

# 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 June 28, 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. Student/Staff/Board/Community Recognition 4
3. **Audience with the Board**

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

  - A. those wishing to speak shall sign up before the meeting begins stating the concern or noting the agenda item they wish to address; audience participation is limited to five minutes; the Board shall not deliberate any subject that is not on the posted agenda.
4. **Reports/Information Items:**
  - A. Introduction of Newly Appointed Administrators 5
5. **Closed Session:** Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act
  - A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.
  - B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
  - C. Pursuant to Texas Government Code Section § 551.072 - Discuss the sale, purchase, exchange, lease, or value of real property.

6.	<b>Reconvene to Open Meeting</b> , the Board will take appropriate action on items, if necessary, as discussed in Closed Session	
	A. Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).	
7.	<b>Consent Agenda Items - Consider and Possible Approval as Applicable</b>	
	Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.	
	A. Approval of Board Minutes of Regular Meeting - May 24, 2022; Special Meeting - May 31, 2022; and Board Workshop - June 8, 2022.	6
	B. Approval of Tax Collection Reports for May 2022	17
	C. Approval of Proposed Budget Amendments & Financial Statements for May 2022	18
	D. Approval of Interlocal Participation Agreement with the Texas Association of School Boards Risk Management Fund	26
	E. Approval of Agreement with TASB for Worker's Comp Coverage for the period of July 1, 2022 through July 1, 2023	33
	F. Approval of District-Wide Student Accident/Catastrophic Insurance from the Brokerage Store, Inc.	34
	G. Approval of District-Wide Vehicle Maintenance, Parts, And Services (RFP #: 21-01)	35
	H. ESC XX Annual Commitment Forms	37
	I. TEA Applications Alternate Approver Request	38
	J. Personnel Information - Professional Employees	39
	K. Acknowledge Public Information Act Requests May-June, 2022	45
8.	<b>Action Items</b>	
	A. Consideration and Approval of the Resolution Related to The School Health Advisory Council	47
	B. 2022-2025 Seguin ISD Goals and Strategic Plan	50
	C. Adoption of 2022-23 Budgets for the General Fund, Child Nutrition Fund, and Debt Service Fund	79
	D. Approval of Barnes Middle School Furniture, Fixtures, and Equipment (FF&E) (RFP #: 22-06)	82
	E. Community Eligibility Provision for Seguin High School beginning 2022-23 School Year	84
	F. Amendment to 2022-2023 Compensation Handbook	86
	G. Adopt the Revised Board Operating Procedures	87
9.	<b>Board Comments and Request</b>	

## 10. Adjourn

**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 ISD Global Destination Imagination teams**

**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: 06/28/22  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**INFORMATION ITEM:**     **Introduction of Newly Appointed Administrators**

**RECOMMENDATION:**     The Board acknowledge the newly appointed 2022-2023 Administrative Hires.

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

**REFERENCE and COMPLIANCE:**     DCB (LOCAL), Employment Practices, Term Contracts

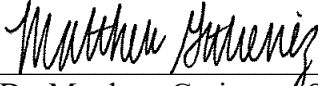
**BUDGET IMPACT/ INFORMATION:**     None

**PAPERWORK IMPACT:**             None

**EXHIBITS:**                     None

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

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

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

Date Submitted: 06/28/22

# Minutes of Regular Meeting

## The Board of Trustees

### Seguin ISD

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A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, May 24, 2022, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent: Denise Crettenden

Also Present: Nikki Bittings, Chief Student Services Officer; Mark Cantu, Chief Innovation Officer; Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Andrea Jaramillo, Deputy Chief of Innovation and Learning; Bill Lewis, Chief Operating Officer and Associate Superintendent; Cindy Moreno, Chief Human Resources Officer; Danica Murillo, Deputy Chief of Human Resources; Lesli Mahaffey, Elementary Coordinator; Amanda Hardwick, Jim Barnes Academic Dean; Rhonda Jubela, Vogel Principal; Emilie Rohde, Vogel Assistant Principal; Father Stephen Shortess, Rector of St. Andrew's Episcopal Church; 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. Mrs. Thomas-Jimenez and Dr. Gutierrez shared their deepest heartfelt sympathy to the families and students that were impacted by the shooting that took place earlier this afternoon at Robb Elementary School in Uvalde. 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 Allie Mize, Senior at Seguin High School, followed by a moment of silence. Father Stephen Shortess shared a few words of encouragement and sympathy to the Uvalde community regarding the shooting at Robb Elementary School in Uvalde.

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, upcoming key dates and event information since the last board meeting, which included recognizing staff and student achievements and successes from across the district. Dr. Gutierrez wished everyone a safe and restful summer.

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 Vogel Elementary School. Ms. Jubela, Principal, and Ms. Rohde the Assistant Principal, shared a presentation highlighting campus based initiatives and culture.

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

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

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

Dr. Gutierrez was honored to recognize Chase Anderson, fifth grade student at Vogel Elementary, Eleanor Crettenden, eight grade student at Barnes Middle School and Allie Mize, 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 Student Advisory Team**

Dr. Gutierrez recognized the students from the Superintendent’s Student Advisory Team for their hard work and participation during the 2021-2022 school year.

- **Superintendent’s Awards**

Dr. Gutierrez was honored to recognize Dawn Krause, GT Teacher at Koennecke and Vogel and Dianna Schwanz, Teacher at A.J. Briesemeister Middle School as the May recipients of the Superintendent’s Leadership Award for going above and beyond daily duties to cultivate, inspire and empower their students, colleagues and Seguin ISD community.

- **St. Andrew’s Episcopal Church**

Dr. Gutierrez recognized Father Stephen Shortess, Rector of St. Andrew’s Episcopal Church and Mrs. Ellen Stone, Outreach Ministries Chair for all they have donated and done to support the students and staff at Jefferson Elementary. St. Andrew’s Episcopal Church formally adopted Jefferson Elementary in March.

- **Leadership Service Recognition**

Dr. Gutierrez recognized Bill Lewis for 15 years of service and Cindy Moreno for 20 years of service. Mrs. Thomas-Jimenez recognized Dr. Gutierrez for 5 years of service.

### **3. Audience with the Board**

No one signed up to address the Board.

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

#### **A. Introduction of Newly Appointed Administrators**

The Board of Trustees acknowledged the newly appointed 2022-2023 Administrative Hires.

- **Annaliza Rangel, new principal at Patlan Elementary**
- **Sharon Johnson, new assistant principal at McQueeney Elementary**
- **Linda Guzman, new principal at A. J. Briesemeister Middle School**

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

The Board of Trustees received an update from Ms. Jaramillo and Mrs. Mahaffey regarding Istation instructional reading levels in Kindergarten – 5<sup>th</sup> Grade. The purpose of this report is to present the reading progress of students using Istation’s nationally normed Istation’s Indicators of Progress (ISIP). The assessment measures student growth with an engaging, computer-adaptive diagnostic and screening program. This instructional initiative is tied to closing student literacy gaps and reaching the District’s goal of 100% of students reading on grade level by the end of third grade.

**C. Strategic Priority and Initiative Report: Matador Mentor Program**

The Board of Trustees received information from Ms. Murillo regarding the Matador Mentor Program. The purpose of this report is to present information on support provided to new teacher and their mentors through the Matador Mentor program.

**D. Information Regarding Seguin ISD’s Purchase of the TX High Dosage Tutoring Package from BookNook, Inc.**

The Board of Trustees received information from Ms. Jaramillo and Ms. Hardwick regarding the purchase of the TX High Dosage Tutoring Package at a cost of \$92,500.00. The Texas Education Agency (TEA) has provided local education agencies (LEAs) with several vetted tutoring platform vendors, such as BookNook. BookNook provides an online tutoring platform for in-person and remote tutoring sessions that align with TEA’s approved curriculum and high impact tutoring principles. High impact tutoring helps students to accelerate in the classroom.

The Board recessed from 8:04-8:14 p.m.

**5. Closed Meeting** –The Board went into closed session at 8:14 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).

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 reconvened at 8:29 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:**

Regular Meeting, April 26, 2022

Budget Workshop, May 4, 2022

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

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for April 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 Proposed Budget Amendments & Financial Statements for April 2022**

The Board of Trustees approved the proposed budget amendments and financial statements for the

General Fund, Child Nutrition Fund, and Debt Service Fund as of April 30, 2022.

**D. Approval of Donations Received April 2022**

The Board of Trustees approved the donations received by the District during the month of April 2022 in the amount of \$175.00 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.

**E. Approval of the Publication of Notice of Public Meeting To Discuss Budget and Proposed Tax Rate**

The Board of Trustees set the date and time for the public meeting to discuss the 2022-23 budget and proposed tax rate for June 28, 2022 and set the proposed tax rate to be published as follows:

Maintenance & Operations Tax Rate	\$ .8996 per \$100 assessed valuation
Interest & Sinking Tax Rate	\$0.385 per \$100 assessed valuation
Total Tax Rate	\$1.2846 per \$100 assessed valuation

**F. Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$129,088**

The Board of Trustees received information regarding the BuyBoard purchases with Fred J. Miller, Inc.: Reference #587-19 Uniforms and Accessories at a cost of \$129,088.00.

**G. Information Regarding Purchases Through the DIR Purchasing Cooperative for a total cost of \$1,188,246**

The Board of Trustees received information regarding the DIR purchases with:

- a. Waypoint Business Solutions, LLC: Reference #DIR-TSO-3763 Dell Branded Products (Reseller) - \$953,915
- b. Netsync Network Solutions: Reference #DIR-TSO-4167 Cisco Branded Hardware, Networking Equipment, Services, Data Storage Solutions, and Related Services (Reseller) - \$234,331

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

The Board of Trustees received information regarding Seguin ISD's ongoing participation in the ESC XIII Regional Day School Program for the Deaf at an annual cost of \$242,047. The Matador Special Services department desires to continue participation in the ESC XIII Regional Day School Program for the Deaf. This program enables the District to efficiently provide instruction for six (6) hearing impaired students. In addition to instructional services, the program provides these students with diagnostic and evaluation services, as well as, interpreters and equipment required for use by each student.

**I. Seguin Independent School District Purchasing Cooperative Management Fees Report 2021-2022**

The Board of Trustees received information regarding the purchasing cooperatives management fees report for the 2021-2022 school year.

**J. Personnel Information**

The Board of Trustees recognized and acknowledged the new hires for the 2022-2023 school year and the resignations listed below:

**New Hire Elections:**

Name	Campus	Effective
Burkhalter, Zachary	Seguin High School	8/4/2022
Cain, Clifford	Seguin High School	8/4/2022
Chavez, Susanna	Barnes Middle School	8/4/2022
Darling, Taryn	Seguin High School	8/4/2022
Delgado, Patricia	Seguin High School	8/4/2022
Fulcher, Christian	Barnes Middle School	8/4/2022
Hubertus, Savannah	AJB Middle School	8/4/2022
Jones, Llewellyn	AJB Middle School	8/4/2022
Long, Chelsea	Matador Special Services	7/25/2022
Lopez, Kristen	Seguin High School	8/4/2022
Mendez, Vera	Patlan Elementary	8/4/2022
Niles, Heather	Seguin High School	8/4/2022
Perry, Sarah	Vogel Elementary	8/4/2022
Rabideau, Natasha	Seguin High School	8/4/2022
Ramos, Lucia	Matador Special Services	8/1/2022
Rios, Sara	Matador Special Services	8/4/2022
Robbins, Steven	Vogel Elementary	8/4/2022
Vestal, Kristian	AJB Middle School	8/4/2022

**Resignations:**

**Balzano, Josephine, Matador Special Services, effective 6/3/2022**

Ms. Balzano, Behavior Specialist, has resigned due to relocation.  
Ms. Balzano has 4 years with Seguin ISD.

**Bohannan, Kaila, Weinert Elementary, effective 6/3/2022**

Ms. Bohannan, Special Education Teacher, has resigned to accept a position with another district.  
Ms. Bohannan has 6 years with Seguin ISD.

**Brandenburger, Melissa, Seguin High School, effective 6/3/2022**

Ms. Brandenburger, Math Teacher, has resigned due to medical reasons.  
Ms. Brandenburger has 7 years with Seguin ISD.

**Brittain, Angela, Seguin High School, effective 6/3/2022**

Ms. Brittain, PE Teacher/Coach, has resigned to accept a position with another school district.  
Ms. Brittain has 4 years with Seguin ISD.

**Brittain, Dusty, Seguin High School, effective 6/3/2022**

Mr. Brittain, PE Teacher/Coach, has resigned to accept a position with another school district.  
Mr. Brittain has 4 years with Seguin ISD.

**Borchers, Erin, AJB Middle School, effective 6/3/2022**

Ms. Borchers, Science Teacher/Coach, has resigned due to personal reasons.

Ms. Borchers has 10 years with Seguin ISD.

**Camacho, Luis, Seguin High School, effective 6/3/2022**

Mr. Camacho, Social Studies Teacher/Coach, has resigned to accept a position with Hays CISD.

Mr. Camacho has 1 year with Seguin ISD.

**Covarrubias, Desirae, Vogel Elementary, effective 6/3/2022**

Ms. Covarrubias, 3<sup>rd</sup> Grade Teacher, has resigned to accept a position with another school district.

Ms. Covarrubias has 8 years with Seguin ISD.

**Crum, Rachel, Weinert Elementary, effective 6/3/2022**

Ms. Crum, 1<sup>st</sup> grade Teacher, has resigned to accept a position with another school district.

Ms. Crum has 4 years with Seguin ISD.

**Dace, Trishia, Jefferson Elementary School, effective 6/3/2022**

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

Ms. Dace has 1 year with Seguin ISD.

**Duckworth, Marjorie, Rodriguez Elementary, effective 6/3/2022**

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

Ms. Duckworth has 29 years with Seguin ISD.

**Fincke, Kassie, Seguin High School, effective 6/3/2022**

Ms. Fincke, History Teacher, has resigned to accept a position with Waller ISD.

Ms. Fincke has 4 years with Seguin ISD.

**Ford, Caroline, AJB Middle school effective 6/3/2022**

Ms. Ford, ELAR Teacher, has resigned due to personal reasons.

Ms. Ford has 2 years with Seguin ISD.

**Greene, Alexis, Seguin High School, effective 6/3/2022**

Ms. Greene, Social Studies Teacher/Coach, has resigned due to an opportunity to further her career path.

Ms. Greene has 1 year with Seguin ISD.

**Holder, Haley, McQueeney Elementary, effective 6/3/2022**

Ms. Holder, 5<sup>th</sup> Grade Teacher, has resigned due to personal reasons.

Ms. Holder has 3 years with Seguin ISD.

**Jones, Traci, Vogel Elementary, effective 6/3/2022**

Ms. Jones, Music Teacher, has resigned to accept a position with another school district closer to home.

Ms. Jones has 2 years with Seguin ISD.

**Kurtz, Hannah, Weinert Elementary, effective 6/3/2022**

Ms. Kurtz, Art Teacher, has resigned to accept a position with another school district.

Ms. Kurtz has 4 years with Seguin ISD.

**Laird, Kristen, Patlan Elementary, effective 6/3/2022**

Ms. Laird, 4<sup>th</sup> Grade Teacher, has resigned due to relocation.

Ms. Laird has 3 years with Seguin ISD.

**Lee, Jessy, Seguin High School, effective 6/3/2022**

Ms. Lee, Special Education Teacher and Coach, has resigned to accept a position with another school district.

Ms. Lee has 2 years with Seguin ISD.

**Loftin, Skylar, Jefferson Elementary, effective 6/3/2022**

Ms. Loftin, KG Teacher, has resigned due to personal reasons.

Ms. Loftin has 1 year with Seguin ISD.

**Michna, Kavla, Patlan Elementary, effective 6/3/2022**

Ms. Michna, KG Teacher, has resigned to accept a position with East Central ISD.

Ms. Michna has 3 years with Seguin ISD.

**Nance, Sarah, AJB Middle School, effective 6/3/2022**

Ms. Nance, Math Teacher, has resigned due to relocation.

Ms. Nance has 3 years with Seguin ISD.

**Nandin, Lucinda, Jefferson Elementary, effective 6/3/2022**

Ms. Nandin, Special Education Teacher, has resigned to personal reasons.

Ms. Nandin has 1 year with Seguin ISD.

**Patranella, Luke, Mc Queeney Elementary, effective 6/3/22**

Mr. Patranella, 5<sup>th</sup> Grade Math Teacher, has resigned due to personal reasons.

Mr. Patranella has 7 years with Seguin ISD.

**Patterson, Maria, Seguin High School, effective 6/3/2022**

Ms. Patterson, Law Enforcement Teacher, has resigned to return to the public sector.

Ms. Patterson has 1 year with Seguin ISD.

**Ramos, Martha, Rodriguez Elementary, effective 6/3/2022**

Ms. Ramos, 3<sup>rd</sup> Grade Dual Language Teacher, has resigned and elected to retire.

Ms. Ramos has 2 years with Seguin ISD.

**Salazar, Victoria, Jefferson Elementary, effective 6/3/2022**

Ms. Salazar, Counselor, has resigned to accept a position with SCUCISD.

Ms. Salazar has 3 years with Seguin ISD.

**Sifuentes, Yvonne, McQueeney Elementary, effective 6/3/2022**

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

Ms. Sifuentes has 8 years with Seguin ISD.

**Smitherman, Elizabeth, Seguin High School, effective, 6/3/2022**

Ms. Smitherman, History Teacher, has resigned due to relocation.

Ms. Smitherman has 3 years with Seguin ISD.

**Soefje, Kenneth, Seguin High School, effective 6/3/2022**

Mr. Soefje, CTE Construction Teacher, has resigned to pursue opportunities in the public sector.

Mr. Soefje has 4 years with Seguin ISD.

**Soler, Mariam, Seguin High School, effective 6/3/2022**

Ms. Soler, Spanish Teacher/Coach, has resigned due to personal reasons.

Ms. Soler has 3 years with Seguin ISD.

**Stillman, Josh, DAEP, effective 5/9/2022**

Mr. Stillman, ELA Teacher, has resigned due to personal reasons.

Mr. Stillman has 3 months with Seguin ISD.

**Thompson, Jennifer, Ball Early Childhood, effective 6/3/2022**

Ms. Thompson, Special Education Teacher, has resigned due to family reasons.

Ms. Thompson has 3 years with Seguin ISD.

**Thompson, Nicole, Seguin High School, effective 6/3/2022**

Ms. Thompson, ELA Teacher, has resigned due to personal reasons.

Ms. Thompson has 1 year with Seguin ISD.

**Yamada, Lauren, Barnes Middle School, effective 6/3/2022**

Ms. Yamada, Social Studies Teacher, has resigned due to relocation.

Ms. Yamada has 1 year with Seguin ISD.

**K. Acknowledge Public Information Act Request April–May, 2022**

The Board of Trustees received information regarding the Public Information Act requests received since April 7, 2022. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

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

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

**Regular Meeting, April 26, 2022**

**Budget Workshop, May 4, 2022**

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

**C. Approval of Proposed Budget Amendments & Financial Statements for April 2022**

**D. Approval of Donations Received April 2022**

**E. Approval of the Publication of Notice of Public Meeting to Discuss Budget and Proposed Tax Rate**

**F. Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$129,088**

**G. Information Regarding Purchases Through the DIR Purchasing Cooperative for a total cost of \$1,188,246**

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

**I. Seguin Independent School District Purchasing Cooperative Management Fees Report 2021-2022**

**J. Personnel Information – Professional Employees**

**K. Acknowledge Public Information Act Request April–May, 2022**

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

**Nays: None**

**8. Action Items:**

**A. Adopt the Resolution for the Assignment of Fund Balance**

Mr. Amador moved, seconded by Mr. Jenkins to adopt the resolution for the Assignment of Fund Balance as presented.

