednesday, Aug. 17). Intersession days are Oct. 19-21 and Feb. 1-3. First semester district holidays include Labor Day (Sept. 5), Thanksgiving (Nov. 23-25) and Christmas Break (Dec. 19-Jan. 2). Second semester district holidays include Martin Luther King, Jr. Day (Jan. 16), Spring Break (March 13-17), Good Friday (April 7) and Memorial Day (May 29). Staff in-service days during the school year include seven days prior to the first day of school plus half days of Sept. 21, Nov. 2, March 1 and April 19. Jan. 3 and Feb. 20 are staff in-service days/student holidays. Oct. 7, Nov. 21-22 and June 2 serve as staff exchange days for training. May 30 is a workday following the end of the semester. Inclement weather teacher make-up days are May 31 and June 1.

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**  
**Nays: None**

**9. Board Comments and Request**

Mr. Amador would like training regarding Coops and Buy Boards.

All prior Board requests have been addressed.

**10. Adjourn**

Mr. Amador moved, seconded by Mr. Jenkins to adjourn the meeting. The meeting adjourned at 7:49 p.m.

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**  
**Nays: None**

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Secretary/March 29, 2022

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President/March 29, 2022

# Minutes of Special Meeting

## The Board of Trustees

### Seguin ISD

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A Special Meeting of the Board of Trustees of Seguin ISD was held Thursday, March 3, 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 (was online due to Conference), Glenda Moreno, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez, Superintendent

Absent: Carl Jenkins

Also Present: Sean Hoffmann, Chief Communications Officer and Bill Lewis, Chief Operating Officer and Associate Superintendent.

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:30 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 Mr. Hoffmann, followed by a moment of silence.

#### 2. Audience with the Board

No one signed up to address the Board.

#### 3. Closed Session: The Board went into closed session at 6:32 p.m.

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

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

#### 4. Open Session: The Board reconvened at 7:07 p.m.

**A. 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**

Mr. Amador moved, seconded by Mrs. Moreno to approve the 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 Jason Howell at a price of \$751,000.00 and delegate authority to the Superintendent to negotiate and execute a sales agreement and special warranty deed effecting the sale of such property.

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

**Nays: Crettenden**

**B. Approve Vendor for Lease Fiber**

Mr. Amador moved, seconded by Mrs. Crettenden to approve the selection with Spectrum for fiber lease and the increase from 2Gig to 10Gig of internet service. Seguin ISD leases fiber that connects all campuses into the Wide Area Network (WAN) and increase Internet accessibility. With Board approval, Seguin ISD will enter into an agreement with Spectrum for three years to supply fiber connections to all campuses. Seguin ISD currently has a contract with Spectrum for Internet service as well. The current contract allows for the increase of Internet service to 10Gig. Seguin ISD has complied with all federal and local purchasing requirements and has select Spectrum through a competitive bidding process. Spectrum offers the best service, competitive pricing in addition to having a positive track record with SISD for several years. The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). This program provides discounts to assist most schools and libraries in the United States to obtain affordable Internet access. Each year, Seguin ISD applies for federal "E-Rate" discounts of up to 83% to assist with connectivity charges.

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

**Nays: None**

**5. Adjourn**

The meeting adjourned at 7:10 p.m.

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Secretary/March 29, 2022

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President/March 29, 2022

# Minutes of Board Workshop

## The Board of Trustees

### Seguin ISD

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A board workshop of the Board of Trustees of Seguin ISD was held Wednesday, February 9, 2022 beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador(arrived at 6:36 p.m.), Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Glenda Moreno, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez

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; Cindy Moreno, Chief Human Resources Officer; Dr. Chanda Bloch, Director of Secondary Education, and Duncan Klussmann with Diversa Advisors.

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:30 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 Mrs. Crettenden, 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 an update from Mr. Klussmann regarding the Board goal settings that included the proposed goals and the explanation of goals. All Board questions and comments were addressed.

The Board recessed for a five-minute break.

#### 4. Closed Session: Board went into closed session at 7:10 p.m. pursuant to the following sections of the Texas Open Meetings Act

A. Pursuant to Texas Government Code Section §551.071, 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 mid-year review of Superintendent’s progress towards Board Goals for District.

#### 5. Adjourn

The meeting adjourned at 8:55 p.m.

**ACTION ITEM:**

**Approval of Tax Collection Reports for February, 2022**

**RECOMMENDATION:**

That the Board of Trustees approve the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for February, 2022

**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 February, 2022:

Current	\$	8,691,413
Delinquent		72,267
Penalty and Interest		63,984
Total Monthly Collections	\$	<u>8,827,663</u>
Total Tax Collections Year to Date	\$	<u>48,408,634</u>
Delinquent Tax Levy		2,118,985
Percent Collected through February 2022		56.93%
Percent of Tax Levy Collected last year		56.27%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 03/29/22

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

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for January, 2022**

**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 January 31, 2022.

**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: 03/29/22  
(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

**Seguin Independent School District  
Proposed Budget Amendments and Financial Statements  
General Operating Fund  
January 2022**