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

**Nays: None**

**B. 2022-2023 Employee Salary Increase Recommendation**

Ms. Duncan moved, seconded by Mr. Amador to approve the 2022-2023 salary increase as recommended for all active district employees. All returning teachers, librarians, nurses and diagnosticians will receive a percentage increase of 4.50% as compared to the prior year Bachelor's payable step. Employees who have a Master's degree will continue to receive \$1,000 above the step amount reflected on the Bachelor's payable. Counselors will continue to receive \$3,500 above

the step amount reflected on the Bachelor's payable. The starting teacher salary will increase from \$51,500 to \$54,000. New teachers hired to the district for the 22-23 school year will be placed on the newly adopted teacher payable based on confirmed years of service. All other professional staff will receive a 4.00% increase and para professionals will receive a 4.5% increase to the prior year base pay. Maintenance, custodial, and child nutrition employees will receive a two-dollar (\$2.00) per hour increase. Transportation drivers and monitors will receive a three-dollar (\$3.00) per hour increase.

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

**Nays: None**

**C. 2022-2023 Compensation Handbook Recommendation**

Mr. Guerra moved, seconded by Mr. Amador to approve the 2022-2023 compensation handbook as recommended for all active district employees.

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

**Nays: None**

**9. Board Comments and Request**

Mrs. Thomas-Jimenez would like the compensation handbook posted on the website.

All prior Board requests have been addressed.

**10. Adjourn**

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

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

**Nays: None**

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Secretary/June 28, 2022

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President/June 28, 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 Tuesday, May 31, 2022, beginning at 7:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent:

Also Present: Bill Lewis, Chief Operating Officer and Associate Superintendent; Nancy Ramirez, Superintendent Secretary and David Holmes with Walsh Gallegos Trevino Kyle & Robinson P.C.

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 7:30 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. Thomas-Jimenez, followed by a moment of silence.

#### 2. Audience with the Board

No one signed up to address the Board.

#### 3. Closed Session: The Board did not go into closed session.

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.

#### 4. Open Session:

**A. Discuss and take action on recommendation from the Redistricting Advisory Committee regarding revision of single-member district boundaries after the 2020 Census. View link for digital web based version of proposed maps:**

**<http://tinyurl.com/4a2ppa62>**

Ms. Duncan moved, seconded by Mrs. Moreno to adopt the amended resolution with committee members' names, approving the Single Member District Redistricting Plan proposed and recommended to the Board by the Redistricting Advisory Committee.

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

**Nays:**

#### 5. Adjourn

The meeting adjourned at 7:51 p.m.

# **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, June 8, 2022 beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador (arrived at 6:31 p.m.), Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Glenda Moreno, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez

Absent: Carl Jenkins

Also Present: Nancy Ramirez, Superintendent Secretary.

#### **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 Ms. Duncan, followed by a moment of silence.

#### **2. Audience with the Board**

No one signed up to address the board.

#### **3. Board Workshop:**

A. Review and Discuss the Board Operating Procedures

The Board, Dr. Gutierrez and Mrs. Ramirez reviewed and discussed the Board Operating Procedures and provided recommendations and modifications.

#### **4. Adjourn**

The meeting adjourned at 7:55 p.m.

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Secretary/June 28, 2022

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President/June 28, 2022

**ACTION ITEM:**

**Approval of Tax Collection Reports for May 2022**

**RECOMMENDATION:**

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

Current	\$	538,184
Delinquent		43,453
Penalty and Interest		74,651
Total Monthly Collections	\$	<u>656,288</u>
Total Tax Collections Year to Date	\$	<u>52,469,036</u>
Delinquent Tax Levy		2,204,960
Percent Collected through May 2022		78.08%
Percent of Tax Levy Collected last year		69.52%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 06/28/22

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

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for May 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 May 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, 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: 06/28/22

## 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  
May 2022**

	Budget				Actual			Budget Remaining	
	Adopted Budget	May 1, 2022 Amended Budget	Proposed Amendment(s)		May 1, 2022 Amended Budget	May 1, 2022 Year to Date	Current Month Activity		May 31, 2022 Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	35,924,796	35,924,796	-	-	35,924,796	35,163,619	377,254	35,540,873	383,923
Property Taxes-Delinquent	1,565,467	1,565,467	-	-	1,565,467	786,514	33,102	819,616	745,851
Property Taxes-Penalty & Interest	589,549	589,549	-	-	589,549	374,991	53,856	428,846	160,703
Interest Income	300,000	300,000	-	-	300,000	39,031	23,080	62,111	237,889
Other Local Income	106,000	106,000	-	-	106,000	242,913	13,392	256,305	-
State	27,589,065	27,589,065	-	-	27,589,065	15,015,415	3,295,692	18,311,107	9,277,958
Federal	1,167,000	1,167,000	307,000	-	1,474,000	1,567,133	433,695	2,000,828	-
<b>REVENUE</b>	<b>67,241,877</b>	<b>67,241,877</b>	<b>307,000</b>	<b>-</b>	<b>67,548,877</b>	<b>53,189,615</b>	<b>4,230,071</b>	<b>57,419,686</b>	<b>10,806,324</b>
<b>EXPENSE</b>									
11 - Instruction	38,026,348	38,409,092	307,000	31,050	38,747,142	25,834,732	3,265,808	29,100,540	9,646,602
12 - Instructional Resources & Media Svcs	1,039,692	1,007,559	-	-	1,007,559	672,774	85,257	758,031	249,528
13 - Curr & Instructional Staff Development	758,308	630,121	-	(1,600)	628,521	313,637	35,836	349,473	279,048
21 - Instructional Leadership	1,918,474	2,180,348	-	(2,000)	2,178,348	1,727,635	170,499	1,898,134	280,214
23 - School Leadership	4,739,389	4,824,900	-	-	4,824,900	3,616,355	383,904	4,000,258	824,642
31 - Guidance & Counseling Services	2,502,237	2,635,864	-	(7,450)	2,628,414	1,829,911	240,973	2,070,883	557,531
32 - Social Work Services	515,123	553,152	-	16,784	569,936	409,760	52,163	461,923	108,013
33 - Health Services	732,772	759,739	-	-	759,739	527,878	60,319	588,197	171,542
34 - Student Transportation	2,697,926	3,079,258	-	-	3,079,258	2,137,356	510,302	2,647,658	431,600
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,107,064	2,212,433	-	-	2,212,433	1,562,426	291,063	1,853,489	358,944
41 - General Administration	2,314,463	2,348,080	-	-	2,348,080	2,536,893	316,433	2,853,326	(505,246)
51 - Plant Maintenance & Operations	6,815,174	7,237,332	-	-	7,237,332	5,772,743	484,780	6,257,522	979,810
52 - Security & Monitoring Services	547,950	543,602	-	(32,000)	511,602	440,103	(59,890)	380,214	131,388
53 - Data Services	1,835,567	2,196,644	-	-	2,196,644	1,603,442	256,159	1,859,601	337,043
61 - Community Services	80,706	76,270	-	(4,784)	71,486	19,781	1,384	21,165	50,321
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	510,000	-	-	510,000	115,090	43,750	158,840	351,160
99 - Intergovernmental Charges (Appraisal Svcs)	610,684	635,684	-	-	635,684	465,305	168,935	634,239	1,445
<b>EXPENSE</b>	<b>67,241,877</b>	<b>70,505,078</b>	<b>307,000</b>	<b>-</b>	<b>70,812,078</b>	<b>50,250,819</b>	<b>6,307,675</b>	<b>56,558,494</b>	<b>14,253,584</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (3,263,201)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,263,201)</b>	<b>2,938,796</b>	<b>(2,077,604)</b>	<b>861,192</b>	<b>(3,447,260)</b>

Other Sources	-	-	-	-	-	205,000	-	205,000	
Other Uses	-	-	-	-	-	-	-	-	
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 205,000</b>	<b>\$ -</b>	<b>\$ 205,000</b>	
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (3,263,201)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,263,201)</b>	<b>\$ 3,143,796</b>	<b>\$ (2,077,604)</b>	<b>\$ 1,066,192</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)	70,812,078
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	\$ 861,192	Assigned for SHS Band & Mariachi Uniforms & Instruments	\$ (246,000)
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	\$ (3,447,260)	Assigned for Maint. Forklift, Equipment & Repainting	\$ (247,000)
21 - 22 Estimated Year End Result of Activities	\$ (2,381,068)	Assigned for Baseball & Softball Field resurfacing & Mower	\$ (275,000)
* 21 - 22 Estimated Ending Unassigned Fund Balance (Unaudited)	\$ 29,016,979	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	\$ (410,000)
		Assigned for Architectural Bond project renderings	\$ (100,000)
		Assigned for Bond Planning Facilitation Contract	\$ (16,000)
		Restricted Program Funds - Early Education Allotment	\$ (525,823)
		Total Non-Operating Expenses	\$ (3,263,201)
		21 - 22 Budgeted Operating Expense (official test will use actuals at year end)	\$ 67,548,877
		25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)	25%
		21 - 22 Minimum Unassigned Fund Balance	\$ 16,887,219
		* 21 - 22 Estimated Ending Unassigned Fund Balance (Unaudited)	\$ 29,016,979
		Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$ 12,129,759

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

Budget Report - Attachment 1  
 21-Jun-2022

Revenues:

BUA 340			
Federal	Emergency Connectivity Fund E-Rate reimbursement program	\$	307,000
	Total Revenue Increase (Decrease)		<u>\$ 307,000</u>

Expenditures:

BUA 340			
Func 11	Emergency Connectivity Fund E-Rate reimbursement program used to purchase hotspots, Ipads and chromebooks	\$	307,000
	Total Expenditures Increase (Decrease)		<u>\$ 307,000</u>

Other Sources:

Total Other Sources Increase (Decrease)		<u>\$ -</u>
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**Seguin Independent School District  
Proposed Budget Amendments and Financial Statements  
Child Nutrition Fund  
May 2022**

	Budget					Actual			Budget Remaining
	Adopted Budget	May 1, 2022	Proposed Amendment(s)		May 31, 2022	May 1, 2022	Current Month	May 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	2,116	1,587	3,703	16,297
Other Local Income	771,000	771,000	-	-	771,000	252,135	29,545	281,680	489,320
State	70,000	70,000	-	-	70,000	22,291	-	22,291	47,709
Federal	3,914,000	3,914,000	550,000	-	4,464,000	4,631,652	691,353	5,323,005	-
<b>REVENUE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>550,000</b>	<b>-</b>	<b>5,325,000</b>	<b>4,908,194</b>	<b>722,485</b>	<b>5,630,678</b>	<b>553,327</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	550,000	(250)	5,314,250	3,546,189	481,206	4,027,395	1,286,855
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	7,906	757	8,663	1,337
52 - Security & Monitoring Services	500	500	-	250	750	486	44	530	220
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>550,000</b>	<b>-</b>	<b>5,325,000</b>	<b>3,554,580</b>	<b>482,007</b>	<b>4,036,587</b>	<b>1,288,413</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,353,613</b>	<b>240,478</b>	<b>1,594,091</b>	<b>(735,086)</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>\$ 1,353,613</b>	<b>\$ 240,478</b>	<b>\$ 1,594,091</b>	<b>\$ (735,086)</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	\$	1,594,091	
21 - 22 Actual Year to Date Other Sources and Uses	\$	-	
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$	(735,086)	
21 - 22 Estimated Year End Result of Activities	\$	859,005	
<b>21 - 22 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$</b>	<b>2,282,783</b>	

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

Budget Report - Attachment 1  
21-Jun-2022

Revenues:

BUA 720				
Federal	Increase budget to cover food and non-food supplies	\$	550,000	
	Total Revenue Increase (Decrease)			<u>\$ 550,000</u>

Expenditures:

BUA 340				
Func 35	Increase budget to cover food and non-food supplies	\$	550,000	
	Total Expenditures Increase (Decrease)			<u>\$ 550,000</u>

Other Sources:

	Total Other Sources Increase (Decrease)			<u>\$ -</u>
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**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**Debt Service Fund**  
**May 2022**

	Budget				Actual			Budget Remaining	
	Adopted Budget	May 1, 2022	Proposed Amendment(s)		May 31, 2022	May 1, 2022	Current Month		May 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	15,020,824	-	-	15,020,824	15,045,551	160,930	15,206,481	-
Property Taxes-Delinquent	135,496	235,496	-	-	235,496	294,855	10,350	305,206	-
Property Taxes-Penalty & Interest	-	60,000	-	-	60,000	147,219	20,795	168,014	-
Interest Income	-	-	-	-	-	13,522	8,495	22,018	-
Other Local Income	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	252,698	-	252,698	-
Federal	-	-	-	-	-	-	-	-	-
<b>REVENUE</b>	<b>13,856,320</b>	<b>15,316,320</b>	<b>-</b>	<b>-</b>	<b>15,316,320</b>	<b>15,753,845</b>	<b>200,571</b>	<b>15,954,417</b>	<b>-</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	15,316,320	-	-	15,316,320	15,313,551	-	15,313,551	2,769
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>13,856,320</b>	<b>15,316,320</b>	<b>-</b>	<b>-</b>	<b>15,316,320</b>	<b>15,313,551</b>	<b>-</b>	<b>15,313,551</b>	<b>2,769</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>440,295</b>	<b>200,571</b>	<b>640,866</b>	<b>\$ (2,769)</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>440,295</b>	<b>200,571</b>	<b>640,866</b>	<b>-</b>

<b>Additional Information to the Reader</b>	
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>	
21 - 22 Beginning Fund Balance (Unaudited)	\$ 11,989,982
Total 21 - 22 Beginning Fund Balance (Unaudited)	\$ 11,989,982
21 - 22 Actual Year to Date Revenue Over/(Under) Expense	\$ 640,866
21 - 22 Actual Year to Date Other Sources and Uses	\$ -
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$ (2,769)
21 - 22 Estimated Year End Result of Activities	\$ 638,097
<b>21 - 22 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$ 12,628,079</b>

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

Budget Report - Attachment 1  
21-Jun-2022

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

**ACTION ITEM:**

**Approval of Interlocal Participation Agreement with the Texas Association of School Boards Risk Management Fund**

**RECOMMENDATION:**

That the Board of Trustees approve the interlocal agreement with the Texas Association of School Boards Risk Management Fund to perform administrative services and governmental functions relative to risk management.

**RATIONALE:**

The Fund provides the District's property, auto, and liability insurance, and serves as third party administrator for the workers' compensation self insurance program. The ammendments to the Interlocal Participation Agreement (IPA) focus on clarity of purpose and meaning, updating Fund Member duties and obligations, and revising the dispute resoluion provisions. The amended IPA became effective May 1, 2022.

**REFERENCE and COMPLIANCE:**

CRE (LEGAL) Insurance and Annuities Management Workers' Compensation, CRB (LEGAL) and CRB (LOCAL) Insurance and Annuities Management-Liability Insurance

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

None

**EXHIBITS:**

Adoption Agreement related to the Interlocal Agreement with the Texas Public Entity Group.

**RESOURCE PERSONNEL:**

Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Jennifer Raske Martinez, Purchasing Coordinator, CTSBO

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



Date Submitted: 06/28/22

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

**TASB RISK MANAGEMENT FUND  
INTERLOCAL PARTICIPATION AGREEMENT**

Pursuant to the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, this Interlocal Participation Agreement (Agreement) is entered into by and between the Texas Association of School Boards Risk Management Fund (Fund) and the undersigned local government of the State of Texas (Fund Member). The Fund is an administrative agency of local governments (Fund Members) that cooperate in performing administrative services and governmental functions relative to risk management.

**TERMS AND CONDITIONS**

In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, including, without limitation, the agreement of the Fund and Fund Members to provide risk management programs as detailed in this Agreement, the receipt and sufficiency of which are hereby acknowledged, Fund Member and the Fund, intending to be legally bound, and subject to the terms, conditions, and provisions of this Agreement, agree as follows:

1. **Authority.** Fund Member hereby approves and adopts the Restatement of Interlocal Agreement, dated May 20, 1997, which restated the Interlocal Agreement dated July 2, 1974, establishing the predecessor of the Fund. The Restatement of Interlocal Agreement is incorporated into this Agreement by reference and is available from the Fund upon request. This Agreement serves to outline the relationship between the Fund and Fund Member. While the Texas Interlocal Cooperation Act provides the overarching basis for the Fund, certain Fund programs are further authorized pursuant to various statutes, such as Chapter 504 of the Texas Labor Code, pertaining to workers' compensation; and Chapter 2259, Subchapter B, of the Texas Government Code, pertaining to other risks or hazards.
2. **Program Participation.** This Agreement enables Fund Member to participate in one or more of the Fund's available programs. Because this is an enabling Agreement, Fund Member must also execute a separate Contribution and Coverage Summary (CCS) for each Fund program from which it seeks coverage and/or administrative services. Only a valid CCS will confer the right to participate in a specific program and each CCS shall be incorporated into this Agreement. Through participation in any Fund program, Fund Member waives none of its immunities and authorizes the Fund, or its designee, to assert such immunities on its behalf and on behalf of the Fund or its designee.
3. **Term of Agreement.** This Agreement shall be effective from the date of the last signature below and shall remain in effect unless terminated as provided in this Agreement. This Agreement will automatically terminate if Fund Member ceases to participate in at least one of the Fund's programs (due to the expiration of a CCS participation term or the valid termination of same) or fails to meet the membership qualifications of the Fund as provided in this Agreement and as determined by the Fund in writing.
4. **Termination.** Unless this Agreement is automatically terminated as described above, this Agreement, and/or any component CCS applicable to Fund Member, can be terminated as set forth below. However, unless specifically required in a CCS, the termination of any single Fund program under a CCS shall not also result in the automatic termination of another pending CCS, or this enabling Agreement if any other CCS is still in force for Fund Member. Rather, each Fund program can only be terminated as provided in this Agreement.
  - a. **By Either Party with 30 Days Notice before Renewal.** Any CCS may be terminated by either party with termination to be effective on any successive renewal date by giving written notice to the other party no later than 30 days prior to automatic renewal.
  - b. **By Fund Member upon Payment of Late Notice Fee.** If Fund Member fails to terminate a CCS as provided above, it may still terminate participation in any Fund program prior to the renewal date by paying a late notice fee as herein provided. If Fund Member terminates the CCS before the renewal date, but with fewer than 30 days' advance written notice, Fund Member agrees to pay the Fund a late notice fee in the amount of 25% of the annual contribution for the expiring participation term. Fund Member expressly acknowledges that the late notice fee is not a penalty, but a reasonable approximation of the Fund's damages for the Fund Member's untimely withdrawal from the program identified in the CCS. However, once the renewal term of a CCS commences, Fund Member can no longer terminate the CCS by paying a late notice fee; the CCS shall renew and Fund Member must pay 100% of the annual contribution for the renewal period.
  - c. **By the Fund upon Breach by Fund Member.** The Fund may terminate this Agreement or any CCS based on breach of any of the following obligations, by giving 10 days' written notice to Fund Member of the breach; and Fund Member's failure to cure the breach within said 10 days (or other time period allowed by the Fund):
    - 1) Fund Member fails or refuses to make the payments or contributions required by this Agreement;
    - 2) Fund Member fails to cooperate and comply with any reasonable requests for information and/or records made by the Fund;

- 3) Fund Member fails or refuses to follow loss prevention or statutory compliance requirements of the Fund, as provided in this Agreement; or
- 4) Fund Member otherwise breaches this Agreement.

If the Fund terminates this Agreement, or any CCS, based on breach as described above, Fund Member agrees that the Fund will have no responsibility of any kind or nature to provide coverage on the terminated Fund program post-termination. Further, Fund Member shall bear the full financial responsibility for any unpaid open claim and expense related to any claim, asserted or unasserted and reported or unreported, against the Fund or Fund Member, or incurred by the agents or representatives of Fund Member.

In addition to the foregoing, if termination is due to Fund Member's failure to make required payments or contributions, Fund Member agrees that it shall pay the Fund liquidated damages in the amount of 50% of the annual contribution for the participation term identified in the terminated CCS.

## 5. Contributions.

- a. **Agreement to Pay Contribution.** Fund Member agrees to pay its contribution for each Fund program in which it participates based on a plan developed by the Fund. The amount of contribution will be stated in the relevant CCS and will be payable upon receipt of an invoice from the Fund. Late fees amounting to the maximum interest allowed by law, but not less than the rate of interest authorized under Chapter 2251, Texas Government Code, shall begin to accrue daily on the first day following the due date and continue until the contribution and late fees are paid in full. If Fund Member fails to pay the amounts due under this Agreement, including any CCS, the Fund may redirect other amounts due to the Fund Member, payments received from Fund Member, or amounts held by the Fund for Fund Member's benefit, to offset the amount owed. Any offset will not extinguish Fund Member's obligation for any and all payments due under this Agreement, including any CCS.
- b. **Other Payments Due to the Fund.** In addition to contributions, if the Fund Member owes other payments to the Fund, such as deductibles or claim overpayments, and Fund Member fails to timely pay the amounts due, the Fund may redirect other amounts due to the Fund Member, payments received from Fund Member, or amounts held by the Fund for the Fund Member's benefit to offset the amounts owed.
- c. **Estimated Contribution and Contribution Adjustment.** In specified situations, the amount of contribution shown in the CCS will be identified as an estimate. The Fund reserves the right to request an audit of updated exposure information at the end of the CCS participation term and adjust contributions if Fund Member's exposure changes during the CCS participation term. As a result of the exposure review, any additional contribution payable to the Fund shall be paid by Fund Member, and any overpayment of contribution by Fund Member shall be returned or credited by the Fund. The Fund reserves the right to audit the relevant records of Fund Member in order to conduct this exposure review.

Upon expiration of each participation period, Fund Member may request a contribution adjustment due to exposure changes. Such request must be made in writing within 60 days after the end of the participation period. Fund Member must provide documentation as requested by the Fund to demonstrate that the exposure change warrants a contribution adjustment.

The annual contribution may be adjusted due to an exposure change or audit as presented in the CCS. The Fund may also request a contribution adjustment should the Fund's underwriting income for any program within a given program year be inadequate to pay the ultimate cost of claims incurred for that year, the Fund may collect an adjusted contribution from any current or former Fund Member if that Fund Member's contribution is inadequate to pay the Fund Member's claims incurred during that year.

6. **Contribution and Coverage Summary.** Fund Member agrees to abide by each CCS that governs its participation. A CCS will incorporate the program specific coverage document, if any, which sets forth the scope of coverage and/or services from the Fund. This Agreement will be construed to incorporate the CCS, Coverage Agreements, Endorsements, and Addenda, if any, whether or not physically attached. A CCS for a Fund program will state the participation term. After Fund Member's execution of a CCS, the CCS will automatically renew annually, unless terminated in accordance with this Agreement. Any renewal containing a change in the amount of contribution or other terms will be subject to the Amendment by Notice process described in this Agreement.
7. **Loss Prevention.** The Fund may provide loss prevention services to Fund Member. Fund Member agrees to adopt the Fund's reasonable and customary standards for loss prevention and to cooperate in implementing any and all reasonable loss prevention and statutory compliance recommendations or requirements. The Fund makes no warranty on Fund loss prevention recommendations.

## 8. Other Duties of Fund Member.

- a. **Standards of Performance.** Time shall be of the essence in Fund Member's reporting of any and all claims to the Fund, payment of any contributions or monies due to the Fund, and delivery of any written notices under this Agreement.
- b. **Claims Reporting.** Notice of any claim must be provided to the Fund as required by law or the applicable Coverage Agreement. Failure by Fund Member to timely report a claim may result in denial of coverage or payment of fines or penalties imposed by law or regulatory agencies. If the Fund advances payment of any fine or penalty arising from Fund Member's late claim reporting, Fund Member will reimburse the Fund for all such costs.
- c. **Cooperation and Access.** Fund Member agrees to cooperate and to comply in a timely manner with all reasonable requests for access, information and/or records made by the Fund or by a third-party acting for the Fund. Fund Member further agrees to provide complete and accurate statements of material facts, to not misrepresent or omit such facts, or make false statements to the Fund. The Fund Member agrees that any information held by the Fund's Administrator, or its' affiliated entities may be provided to the Fund. The Fund reserves the right to audit the relevant records of Fund Member to determine compliance with this Agreement.

9. **Administration of Claims.** The Fund or its designee agrees to administer all claims for which Fund Member has coverage after Fund Member provides timely written notice to the Fund. Fund Member hereby authorizes the Fund or its designee to act in all matters pertaining to handling of claims for which Fund Member has coverage pursuant to this Agreement. Fund Member expressly agrees that the Fund has sole authority in all matters pertaining to the administration of claims and grants the Fund or its designee full decision-making authority in all matters, including without limitation, discussions with claimants and their attorneys or other duly authorized representatives. Fund Member further agrees to be fully cooperative in supplying any information reasonably requested by the Fund in the handling of claims. All decisions on individual claims shall be made by the Fund or its designee, including, without limitation, decisions concerning claim values, payment due on the claim, settlement, subrogation, litigation, or appeals.

10. **Excess Coverage/Reinsurance.** The Fund, in its sole discretion, may purchase excess coverage or reinsurance for any or all Fund programs. In the event of a substantial change in terms or cost of such coverage, the Fund reserves the right to make adjustments to the terms and conditions of a CCS as allowed by the Amendment by Notice process under this Agreement. If any reinsurer, stop loss carrier, and/or excess coverage provider fails to meet its obligations to the Fund or any Fund Member, the Fund is not responsible for any payment or any obligations to Fund Member from any reinsurer, stop loss carrier, or excess coverage provider.

## 11. Subrogation and Assignment of Rights.

- a. Fund Member, on its own behalf and on behalf of any person entitled to benefits under this Agreement, assigns all subrogation rights to the Fund. The Fund has the right, in its sole discretion, without notice to Fund Member, to bring all claims and lawsuits in the name of Fund Member or the Fund. Fund Member agrees that all subrogation rights and recoveries belong first to the Fund, up to the amount of benefits, expenses, and attorneys' fees incurred by the Fund, with the balance, if any, being paid to Fund Member, unless otherwise specifically stated in the Agreement. Award of funds to any person entitled to coverage, whether by judgment or settlement, shall be conclusive proof that the injured party has been made whole. Fund Member's right to be made whole is expressly superseded by the Fund's subrogation rights. If Fund Member procures alternate coverage for a risk covered by the Fund, the latter acquired coverage shall be deemed primary coverage concerning that risk.
- b. Fund Member shall do nothing to prejudice or waive the Fund's existing or prospective subrogation rights under this Agreement. If Fund Member has waived any subrogation right without first obtaining the Fund's written approval, the Fund shall be entitled to recover from Fund Member any sums that it would have been able to recover absent such waiver. Recoverable amounts include attorneys' fees, costs, and expenses.

12. **Appeals.** Fund Member shall have the right to appeal any written decision or recommendation to the Fund's Board of Trustees, and the Board's determination will be final. Any appeal shall be made in writing to the Board Chair within 30 days of the decision or recommendation.

13. **Bylaws, Policies, and Procedures.** Fund Member agrees to abide by the Bylaws of the Fund, as they may be amended from time to time, and any and all written policies and procedures established by the Fund (which are available from the Fund upon written request). If a change is made to the Fund's Bylaws, written policies or procedures which conflicts with or impairs a CCS, such change will not apply to Fund Member until the renewal of such CCS, unless Fund Member specifically agrees otherwise.

14. **Payments.** Fund Member represents and warrants that all payments required under this Agreement of Fund Member shall be made from its available current revenues.

15. **Fund Member's Designation of Coordinator.** Fund Member agrees to designate an employee with appropriate authority as coordinator (Program Coordinator) for Fund Member on this Agreement or any CCS executed by Fund Member. Fund Member's Program Coordinator shall have express authority to represent and to bind Fund Member, shall fully communicate with the Fund regarding Fund business, and shall not delegate this communication to a third party. The Fund will not be required to contact any other individual regarding matters arising from or related to this Agreement. Fund Member reserves the right to change its Program Coordinator as needed, by giving written notice to the Fund; such notice is not effective until actually received by the Fund. Notice provided to the Chief Executive Officer of Fund Member shall also serve as notice to the Program Coordinator.
16. **Risk Sharing Agreement.** This Agreement is a risk sharing and risk participation agreement and should not be construed to be a contract of insurance. If any ambiguity exists in this Agreement, including any CCS or specific coverage document, the provision shall not be construed against the Fund as drafter of this Agreement. The Fund is not an insurance company nor is any member an insured. The Fund is a self-insured risk pool through which its members agree to share risk and actively participate in their contractual obligations to lessen risk and cost for all members. Any reference in this Agreement to an insurance term or concept is coincidental, is not intended to characterize the Fund as "insurance" as defined by law, shall be deemed to apply to self-insurance, and is not to be construed as being contrary to the self-insurance concept.
17. **Representation.** Fund Member authorizes the Fund to represent Fund Member in any lawsuit, dispute, or proceeding arising under or relating to any Fund program and/or coverage in which Fund Member participates. The Fund may exercise this right in its sole discretion and to the fullest extent permitted or authorized by law. Fund Member shall fully cooperate with the Fund, its designee, and the Fund's chosen counsel, including, without limitation, supplying any information necessary or relevant to the lawsuit, dispute, or proceeding in a timely fashion. Subject to specific revocation, Fund Member designates the Fund to act as a class representative on its behalf in matters arising out of this Agreement.
18. **Members' Equity.** The Fund Board, in its sole discretion, may declare a distribution of the Fund's members' equity to Fund Members. Members' equity belongs to the Fund. No current or former individual Fund Member is entitled to an individual allocation or portion of members' equity.
19. **Entire Agreement.** This Agreement, together with the Restated Interlocal Agreement, Bylaws, CCSs, and Coverage Agreements that are in effect as to Fund Member from time to time, represent and contain the complete understanding and agreement of the Fund and Fund Member, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the Fund and Fund Member other than those set forth in this Agreement duly executed in writing. In the event of conflict between the terms of this Agreement and the Restated Interlocal Agreement, Bylaws, CCS, or any Coverage Agreement, the specific terms of the later adopted agreement shall prevail to the extent necessary to resolve the conflict. This Agreement replaces all previous Interlocal Participation Agreements between the Fund and Fund Member. Notwithstanding the foregoing, this Agreement does not supersede any unexpired participation term or pending claim under an existing agreement between Fund Member and Fund.
20. **Amendment by Notice.** This Agreement, including any of its component CCSs or coverage documents, may be amended by the Fund, in writing, by providing Fund Member with written notice before the earlier of (i) the effective date of the amendment or (ii) the date by which Fund Member can terminate without payment of late notice fees or liquidated damages. Unless this Agreement expressly provides otherwise, an amendment shall only apply prospectively and Fund Member shall have the right to terminate this Agreement, or a component CCS to which the amendment applies, before the amendment becomes effective, as provided in this Agreement. If Fund Member fails to give the Fund timely written notice of termination, Fund Member shall be deemed to have consented to the Fund's amendment and agrees to abide by and be bound by the amendment, without necessity of obtaining Fund Member's signature.

The Fund may amend this Agreement or any CCS effective upon renewal. Amendments may be for any reason including changes to the terms or contribution amount.

The Fund may also amend this Agreement or any CCS, effective during the term of a CCS, for any reason including but not limited to the following:

- a. State or federal governments, including any court, regulatory body, or agency thereof, adopt a statute, rule, decision, or take any action that would substantially impact the rights or financial obligations of the Fund as it pertains to this Agreement, or any Fund program or CCS.
- b. The terms of the Fund's stop-loss or excess coverage or reinsurance change substantially.

If the Fund exercises the option to amend the Agreement or any CCS during the term of a CCS and prior to renewal, the Fund shall give Fund Member 30 days advance written notice. Fund Member will then have the right during the 30-day period to give the Fund written notice of termination of the applicable Fund program, effective upon the expiration of the 30-day notice period (or longer period if so provided by the Fund in writing).

21. **Severability; Interpretation.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect. Any questions of particular interpretation shall not be interpreted against the drafter of this Agreement, but rather in accordance with the fair meaning thereof.
22. **Dispute Resolution.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to conflict of law principles that would require the application of the laws of another state. The Fund retains its governmental immunity except to the extent it is waived by the legislature. The parties agree that the following adjudication procedures apply to any legal dispute, and that the Fund Member's right to file suit against the Fund is contingent upon compliance with these procedures pursuant to Texas Local Government Code section 271.154:
- Prior to filing suit, the Fund Member must comply with all of its obligations under this Agreement and any specific Coverage Agreement including an appeal to the Fund Board as described by Section 12 of this Agreement. A good-faith appeal to the Fund Board is a pre-suit adjudication procedure that is required before litigation by a Fund Member against the Fund.
  - Prior to filing suit, the Fund Member will participate in good faith in mediation in Travis County, Texas before a mediator approved by both parties; and
  - Any suit against the Fund must be brought in Travis County, Texas.

In the event of a lawsuit or formal adjudication between Fund Member and the Fund, the prevailing party is entitled to recover reasonable and necessary attorneys' fees and expenses, including expert fees, that are equitable and just.

**Waiver and Estoppel.** No provision of this Agreement will be deemed waived by either party unless expressly waived in writing by the waiving party. No waiver shall be implied by delay or any other act or omission. No waiver by either party of any provision of this Agreement shall be deemed a waiver of such provision with respect to any subsequent matter relating to such provision. Estoppel may not be asserted against either party so as to prevent that party from enforcing or insisting on the other party's compliance with any provision of this Agreement.

**Assignment.** This Agreement or any duties or obligations imposed by this Agreement shall not be assignable by Fund Member without the prior written consent of the Fund. Fund Member shall not transfer any interest in Fund claim related payments to any third party, including, but not limited to litigation finance companies, attorneys, banks, public adjusters, architects, engineers, or contractors. Any action by the Fund Member which grants or attempts to grant to any third party an interest in or control over any claim payment, including, but not limited to, the Member's entry into a contingent fee contract, will immediately suspend any obligation by the Fund to make any claim payment under this Agreement. The obligation of the Fund to make any such claim payments shall not be restored unless and until the Fund Member provides the Fund with evidence reasonably satisfactory to the Fund that any such transfer or attempt to transfer an interest in or control over such claim payment to a third party has effectively been terminated.

23. **Authorization.** By the execution of this Agreement, the undersigned individuals warrant that they have been authorized by all requisite governance action to enter into and to perform the terms and conditions of this Agreement and that the Fund Member authorizes the Program Coordinator or Chief Executive Officer to approve and bind the Fund Member to any current or future CCS entered into under this Agreement
24. **Notice.** Unless expressly stated otherwise in this Agreement, any notice required or provided under this Agreement by either party to the other party shall be in writing and shall be sent by first class mail, postage prepaid or by a carrier for overnight service or by electronic means typically used in commerce. Notice to the Fund shall be sufficient if made or addressed as follows: TASB Risk Management Fund, P.O. Box 301, Austin, Texas 78767-0301, or [tasbrmf@tasbrmf.org](mailto:tasbrmf@tasbrmf.org). The Fund's required notice address may be updated through explicit written or electronic notice to Fund Members. Notice to a Fund Member shall be sufficient if addressed to the Program Coordinator or Fund Member's Chief Executive Officer and mailed to Fund Member's physical or electronic address of record on file with the Fund.
25. **Miscellaneous.** These provisions apply throughout this Agreement:
- Fund reference.** Any reference to the Fund in this Agreement includes reference to its designees.
  - CCS reference.** References to a Contribution and Coverage Summary (CCS) includes a reference to all separate coverage portions of a CCS and/or any similar service agreement between the Fund and a Fund Member.
  - "Including."** Unless the context requires otherwise, the term "including" means "including but not limited to."
  - Successors.** This Agreement binds and inures to the benefit of the parties and their successors.
  - Headings.** The headings are for convenience only and do not affect the interpretation of this Agreement.

26. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party shall not affect the validity or enforceability of this Agreement. Either party may rely upon a facsimile or imaged signature as if it were an original. This Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

WHEREFORE, the parties agree to be bound by this Agreement by signing below.

For FUND MEMBER: **Seguin ISD**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Fund Member's Authorized Representative

Printed Name of Fund Member's Authorized Representative

\_\_\_\_\_

Date approved by Fund Member's Board of Trustees: \_\_\_\_\_

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**For TASB Risk Management Fund Use Only**

**For TASB RISK MANAGEMENT FUND:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Chair, TASB Risk Management Fund Board of Trustees



**ACTION ITEM:** **Approval of Agreement with Texas Association of School Boards for Workers' Compensation Coverage for the period July 1, 2022, through June 30, 2023**

**RECOMMENDATION:** That the Board of Trustees approve the agreement with the Texas Association of School Boards, Inc. (TASB) Risk Management Fund to provide coverage for the District's workers' compensation fund for the period July 1, 2022 through June 30, 2023.

**RATIONALE:** TASB is proposing to provide coverage at an annual cost of \$114,108 under an aggregate deductible contribution plan. The annual aggregate deductible (claims liability) is \$350,150. Once the aggregate deductible is exceeded, TASB is responsible for claims payments in excess of the established aggregate deductible at 100%. There are no additional fees for this service. Benefits of this plan include lowed exposure liability levels for the district, access to online training programs, and access to risk consultants.


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

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

**EXHIBITS:** None

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

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

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

Date Submitted: 06/28/22

**ACTION ITEM:** **Approval of District-Wide Student Accident/Catastrophic Insurance from the Brokerage Store, Inc.**

**RECOMMENDATION:** That the Board of Trustees approve the renewal of Student Accident/Catastrophic insurance from The Brokerage Store for the 2022-23 school year in accordance with the option granted in April 2021.

**RATIONALE:** The District awarded the student accident insurance to The Brokerage Store through a bid process in April 2021. This is the second year of the two-year rate guarantee of \$41,939.00 for Group UIL and Catastrophic coverage.

**REFERENCE and COMPLIANCE:** FFD (LEGAL) Student Welfare-Student Insurance


**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** Funds are provided by the 2022-23 General Operating Fund Budget.

**EXHIBITS:** None

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

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

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

Date Submitted: 06/28/22

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

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

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

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

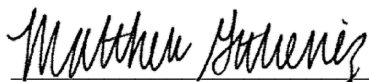
**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Vendor Recommendation Form

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

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

  
\_\_\_\_\_ Date Submitted: 6/28/22  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

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

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

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

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

VENDOR	SERVICES PROVIDED	Recommended
Carlisle Auto Air	Auto repairs and maintenance	<b>Y</b>

**Note:**

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

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

**ACTION ITEM:**

**ESC XX Annual Commitment Forms**

**RECOMMENDATION:**

That the Board of Trustees approves the ESC commitment forms.

**RATIONALE:**

Region Service Centers provide instructional and administrative services on an annual contract basis. The recommended commitment forms for the 2022-2023 school year have been prepared. Cost of all services does not exceed \$211,500

Administrative Services

Business Management Cooperatives  
2022-23 20/13 Purchasing Cooperative  
Commodity Processing Cooperative  
Commercial Food Service Purchasing

Curriculum and Instruction

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

Information Services

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

Special Programs

Health and Safety Cooperative

School and Administrative Support

Counselor Support Services Cooperative  
eduphoria! School Objects and WebCCAT

**REFERENCE and COMPLIANCE:**

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

**PAPERWORK IMPACT:**

Submission of commitment forms and Purchase Orders

**BUDGET IMPACT:**

Expenses to participate in these cooperatives and programs are budgeted within each applicable central office department as well as IMA funds

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Bill Lewis, Associate Superintendent

Submitted by: Matthew Gutierrez Date Submitted 06/28/22  
(Signature)  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin TX 78155  
(Telephone) (830) 401-8614

**ACTION ITEM:**

**TEA Applications Alternate Approver Request**

**RECOMMENDATION:**

We request that the Board authorize the following persons, Stephen Gonzalez, to act as approver Alternate for approving staff requests (also referred to as “submitting requests to TEA”) for access to one or more TEA web applications accessed through the Texas Education Agency Secure Environment TEA Login (TEAL). This authorization is valid starting July 1, 2022.

**RATIONALE:**

District Superintendents and heads of other organizations provide the first line of approval for access to TEAL applications. For large organizations, or for applications that many staff members need to access, the head may wish to approve backup request submitters to ensure that staff requests are processed in a timely manner.

**REFERENCE and COMPLIANCE:**

None

**PAPERWORK**

None

**BUDGET IMPACT:**

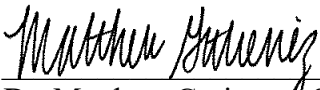
None

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Bill Lewis, Associate Superintendent

Submitted by:  Date Submitted 06/28/22  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin TX 78155  
(Telephone) (830) 401-8614

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

**RECOMMENDATION:**    The Board of Trustees recognizes and acknowledges the new professional hires for the 2022 – 2023 school year and the resignations listed below.