	Budget					Actual			Budget Remaining
	Adopted Budget	January 1, 2022	Proposed Amendment(s)		January 31, 2022	January 1, 2022	Current Month	January 31, 2022	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current	35,924,796	35,924,796	-	-	35,924,796	16,934,097	10,034,673	26,968,770	8,956,026
Property Taxes-Delinquent	1,565,467	1,565,467	-	-	1,565,467	596,580	39,559	636,140	929,327
Property Taxes-Penalty & Interest	589,549	589,549	-	-	589,549	132,261	11,133	143,393	446,156
Interest Income	300,000	300,000	-	-	300,000	9,243	3,094	12,338	287,662
Other Local Income	106,000	106,000	-	-	106,000	189,199	13,869	203,069	-
State	27,589,065	27,589,065	-	-	27,589,065	11,772,027	344,879	12,116,905	15,472,160
Federal	1,167,000	1,167,000	-	-	1,167,000	284,140	62,691	346,830	820,170
						137,529			
<b>REVENUE</b>	<b>67,241,877</b>	<b>67,241,877</b>			<b>67,241,877</b>	<b>30,055,076</b>	<b>10,509,897</b>	<b>40,427,444</b>	<b>26,911,501</b>
<b>EXPENSE</b>									
11 - Instruction	38,026,348	38,393,411	-	44,956	38,438,367	13,630,919	3,022,901	16,653,821	21,784,546
12 - Instructional Resources & Media Svcs	1,039,692	1,040,992	-	(22,060)	1,018,932	375,070	71,955	447,025	571,907
13 - Curr & Instructional Staff Development	758,308	785,483	-	(134,848)	650,635	212,752	25,936	238,689	411,946
21 - Instructional Leadership	1,918,474	2,061,424	-	107,924	2,169,348	1,025,820	190,663	1,216,483	952,865
23 - School Leadership	4,739,389	4,863,099	-	(6,271)	4,856,828	2,105,805	381,606	2,487,411	2,369,417
31 - Guidance & Counseling Services	2,502,237	2,499,704	-	132,428	2,632,132	1,005,020	203,749	1,208,768	1,423,364
32 - Social Work Services	515,123	521,956	-	(5,804)	516,152	231,248	42,612	273,860	242,292
33 - Health Services	732,772	738,022	-	21,717	759,739	277,435	64,268	341,702	418,037
34 - Student Transportation	2,697,926	3,120,489	-	(71,231)	3,049,258	1,174,506	206,756	1,381,262	1,667,996
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,107,064	2,223,814	-	(68,739)	2,155,075	907,519	174,395	1,081,914	1,073,161
41 - General Administration	2,314,463	2,308,543	-	18,537	2,327,080	1,516,481	240,016	1,756,497	570,583
51 - Plant Maintenance & Operations	6,815,174	7,417,174	-	(139,842)	7,277,332	3,736,320	525,623	4,261,943	3,015,389
52 - Security & Monitoring Services	547,950	547,950	-	(12,348)	535,602	232,468	45,921	278,388	257,214
53 - Data Services	1,835,567	2,055,627	-	141,017	2,196,644	1,120,644	154,056	1,274,700	921,944
61 - Community Services	80,706	80,706	-	(5,436)	75,270	6,808	2,032	8,840	66,430
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	400,000	100,000	-	500,000	48,960	50,130	99,090	400,910
99 - Intergovernmental Charges (Appraisal Svcs)	610,684	635,684	-	-	635,684	296,370	-	296,370	339,314
<b>EXPENSE</b>	<b>67,241,877</b>	<b>70,359,078</b>	<b>100,000</b>		<b>70,459,078</b>	<b>28,569,144</b>	<b>5,402,621</b>	<b>33,971,765</b>	<b>36,487,313</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (3,117,201)</b>	<b>\$ (100,000)</b>	<b>\$ -</b>	<b>\$ (3,217,201)</b>	<b>\$ 1,485,932</b>	<b>\$ 5,107,276</b>	<b>\$ 6,455,679</b>	<b>\$ (9,575,812)</b>
Other Sources	-	-	-	-	-	200,000	-	200,000	
Other Uses	-	-	-	-	-	-	-	-	
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>	
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (3,117,201)</b>	<b>\$ (100,000)</b>	<b>\$ -</b>	<b>\$ (3,217,201)</b>	<b>\$ 1,685,932</b>	<b>\$ 5,107,276</b>	<b>\$ 6,655,679</b>	

Additional Information to the Reader			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>		<b>PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):</b>	
21 - 22 Beginning Unassigned Fund Balance (Unaudited)	\$ 30,872,224	Amended Budget Expense (official test will use actuals at year end)	70,459,078
21 - 22 Beginning Restricted Fund Balance (Unaudited)	\$ 525,823	Less: Non-Operating Expenses	
	\$ 31,398,047	Assigned for Ballet Folklorio Uniforms & Equipment	\$ (37,500)
21 - 22 Actual Year to Date Revenue Over/(Under) Expense	\$ 6,455,679	Assigned for SHS Band & Mariachi Uniforms & Instruments	\$ (226,000)
21 - 22 Actual Year to Date Other Sources and Uses	200,000	Assigned for 21-22 QZAB Payment	\$ (665,000)
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$ (9,575,812)	Assigned for Maint. Forklift, Equipment & Repainting	\$ (247,000)
21 - 22 Estimated Year End Result of Activities	\$ (2,920,132)	Assigned for Baseball & Softball Field resurfacing & Mower	\$ (275,000)
* 21 - 22 Estimated Ending Unassigned Fund Balance (Unaudited)	<u>\$ 28,477,915</u>	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)
		Assigned for Architectural Bond project renderings	\$ (100,000)
		Restricted Program Funds - Early Education Allotment	\$ (525,823)
		Total Non-Operating Expenses	\$ (3,217,201)
		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)	<u>\$ 28,477,915</u>
		Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	<u>\$ 11,667,445</u>

Seguin Independent School District  
Budget Amendment Detail For General Operating Fund  
January, 2022

Budget Report - Attachment 1  
29-Mar-2022

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

BUA 337

Function 81 Architectural renderings for potential bond projects \$ 100,000

Total Expenditures Increase (Decrease) \$ 100,000

Other Sources:

Total Other Sources Increase (Decrease) \$ -

**Seguin Independent School District  
Proposed Budget Amendments and Financial Statements  
Child Nutrition Fund  
January 2022**

	Budget					Actual			Budget Remaining
	Adopted Budget	January 1, 2022	Proposed Amendment(s)		January 31, 2022	January 1, 2022	Current Month	January 31, 2022	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	529	168	697	19,303
Other Local Income	771,000	771,000	-	-	771,000	139,888	21,178	161,066	609,934
State	70,000	70,000	-	-	70,000	16,016	-	16,016	53,984
Federal	3,914,000	3,914,000	-	-	3,914,000	2,373,402	511,501	2,884,903	1,029,097
<b>REVENUE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>2,529,834</b>	<b>532,847</b>	<b>3,062,681</b>	<b>1,712,319</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service	4,764,500	4,764,500	-	-	4,764,500	1,956,800	389,684	2,346,484	2,418,016
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	5,556	590	6,146	3,854
52 - Security & Monitoring Services	500	500	-	-	500	265	88	353	147
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
<b>EXPENSE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>1,962,621</b>	<b>390,362</b>	<b>2,352,983</b>	<b>2,422,017</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>567,213</b>	<b>142,485</b>	<b>709,698</b>	<b>(709,698)</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>567,213</b>	<b>142,485</b>	<b>709,698</b>	<b>(709,698)</b>

<b>Additional Information to the Reader</b>			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
<i>21 - 22 Beginning Fund Balance (Unaudited)</i>			
Unassigned	\$	1,392,522	
Non Spendable-Inventory	\$	31,256	
Total 21 - 22 Beginning Fund Balance (Unaudited)	\$	1,423,778	
21 - 22 Actual Year to Date Revenue Over/(Under) Expense	\$	709,698	
21 - 22 Actual Year to Date Other Sources and Uses	\$	-	
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$	(709,698)	
21 - 22 Estimated Year End Result of Activities	\$	-	
<b>21 - 22 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$</b>	<b>1,423,778</b>	

Seguin Independent School District  
Budget Amendment Detail For Child Nutrition Fund  
January, 2022

Budget Report - Attachment 1  
29-Mar-2022

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**Debt Service Fund**  
**January 2022**

	Budget				Actual			Budget Remaining	
	Adopted Budget	January 1, 2022		Proposed Amendment(s)		January 1, 2022	Current Month		January 31, 2022
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	13,720,824	13,720,824	-	-	13,720,824	7,245,292	4,294,444	11,539,736	2,181,088
Property Taxes-Delinquent	135,496	135,496	-	-	135,496	225,210	14,430	239,640	-
Property Taxes-Penalty & Interest	-	-	-	-	-	47,351	4,141	51,492	-
Interest Income	-	-	-	-	-	2,460	1,192	3,652	-
Other Local Income	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	252,698	-	252,698	-
Federal	-	-	-	-	-	-	-	-	-
<b>REVENUE</b>	<b>13,856,320</b>	<b>13,856,320</b>	<b>-</b>	<b>-</b>	<b>13,856,320</b>	<b>7,773,010</b>	<b>4,314,208</b>	<b>12,087,218</b>	<b>2,181,088</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service									
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations									
52 - Security & Monitoring Services									
53 - Data Services									
61 - Community Services									
71 - Debt Services	13,856,320	13,856,320	-	-	13,856,320	8,680,207	163,600	8,843,807	5,012,513
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>13,856,320</b>	<b>13,856,320</b>	<b>-</b>	<b>-</b>	<b>13,856,320</b>	<b>8,680,207</b>	<b>163,600</b>	<b>8,843,807</b>	<b>5,012,513</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(907,197)</b>	<b>4,150,608</b>	<b>3,243,411</b>	<b>\$ (2,831,425)</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(907,197)</b>	<b>4,150,608</b>	<b>3,243,411</b>	<b>\$ (2,831,425)</b>

Additional Information to the Reader	
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>	
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	\$ 3,243,411
21 - 22 Actual Year to Date Other Sources and Uses	\$ -
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$ (2,831,425)
21 - 22 Estimated Year End Result of Activities	\$ 411,986
<b>21 - 22 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$ 12,401,968</b>