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

<b>Name</b>	<b>Campus</b>	<b>Effective</b>
Alperin, Howard	DAEP	8/4/2022
Angerstein, Maygan	Jefferson Elementary	8/4/2022
Auxier, Jessica	Matador Special Services	8/1/2022
Bland, Mandy	Barnes Middle School	8/4/2022
Brohm, Sarah	Barnes Middle School	8/4/2022
Brown, Brittany	McQueeney Elementary	8/4/2022
Buerger, Summer	Barnes Middle School	8/4/2022
Calame, Natausha	Koennecke Elementary	8/4/2022
Castillo, Joseph	Seguin High School	8/4/2022
Chapa, Vanessa	Seguin High School	8/4/2022
Evans, Emily	Seguin High School	8/4/2022
Farley, Amber	Ball Early Childhood	8/1/2022
Farris, Ashley	Seguin High School	8/4/2022
Faulks, Daryl	Seguin High School	8/4/2022
Flores, Valerie	Barnes Middle School	8/4/2022
Frazier, Sue	AJB Middle School	8/4/2022
Garcia, Valerie	Rodriguez Elementary	8/4/2022
Germany, Heather	Koennecke Elementary	8/4/2022
Gonzales, Michael	Seguin High School	8/4/2022
Hernandez, Veronica	Weinert Elementary	8/4/2022
Johnson, LD	Barnes Middle School	7/25/2022
Kelley, Amanda	McQueeney Elementary	8/4/2022
Kelley, Brandon	Barnes Middle School	8/4/2022
Kendall, Veronda	Seguin High School	8/4/2022
Key, Jennifer	McQueeney Elementary	8/4/2022

Levine, Chelsea	AJB Middle School	8/4/2022
Lopez, David	Koennecke Elementary	7/25/2022
Luna, Ashley	Weinert Elementary	8/4/2022
Martinez, Erin	Vogel Elementary	8/4/2022
Masters, Tracey	Patlan Elementary	8/4/2022
Miles, Jacqueline	Jefferson Elementary	8/4/2022
Morgan, Lauren	Jefferson Elementary	8/4/2022
O'Quinn, Tracy	Seguin High School	8/4/2022
Pena, Fabio	AJB Middle School	8/4/2022
Perez, Daniel	Seguin High School	8/4/2022
Pfenninger, Kathryn	Vogel/Koennecke Elementary	8/4/2022
Pogue, Tara	Barnes Middle School	8/4/2022
Puente, Claudia	McQueeney Elementary	8/4/2022
Radtke, Tamara	Patlan Elementary	8/4/2022
Ramirez, Cilvia	Barnes Middle School	8/4/2022
Ramos, Ernesto	Seguin High School	8/4/2022
Ray, Shelly	Barnes Middle School	8/4/2022
Rice, Jason	Seguin High School	8/4/2022
Rockwell, Vicki	Jefferson Elementary	8/4/2022
Rollison, Emily	AJB Middle School	8/4/2022
Ryker, Patrick	AJB Middle School	8/4/2022
Schwartz, Brittanie	McQueeney Elementary	8/4/2022
Shoultz, Diane	AJB Middle School	8/4/2022
Smith, Brittny	Jefferson Elementary	8/4/2022
Spencer, Johann	Jefferson Elementary	8/4/2022
Villarreal, Erica	Patlan Elementary	7/25/2022
Wetuski, Brooke	AJB Middle School	8/4/2022
Wiatrek, Stacey	AJB Middle School	8/4/2022
Williams, Dionicia	AJB Middle School	8/4/2022
Wimmer, Max	AJB Middle School	8/4/2022

**BOARD'S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**Anderson, Lisa, Jefferson Elementary, effective 6/3/2022**  
Ms. Anderson, 1<sup>st</sup> Grade Teacher, has resigned due to family responsibilities.

Ms. Anderson has 1 year with Seguin ISD.

**Bell, Noel, AJB Middle School, effective 6/3/2022**

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

Mr. Bell has 3 years with Seguin ISD.

**Bochat, William, Seguin High School, effective 6/3/2022**

Mr. Bochat, CTE Teacher, has resigned to grow his own business.

Mr. Bochat has 6 years with Seguin ISD.

**Brodbeck, Taylor, McQueeney Elementary, effective 6/3/2022**

Ms. Brodbeck, 2<sup>nd</sup> Grade Teacher, has resigned to stay home with new baby.

Ms. Brodbeck has 3 years with Seguin ISD.

**Castro, Michael, Seguin High School, effective 6/3/2022**

Mr. Castro, Environmental System Teacher/Coach, has resigned to accept a position with Canyon ISD.

Mr. Castro has 5 years with Seguin ISD.

**Detrick, Heather, Weinert Elementary, effective 6/3/2022**

Ms. Detrick, Special Education Teacher, has resigned to take a position closer to home.

Ms. Detrick has 4 years with Seguin ISD.

**Donaubauer, Thomas, Seguin High School, effective 6/3/2022**

Mr. Donaubauer, Special education Teacher, has resigned due to personal reasons.

Mr. Donaubauer has 6 years with Seguin ISD.

**Franzino, Joseph, AJB Middle School, effective 6/3/2022**

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

Mr. Franzino has 1 year with Seguin ISD.

**Galen, Christianna, Barnes Middle School, effective 6/3/2022**

Ms. Galen, Science Teacher, has resigned to take a position in another district.

Ms. Galen has 1 year with Seguin ISD.

**Gamboa, Yvette, McQueeney Elementary, effective 6/9/2022**

Ms. Gamboa, Academic Dean, has resigned and accept a position with San Marcos ISD.

Ms. Gamboa has 10 years with Seguin ISD.

**Gandt, Yvonne, DAEP Campus, effective 6/3/2022**

Ms. Gandt, Math Teacher, has resigned and elected to retire.

Ms. Gandt has 15 years with Seguin ISD.

**Hernandez, Rosalva, Koennecke Elementary, effective 6/3/2022**

Ms. Hernandez, 1<sup>st</sup> Grade Dual Language Teacher, has resigned to take a position closer to home.

Ms. Hernandez has 2 years with Seguin ISD.

**Herrera, Nicole, AJB Middle School, effective 6/3/2022**

Ms. Herrera, Science Teacher, has resigned due to going back to school.

Ms. Herrera has 6 years with Seguin ISD.

**Kelley, Ashlee, Patlan Elementary, effective 6/3/2022**

Ms. Kelley, KG Teacher, has resigned and accept a position with

Nixon-Smiley ISD.

Ms. Kelley has 1 year with Seguin ISD.

**Langwell, Mollie, Seguin High School, effective 6/3/2022**

Ms. Langwell, Special Education Teacher/Coach, has resigned due to personal reasons.

Ms. Langwell has 10 years with Seguin ISD.

**Lee, Allison, Rodriguez Elementary, effective 6/3/2022**

Ms. Lee, Special Education Teacher, has resigned to accept a position with another school district.

Ms. Lee has 6 years with Seguin ISD.

**Martinez, Angelina, AJB Middle School, effective 6/3/2022**

Ms. Martinez, ESL Teacher, has resigned to accept a position with another school district.

Ms. Martinez has 3 years with Seguin ISD.

**Martinez, Daniel, Barnes Middle School, effective 6/20/2022**

Mr. Martinez, Assistant Principal, has resigned to accept a position with another school district.

Mr. Martinez has 1 year with Seguin ISD.

**McClendon, Miriam, Patlan Elementary, effective 6/3/2022**

Ms. McClendon, 3<sup>rd</sup> Grade Bilingual Teacher, has resigned to accept a position closer to home.

Ms. McClendon has 2 years with Seguin ISD.

**McConnell, Amy, Seguin High School, effective 6/3/2022**

Ms. McConnell, Special Education Teacher, has resigned due to personal reasons.

Ms. McConnell has 3 years with Seguin ISD.

**Montes, Ashley, Barnes Middle School, effective 6/3/2022**

Ms. Montes, Special Education Teacher, has resigned due to personal reasons.

Ms. Montes has 6 months with Seguin ISD.

**Nance, Jonathon, Seguin High School, effective 6/3/2022**

Mr. Nance, Special Education Teacher/Coach, has resigned and accept a position at another school district.

Mr. Nance has 4 years with Seguin ISD.

**Newlin, Tyler, Seguin High School, effective 6/3/2022**

Mr. Newlin, ELAR Dept. Chair, has resigned to accept a position with Canyon ISD.

Mr. Newlin has 10 years with Seguin ISD.

**Oden, Mitchell, Barnes Middle School, effective 6/22/2022**

Mr. Oden, Theatre Teacher, has resigned and accept a position with Comal ISD.

Mr. Oden has 3 years with Seguin ISD.

**Phinney, Christina, Seguin High School, effective 6/3/2022**

Ms. Phinney, Special Education Teacher/Coach, has resigned due to personal reasons.

Ms. Phinney has 10 years with Seguin ISD.

**Price, Michelle, AJB Middle School, effective 6/3/2022**

Ms. Price, ELAR Coordinator, has resigned to accept a position with another district.

Ms. Price has 3 years with Seguin ISD.

**Riley, Katelyn, Koennecke Elementary, effective 6/15/2022**

Ms. Riley, KG Teacher, has resigned to accept a position with another district closer to home.

Ms. Riley has 2 years with Seguin ISD.

**Romero, Liliana, AJB Middle School, effective 6/3/2022**

Ms. Romero, ELA Teacher, has resigned to accept a position with another district.

Ms. Romero has 3 Years with Seguin ISD.

**Ruple, Rebecca, Weinert Elementary, effective 6/20/22**

Ms. Ruple, 2<sup>nd</sup> Grade Teacher, has resigned to accept a counselor position with another district.

Ms. Ruple has 9 years with Seguin ISD.

**Salazar, Cesar, Seguin High School, effective 6/3/2022**

Mr. Salazar, Spanish Teacher, has resigned to accept a position with another district.

Mr. Salazar has 2 years with Seguin ISD.

**Schley-Luera, Kari, McQueeney Elementary, effective 6/3/2022**

Ms. Schley-Luera, KG Teacher, has resigned to move home to the Rio Grande Valley.

Ms. Schley-Luera has 5 years with Seguin ISD.

**Stephens, Andrea, Barnes Middle School, effective 6/9/2022**

Ms. Stephens, Special Education Teacher, has resigned for personal reasons.

Ms. Stephens has 1 year with Seguin ISD.

**Strever, Robert, Koennecke Elementary, effective 6/3/2022**

Mr. Strever, Academic Dean, has resigned and accept a position with another school district.

Mr. Strever has 1 year with Seguin ISD.

**Tankersley, Avery, Vogel Elementary, effective 6/3/2022**

Ms. Tankersley, 5<sup>th</sup> Grade Teacher, has resigned for personal reasons.

Ms. Tankersley has 4 years with Seguin ISD.

**Thorn-Leeson, Patricia, Barnes Middle School, effective 6/3/2022**

Ms. Thorn-Leeson, ELA Teacher, has resigned and accept a position with San Antonio ISD.

Ms. Thorn-Leeson was 1 year with Seguin ISD.

**Tremaine, Amanda, Seguin High School, effective 6/3/2022**

Ms. Tremaine, ELA Teacher, has resigned and accept a position with another school district.

Ms. Tremaine has 3 years with Seguin ISD.

**Valdez, Reyetos, Koennecke Elementary, effective 6/13/2022**

Ms. Valdez, Assistant Principal, has resigned to accept a position with another school district.

Ms. Valdez has 3 years with Seguin ISD.

**Wells, Jennifer, Jefferson Elementary, effective 6/3/2022**

Ms. Wells, KG Teacher, as resigned and accept a position closer to home.

Ms. Wells has 19 years with Seguin ISD.

**Wolff, Emily, Koennecke Elementary School, effective 6/13/2022**

Ms. Wolff, 3<sup>rd</sup> Grade Teacher, has resigned to accept a position with the San Antonio Zoo.

Ms. Wolff has 6 years with Seguin ISD.

**Yeater, Shelley, McQueeney/Vogel Elementary, effective 6/3/2022**

Ms. Yeater, Dyslexia Interventionist, has resigned for personal reasons.

Ms. Yeater has 1 year with Seguin ISD.

**Young, Stephanie, Matadors Special Services, effective 6/21/22**

Ms. Young, Teacher of auditor impaired, has resigned for personal reasons.

Ms. Young has 4 years with Seguin ISD.

**RATIONALE:**

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

**REFERENCE and COMPLIANCE:**

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

**BUDGET IMPACT/ INFORMATION:**

None

**PAPERWORK**

**IMPACT:**

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

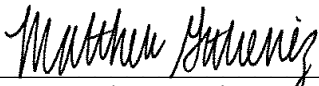
**EXHIBITS:**

Information Sheet

**RESOURCE PERSONNEL:**

Cynthia Moreno, Chief Human Resource Officer

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

 Date Submitted: 06/28/22  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614



<b>Seguin ISD PIA requests received from May 11-June 7, 2022</b>				
<b>Date</b>	<b>Requester</b>	<b>Requested documents</b>	<b>Status</b>	<b>Action</b>
0501122 041	Alma Lopez	Records of communication between any and all Northside ISD staff and Seguin ISD staff along with any of the references listed in my application. What was asked and what was said along with time, date, and staff member's names. Please include copies of notes that were made during interviewing of my references in support of my application.	Completed	Documentation provided
051222 042	Alex Lopez, Voya/Reliastar	Employee contact information	Completed	Clarification sought from requester on 051222. Document provided.
051422 043	Toni Ward, PC Planning	Directory information for current 8-11 grade students	Completed	Documentation provided
051722 044	Alan Dodson	List of SHS student names	Completed	Withdrawn by requester on 051822
051922 045	Betty Humphris, Guad. Co. Retired Educators	List of retirees with campus/department	Completed	Documentation provided
052322. 046	Jeremiah Arevalo	By what legal justification, policy authority, or constitutional basis does Seguin ISD allow their schools and staff to usurp authority for Bluebonnet Trails Community Service? Why is Bluebonnets Trails Community Services permitted to solicit students on a generalized basis and not by a case-by-case matter on school grounds?	Completed	Response provided
052422 047	Mary Mize	I was wanting to get information on how much Seguin ISD was granted and a report on where/how the funds were spent. I'm specifically looking for how much was spent on special education.	Completed	Information provided
052622 048	ERP Support, Era Quintanilla	Employee "directory" information	Completed	Documentation provided

**ACTION ITEM:** **Consideration and Approval of the Resolution Related to The School Health Advisory Council**

**RECOMMENDATION:** Recommend that the Board of Trustees approve the Resolution Related to The School Health Advisory Council

**RATIONALE:** A change in Texas State Law (2021- House Bill 1525 and Senate Bill 9) requires the that Board must adopt a resolution and that the Board will convene the School Health Advisory Council when adopting curriculum materials for providing instructional materials for students in human sexuality, child abuse, family violence, dating violence, and sex trafficking.

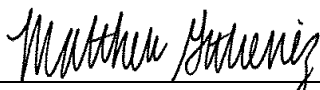
**REFERENCE and COMPLIANCE:** EHAA(LEGAL) and (LOCAL) BASIC INSTRUCTIONAL PROGRAMS  
Strategic Priority #1 Improve student learning through improved instructional practice

**PAPERWORK IMPACT:** No significant impact.

**BUDGET IMPACT/ INFORMATION:** Funds to purchase new curriculum, if necessary.

**EXHIBITS:** Board Resolution

**RESOURCE PERSONNEL:** Mark Cantú, Chief Academic Officer  
Pete Silvius, Director of Whole Child Initiatives

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

Date Submitted: 06/28/22

**SEGUIN INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES RESOLUTION RELATED TO THE  
SCHOOL HEALTH ADVISORY COUNCIL**

**WHEREAS**, Section 28.004 of the Texas Education Code requires school boards to establish a School Health Advisory Council (“SHAC”) for the purpose of providing advice and recommendations to the board on a variety of health-related issues relevant to students who attend the district’s schools, and that the SHAC be comprised of a majority of parents of current students attending the district’s schools; and

**WHEREAS**, the Seguin Independent School District’s Board of Trustees has established a SHAC in compliance with applicable law; and

**WHEREAS**, during the 2021 regular and special sessions, the Texas Legislature passed and the Governor signed into law House Bill 1525 and Senate Bill 9, respectively, which amended Section 28.004 of the Texas Education Code, in part, related to the requirements that the Board must follow when adopting curriculum materials for providing instructional materials for students in human sexuality as well as the prevention of child abuse, family violence, dating violence and sex trafficking; and

**WHEREAS**, part of the new requirements of Section 28.004 for these purposes include the adoption of a resolution by the Seguin Board of Trustees to convene the District’s SHAC for the purpose of making recommendations to the Board of Trustees at a future meeting regarding curriculum materials for instruction to students on human sexuality as well as the prevention of child abuse, family violence, dating violence and sex trafficking that the Board should consider for adoption;

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Seguin ISD, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, formally convenes the District’s SHAC for the purpose of making eventual recommendations for curriculum materials for instruction to students on human sexuality as well as the prevention of child abuse, family violence, dating violence and sex trafficking for the Board’s consideration and adoption at a future meeting, and that the SHAC comply with all requirements set forth in House Bill 1525, Senate Bill 9, and Section 28.004 of the Texas Education Code in accomplishing these purposes.

**CERTIFICATE FOR RESOLUTION**

I hereby certify that the foregoing resolution was presented to the Board of Trustees of the Seguin Independent School District during a properly noticed and scheduled meeting held on June 28<sup>th</sup>, 2022. A quorum of the Board of Trustees being then present, it was duly moved and seconded that the resolution be adopted, and such resolution was then adopted according to the following vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstentions: \_\_\_\_\_

To certify which, witness my hand and the official seal of the District this 28<sup>th</sup> day of June, 2022.

President, Board of Trustees

SEGUIN INDEPENDENT SCHOOL DISTRICT

By: \_\_\_\_\_  
Cinde Thomas-Jimenez, President, Board of Trustees

ATTEST:

By: \_\_\_\_\_  
Glenda Moreno, Secretary, Board of Trustees

**ACTION ITEM:** **2022-2025 Seguin ISD Goals and Strategic Plan**

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the Seguin ISD Goals and Strategic Plan for 2022 – 2025.

**RATIONALE:** The current three-year Seguin ISD Strategic Plan was adopted in 2018 and expires at the end of the 2021-2022 school year. The development of a long-term strategic plan is also a requirement of the TEA Systems of Great School Network, which SISD joined in June 2022. Diversa Consulting, SISD’s Executive Advisor, has provided support in the strategic planning process. Work on the new three-year strategic plan began in July 2021 and continued through May 2022.

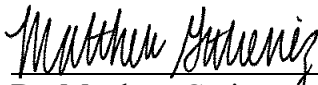
**REFERENCE**  
**and COMPLIANCE:** AE(LOCAL): Educational Philosophy and TEC §4.001, 4.002

**BUDGET IMPACT:** No significant impact

**PAPERWORK IMPACT:** Updating of the 2022-2025 SISD Goals and Strategic Plan

**EXHIBITS:** Presentation: Seguin ISD Strategic Plan 2025  
Proposed 2022 – 2025 Seguin ISD Goals  
Seguin ISD Strategic Plan 2025

**RESOURCE PERSONNEL:** Dr. Matthew Gutierrez, Superintendent of Schools  
Mark Cantú, Chief Innovation Officer

Submitted by:  Date Submitted: 06/28/22  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614




# Seguin ISD Strategic Plan 2025

June 28, 2022

SISD Board of Trustees





Strategic planning is an organizational management activity that is used to set **priorities, focus** energy and resources, **strengthen** operations, and ensure that employees and other stakeholders are working toward **common goals**.



It sets a **clear direction** for an organization.