Seguin Independent School District  
Budget Amendment Detail For Debt Service Fund  
January, 2022

Budget Report - Attachment 1  
29-Mar-2022

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

**ACTION ITEM:**

**Approval of Tax Collection Reports for February, 2022**

**RECOMMENDATION:**

That the Board of Trustees approve the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for February, 2022

**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 February, 2022:

Current	\$	8,691,413
Delinquent		72,267
Penalty and Interest		63,984
Total Monthly Collections	\$	<u>8,827,663</u>
Total Tax Collections Year to Date	\$	<u>48,408,634</u>
Delinquent Tax Levy		2,118,985
Percent Collected through February 2022		56.93%
Percent of Tax Levy Collected last year		56.27%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 03/29/22

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

## Function Codes

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

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

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

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

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

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

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

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

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

35 – Food Service – Expenditures for food service operations

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

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

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

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

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

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

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

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

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

**Seguin Independent School District  
Proposed Budget Amendments and Financial Statements  
General Operating Fund  
February 2022**

	Budget					Actual			Budget Remaining
	Adopted Budget	February 1, 2022	Proposed Amendment(s)		February 28, 2022	February 1, 2022	Current Month	February 28, 2022	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current	35,924,796	35,924,796	-	-	35,924,796	26,968,770	6,086,629	33,055,399	2,869,397
Property Taxes-Delinquent	1,565,467	1,565,467	-	-	1,565,467	636,140	53,206	689,346	876,121
Property Taxes-Penalty & Interest	589,549	589,549	-	-	589,549	143,393	45,726	189,119	400,430
Interest Income	300,000	300,000	-	-	300,000	12,338	3,947	16,285	283,715
Other Local Income	106,000	106,000	-	-	106,000	203,069	20,735	223,804	-
State	27,589,065	27,589,065	-	-	27,589,065	12,116,905	341,687	12,458,592	15,130,473
Federal	1,167,000	1,167,000	-	-	1,167,000	346,830	1,222,440	1,569,270	-
						137,529			
<b>REVENUE</b>	<b>67,241,877</b>	<b>67,241,877</b>			<b>67,241,877</b>	<b>40,564,973</b>	<b>7,774,370</b>	<b>48,201,814</b>	<b>19,560,137</b>
<b>EXPENSE</b>									
11 - Instruction	38,026,348	38,438,367	-	760	38,439,127	16,653,821	3,054,998	19,708,819	18,730,308
12 - Instructional Resources & Media Svcs	1,039,692	1,018,932	-	-	1,018,932	447,025	70,222	517,248	501,684
13 - Curr & Instructional Staff Development	758,308	650,635	-	(2,263)	648,372	238,689	27,890	266,578	381,794
21 - Instructional Leadership	1,918,474	2,169,348	-	-	2,169,348	1,216,483	170,688	1,387,172	782,176
23 - School Leadership	4,739,389	4,856,828	-	-	4,856,828	2,487,411	369,315	2,856,726	2,000,102
31 - Guidance & Counseling Services	2,502,237	2,632,132	-	2,263	2,634,395	1,208,768	207,531	1,416,299	1,218,096
32 - Social Work Services	515,123	516,152	-	-	516,152	273,860	43,811	317,671	198,481
33 - Health Services	732,772	759,739	-	-	759,739	341,702	62,705	404,408	355,331
34 - Student Transportation	2,697,926	3,049,258	-	-	3,049,258	1,381,262	210,391	1,591,653	1,457,605
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,107,064	2,155,075	-	(760)	2,154,315	1,081,914	137,548	1,219,462	934,853
41 - General Administration	2,314,463	2,327,080	-	-	2,327,080	1,756,497	253,172	2,009,669	317,411
51 - Plant Maintenance & Operations	6,815,174	7,277,332	-	-	7,277,332	4,261,943	469,871	4,731,814	2,545,518
52 - Security & Monitoring Services	547,950	535,602	-	-	535,602	278,388	53,640	332,028	203,574
53 - Data Services	1,835,567	2,196,644	-	-	2,196,644	1,274,700	119,720	1,394,420	802,224
61 - Community Services	80,706	75,270	-	-	75,270	8,840	8,185	17,025	58,245
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	500,000	-	-	500,000	99,090	16,000	115,090	384,910
99 - Intergovernmental Charges (Appraisal Svcs)	610,684	635,684	-	-	635,684	296,370	168,935	465,305	170,379
<b>EXPENSE</b>	<b>67,241,877</b>	<b>70,459,078</b>			<b>70,459,078</b>	<b>33,971,765</b>	<b>5,444,621</b>	<b>39,416,385</b>	<b>31,042,693</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (3,217,201)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,217,201)</b>	<b>\$ 6,593,208</b>	<b>\$ 2,329,749</b>	<b>\$ 8,785,429</b>	<b>\$ (11,482,556)</b>
Other Sources	-	-	-	-	-	200,000	5,000	205,000	
Other Uses	-	-	-	-	-	-	-	-	
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 5,000</b>	<b>\$ 205,000</b>	
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (3,217,201)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,217,201)</b>	<b>\$ 6,793,208</b>	<b>\$ 2,334,749</b>	<b>\$ 8,990,429</b>	