# SISD Strategic Planning



## Strategic Plan 2018

District stakeholders  
developed over two-day  
retreat in December 2017

Three-year plan

Adopted March 2018



## SGS Membership

SISD joined Summer 2021

Four-year program

Precondition Work includes  
long-term strategic planning



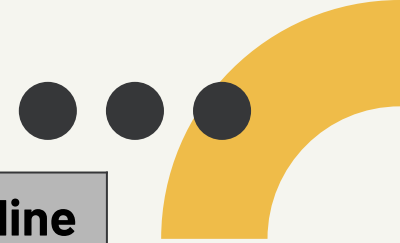
## Strategic Plan 2025

Diversa Consulting support

Work began July 2021

Developing three-year plan

# Strategic Plan 2025 Timeline



Process Step	Completion Timeline
Internal Steering Committee Formation	July 2021
Visioning Task Force Creation	September 2021
Visioning Sessions	November 2021
Goal Development	January 2022
Performance Objective Development	February 2022
Target Area Task Force Formation	March 2022
Stakeholder Feedback	March 2022
Annual Work Plan Creation	June 2022
Monthly Reports for the Board	August 2022

# Strategic Priorities

Four total

District  
Objectives

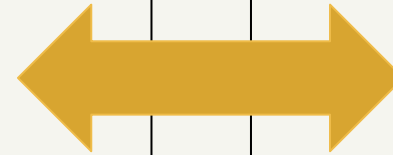
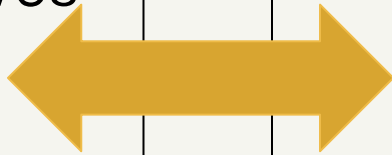
# Strategic Goals

Seven total

Long-range measures

# Performance Objectives

Short-Term  
Measures



# Findings + Directions

Community Beliefs

# ••• Strategic Goals Long-range measures to achieve priorities

**Goal #1 (HB3):** Increase the percentage of third grade students who score meets grade level or above on **STAAR Reading** from 31% to 45% by August 2024.

**Goal #2 (HB3):** Increase the percentage of third grade students who score meets grade level or above on **STAAR Mathematics** from 27% to 49% by August 2024.

**Goal #3 (HB3):** Increase the percentage of graduates who meet the **College, Career, or Military Readiness (CCMR) requirements** from 39% to 73% by August 2025.

# ••• Strategic Goals Long-range measures to achieve priorities

**Goal #4:** Seguin ISD will build a thriving learning community as indicated on a numerical score of 80 or higher on the **balanced scorecard**.

**Goal #5:** Seguin ISD will improve **staff satisfaction** as determined by the Organizational Health Inventory.

**Goal #6:** Seguin ISD will improve **student, staff, parent, and community perception** as determined by the Net Promoter score.

**Goal #7: (SGS Goal)** 80% or more of SISD students will be enrolled in a campus that is **rated A or B** by August 2025.

# Strategic Priorities

Objectives the District wants to achieve

1. Creating + Supporting Future Ready Students
2. Supporting + Valuing Staff
3. Developing Relationships with Family + the Community
4. Creating a Thriving Learning Community



# ••• Strategic Planning Task Forces

Cross-sectional district stakeholder focus groups

<b>1. Creating and Supporting Future Ready Students</b>	<b>Equitable Student Experiences</b>	<b>College, Career, Military Readiness</b>	<b>Rigorous and Relevant Curriculum in a Blended Learning Model</b>
<b>2. Supporting and Valuing Staff</b>	<b>Human Resources/ Staff Culture</b>		
<b>3. Developing Relationships with Family + Community</b>	<b>Community Engagement</b>		
<b>4. Creating a Thriving Learning Community</b>	<b>SEL/Whole Child</b>	<b>School Safety/ Discipline</b>	<b>School Safety/ Discipline</b> <sup>59</sup>

# ●●● Stakeholder Engagement Opportunities

## ThoughtExchange: May 17–25

- Invitation to participate emailed to 6,954 parents/guardians, 1,123 staff

Exchange participation link: [my.thoughtexchange.com/scroll/366242805](https://my.thoughtexchange.com/scroll/366242805)

 295  
Participants

 84  
Thoughts

 2,518  
Ratings

 30  
Ratings Ratio

What is one action you would add to strengthen the proposed strategic plan?

 295  
Participants

 84  
Thoughts

 2,518  
Ratings



61  
Participants shared  
thoughts



100  
Participants rated  
thoughts



98  
Participants explored  
thoughts



## Campus Faculty Meetings: May 9–20

- All campuses participated
- Over 140 responses from staff

## New Strategic Planning Website

- Went live May 16
- Over 200 views as of June 3

# Seguin ISD Strategic Plan 2025

Click image for full document below.

## Seguin ISD Strategic Plan 2025: Working Draft

<b>Strategic Priority 2: Supporting and Valuing Staff</b>
<p><b>Strategic Goal:</b> Goal #5: Seguin ISD will improve staff satisfaction as determined by the Organizational Health Inventory (OHI).</p>
<p><b>Performance Objectives:</b> 5.1: Create a climate where staff voice is valued (By Spring of 2023, Campus staff surveys will show an above average organizational health index score for all Seguin ISD campuses.) 5.2: Foster a culture where staff is engaged in meaningful work (By Spring of 2023, each campus's Academic Emphasis Index will show that their teachers <b>very frequently</b> believe that their students have the ability to achieve academically.) 5.3: Provide systems of support, value, and growth where teachers thrive and therefore, choose to stay in the profession and in the district. (By Spring of 2023, teacher turnover will decrease by 10% across the district.)</p>
<p><b>Human Resources/Staff Culture Task Force Members:</b> Cindy Moreno (Chair), Danica Murillo, Linda Guzman, Jason Schmidt, Saray Dominguez, Lisa Weir, Reyes Valdez, Tatum Braune, Patricia Garcia, Amy Graeber <i>Focus Finding: 2.1</i></p>

SISD Findings/Beliefs	SISD Directions	Strategic Actions <i>(Aligns to above performance objectives)</i>	Person(s) Responsible	Timeline	ESF Lever	SGS Lever
2.1 We believe investing in the well-being of staff is critical to creating a culture of success for all.	<p>Create a climate where staff voice is valued.</p> <p>Foster a culture where staff is engaged in meaningful work.</p> <p>Provide systems of support, value, and growth where teachers thrive and therefore, choose to stay in the profession and in the district.</p>	<p><b>5.1.1.</b> Embed team building opportunities specific to campus need during the school day. <b>5.1.2.</b> Administer short and specific surveys twice yearly for staff feedback. <b>5.1.3.</b> Every campus will send a representative to be a part of the district TCC. <b>5.2.1.</b> Every teacher K-12 will be a part of a weekly campus/departmental PLC <b>5.2.2.</b> Every teacher K-12 will be a part of a SUPER PLC every month. (job embedded PL/training) <b>5.3.1.</b> Every new teacher with less</p>				



## **Proposed 2022-2025 Seguin ISD Goals**

1. **Goal:** (HB3) Increase the percentage of third grade students who score meets grade level or above on STAAR (State of Texas Assessment of Academic Readiness) Reading from 31% to 45% by August 2024.
2. **Goal:** (HB3) Increase the percentage of third grade students who score meets grade level or above on STAAR Mathematics from 27% to 49% by August 2024.
3. **Goal:** (HB3) Increase the percentage of graduates who meet the College, Career, or Military Readiness (CCMR) requirements from 39% to 73% by August 2025.
4. **Goal:** Seguin ISD will build a thriving learning community as indicated on a numerical score of 80 or higher on the balanced scorecard.
5. **Goal:** Seguin ISD will improve staff satisfaction as determined by the Organizational Health Inventory (OHI).
6. **Goal:** Seguin ISD will improve student, staff, parent, and community perception as determined by the Net Promoter score.
7. **Goal:** (SGS Goal) 80% or more of SISD students will be enrolled in a campus that is rated A or B by August 2025.

# Seguin ISD Strategic Plan 2025



**Seguin ISD Vision:** Exceptional students to exceptional citizens.

**Seguin ISD Mission:** To cultivate, inspire and empower students to grow and learn.

## **Seguin ISD Goals:**

1. (HB3) Increase the percentage of third grade students who score meets grade level or above on STAAR (State of Texas Assessment of Academic Readiness) Reading from 31% to 45% by August 2024.
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3. (HB3) Increase the percentage of graduates who meet the College, Career, or Military Readiness (CCMR) requirements from 39% to 73% by August 2025.
4. Seguin ISD will build a thriving learning community as indicated on a numerical score of 80 or higher on the balanced scorecard.
5. Seguin ISD will improve staff satisfaction as determined by the Organizational Health Inventory (OHI).
6. Seguin ISD will improve student, staff, parent, and community perception as determined by the Net Promoter score.
7. (SGS Goal) 80% or more of SISD students will be enrolled in a campus that is rated A or B by August 2025.

## Seguin ISD Goals + Performance Objectives At-A-Glance

<b>Seguin ISD Strategic Goals</b> <i>Long-term measures to achieve strategic priorities.</i>	<b>Performance Objectives</b> <i>Short-term measures to achieve strategic goals.</i>
<p>Goal #1 (HB3): Increase the percentage of third grade students who score meets grade level or above on STAAR (State of Texas Assessment of Academic Readiness) Reading from 31% to 45% by August 2024.</p>	<p>1.1: By 2024, Reading performance on STAAR Meets in grades 3-10 will improve from 33% to 48%.</p> <p>1.2: By 2024, the percentage of students who perform on grade level in ISIP Reading K-2 will improve from 37% to 60%.</p>
<p>Goal #2 (HB3): Increase the percentage of third grade students who score meets grade level or above on STAAR Mathematics from 27% to 49% by August 2024.</p>	<p>2.1: By 2024, Math performance on STAAR Meets in grades 3-9 will improve from 26% to 52% by 2024.</p> <p>2.2: By 2024, the percentage of students who perform on grade level in Imagine Math K-2 will increase from 20% to 50%.</p>
<p>Goal #3 (HB3): Increase the percentage of graduates who meet the College, Career, or Military Readiness (CCMR) requirements from 39% to 73% by August 2025.</p>	<p>3.1 By 2025, the percentage of students who meet TSI/SAT/ACT criteria in ELAR and MATH will improve from 28% to 43%.</p> <p>3.1a By 2025, the percentage of students who are taking the SAT or ACT will improve from 45% to 76%</p> <p>3.2 By 2025, the percentage of students who earn at least 3 hrs of dual credit in ELAR or MATH OR earn at least 9 dual credit course credits in any other subject will improve from 27% to 47%.</p> <p>3.3 By 2025, the percentage of students who earn an industry based certification will improve from 1.5% to 20%.</p>
<p>Goal #4: Seguin ISD will build a thriving learning community as indicated on a numerical score of 80 or higher on the balanced scorecard.</p>	<p>4.1: By 2024, the percentage of grade 6-12 students participating in at least one co-curricular and/or extracurricular activity will improve from 25% to 50%.</p> <p>4.2: By 2024, the percentage of grade 6-12 students who self-report having an overall positive student experience will be over 50%.</p> <p>4.3: By 2024, 100% of students and families will engage in annual “pathways to an exceptional future” planning.</p> <p>4.4: By 2025, the Panorama Student Survey SEL Score (Emotion Regulation, Grit, Social Awareness) in grades 3-12 will improve to 85% or above the national norm.</p> <p>4.4a: By 2025, SELweb assessment score in grades K-5 will improve to 85% at or above average</p> <p>4.5: By June 2023, SISD will increase training opportunities related to supporting whole child learning through purposeful diversity, equity and inclusion professional learning for district staff and community members.</p> <p>4.6: By the 2023-2024 school year, all SISD campuses will implement student experiences that honor Whole Child learning.</p>

## Seguin ISD Goals + Performance Objectives At-A-Glance

<b>Seguin ISD Strategic Goals</b> <i>Long-term measures to achieve strategic priorities.</i>	<b>Performance Objectives</b> <i>Short-term measures to achieve strategic goals.</i>
<p>Goal #4: Seguin ISD will build a thriving learning community as indicated on a numerical score of 80 or higher on the balanced scorecard.</p>	<p>4.7: By June 2023, SISD will offer a minimum of four non-academic community engagement opportunities for all district stakeholders.</p> <p>4.8: By the end of the 2022-2023 school year, Seguin ISD will increase attendance from 92.65% to 93.0%.</p> <p>4.9: By the end of the 2022-2023 school year, Seguin ISD will decrease out of class placements (ISS/Suspension/DAEP) by 10%.</p> <p>4.10: Create flexible and adaptable learning spaces that ensure safety and security in an innovative environment that supports teaching and learning.</p> <p>4.11: By 2024, create new facilities evaluations to better track safety, appearance, and cleanliness.</p> <p>4.12: Provide equitable access to learning spaces that support fine arts, academics, college/career readiness and personal wellness for all students</p>
<p>Goal #5: Seguin ISD will improve staff satisfaction as determined by the Organizational Health Inventory (OHI).</p>	<p>5.1: By Spring of 2023, Campus staff surveys will show an above average organizational health index score for all Seguin ISD campuses.</p> <p>5.2: By Spring of 2023, each campus's Academic Emphasis index will show that their teachers very frequently believe that their students have the ability to achieve academically.</p> <p>5.3: By Spring of 2023, teacher turnover will decrease by 10% across the district.</p>
<p>Goal #6: Seguin ISD will improve student, staff, parent, and community perception as determined by the Net Promoter score.</p>	<p>6.1 By Spring 2023, SISD will increase the number of parents who are involved in parent groups on campuses from 11% to 25% as measured by the Panorama survey.</p> <p>6.2 By 2023, SISD will improve the district's image as measured by Net Promoter score in Vision Week survey data.</p> <p>6.3 By Spring 2023, SISD will increase the percentage of parents by 10% who indicate that school communication for involvement opportunities is favorable as measured by the Panorama survey.</p>
<p>Goal #7 (SGS Goal): 80% or more of SISD students will be enrolled in a campus that is rated A or B by August 2025.</p>	<p>7.1: By 2023, SISD will not have any "D or F" rated schools.</p> <p>7.2: By 2025, SISD will increase the number of schools rated "A or B" from three to five.</p> <p>7.3: By 2023, all SISD campuses will score a C or better in Domain 2 (School Progress Domain).</p>

# Seguin ISD Strategic Plan 2025

## Strategic Priority 1: Creating and Supporting Future Ready Students

### Strategic Goals:

Goal #1 (HB3): Increase the percentage of third grade students who score meets grade level or above on STAAR (State of Texas Assessment of Academic Readiness) Reading from 31% to 45% by August 2024.

Goal #2 (HB3): Increase the percentage of third grade students who score meets grade level or above on STAAR Mathematics from 27% to 49% by August 2024.

Goal #3 (HB3): Increase the percentage of graduates who meet the College, Career, or Military Readiness (CCMR) requirements from 39% to 73% by August 2025.

Goal #4: Seguin ISD will build a thriving learning community as indicated on a numerical score of 80 or higher on the balanced scorecard.

Goal #7 (SGS Goal): 80% or more of SISD students will be enrolled in a campus that is rated A or B by August 2025.

### Performance Objectives:

1.1: By 2024, Reading performance on STAAR Meets in grades 3-10 will improve from 33% to 48%.

1.2: By 2024, the percentage of students who perform on grade level in ISIP Reading K-2 will improve from 37% to 60%.

2.1: By 2024, Math performance on STAAR Meets in grades 3-9 will improve from 26% to 52% by 2024.

2.2: By 2024, the percentage of students who perform on grade level in Imagine Math K-2 will increase from 20% to 50%.

3.1 By 2025, the percentage of students who meets TSI/SAT/ACT criteria in ELAR and MATH will improve from 28% to 43%.

3.1a By 2025, the percentage of students who are taking the SAT or ACT will improve from 45% to 76%

3.2 By 2025, the percentage of students who earns at least 3 hrs of dual credit in ELAR or MATH OR earns at least 9 dual credit course credits in any other subject will improve from 27% to 47%.

3.3 By 2025, the percentage of students who earn an industry based certification will improve from 1.5% to 20%.

4.1: By 2024, the percentage of grade 6-12 students participating in at least one co-curricular and/or extracurricular activity will improve from 25% to 50%.

4.2: By 2024, the percentage of grade 6-12 students who self-report having an overall positive student experience will be over 50%.

4.3: By 2024, 100% of students and families will engage in annual "pathways to an exceptional future" planning.

7.1: By 2023, SISD will not have any "D or F" rated schools.

7.2: By 2025, SISD will increase the number of schools rated "A or B" from three to five.

7.3: By 2023, all SISD campuses will score a C or better in Domain 2 (School Progress Domain).

**Equitable Student Experiences Task Force Members:** Mark Cantu (Chair), Halcy Dean, Allison Pape, Cindy Lasseter, Craig Dailey, Rachel Bloxham, Stephanie Hill, Jonathan Martinez, Timothy Cantu, Lesli Mahaffey, Amanda Pond

*Focus Findings/Beliefs: 1.1*

**College, Career, Military Readiness Task Force Members:** AnnaLisa Vargas (Co-Chair), Rick Bough (Co-Chair), Kristi Miranda, M'Liss Haas, Ryan Randolph, Emilie Rohde, Bianca Duvall, Imelda Brena, Denise Crettenden, Samantha Gallegos, Erica McMillan

*Focus Findings/Beliefs: 1.2*

**Rigorous and Relevant Curriculum in a Blended Learning Model Task Force Members:** Andrea Jaramillo (Co-Chair), Steve Gonzalez (Co-Chair), Kathy Kober, Chanda Bloch, Marcos Manrique, Allie Higginbotham, Debbie Magin, Amanda Santos, JoAnn Holliday, Amanda Hardwick, Monica Franco, Jenifer Wells

*Focus Findings: 1.3 - 1.4*

SISD Findings/Beliefs	SISD Directions	Strategic Actions <i>(Aligns to above performance objectives)</i>	Person(s) Responsible	Implementation Timeline	ESF Lever
<p>1.1 We believe a student's sense of belonging is critical to their overall well-being.</p>	<p>Provide a variety of equitable opportunities for all students to explore and find their passions at all levels; including, but not limited to, dual language, special education, and students at risk.</p> <p>Expand opportunities to build relationships between students and all Seguin ISD stakeholders</p> <p>Increase awareness of social, emotional, and academic needs of all students.</p> <p>Develop transition programs specific to PK to K; 5<sup>th</sup> to 6<sup>th</sup>; and 8<sup>th</sup> to 9<sup>th</sup> grades to encourage inclusion in campus specific experiences.</p>	<p><b>4.1.1:</b> Ensure clear communication to parents and students about available co-curricular and extracurricular activities K-12.</p> <p><b>4.1.2:</b> Develop campus calendars that promote co-curricular and extracurricular activities/events for all students throughout the school year.</p> <p><b>4.1.3:</b> Identify possible barriers to why students do not participate in co-curricular and extracurricular activities. Include opportunities for student feedback.</p> <p><b>4.1.4:</b> Develop academic expectation policies to ensure students maintain certain academic standards.</p> <p><b>4.1.5:</b> Promote opportunities for teachers to sponsor campus clubs and organizations.</p> <p><b>4.2.1:</b> Identify students who reported that they do not have a positive school experience.</p> <p><b>4.2.2:</b> Identify factors that lead students to having an overall positive school experience.</p> <p><b>4.2.3:</b> Increase opportunities for students to engage in positive interactions with staff members and peers, including opportunities outside of the classroom.</p> <p><b>4.3.1:</b> Identify Seguin ISD's pathways to an exceptional future.</p> <p><b>4.3.2:</b> Identify existing programming, PK-12, that aligns to pathways.</p> <p><b>4.3.3:</b> Identify and connect all students to pathways based on their interest(s), taking into consideration students' unique</p>	<p>Athletic Director, Director of Fine Arts, Director of ACE Grant</p> <p>Campus principals, Director of Secondary, Deputy Chief of Innovation + Learning</p> <p>Athletic Director, Director of Fine Arts, Director of ACE Grant</p> <p>Chief Innovation Officer, Director of Secondary</p> <p>Campus principals, Director of Whole Child Initiatives</p> <p>Director of Student Services, Director of Whole Child Initiatives</p> <p>Campus principals, Director of ACE Grant</p> <p>Chief Innovation Officer, Deputy Chief of Innovation + Learning, CCMR Director</p> <p>Above team + Chief Student Services Officer, Campus</p>	<p>Fall 2023</p> <p>Fall 2023</p> <p>Fall 2023</p> <p>Fall 2023</p> <p>Fall 2023</p> <p>Spring 2023</p> <p>Spring 2023</p> <p>Spring 2023</p> <p>Fall 2022</p> <p>Fall 2022</p> <p>Fall 2022</p>	<p><b>Level 3: Positive School Culture</b> - Positive school culture requires compelling and aligned vision, mission, goals and values, explicit behavioral expectations and management systems, proactive and responsive student support services, and involved families and community.</p> <p><b>District Commitments:</b> District policies and practices align with and promote positive school culture.</p>

		<p>circumstances and backgrounds.</p> <p><b>4.3.4:</b> Develop district-wide plan for student goal setting practices, focusing on life goals (vs. academic goals)</p> <p><b>4.3.5:</b> Develop resources accessible to all stakeholders to support students connecting district pathways to high school graduation and beyond.</p> <p><b>4.3.6:</b> Develop a "Portrait of a Matador" or graduate aims, to include student attributes, for each campus.</p>	<p>counselors</p> <p>Director of Student Services, Director of Whole Child Initiatives</p> <p>Chief Innovation Officer, Chief Communications Officer, Campus principals</p> <p>Chief Innovation Officer, Campus principals</p>	<p>Fall 2022</p> <p>Spring 2023</p> <p>Fall 2023</p>	
<p>1.2 We believe building confident students prepares them for a successful future of their choice.</p>	<p>Provide education and training in high demand, competitive wage careers that support college, career and military readiness.</p> <p>Provide work-based learning opportunities to explore careers and apply knowledge.</p> <p>Develop foundational professional skills such as leadership, communication, listening, teamwork, problem solving, and critical thinking.</p> <p>Foster self-reliance that builds confidence to empower students to think bold, think big and strengthen their work ethic.</p>	<p><b>3.1.1:</b> Purposeful TSIA Intervention &amp; Support at the high school</p> <p><b>3.1.2:</b> Ensure that SpEd students receive the same CCMR support and resources as Gen ed students.</p> <p><b>3.1.3:</b> Mandatory TSIA prep in between testing sessions</p> <p><b>3.1.4:</b> Incorporate CCMR/TSIA Prep at MS as part of Redesign</p> <p><b>3.1.5:</b> Provide teacher training on overview, value, and content involved with TSIA</p> <p><b>3.1.6:</b> Increase enrollment in College Prep Class</p> <p><b>3.1.7:</b> Increase school-day PSAT &amp; SAT participation</p> <p><b>3.1.8:</b> Provide ACT school-day testing opportunity</p> <p><b>3.1.9:</b> Provide PSAT, SAT &amp; ACT Test Prep</p> <p><b>3.1.10:</b> Develop a CCMR Handbook/Website</p>	<p>CCMR Director</p> <p>CCMR Director, Director of Special Education</p> <p>CCMR Director</p> <p>CCMR Director</p> <p>CCMR Director</p> <p>CCMR Director</p> <p>CCMR Director</p> <p>CCMR Director</p> <p>CCMR Director</p> <p>CCMR Director</p>	<p>Fall 2022</p> <p>Fall 2022</p> <p>Fall 2022</p> <p>Fall 2023</p> <p>Spring 2023</p> <p>Spring 2023</p> <p>Fall 2022</p> <p>Fall 2022</p> <p>Fall 2022</p> <p>Fall 2023</p>	<p><b>Lever 5: Effective Instruction</b> - Campus leaders provide teachers with job-embedded professional development and access to time and data needed to reflect, adjust, and deliver instruction that meets the needs of all students.</p> <p><b>District Commitments:</b> The district ensures that campus instructional leaders receive initial training and ongoing coaching to support the implementation of instructional leadership systems (feedback on instructional materials alignment and use, data-driven instruction, and observation and feedback).</p> <p>The district provides schools with access to</p>

		<p><b>3.2.1:</b> Provide Dual Credit enrollment support &amp; ongoing Advising and check-ins with a strong student support system</p> <p><b>3.2.2:</b> The student support system will include "CCMR Camps or Sessions" for DC/ECHS/PTECH students</p> <p><b>3.2.3:</b> Develop a position that is funded 50% by SISD &amp; 50% by Alamo Colleges for the purpose of ensuring successful student dual credit outcomes</p> <p><b>3.3.1:</b> Teacher incentives for successful student outcomes</p> <p><b>3.3.2:</b> Invest in HQIM for these certification pathways</p> <p><b>3.3.3:</b> Train teachers regarding CTE pathways and certifications</p>	<p>CCMR Director, Campus counselors</p> <p>CCMR Director</p> <p>CCMR Director</p> <p>CTE Director</p> <p>CTE Director</p> <p>CTE Director</p>	<p>Spring 2023</p> <p>Spring 2023</p> <p>Spring 2023</p> <p>Fall 2023</p> <p>Fall 2023</p> <p>Spring 2023</p>	<p>student academic, behavioral, and on-track to graduate data (present and historical).</p>
1.3 We believe every student should have access to, and engage with, culturally relevant and rigorous curriculum and instruction.	<p>Craft a rigorous curriculum that engages and empowers students and fosters a love for learning.</p> <p>Provide challenging learning experiences that provide encouragement and support for success.</p> <p>Provide autonomy in planning for teachers through the fidelity of Professional Learning Communities to plan for the success of all students.</p>	<p><b>7.1.1.</b> Define Blended Learning for Seguin ISD by providing explicit clarity in language and roles of stakeholders</p> <p><b>7.1.2.</b> Ongoing PD and support for teachers and paras, students, and parents. Modeling the strategies that teachers and paras will use in the classroom.</p> <p><b>7.1.3.</b> Create a blended learning campus task force that involves all populations in the conversation such as dual language, SPED, 504, GT, etc.</p> <p><b>7.1.4.</b> Develop a dynamic lesson plan template that includes online and offline components of blended learning with input from all stakeholders</p>	<p>Deputy Chief of Innovation + Learning, Director of Digital Learning</p> <p>Deputy Chief of Innovation + Learning, Director of Digital Learning</p> <p>Deputy Chief of Innovation + Learning, Director of Digital Learning</p> <p>Deputy Chief of Innovation + Learning, Director of Digital Learning</p>	<p>Spring 2023</p> <p>Fall 2022</p> <p>Fall 2022</p> <p>Fall 2022</p>	<p><b>Level 5: Effective Instruction</b> - Campus leaders provide teachers with job-embedded professional development and access to time and data needed to reflect, adjust, and deliver instruction that meets the needs of all students.</p> <p><b>District Commitments:</b> District policies and practices support effective instruction in schools.</p>
1.4 We believe empowering students with	<p>Provide mental health resources and support at every campus.</p>	<p><b>7.1.5.</b> Launch Blended Learning minipilots.</p> <p><b>7.1.6.</b> Ensure all students have access to</p>	<p>Deputy Chief of Innovation + Learning, Director of Digital Learning</p>	<p>Spring 2023</p> <p>Fall 2023</p>	<p><b>Level 4: High Quality Instructional Materials and Assessments</b> -</p>

<p>transformative competencies and advantages will create self-sufficient, productive, and healthy citizens.</p>	<p>Teach students how to communicate with respectful discourse by providing opportunities for engagement that is embedded within the learning.</p> <p>Provide opportunities for students to apply creative principles to problems using advanced technologies.</p> <p>Provide leadership opportunities for students to learn how to be tenacious in their pursuit to become exceptional citizens.</p>	<p>up-to-date and relevant instructional materials.</p> <p><b>7.1.7.</b> Increase AP awareness through parent nights and increase student preparedness through in-class test prep.</p>	<p>CCMR Director, Director of Secondary</p>	<p>Spring 2023</p>	<p>All students engage daily with TEKS-aligned, high-quality instructional materials, and assessments that support learning at appropriate levels of rigor.</p> <p><b>District Commitments:</b> District policies support the effective use of standards-aligned, high quality instructional materials and assessments.</p>
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## Strategic Priority 2: Supporting and Valuing Staff

### Strategic Goal:

Goal #5: Seguin ISD will improve staff satisfaction as determined by the Organizational Health Inventory (OHI).

### Performance Objectives:

5.1: By Spring of 2023, campus staff surveys will show an above average organizational health index score for all Seguin ISD campuses.

5.2: By Spring of 2023, each campus' Academic Emphasis index will show that their teachers very frequently believe that their students have the ability to achieve academically.

5.3: By Spring of 2023, teacher turnover will decrease by 10% across the district.

**Human Resources/Staff Culture Task Force Members:** Cindy Moreno (Chair), Danica Murillo, Linda Guzman, Jason Schmidt, Saray Dominguez, Lisa Weir, Reyetos Valdez, Tatum Braune, Patricia Garcia, Amy Graeber  
*Focus Finding: 2.1*

SISD Findings/Beliefs	SISD Directions	Strategic Actions <i>(Aligns to above performance objectives)</i>	Person(s) Responsible	Implementation Timeline	ESF Lever
2.1 We believe investing in the well-being of staff is critical to creating a culture of success for all.	Create a climate where staff voice is valued.	<b>5.1.1.</b> Embed team building opportunities specific to campus need during the school day.	Campus Administrators	Fall 2022	<b>Lever 1: Strong School Leadership and Planning</b> Effective campus instructional leaders with clear roles and responsibilities develop, implement, and monitor focused improvement plans that address the causes of low performance.  <b>District Commitments:</b> The district policies and practices prioritize principal and principal supervisor instructional leadership (e.g. manageable span of control, time dedicated to instructional practices).
	Foster a culture where staff is engaged in meaningful work.	<b>5.1.2.</b> Administer short and specific surveys twice yearly for staff feedback.	Chief Human Resources Officer	Fall 2022	
	Provide systems of support, value, and growth where teachers thrive and therefore, choose to stay in the profession and in the district.	<b>5.1.3.</b> Every campus will send a representative to be a part of the district TCC.	Campus Administrators	Fall 2022	
		<b>5.1.4.</b> District SGS work will focus on Talent Pipeline development.	Chief Human Resources Officer/Chief Innovation Officer	Spring 2023	
		<b>5.2.1.</b> Every teacher K-12 will be a part of a weekly campus/departamental PLC	Chief Human Resources Officer/Chief Innovation Officer	Fall 2022	
		<b>5.2.2.</b> Every teacher K-12 will be a part of a SUPER PLC or Faculty Meeting every month as part of job embedded PL/training.	Chief Human Resources Officer/Chief Innovation Officer	Fall 2022	
		<b>5.3.1.</b> Every new teacher with less than 2 years of experience will be given a mentor, for the	Director of PL	Fall 2022	

		<p>first two years of employment.</p> <p><b>5.3.2.</b> Critical areas will be provided a stipend for recruitment and retention.</p> <p><b>5.3.3.</b> Establish pathways/pipelines for teachers to expand their professional learning.</p> <p><b>5.3.4.</b> Establish competitive salaries and benefit packages for teachers and staff.</p> <p><b>5.3.5.</b> Explore Whole Child Support opportunities during established PLCs.</p>	<p>Chief Human Resources Officer</p> <p>Chief Human Resources Officer, Chief Innovation Officer</p> <p>Chief Human Resources Officer</p> <p>Director of Whole Child, Director of PL</p>	<p>Fall 2022</p> <p>Spring 2023</p> <p>Spring 2023</p> <p>Fall 2022</p>	<p><b>Lever 2: Strategic Staffing</b> - Campus leadership retains effective, well-supported teachers by strategically recruiting, selecting, assigning and inducting teachers so that all students have access to high-quality educators.</p> <p><b>District Commitments:</b> The district provides incentives for the strongest teachers to work in the lowest-performing schools.</p> <p>The district effectively recruits adequate numbers of qualified candidates.</p> <p>District policies and practices ensure that campuses have effective, well-supported teachers.</p>
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### Strategic Priority 3: Developing Relationships with Families and The Community

**Strategic Goals:**

Goal #6: Seguin ISD will improve student, staff, parent, and community perception as determined by the Net Promoter score.

**Performance Objectives:**

- 6.1 By Spring 2023, SISD will increase the number of parents who are involved in parent groups on campuses from 11% to 25% as measured by the Panorama survey.
- 6.2 By 2023, SISD will improve the district's image as measured by Net Promoter score in Vision Week survey data.
- 6.3 By Spring 2023, SISD will increase the percentage of parents by 10% who indicate that school communication for involvement opportunities is favorable as measured by the Panorama survey.

**Community Engagement Task Force Members:** Sean Hoffmann (Chair), Cindy Borden, Blanca Regalado, Kelly Follis, Elaine Bennett, Krista Moreno, Harrison Dea, Kat Tondre, Linda Duncan, Kirsten Legore  
*Focus Findings: 3.1 - 3.3*

SISD Findings/Beliefs	SISD Directions	Strategic Actions <i>(Aligns to above performance objectives)</i>	Person(s) Responsible	Implementation Timeline	ESF Lever
3.1 We believe all stakeholders achieve their highest potential through quality relationships and effective communication.	<p>Provide intentional time, support and resources to foster and develop quality relationships.</p> <p>Employ methods of communication that promote inclusion of various students, staff, and community members.</p> <p>Develop and implement a comprehensive program to evaluate stakeholder relationships, communication and outcomes.</p>	<p><b>6.1.1</b> Create strategic and meaningful family- and parent-friendly campus activities.</p> <p><b>6.1.2</b> Develop a district-wide parent involvement team to plan innovative parent/family activities.</p> <p><b>6.1.3</b> Increase opportunities to offer parental involvement partnerships to include professional learning.</p> <p><b>6.2.1</b> Showcase student, staff, campus and district achievements through ever-evolving social media outlets.</p> <p><b>6.2.2</b> Provide training and resources to frontline employees with a focus on a customer first, service based mindset.</p> <p><b>6.2.3</b> Nurture relationships with local and regional media to market SISD's student-centered programs and initiatives.</p>	<p>Principals &amp; Campus Administrators</p> <p>SLT</p> <p>SLT/Community Engagement Director</p> <p>Chief Communications Officer</p> <p>SLT/Chief Human Resources Officer</p> <p>Chief Communications Officer</p>	<p>Fall 2022</p> <p>Fall 2023</p> <p>Fall 2022</p> <p>Fall 2022</p> <p>Fall 2023</p> <p>Fall 2022</p>	<p><b>Lever 3: Positive School Culture</b> - Positive school culture requires compelling and aligned vision, mission, goals and values, explicit behavioral expectations and management systems, proactive and responsive student support services, and involved families and community.</p> <p><b>District Commitments:</b>                      The district provides campuses with best practice resources and tools for engaging families (i.e., translation services, parent/student surveys, online communication</p>

<p>3.2 We believe establishing shared community ownership will enhance our student's learning experience.</p>	<p>Develop connections between student organizations and clubs and related community organizations or individuals at all student levels.</p> <p>Develop community outreach strategies.</p> <p>Create SISD leadership cohorts, composed of community members, staff and students that will introduce the challenges to advancing excellence in education, in order to facilitate the sharing of ideas and perspectives.</p> <p>Increase collaboration with local industries and businesses to build a skilled workforce.</p>	<p><b>6.3.1</b> Publicize the various communication platforms that are utilized by campuses and the district to share information.</p> <p><b>6.3.2</b> Survey stakeholders to gauge preferred methods of receiving notifications and news.</p>	<p>Chief Communications Officer</p> <p>Chief Communications Officer</p>	<p>Fall 2022</p> <p>Fall 2023</p>	<p>structures). The district provides campuses with access to external student support services.</p> <p>District policies and practices align with and promote positive school culture.</p>
<p>3.3 We believe cultivating a positive mindset in all Seguin ISD stakeholders will create a destination district where everyone belongs.</p>	<p>Establish competitive academic and extracurricular programs to attract students and families.</p> <p>Celebrate achievements to create a sense of community pride.</p> <p>Promote Seguin ISD's image through branding that inspires.</p>				

## Strategic Priority 4: Creating a Thriving Learning Community

### Strategic Goals:

Goal #4: Seguin ISD will build a thriving learning community as indicated on a numerical score of 80 or higher on the balanced scorecard.

### Performance Objectives:

- 4.4: By 2025, the Panorama Student Survey SEL Score (Emotion Regulation, Grit, Social Awareness) in grades 3-12 will improve to 85% or above the national norm.
- 4.4a: By 2025, SELweb assessment score in grades K-5 will improve to 85% at or above average.
- 4.5: By June 2023, SISD will offer a minimum of four non-academic community engagement opportunities for all district stakeholders.
- 4.6: By June 2023, SISD will increase training opportunities related to supporting whole child learning through purposeful diversity, equity and inclusion professional learning for district staff and community members.
- 4.7: By the 2023-2024 school year, all SISD campuses will implement student experiences that honor Whole Child learning.
- 4.8: By the end of the 2022-2023 school year, Seguin ISD will increase attendance from 92.65% to 93.0%.
- 4.9: By the end of the 2022-2023 school year, Seguin ISD will decrease out of class placements (ISS/Suspension/DAEP) by 10%.
- 4.10: Create flexible and adaptable learning spaces that ensure safety and security in an innovative environment that supports teaching and learning.
- 4.11: By 2024, create new facilities evaluations to better track safety, appearance, and cleanliness.
- 4.12: Provide equitable access to learning spaces that support fine arts, academics, college/career readiness and personal wellness for all students

**Whole Child Learning Task Force Members:** Pete Silvius (Co-Chair), Bethany Polk (Co-Chair), Elizabeth Moore , Teresa Cuevas, Cinde Thomas-Jimenez, Darren Dunn, Tommie Jackson, Katie Chabot, Tanya Webb, Jacob Galvan, Christina Smith  
*Focus Findings: 4.1-4.2*

**School Safety/Discipline Task Force Members:** Nikki E. Bittings (Chair), Victor Pacheco, Don Hastings, Sandra Reyes, Aaron Seidenberger , Tori Beutnagel, Phia Rigney, Natalie McFadden, Daniella Nyame , Glenda Moreno  
*Focus Findings: 4.3*

**Facilities Task Force Members:** Bill Lewis (Co-Chair), Tony Hillberg (Co-Chair), James Pizana, Diana Weber, Deana Hink , Sara Klesel, Alejandro Guerra, Jerry Belmarez, Robyn Poppa , Christina Garcia , Jason Adam  
*Focus Findings: 4.4*

SISD Findings/Beliefs	SISD Directions	Strategic Actions <i>(Aligns to above performance objectives)</i>	Person(s) Responsible	Implementation Timeline	ESF Lever
4.1 We believe purposeful diversity, equity and inclusion is imperative to create and maintain	Provide Seguin families, staff and community stakeholders with training and resources on social and cultural identities	<p><b>4.4.1</b> Define and promote an accessible definition and purpose of Whole Child learning in Seguin ISD</p> <p><b>4.5.1</b> Research and implement a tool to collect baseline data on the belonging needs of</p>	<p>Director of Student Services, Director of Whole Child Initiatives</p> <p>Director of Student Services, Director of Whole Child Initiatives</p>	<p>Spring 2023</p> <p>Spring 2023</p>	<b>Lever 3: Positive School Culture</b> - Positive school culture requires compelling and aligned vision, mission, goals and values, explicit behavioral expectations and