Additional Information to the Reader			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>		<b>PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):</b>	
21 - 22 Beginning Unassigned Fund Balance (Unaudited)	\$ 30,872,224	Amended Budget Expense (official test will use actuals at year end)	70,459,078
21 - 22 Beginning Restricted Fund Balance (Unaudited)	\$ 525,823	Less: Non-Operating Expenses	
	\$ 31,398,047	Assigned for Ballet Folklorio Uniforms & Equipment	\$ (37,500)
21 - 22 Actual Year to Date Revenue Over/(Under) Expense	\$ 8,785,429	Assigned for SHS Band & Mariachi Uniforms & Instruments	\$ (226,000)
21 - 22 Actual Year to Date Other Sources and Uses	205,000	Assigned for 21-22 QZAB Payment	\$ (665,000)
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$ (11,482,556)	Assigned for Maint. Forklift, Equipment & Repainting	\$ (247,000)
21 - 22 Estimated Year End Result of Activities	\$ (2,492,127)	Assigned for Baseball & Softball Field resurfacing & Mower	\$ (275,000)
* 21 - 22 Estimated Ending Unassigned Fund Balance (Unaudited)	<u>\$ 28,905,920</u>	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)
		Assigned for Architectural Bond project renderings	\$ (100,000)
		Restricted Program Funds - Early Education Allotment	\$ (525,823)
		Total Non-Operating Expenses	\$ (3,217,201)
		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)	<u>\$ 28,905,920</u>
		Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	<u>\$ 12,095,451</u>

Seguin Independent School District  
Budget Amendment Detail For General Operating Fund  
February, 2022

Budget Report - Attachment 1  
29-Mar-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**  
**February 2022**

	Budget					Actual			Budget Remaining
	Adopted Budget	February 1, 2022	Proposed Amendment(s)		February 28, 2022	February 1, 2022	Current Month	February 28, 2022	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	697	165	862	19,138
Other Local Income	771,000	771,000	-	-	771,000	161,066	32,304	193,370	577,630
State	70,000	70,000	-	-	70,000	16,016	-	16,016	53,984
Federal	3,914,000	3,914,000	-	-	3,914,000	2,884,903	516,746	3,401,649	512,351
<b>REVENUE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>3,062,681</b>	<b>549,215</b>	<b>3,611,896</b>	<b>1,163,104</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service	4,764,500	4,764,500	-	-	4,764,500	2,346,484	382,462	2,728,946	2,035,554
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	6,146	585	6,731	3,269
52 - Security & Monitoring Services	500	500	-	-	500	353	44	397	103
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
<b>EXPENSE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>2,352,983</b>	<b>383,091</b>	<b>2,736,075</b>	<b>2,038,925</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>709,698</b>	<b>166,123</b>	<b>875,821</b>	<b>(875,821)</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 709,698</b>	<b>\$ 166,123</b>	<b>\$ 875,821</b>	<b>\$ -</b>

<b>Additional Information to the Reader</b>			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
<i>21 - 22 Beginning Fund Balance (Unaudited)</i>			
Unassigned	\$	1,392,522	
Non Spendable-Inventory	\$	31,256	
Total 21 - 22 Beginning Fund Balance (Unaudited)	\$	1,423,778	
21 - 22 Actual Year to Date Revenue Over/(Under) Expense	\$	875,821	
21 - 22 Actual Year to Date Other Sources and Uses	\$	-	
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$	(875,821)	
21 - 22 Estimated Year End Result of Activities	\$	-	
<b>21 - 22 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$</b>	<b>1,423,778</b>	

Seguin Independent School District  
Budget Amendment Detail For Child Nutrition Fund  
February, 2022

Budget Report - Attachment 1  
29-Mar-2022

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**Debt Service Fund**  
**February 2022**

	Budget				Actual			Budget Remaining	
	Adopted Budget	February 1, 2022	Proposed Amendment(s)		February 28, 2022	February 1, 2022	Current Month		February 28, 2022
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	13,720,824	13,720,824	-	-	13,720,824	11,539,736	2,604,784	14,144,520	
Property Taxes-Delinquent	135,496	135,496	-	-	135,496	239,640	19,061	258,701	
Property Taxes-Penalty & Interest	-	-	-	-	-	51,492	18,258	69,750	
Interest Income	-	-	-	-	-	3,652	1,484	5,137	
Other Local Income	-	-	-	-	-	-	-	-	
State	-	-	-	-	-	252,698	-	252,698	
Federal	-	-	-	-	-	-	-	-	
<b>REVENUE</b>	<b>13,856,320</b>	<b>13,856,320</b>	<b>-</b>	<b>-</b>	<b>13,856,320</b>	<b>12,087,218</b>	<b>2,643,587</b>	<b>14,730,805</b>	
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service									
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations									
52 - Security & Monitoring Services									
53 - Data Services									
61 - Community Services									
71 - Debt Services	13,856,320	13,856,320	-	-	13,856,320	8,843,807	3,565,520	12,409,327	
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>13,856,320</b>	<b>13,856,320</b>	<b>-</b>	<b>-</b>	<b>13,856,320</b>	<b>8,843,807</b>	<b>3,565,520</b>	<b>12,409,327</b>	
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,243,411</b>	<b>\$ (921,933)</b>	<b>\$ 2,321,478</b>	
Other Sources	-	-	-	-	-	-	-	-	
Other Uses	-	-	-	-	-	-	-	-	
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,243,411</b>	<b>\$ (921,933)</b>	<b>\$ 2,321,478</b>	