<p>a thriving learning community.</p>	<p>Design multiple dynamic pathways to support the strengths and needs of Seguin families, staff and community stakeholders</p> <p>Foster and celebrate an environment of belonging</p> <p>Ensure diversity of representation in District engagement opportunities.</p> <p>Provide mental health resources and support at every campus.</p>	<p>students, families, and staff.</p> <p><b>4.5.2</b> Create district-wide community engagement opportunities.</p> <p><b>4.5.3</b> The Whole Child task force recommends additional staff to address staff Whole Child learning systems.</p> <p><b>4.5.4</b> Convene a staff Whole Child work group comprised of teachers to make recommendations to address staff concerns.</p> <p><b>4.6.1</b> Training about Unconscious Bias, the Whole Child Model with Trauma informed &amp; culturally responsive practices will be offered to 100% of SISD staff. Bi-monthly voluntary DEI trainings/engagement offerings will be available to anyone in the Seguin community.</p>	<p>Director of Student Services, Director of Whole Child Initiatives, Chief Communications Officer</p> <p>Director of Student Services, Director of Whole Child Initiatives</p> <p>Director of Student Services, Director of Whole Child Initiatives</p> <p>Director of Student Services, Director of Whole Child Initiatives</p>	<p>Fall 2022</p> <p>Fall 2023</p> <p>Fall 2022</p> <p>Spring 2023</p>	<p>management systems, proactive and responsive student support services, and involved families and community.</p> <p><b>District Commitments:</b> District policies and practices align with and promote positive school culture.</p>
<p>4.2 We believe cultivating and empowering an environment to focus on the whole child and family will promote the well-being of our community, both within and beyond the school day.</p>	<p>Create and foster positive lifelong mental, physical, social and emotional well-being.</p> <p>Provide extended learning for student and family engagement</p> <p>Meet the needs of our population by providing nutritious meals</p>	<p><b>4.7.1</b> Convene a master schedule work group to ensure time is protected for Whole Child supports.</p> <p><b>4.7.2.</b> Provide mental health resources and support at every campus.</p>	<p>Deputy Chief of Innovation + Learning, Director of Secondary, Director of Whole Child Initiatives</p> <p>Chief Student Services Officer, Director of Student Services, Director of Special Education</p>	<p>Fall 2022</p> <p>Fall 2022</p>	<p><b>Lever 3: Positive School Culture</b> - Positive school culture requires compelling and aligned vision, mission, goals and values, explicit behavioral expectations and management systems, proactive and responsive student support services, and involved families and community.</p> <p><b>District Commitments:</b> The district provides campuses with access to external student support services.</p>
<p>4.3 We believe safe and secure</p>	<p>Provide environments that are safe and</p>	<p><b>4.8.1</b> Seguin ISD will develop, facilitate, and support strategies to increase student</p>	<p>Campus Administrators, Attendance Clerks,</p>	<p>Fall 2022</p>	<p><b>Lever 3: Positive School Culture</b> - Positive school</p>

<p>environments are essential to the well-being of all stakeholders.</p>	<p>conducive to student learning</p> <p>Expand partnerships with local law enforcement to increase campus presence and build positive relationships</p> <p>Equip staff with training and resources to support safety protocols</p>	<p>attendance and district and campus committees will identify students with attendance issues and incorporate early interventions.</p> <p><b>4.8.2</b> Student Support Team will conduct monthly campus liaison meetings to support student attendance.</p> <p><b>4.8.3</b> Maintain efficient and clear districtwide process regarding attendance.</p> <p><b>4.9.1.</b> Seguin ISD will implement a school wide discipline management program that aims to improve student behavior plus strengthen learner engagement through a strategic system of clearly defined expectations.</p> <p><b>4.9.2.</b> Seguin ISD will provide training and additional support for teachers and administrators regarding diversity and disciplinary practices including resources and suggestions on alternative disciplinary practices (CHAMPS, ACHIEVE, Trust Based Relational Intervention or TBRI, Culturally Relevant Teaching, Restorative Practices, etc).</p> <p><b>4.10.1.</b> Seguin ISD will provide ongoing safety training and support.</p>	<p>Student Services Department</p> <p>Campus Admin, Counselors, Attendance Clerks, Student Services Department</p> <p>Campus Administrators, Student Services Department</p> <p>Student Services Department</p> <p>Student Services Department, Local Law Enforcement</p>	<p>Fall 2022</p> <p>Fall 2022</p> <p>Fall 2022</p> <p>Fall 2022</p> <p>Fall 2022</p>	<p>culture requires compelling and aligned vision, mission, goals and values, explicit behavioral expectations and management systems, proactive and responsive student support services, and involved families and community.</p> <p><b>District Commitments:</b> The district provides data systems to track pertinent school culture data (e.g. discipline referrals, attendance, campus climate).</p>
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<p>4.4 We believe all stakeholders benefit from enhanced and dynamic learning facilities in a growing community.</p>	<p>Plan and build state of the art facilities that meet the needs of all students and staff in a growing community</p> <p>Provide facilities that will allow students to experience potential and emerging career pathways from elementary through graduation</p> <p>Implement a plan to minimize deferred maintenance at all existing facilities</p> <p>Employ communication methods that promote inclusion of students, staff and community members when planning for facility design and construction</p>	<p><b>4.10.2.</b> Evaluate furniture in learning spaces and develop a plan to update across the district.</p> <p><b>4.11.1.</b> Upgrade security and life safety measures as resources allow.</p> <p><b>4.11.2.</b> Form a Bond/Facilities Committee to plan next steps to support the strategic plan.</p> <p><b>4.11.3.</b> Create a new campus operations scorecard with a goal of all campuses score of 90% or above in Safety, General Appearance, and Cleanliness.</p> <p><b>4.11.4.</b> Create a campus scorecard to evaluate instructional spaces to assess if they are meeting the needs of the program.</p> <p><b>4.11.5.</b> Evaluate initial response time and completion data for facilities work orders.</p> <p><b>4.12.1.</b> Conduct a demographic study on growth projections.</p> <p><b>4.12.2.</b> Update the Long Range Facilities Plan with cost estimates and new projects.</p> <p><b>4.12.3.</b> Upgrade technology infrastructure to support learning.</p>	<p>Chief Operations Officer/Director of Digital Learning/Director of Elem and Secondary</p> <p>Chief Operations Officer</p> <p>Chief Operations Officer/Superintendent</p> <p>Chief Operations Officer/Director of Maintenance</p> <p>Chief Operations Officer/Directors - Fine Arts, CTE, Instructional</p> <p>Chief Operations Officer/Director of Maintenance</p> <p>Chief Operations Officer/Consultant</p> <p>Chief Operations Officer</p> <p>Chief Operations Officer</p>	<p>Spring 2023</p> <p>Ongoing</p> <p>Summer 2022</p> <p>Summer 2023</p> <p>Fall 2023</p> <p>Ongoing</p> <p>Spring 2022/Spring 2025</p> <p>Spring 2022/Fall 2024</p> <p>Ongoing</p>	<p><b>Lever 3: Positive School Culture</b> - Positive school culture requires compelling and aligned vision, mission, goals and values, explicit behavioral expectations and management systems, proactive and responsive student support services, and involved families and community.</p> <p><b>District Commitments:</b> The district ensures that campus buildings are well maintained, safe, and conducive to learning.</p>
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**ACTION ITEM:**

**Adoption of 2022-23 Budgets for the General Fund, Child Nutrition Fund, and Debt Service Fund**

**RECOMMENDATION:**

That the Board of Trustees adopt the 2022-23 proposed budget for the General Fund, Food Service Fund, and Debt Service Fund as presented.

**RATIONALE:**

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

**REFERENCE and COMPLIANCE:**

CE (LEGAL) and CE (LOCAL) Annual Operating Budget

**BUDGET IMPACT / INFORMATION:**

2022-23 General Fund revenue of \$67,241,877 reflect no change from the prior year. 2022-23 Operating expenditures in the General Fund budget are budgeted at the same level as the prior year. The District expects to adopt a Maintenance and Operations (M&O) tax rate of \$0.89960 per \$100 valuation (M&O rate is unchanged from the prior year).

2022-23 Child Nutrition Fund revenue of \$5,150,000 and expenditures of \$5,150,000. These amounts represent a \$375,000 increase over the prior year.

2022-23 Debt Service Fund revenue of \$15,536,682 is exclusively intended to fund debt service payments. The District expects to adopt an Interest and Sinking (I&S) tax rate of \$0.385 per \$100 valuation (I&S rate is unchanged from the prior year).

**EXHIBITS:**

2022-23 Proposed Budget

**RESOURCE PERSONNEL:**

Anthony Hillberg, Chief Financial Officer, CPA, CTSBO

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



Date Submitted: 06/28/22

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

SEGUIN INDEPENDENT SCHOOL DISTRICT  
2022-23 PROPOSED BUDGET  
ADOPTED JUNE 28, 2022

	General Operating <u>Fund</u>	Child Nutrition <u>Fund</u>	Debt Service <u>Fund</u>	Total All <u>Funds</u>
<b>REVENUE</b>				
Property Taxes	\$ 38,079,812	\$ -	\$ 15,536,682	\$ 53,616,494
Other Local Sources	326,000	591,000	-	917,000
State Sources	27,589,065	70,000	-	27,659,065
Federal Sources	1,247,000	4,489,000	-	5,736,000
	<u>67,241,877</u>	<u>5,150,000</u>	<u>15,536,682</u>	<u>87,928,559</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 67,241,877</u></b>	<b><u>\$ 5,150,000</u></b>	<b><u>\$ 15,536,682</u></b>	<b><u>\$ 87,928,559</u></b>
<b>EXPENDITURES</b>				
11 Instruction	\$ 37,553,166	\$ -	\$ -	\$ 37,553,166
12 Instr Resources/Media Svcs	1,023,887	-	-	1,023,887
13 Curr & Inst Staff Develop	651,794	-	-	651,794
21 Instructional Leadership	2,204,014	-	-	2,204,014
23 School Leadership	4,857,232	-	-	4,857,232
31 Guidance & Counseling	2,647,822	-	-	2,647,822
32 Social Work Services	515,652	-	-	515,652
33 Health Services	759,739	-	-	759,739
34 Student Transportation	2,703,871	-	-	2,703,871
35 Food Services	-	5,137,250	-	5,137,250
36 Extra-curricular Activities	2,041,009	-	-	2,041,009
41 General Administration	2,341,796	-	-	2,341,796
Statutorily Req - Public Notice	4,679	-	-	4,679
Statutorily Req - Lobbying	1,650	-	-	1,650
51 Plant Maintenance	6,712,126	12,000	-	6,724,126
52 Security Services	535,602	750	-	536,352
53 Data Processing Services	1,976,884	-	-	1,976,884
61 Community Services	75,270	-	-	75,270
71 Debt Service--Principal	-	-	10,000,000	10,000,000
Debt Service--Interest	-	-	5,522,682	5,522,682
Debt Service-Fees	-	-	14,000.00	14,000
81 Facilities Constr/Improvements	-	-	-	-
99 Other Governmental Charges	635,684	-	-	635,684
	<u>67,241,877</u>	<u>5,150,000</u>	<u>15,536,682</u>	<u>87,928,559</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 67,241,877</u></b>	<b><u>\$ 5,150,000</u></b>	<b><u>\$ 15,536,682</u></b>	<b><u>\$ 87,928,559</u></b>

**SEGUIN INDEPENDENT SCHOOL DISTRICT**  
**2022 - 23**  
**PROPOSED BUDGET**

	General Operating Fund				Child Nutrition Fund				Debt Service Fund				Combined Total All Funds			
	2021-22 Current Budget	Per Pupil	2022-23 PROPOSED Budget	Per Pupil	2021-22 Current Budget	Per Pupil	2022-23 PROPOSED Budget	Per Pupil	2021-22 Current Budget	Per Pupil	2022-23 PROPOSED Budget	Per Pupil	2021-22 Current Budget	Per Pupil	2022-23 PROPOSED Budget	Per Pupil
<b>REVENUE</b>																
Property Taxes	38,079,812	5,575	38,079,812	5,575	-	-	-	-	15,316,320	2,243	15,536,682	2,275	53,396,132	7,818	53,616,494	7,850
Other Local Sources	326,000	48	326,000	48	791,000	116	591,000	87	-	-	-	-	1,117,000	164	917,000	134
State Sources	27,589,065	4,039	27,589,065	4,039	70,000	10	70,000	10	-	-	-	-	27,659,065	4,050	27,659,065	4,050
Federal Sources	1,247,000	183	1,247,000	183	3,914,000	573	4,489,000	657	-	-	-	-	5,161,000	756	5,736,000	840
<b>TOTAL REVENUE</b>	<b>67,241,877</b>	<b>9,845</b>	<b>67,241,877</b>	<b>9,845</b>	<b>4,775,000</b>	<b>699</b>	<b>5,150,000</b>	<b>754</b>	<b>15,316,320</b>	<b>2,243</b>	<b>15,536,682</b>	<b>2,275</b>	<b>87,333,197</b>	<b>12,787</b>	<b>87,928,559</b>	<b>12,874</b>
<b>EXPENDITURES</b>																
11 Instruction	37,743,289	5,526	37,553,166	5,498	-	-	-	-	-	-	-	-	37,743,289	5,526	37,553,166	5,498
12 Instr Resources/Media Svcs	1,018,932	149	1,023,887	150	-	-	-	-	-	-	-	-	1,018,932	149	1,023,887	150
13 Curr & Inst Staff Develop	650,635	95	651,794	95	-	-	-	-	-	-	-	-	650,635	95	651,794	95
21 Instructional Leadership	2,169,348	318	2,204,014	323	-	-	-	-	-	-	-	-	2,169,348	318	2,204,014	323
23 School Leadership	4,852,628	710	4,857,232	711	-	-	-	-	-	-	-	-	4,852,628	710	4,857,232	711
31 Guidance & Counseling	2,632,132	385	2,647,822	388	-	-	-	-	-	-	-	-	2,632,132	385	2,647,822	388
32 Social Work Services	516,152	76	515,652	75	-	-	-	-	-	-	-	-	516,152	76	515,652	75
33 Health Services	759,739	111	759,739	111	-	-	-	-	-	-	-	-	759,739	111	759,739	111
34 Student Transportation	2,626,695	385	2,703,871	396	-	-	-	-	-	-	-	-	2,626,695	385	2,703,871	396
35 Food Services	-	-	-	-	4,764,500	698	5,137,250	752	-	-	-	-	4,764,500	698	5,137,250	752
36 Extra-curricular Activities	2,042,575	299	2,041,009	299	-	-	-	-	-	-	-	-	2,042,575	299	2,041,009	299
41 General Administration	2,324,951	340	2,341,796	343	-	-	-	-	-	-	-	-	2,324,951	340	2,341,796	343
Statutorily Req - Public Notice	4,679	1	4,679	1	-	-	-	-	-	-	-	-	4,679	1	4,679	1
Statutorily Req - Lobbying	1,650	0	1,650	0	-	-	-	-	-	-	-	-	1,650	0	1,650	0
51 Plant Maintenance	6,675,332	977	6,712,126	983	10,000	1	12,000	2	-	-	-	-	6,685,332	979	6,724,126	984
52 Security Services	535,602	78	535,602	78	500	0	750	0	-	-	-	-	536,102	78	536,352	79
53 Data Processing Services	1,976,584	289	1,976,884	289	-	-	-	-	-	-	-	-	1,976,584	289	1,976,884	289
61 Community Services	75,270	11	75,270	11	-	-	-	-	-	-	-	-	75,270	11	75,270	11
71 Debt Service--Principal	-	-	-	-	-	-	-	-	9,405,000	1,377	10,000,000	1,464	9,405,000	1,377	10,000,000	1,464
Debt Service--Interest	-	-	-	-	-	-	-	-	5,898,020	864	5,522,682	809	5,898,020	864	5,522,682	809
Debt Service-Fees	-	-	-	-	-	-	-	-	13,300	2	14,000	2	13,300	2	14,000	2
81 Facilities Constr/Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
99 Other Governmental Charges	635,684	93	635,684	93	-	-	-	-	-	-	-	-	635,684	93	635,684	93
<b>TOTAL EXPENDITURES</b>	<b>67,241,877</b>	<b>9,845</b>	<b>67,241,877</b>	<b>9,845</b>	<b>4,775,000</b>	<b>699</b>	<b>5,150,000</b>	<b>754</b>	<b>15,316,320</b>	<b>2,243</b>	<b>15,536,682</b>	<b>2,275</b>	<b>87,333,197</b>	<b>12,787</b>	<b>87,928,559</b>	<b>12,874</b>
<b>BUDGETARY SURPLUS</b>			<b>-</b>				<b>-</b>				<b>-</b>				<b>-</b>	

21-22 Enrollment (TEA Hold-Harmless): 6,830  
22-23 Projected Enrollment: 6,830

**\* NOTE TO READER:**  
All expenses associated with fund balance assignments have been removed from the "Current Budget Amount(s)" as reflected above.

**ACTION ITEM:** **Approval of Barnes Middle School Furniture, Fixtures, and Equipment (FF&E) (RFP #: 22-06)**

**RECOMMENDATION:** That the Board of Trustees approve District administration to negotiate with Meteor Education, LLC for Furniture, Fixtures, and Equipment (FF&E) at a cost of \$154,664.

**RATIONALE:** A Request for Proposals (RFP#: 22-06) was issued on May 18, 2022, for Furniture, Fixtures, and Equipment (FF&E) eight math classrooms. The bid was competitively solicited in compliance with Board Policy. Of the eight responses received, all met the RFP requirements. This recommendation is based primarily, although not exclusively, on the best value for the price.

Jim Barnes Middle School has been working all year in partnership with their community to design a blended learning model. The model requires a classroom set up that allows for flexible seating options and the ability to adapt the layout of the classroom to meet the day-to-day needs of this model.

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

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** Grant Funds: Texas COVID Learning Acceleration Supports (TCLAS)

**EXHIBITS:** FF&E Bid Tabulation & Recommendation

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

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



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

Date Submitted: 06/28/22

## Seguin ISD Bid Tabulation Summary FF&E at Barnes Middle School (RFP - 22-06)

TYPE	PROJECT TITLE
RFP	FF&E at Barnes Middle School
UMBE	ISSUING DEPARTMENT
22-06	LLI

	DATE 1	DATE 2
POSTING	05/22/22	05/29/22
PRE-BID	N/A	N/A
CLOSING	06/08/22	N/A
BOARD	06/28/22	N/A

#	RESPONDENT (Alpha Order)	PRICE	NON-SCORING DATA (Y/N)			AVERAGE SCORE					
			PROPOSAL RECEIVED	ALL FORMS COMPLETED	PRICE (Grand Total)	(% deviation x 0.05)	REPUTATION OF VENDOR & GOODS/SERVICES	QUALITY OF GOODS/SERVICES	MEETS DISTRICT'S NEEDS	PAST RELATIONSHIP W/ DISTRICT	TOTAL
						MAX					
						20	15	10	10	5	60
1	Caprock Group (dba Wilson Texas)	\$ 116,700.88	Y	Y	\$ 116,701	14	7	5	6	2	35
2	Lakeshore Learning Materials	\$ 166,424.48	Y	Y	\$ 166,424	10	13	7	6	4	40
3	Learning Environments, LLC	\$ 62,645.54	Y	Y	\$ 62,646	19	6	4	3	2	34
4	LITX	\$ 54,003.44	Y	Y	\$ 54,003	20	6	4	3	2	35
5	Meteor Education, LLC	\$ 154,664.32	Y	Y	\$ 154,664	11	15	10	10	5	51
6	School Specialty, LLC	\$ 81,075.42	Y	Y	\$ 81,075	17	12	7	5	4	45
7	Virco, Inc	\$ 108,374.56	Y	Y	\$ 108,375	15	6	4	3	2	30
8	Visual Techniques, Inc	\$ 107,511.88	Y	Y	\$ 107,512	15	12	9	8	3	47
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RECOMMENDATION	SCORE	PRICE	JUSTIFICATION FOR THIS RECOMMENDATION
<b>Meteor Education, LLC</b>	<b>51</b>	<b>\$ 154,664</b>	The evaluation team, consisting of staff members from various areas of District operations, consider the Meteor Education, LLC proposal to be the best value for this project. The recommendation is to allow District Administration to negotiate additional details to meet the project needs. These negotiations could lead to adjustments to the overall project price reflected here.

**ACTION ITEM:** **Community Eligibility Provision for Seguin High School beginning 2022-23 School Year**

**RECOMMENDATION:** That the Board of Trustees review and accept the adoption of the Community Eligibility Provision at Seguin High School beginning in the 2022-23 School Year

**RATIONALE:** The United States and Texas Departments of Agriculture (USDA and TDA) offers the Community Eligibility Provision (CEP) to provide free breakfasts and lunches to all students. The CEP utilizes information from assistance programs to determine the number of students that are automatically eligible to receive free meals. USDA then applies a multiplier to calculate the percentage of meals that can be claimed at the free reimbursement rate at each campus. Districts can group campuses together to secure the best percentage of meals that will be claimed at the free rate for a four year cycle. Based on these criteria, the Child Nutrition department is recommending that Seguin High School implement CEP for the 2022-23 School Year. Seguin High School will be grouped separately from all other campuses.