<b>Additional Information to the Reader</b>	
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>	
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	\$ 2,321,478
21 - 22 Actual Year to Date Other Sources and Uses	\$ -
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$ (1,446,993)
21 - 22 Estimated Year End Result of Activities	\$ 874,485
<b>21 - 22 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$ 12,864,467</b>

Seguin Independent School District  
Budget Amendment Detail For Debt Service Fund  
February, 2022

Budget Report - Attachment 1  
29-Mar-2022

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

**ACTION ITEM:**

**Approval of Donations Received February, 2022**

**RECOMMENDATION:**

That the Board of Trustees approve donations received by the District during the month of February, 2022

**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: 03/29/22

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

<b>Donor</b>	<b>Purpose</b>	<b>Campus Receiving Donation</b>	<b>Date Rcvd</b>	<b>Amount</b>	<b>Board Approval</b>
Spirit of Joy Lutheran Church	student water bottles	Student Support Services	02/08/22	\$ 300.00	Pending

NOTE: This listing includes only documented, unsolicited donations received by the District during February 2022. 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 District-Wide HVAC Systems Maintenance, Equipment, Parts, & Services (RFP #: 21-02)**

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

**RATIONALE:** A Request for Proposals (RFP#: 21-02) was issued on August 7, 2020 for HVAC Systems Maintenance, Equipment, Parts, & Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondent will be added to the list of approved vendors for this RFP: Gemaire Distributors, 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, 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: 03/29/22

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

**RFP #:** 21-02, HVAC

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

**ISSUING DEPARTMENT(S):** MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
Gemaire Distributors, LLC	HVAC PARTS	<b>Y</b>

**Note:**

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

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

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

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

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

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

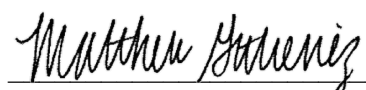
**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Vendor Recommendation Form

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

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

  
\_\_\_\_\_ Date Submitted: 03/29/22  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

SEGUIN INDEPENDENT SCHOOL DISTRICT  
**VENDOR RECOMMENDATION FORM**

RFP #: 21-05, SPED SERVICES  
 BID CLOSING DATE: JUNE 30, 2023  
 ISSUING DEPARTMENT(S): SPED

VENDOR	SERVICES PROVIDED	Recommended
Rose Rodriguez	Dyslexia Intervention Services	<b>Y</b>

**Note:**

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

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

**ACTION ITEM:**

**First Reading for Consideration of Approval of Local District Update (LDU) – FFAC (LOCAL)**

**RECOMMENDATION:**

That the Board of Trustees review updated and consider (LOCAL) policy FFAC: Wellness and Health Services Medical Treatment for approval.

**RATIONALE:**

To align FFAC (LOCAL) with proposed new practices. The policy language has been verified by TASB.

**REFERENCE and COMPLIANCE:**

FFAC (LOCAL) Wellness and Health Services, Medical Treatment

**PAPERWORK IMPACT:**

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

**BUDGET IMPACT/ INFORMATION:**

No significant impact

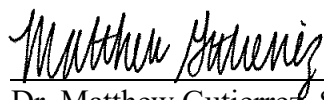
**EXHIBITS:**

(LOCAL) FFAC: Wellness and Health Services Medical Treatment

**RESOURCE PERSONNEL:**

Nikki Elaine Bittings, Chief Student Services Officer

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



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

Date Submitted: 03/29/22

### PROPOSED REVISIONS

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

#### Medication Provided by Parent

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

#### Medication Provided by District

Except as provided by this policy, the District shall not purchase medication to administer to a student.

#### Emergency Basis

**The District shall purchase certain nonprescription medications to administer to students only on an emergency basis and in accordance with:**

1. **Protocols established by the District's medical adviser who must be licensed to practice medicine in the state of Texas; and**
2. **Parental consent given on the emergency treatment form.**

**The Superintendent shall designate the employees who are authorized to administer nonprescription medication under these protocols and permissions.**

#### Athletic Program

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The District has prior written consent for medication to be administered [see Medical Treatment, below]; and
2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by

a physician licensed to practice medicine in the state of Texas.

**Psychotropics**

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

**Medical Treatment**

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

**INFORMATION ITEM:** **Information Regarding Purchases Through the DIR Purchasing Cooperative for a total cost of \$140,060**

**RECOMMENDATION:** The following purchase(s) were made through the DIR Purchasing Cooperative:  
GTS Technology Solutions, Inc: Reference #DIR-TSO-3763 Dell Branded Products

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

Additional information regarding these purchases is provided below:  
GTS Technology Solutions, Inc. provides IT services, staffing, and solutions to Education entities. The District purchased 500 Dell Chromebooks for District use.


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

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

**EXHIBITS:** None

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

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

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

Date Submitted: 03/29/22

**INFORMATION ITEM:**     **Acknowledge Public Information Act Requests Feb.-March 2022**

**RECOMMENDATION:**     That the Board of Trustees acknowledge Public Information Act requests received since Feb. 3, 2022.

**RATIONALE:**             The purpose of this agenda item it 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:**                     Feb. 3-March 9, 2022 Public Information Act request roster

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

Submitted by:              Date Submitted: 03/29/22  
(Signature) \_\_\_\_\_  
(Name)     Dr. Matthew Gutierrez, Superintendent  
(Address)   1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**Seguin ISD PIA requests received from Feb. 3-March 9, 2022**

<b>Date</b>	<b>Requester</b>	<b>Requested documents</b>	<b>Status</b>	<b>Action</b>
020422 032	Hannah Dellinger, Houston Chronicle	<p>-All formal reconsideration requests or complaints regarding learning materials filed with the district, school administration or any school library in the district from the 2017/18, 2018/19, 2019/20, 2020/21 school years and the first half of the 2021/22 school year. We understand specific personal information may be redacted and accept those redactions.</p> <p>-All documents related to any complaints about reconsideration requests during the same time period, including those produced by any review committees.</p> <p>-A copy of all district logs/lists/spreadsheets/ledgers of the TPIA/FOIA records requests it received from the public during the same time period, including up to, Jan. 19, 2022.</p> <p>-Staff lists for all libraries in the districts, broken down by type of staffing (I.E. certified librarian, teacher, clerk, vacant library) at each campus, for each year during the same time period.</p>	Completed	Documentation provided.
020822 033	Peter Dunphy, UT School of Govt.	Campaign finance reports for school board candidates (both those elected and those not elected) in Seguin ISD from 2000 to the present, including both a given candidate's contributions and expenditures. School board candidates in the timeframe listed above who filed a Candidate Modified Reporting Declaration (Form CTA PG 2). For a given election, all candidates who ran and those who won.	Completed	Itemized cost estimate emailed to requester on 021822. No response received after 10 days.
021322 034	Graham Clement, Lone Star Financial	Employee directory information	Completed	Documentation provided
021722 035	Timothy Oliver, Sycamore Learning Company	SHS student information: students name, students grade level, students name of school and parents email addresses.	Completed	Documentation provided
022422 036	Haley Boydston	The records I am requesting include, but not limited to, transcript(s), teaching certificate(s), continuing education credits (CEC), student complaint(s), parent complaint(s), written memorandum(s), reprimand(s), emails that mention my name since November 2021 – present in Mrs. Halcy Dean's SISD email account, email(s) that mention my name since November 2021 – present in Mrs. Allison Higginbotham's SISD email account,	In progress	Itemized cost estimate emailed to requester on 030722.

**ACTION ITEM:** **Consider Appointing a Budget Committee for the Board of Trustees**

**RECOMMENDATION:** That the President of the Board of Trustees appoint a budget committee consisting of no more than three Trustees.

**RATIONALE:** The budget committee will receive preliminary information and updates from the Business Department during the development of the 2022-23 proposed budgets for the General Operating, Child Nutrition, and Debt Service funds. The function of the committee shall be fact finding, deliberative, and advisor, but not administrative. The committee will dissolve upon adoption of the 2022-23 budget. The Budget Committee members for the prior year were Trustees Crettenden, Jenkins, and Moreno.

**REFERENCE and COMPLIANCE:** BAA (LEGAL) Board Legal Status Powers and Duties, BDB (LEGAL) and BDB (LOCAL) Board Internal Organization Internal Committees

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** None

**EXHIBITS:** None

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

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



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

Date Submitted: 03/29/22

**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: 03/29/22

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:

High School Marching Band Fall Uniforms .....	\$20,000
<i>(Additional cost of amount previously assigned on July 27, 2021)</i>	
Baseball & Softball Complex Design Services.....	<u>10,000</u>
<i>(Additional cost of amount previously assigned on August 24, 2021)</i>	
<b>Subtotal .....</b>	<b><u>\$30,000</u></b>

The above Resolution is adopted this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_.

---

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

---

Glenda Moreno, Secretary  
Board of Trustees  
Seguin Independent School District

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

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

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

Name	Campus	Effective
Domonique Johnson	Seguin High School	3/21/22
Perez, Cynthia	Jefferson Elementary	4/4/22

**BOARD’S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**Berry, Jordan, Jefferson Elementary, effective June 3, 2022**

Ms. Berry, 3<sup>rd</sup> Grade Teacher, has resigned due to personal reasons. Ms. Berry has 1 year with Seguin ISD.

**Brietzke, Darren, Rodriguez Elementary, effective June 13, 2022**

Mr. Brietzke, Special Program Administrator, has resigned and elected to retire.

Mr. Brietzke has 6 years with Seguin ISD.

**Crunk, Mary, DAEP, effective June 3, 2022**

Crunk, Mary, Credit Recovery, has resigned and elected to retire. Ms. Crunk has 21 years with Seguin ISD

**Cunningham, Resa, Jefferson Elementary, effective June 3, 2022**

Ms. Cunningham, 3<sup>rd</sup> Grade Teacher, has resigned due to personal reasons.

Ms. Cunningham has 5 years with Seguin ISD.

**Gonzales, Erika, Seguin High School, effective June 3, 2022**

Ms. Gonzales, Spanish Teacher, has resigned to take a position closer to home.

Ms. Gonzales has 8 years with Seguin ISD.

**Gonzales, Johanna, Koennecke Elementary, effective March 11, 2022**

Ms. Gonzales, Dual Language Interventionist, has resigned to take a position closer to home.

Ms. Gonzales has 7 months with Seguin ISD.

**Ince, Shanda, AJB Middle School, effective June 13, 2022**

Ms. Ince, Counselor, has resigned due to personal reasons.

Ms. Ince has 1 year with Seguin ISD.

**Ireland, Andrew, Seguin High School, effective April 1, 2022**

Mr. Ireland, Welding Teacher/Coach, has resigned due to personal reasons.

Mr. Ireland has 1 ½ years with Seguin ISD

**Kennedy, Sarah, AJB Middle School, effective March 4, 2022**

Ms. Kennedy, Science Teacher, has resigned to take a Coordinator position with Comal ISD.

Ms. Kennedy has 5 years with Seguin ISD.

**Kirby, Michelle, Special Education Dept., effective June 30, 2022**

Ms. Kirby, Braille Teacher, has resigned and elected to retire.

Ms. Kirby has 6 years with Seguin ISD.

**McDaniel, Mathew, Seguin High School, effective February 25, 2022**

Mr. McDaniel, Defensive Coordinator, has resigned due to personal reasons.

Mr. McDaniel has 1 year with Seguin ISD.

**McDonald, William, Seguin High School, effective June 3, 2022**

Mr. McDonald, AG Teacher, has resigned due to personal reasons.

Mr. McDonald has 1 year with Seguin ISD.

**Mueller, Chelsea, Jefferson Elementary, effective June 3, 2022**

Ms. Mueller, 2<sup>nd</sup> Grade Teacher, has resigned due to personal reasons.

Ms. Mueller has 1 year with Seguin ISD.

**Ramirez, Christina, Jefferson Elementary, effective March 11, 2022**

Ms. Ramirez, Academic Dean, has resigned due to personal reasons.

Ms. Ramirez has 2 years with Seguin ISD.

**Ray, Shelly, Barnes Middle School, effective March 25, 2022**

Ms. Ray, ESL Teacher, has resigned to stay home with newborn baby.

Ms. Ray has 3 years with Seguin ISD.

**Saldana, Joseph, Seguin High School, effective Feb.1, 2022**

Mr. Saldana, Special Education Plus Teacher, has resigned due to personal reasons.

Mr. Saldana has 2 years with Seguin ISD.

**Schepp, Leslie, Seguin High School, effective June 3, 2022**

Ms. Schepp, Art Teacher, has resigned due to personal reasons.

Ms. Schepp has 5 years with Seguin ISD.

**RATIONALE:**

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

**REFERENCE and COMPLIANCE:**

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

**BUDGET IMPACT/ INFORMATION:**

None

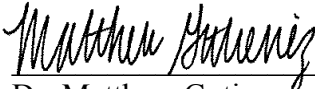
**PAPERWORK:**

None

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

**EXHIBITS:** Information Sheet

**RESOURCE  
PERSONNEL:** Cynthia Moreno, Chief Human Resource Officer

Submitted by:  Date Submitted: 03/29/22  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**ACTION ITEM:** **Discussion and Possible Action to Grant Superintendent Hiring Authority for Certified Personnel During Recruiting Season**

**RECOMMENDATION:** Discussion and possible action to grant ability to Superintendent to have final hiring authority of all contractual personnel beginning on April 1, 2022 and ending on August 31, 2022.

**RATIONALE:** Due to competitive hiring season in the spring, this authority will allow Seguin ISD to offer immediate employment opportunities to the strongest, highly qualified teacher applicant pool.

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

**PAPERWORK IMPACT:** Minimal

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Cynthia Moreno, Chief Human Resource Officer

Submitted by: Matthew Gutierrez Date Submitted: 03/29/22  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**ACTION ITEM:**                    **Consideration and Approval of the Resolution for Texas Association of School Boards Superintendent of the Year Nomination**

**RECOMMENDATION:**    Recommend that the Board of Trustees approve the Resolution for Texas Association of School Boards (TASB) Superintendent of the Year Nomination.

**RATIONALE:**                    A district may nominate their superintendent for the TASB Superintendent of the Year Nomination.

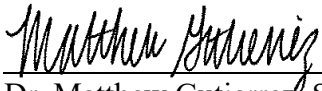
**REFERENCE and COMPLIANCE:**    None

**PAPERWORK IMPACT:**                    No significant impact.

**BUDGET IMPACT/ INFORMATION:**                    No significant impact.

**EXHIBITS:**                                    Board Resolution

**RESOURCE PERSONNEL:**                    Mark Cantú, Chief Innovation Officer

Submitted by:                                        Date Submitted: 03/29/22  
    (Signature)                    Dr. Matthew Gutierrez, Superintendent  
    (Name)                         1221 E. Kingsbury St., Seguin, TX 78155  
    (Address)                      (830) 401-8614  
    (Telephone)