**REFERENCE and COMPLIANCE:** CO (LEGAL) and CO (LOCAL) Food Services Management


**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** None

**EXHIBITS:** CEP Grouping Calculator - SHS CEP for 2022-23

**RESOURCE PERSONNEL:** Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Jacob Galvan, Director of Child Nutrition

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

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

Date Submitted: 06/28/22

## CEP Grouping Calculation

### 2021-22 Data (March 2022) - CEP Cycle Through 2025-26 SY

Group 2 - SHS Only

ISP Multiplier

1.6

School	Number of Enrolled Students	Number of Total Identified Students	Identified Student Percentage (ISP)	ISP with USDA Multiplier
SEGUIN HIGH	1971	859	43.58%	<b>69.73%</b>

Percentage of meals served at SHS to be claimed at Free rate = 69.73%

**ACTION ITEM:** **Amendment to 2022-2023 Compensation Handbook**

**RECOMMENDATION:** The Board approve the amendment of the Child Nutrition pay tables provided in the 2022-2023 Compensation Handbook as well as the change in job class for Behavior and Essential Academic Teaching Assistants.

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

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

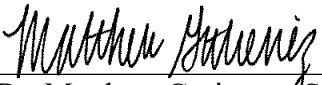
**BUDGET IMPACT/ INFORMATION:** None

**PAPERWORK IMPACT:** None

**EXHIBITS:** Amended page of the 2022-2023 SISD Compensation Handbook

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

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

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

Date Submitted: 06/28/22

**ACTION ITEM:** **Adopt the Revised Board Operating Procedures**

**RECOMMENDATION:** Recommended that the Board of Trustees adopt the revised Board Operating Procedures.

**RATIONALE:** Board Operating Procedures have been revised and amended based on BBD Board Members Training and Orientation (LEGAL) (LOCAL) and Travel/Procedures.

**REFERENCE and COMPLIANCE:** BAA (LEGAL): Board Legal Status Powers and Duties; BBD Board Members Training and Orientation (LEGAL) (LOCAL)

**PAPERWORK IMPACT:** Updating the Board Operating Procedures

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

**EXHIBITS:** Board Operating Procedures

**RESOURCE PERSONNEL:** Cinde Thomas-Jimenez, Board President

Submitted by: Matthew Gutierrez Date Submitted: 06/28/22  
(Signature)  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614



# Board of Trustees Operating Procedures



## *Exceptional Students to Exceptional Citizens*

Revised per TASB Update 114 on April 8, 2020 – Adopted April 28, 2020;  
Revised and amended per Board Workshop on January 15, 2019 – Adopted  
January 22, 2019; Revised and amended per Board Workshop on January  
12, 2017 – Adopted January 24, 2017; Revised and amended to align with  
updated Board Policies and recommendations as per Team of 8 Training –  
Adopted October 25, 2016; New language added April 2016; Revised  
November 2012

1221 E. Kingsbury St.  
Seguin, Texas 78155  
<http://seguinisd.net/>





## PREFACE

The Board Operating Procedures are intended to guide and assist the Board Members in the conduct of its business. It is the responsibility of the Board of Trustees, as a body corporate, to create policy for the school district, and it is the responsibility of the Superintendent and staff to manage and lead the district, and ensure that the policies adopted by the Board are implemented.

The Seguin Independent School District Board Operating Procedures provide guidance to the Board and the Superintendent in the operation of the “Team of Eight”, so it may function as a cohesive and effective unit in its mission to accomplish the goals and priorities of the school district.

The Board Operating Procedures are not intended to take precedent over Board Policy. If there is a conflict or inconsistency between these Procedures and Board Policy, Board Policy will take precedence.

<b>POLICIES</b>	
<a href="#"><u>BA(LEGAL)</u></a>	Board Legal Status
<a href="#"><u>BAA(LEGAL)</u></a>	Board Legal Status – Power and Duties
<a href="#"><u>BBA(LEGAL)</u></a>	Board Members – Eligibility/ Qualifications (Not Included)
<a href="#"><u>BBB(LEGAL)</u></a>	Board Members - Elections
<a href="#"><u>BBB(LOCAL)</u></a>	Board Members - Elections
<a href="#"><u>BBB(EXHIBIT)</u></a>	Board Members - Elections
<a href="#"><u>BBBB (LEGAL)</u></a>	Elections - Ethics
<a href="#"><u>BBC(LEGAL)</u></a>	Board Members – Vacancies and Removal from Office
<a href="#"><u>BBD(LEGAL)</u></a>	Board Members – Training and Orientation
<a href="#"><u>BBD(LOCAL)</u></a>	Board Members – Training and Orientation
<a href="#"><u>BBD(EXHIBIT)</u></a>	Board Members – Training and Orientation
<a href="#"><u>BBE(LEGAL)</u></a>	Board Members - Authority
<a href="#"><u>BBE(LOCAL)</u></a>	Board Members – Authority
<a href="#"><u>BBF(LOCAL)</u></a>	Board Members - Ethics
<a href="#"><u>BBFA(LEGAL)</u></a>	Ethics – Conflict of Interest Disclosures (Not included)
<a href="#"><u>BBFA(LOCAL)</u></a>	Ethics – Conflict of Interest Disclosures (Not included)
<a href="#"><u>BBFA(EXHIBIT)</u></a>	Ethics – Conflict of Interest Disclosures (Not included)
<a href="#"><u>BBFB(LEGAL)</u></a>	Ethics – Prohibited Practices (Not included)

<a href="#"><u>BBG(LEGAL)</u></a>	Board Members – Compensation and Expenses
<a href="#"><u>BBG(LOCAL)</u></a>	Board Members – Compensation and Expenses (Not included)
<a href="#"><u>BBI(LEGAL)</u></a>	Board Members – Technology Resources and Electronic Communication
<a href="#"><u>BBI(LOCAL)</u></a>	Board Members – Technology Resources and Electronic Communication
<a href="#"><u>BDAA(LEGAL)</u></a>	Officers and Official – Duties and Requirements of Board Officers
<a href="#"><u>BDAA(LOCAL)</u></a>	Officers and Official – Duties and Requirements of Board Officers
<a href="#"><u>BDD(LEGAL)</u></a>	Board Internal Organization – Attorney (Not included)
<a href="#"><u>BDD(LOCAL)</u></a>	Board Internal Organization - Attorney
<a href="#"><u>BE(LEGAL)</u></a>	Board Meetings
<a href="#"><u>BE(LOCAL)</u></a>	Board Meetings
<a href="#"><u>BEC(LEGAL)</u></a>	Board Meetings – Closed Meeting
<a href="#"><u>BED(LEGAL)</u></a>	Board Meetings – Public Participation
<a href="#"><u>BED(LOCAL)</u></a>	Board Meetings – Public Participation
<a href="#"><u>BJA(LEGAL)</u></a>	Superintendent – Qualifications and Duties
<a href="#"><u>BJA(LOCAL)</u></a>	Superintendent – Qualifications and Duties
<a href="#"><u>BJCD(LEGAL)</u></a>	Superintendent - Evaluation
<a href="#"><u>BJCD(LOCAL)</u></a>	Superintendent - Evaluation
<a href="#"><u>BQ(LEGAL)</u></a>	Planning and Decision – Making Process
<a href="#"><u>BQ(LOCAL)</u></a>	Planning and Decision – Making Process
<a href="#"><u>DGBA(LEGAL)</u></a>	Personnel-Management Relations – Employee Complaints/Grievances (Not included)
<a href="#"><u>DGBA(LOCAL)</u></a>	Personnel-Management Relations – Employee Complaints/Grievances
<a href="#"><u>FNG(LEGAL)</u></a>	Student Rights and Responsibilities – Student and Parent Complaints/Grievances (Not included)
<a href="#"><u>FNG(LOCAL)</u></a>	Student Rights and Responsibilities – Student and Parent Complaints/Grievances
<a href="#"><u>GBA(LEGAL)</u></a>	Public Information Program – Access to Public Information
<a href="#"><u>GF(LEGAL)</u></a>	Public Complaint (Not included)
<a href="#"><u>GF(LOCAL)</u></a>	Public Complaint

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## **About the Board**

The Board of Trustees consists of seven members elected by single-member district for four-year terms with elections conducted biennially. Serving without compensation, Board members act officially as a group to serve the best interests of the students and employees, to protect the taxpayers' investment in the district, and to evaluate school performance. Board authority is defined by federal and state law and by regulations set by the State Board of Education. For example, the State Board of Education dictates the curriculum that must be taught in all Texas public schools. The local School Board only has the authority to impact how that pre-determined curriculum is delivered to the students.

The board is empowered to provide tax monies for maintenance and operation of the schools and to submit bond issues to be voted on by the citizens of the District for construction of school facilities. The board also elects the Superintendent as Chief Instructional and Executive Officer of the District. The Superintendent structures the District's organization in a manner that will allow ample leadership and support at all levels of the District.

The Board is guided by parliamentary procedure as detailed in Robert's Rules of Order. Role and authority of Board members include:

- Hiring a superintendent to serve as the chief executive officer of the district and evaluate the superintendent's success.
- Approving an annual budget consistent with the district vision; adopt the district's tax rate.
- Adopting policies that inform district actions.
- Ensuring creation of a vision and goals for the district and evaluate district success.
- Communicating the district's vision and success to the community.
- No Board member or officer has authority outside the Board meeting.
- No Board member can direct employees in regard to performance of duties.

Board members are required to attend continuing education training every year and are encouraged to attend seminars that are helpful to their individual performance and/or support district goals.

**Related Policies: BA (LEGAL); BAA (LEGAL); BBB (LEGAL) (LOCAL); BBG (LEGAL)**

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

**E**QUITY  
IN ATTITUDE

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

**T**RUSTWORTHINESS  
IN STEWARDSHIP

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will respect the role of the administration and will not encroach on administrative duties or attempt to micromanage the affairs of the District.

**H**ONOR  
IN CONDUCT

- I will make no personal promise or take private action that may compromise my performance or my responsibilities.
- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

**I**NTEGRITY  
OF CHARACTER

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
- I will uphold the District's reputation through my actions, words, and decisions.

**C**OMMITMENT  
TO SERVICE

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

**S**TUDENT-CENTERED  
FOCUS

- I will be continuously guided by what is best for all students of the District.
- I will work to inform the community of student successes.
- I will expect all students to have access to opportunities provided by the District.

## I. BOARD MEETINGS

### PREPARATION OF THE BOARD MEETING AGENDA

- A. A draft agenda will be developed by the superintendent and presented to the Board president for approval five calendar days in advance of the meeting for which the agenda is being prepared.
- B. The draft agenda will include items from the Board agenda calendar as scheduled in advance by the Board as well as actions required by law.
- C. Any Board Member may request that a subject be included on an agenda for a Regular Board Meeting. A Board Member will submit the request by completing a Request for Agenda Item Form with two (2) Board Member signatures, adding pertinent information and documentation. Requests must be made eight (8) days prior to the meeting.
- D. Items requested later than eight calendar days may be deferred to a later meeting at the discretion of the president in consultation with the superintendent depending on the time needed to prepare background information to accompany the item for decision-making.
- E. The following types of items may be included on a consent agenda for action together in a single vote without discussion. Placement of items on the consent agenda will be at the discretion of the Board president and the superintendent. Any individual board member may ask questions or discuss an item on the consent agenda by asking the president to remove it from the consent agenda for individual consideration. The president will allow discussion on any item requested for removal from the agenda by a board member.

#### Items under Consent Agenda

- 1. Routine items
- 2. Annual renewals of Region 13 and 20 ESC and TEA items
- 3. Budget amendments
- 4. Tax refunds for less than \$500
- 5. Gifts, donations, and bequests
- 6. Financial information
- 7. Minutes of regular and special board meetings
- 8. Updates of board policy
- 9. Routine personnel items
- 10. Routine bid recommendations

- F. The agenda shall have a standing agenda item at the end of each meeting agenda for “Issues/concerns for future agenda or creation of administrative reports.”

**Related Policies: BE (LEGAL) (LOCAL); BJA (LOCAL); BEC (LEGAL)**

### BOARD MEMBER PREPARATION FOR MEETINGS

- A. Administration will insure that all information needed for informed decision making is supplied to each member in agenda packets delivered four days before board meetings.
- B. Each board member will prepare to address the agenda by reading agenda materials in advance of the meeting
- C. Board members should ask agenda related questions of the superintendent at least one working day before the scheduled board meeting.

**Related Policies: BBF (LOCAL)**

**QUESTIONS ABOUT THE AGENDA**

- A. Members are encouraged to ask for information from the superintendent before the board meeting. Questions asked ahead should be acknowledged by the administration in open meeting.
- B. Any questions about agenda items or requests for additional information about them will be directed to the superintendent or his/her designee (or administrator responsible for the agenda item noted in agenda packet.)
- C. Board members should make requests for additional information or answers to questions at least one working day in advance of the scheduled meeting.
- D. If the information requested is readily available, the superintendent (or designee) will provide it to the requesting members and report it to the board at the meeting. If the requested information cannot be gathered prior to the meeting, the superintendent (or designee) will make every attempt to provide the answers or requested information at the meeting.
- E. If the request for information requires creation of a new report, the requesting member may ask to have the item be placed on a meeting agenda. The requesting member may then ask if a majority of the board would like the superintendent to generate a report on the requested information.
- F. If a written report is provided in response to the request; all members will receive a copy.
- G. Board members may discuss the provided information in the meeting, if necessary.
- H. Board members may ask additional questions about agenda items in the meeting.

**VOTING**

- A. No item shall be acted upon by the Board unless the item is posted in the public notice for the meeting
- B. When an item for action on the agenda is reached, the following procedure will apply:
  - 1. The Board President shall read/announce the item for action
  - 2. The Superintendent or appropriate staff member may make a comment, statement, recommendation or presentation regarding the item.
  - 3. The Board may discuss the item and raise questions.
  - 4. All board members may vote on all action items, except when there is a legal conflict of interest.
  - 5. In the event a Board member chooses to abstain from voting, the abstention vote is not a vote according to *Robert's Rules of Order, Newly Revised*.
  - 6. Action is taken by means of a motion and a second, followed by a vote of Board members present. The Board also has the option of not taking action on an item.

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

**Related Policies: BE (LEGAL) (LOCAL); BDAA (LOCAL); BBFA (LEGAL) (LOCAL); BBFB (LEGAL)**

## **PARTICIPATION DURING CLOSED MEETINGS**

- A. The Board may conduct a closed meeting for the purposes described in the following provisions:
1. Attorney Consultation pursuant to *Gov't Code 551.071, 551.129*
  2. Real Property pursuant to *Gov't Code 551.072*
  3. Prospective Gift pursuant to *Gov't Code 551.073*
  4. Personnel Matters pursuant to *Gov't Code 551.074*
  5. Employee – Employee Complaints pursuant to *Gov't Code 551.082*
  6. Student Discipline pursuant to *Gov't Code 551.082*
  7. Personally Identifiable Student Information pursuant to *Gov't Code 551.0821*
  8. Medical or Psychiatric Records pursuant to *Gov't Code 551.0785*
  9. Security pursuant to *Gov't Code 551.076*
  10. Assessment Instrument pursuant to *Education Code 39.030(a)*
  11. Emergency Management pursuant to *Gov't Code 418.175–418.182, 418.183(f)*
  12. Economic Development Negotiations pursuant to *Gov't Code 551.087*
- B. Procedures for Closed Meetings: If a closed meeting is allowed, the Board shall not conduct the closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given [see BE] and the presiding officer has publicly announced that a closed meeting will be held and has identified the section or sections of the Open Meetings Act or other applicable law under which the closed meeting is held. *Gov't Code 551.101*
- C. Vote or Final Action: A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. *Gov't Code 551.102* [See BE]
- D. Certified Agenda or Recording: The Board shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for private consultation with the District's attorney. If a recording is made, it must include announcements by the presiding officer at the beginning and end of the meeting indicating the date and time. *Gov't Code 551.103*
- E. Discussions and information shared during closed meeting shall remain CONFIDENTIAL

### **Related Policies: BEC (LEGAL)**

## **PARTICIPATION DURING MEETING “PUBLIC COMMENTS”**

- A. Those who wish to address the board during the open, public comments time will be required to sign up before the beginning of the meeting, stating name and topic or agenda item. The Board President will recognize speakers.
- B. Board members may listen to comments, but will not respond.
- C. The board president, with board consensus, may direct the superintendent to investigate issues brought forward by the public at this time and report to the board at a later meeting.
- D. The board president will be the designated spokesperson for the board should any response to the speaker be required. The president may:
1. Correct misstatements of fact presented by the speaker
  2. Refer the speaker to applicable board policy
  3. Place the item on a future board agenda for discussion if not listed on the current board agenda.

- E. The president will limit speaker to 5 minutes each, according to board policy.
- F. At all other times during a Board meeting, the audience shall not enter into discussion or debate unless recognized by the presiding officer.
- G. The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy to seek resolution: DGBA for employee complaints; FNG for student or parent complaints; or GF for public complaints.

**Related Policies: BED (LEGAL) (LOCAL); DGBA (LOCAL); FNG (LOCAL); GF (LOCAL)**

## RESPONSIBILITIES OF BOARD OFFICERS

- A. The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
- B. **PRESIDENT:** In addition to the duties required by law, the President of the Board shall:
  1. Preside at all Board meetings unless unable to attend.
  2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- C. **VICE-PRESIDENT:** The Vice President of the Board shall:
  1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
  2. Become President only upon being elected to the position.
- D. **SECRETARY:** The Secretary of the Board shall:
  1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
  2. Ensure that notices of Board meetings are posted and sent as required by law.
  3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
  4. Sign or countersign documents as directed by action of the Board.

**Related Policies: BDAA (LEGAL) (LOCAL)**

## BOARD REORGANIZATION / ELECTION OF OFFICERS

- A. A vacancy among officers of the Board shall be filled by majority action of the Board.
- B. At the first meeting after each election and qualification of Board members, the members of the Board shall organize by selecting officers. *Education Code 11.061(c)*
- C. In addition to the required post-election organization, the Board may also organize at other times. *Atty. Gen. Op. MW-531 (1982)*

### **CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS**

1. Following the election, and prior to the board meeting at which board officers are elected, the secretary to the board, Board President or designee will poll individual members for nominations for elections as board officer. The secretary, Board President or designee will poll each nominee to see if the nominee wishes his or her nomination to advance and then informs the board president and the superintendent of confirmed nominations received for each position.
2. By law, it is the responsibility of the secretary, Board President or designee of the board to conduct election of officers.

3. At the board meeting during which board officers are elected, the secretary, Board President or designee of the board will present the slate of candidates and call for nominations from the floor.
4. No board member shall hold the office of Board President without first receiving training by (1) attending the TASB Board Officers' Academy, and (2) receiving eight hours of training in school governance topics. The TASB Board Officers' Academy shall not count towards the eight hours of governance training requirement.
5. In the event no board member holds the necessary training requirements to serve as Board President, any board member shall be eligible to hold the office of Board President until such time that a board member receives the required training.

**Related Policies: BDAA (LEGAL) (LOCAL)**

## **II. BOARD GOVERNANCE**

### **HOW TO EXPRESS CONCERN ABOUT ANOTHER MEMBER'S PERFORMANCE**

- A. Individual board members are encouraged to express their concerns about another member's performance directly to that member.
- B. If addressing the issue directly with the member does not resolve the concern, then, discussion with the board president is appropriate.
  1. The board president shall discuss the concern with the individual in question on behalf of the reporting board member or shall moderate a discussion between the members. If a quorum of the board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
  2. The president shall remind the board member whose behavior is in question about the adopted code of ethics and discuss how the questionable behavior does not comply with the code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the board member to policies and procedures that outlined approved ways to deal with the issue that prompted the questionable behavior.
  3. If the board member in question does not believe his or her behavior is in conflict with the board's code of ethics, an agenda item specifying "evaluation of individual board members' performance" may be listed on the agenda for an upcoming board meeting.
  4. The matter will be discussed by the full board in closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
- C. If the concern involved the board president, a member may discuss his or her concerns with the board vice-president.
- D. It is the expectation of the board that members will not speak about concerns regarding individual members with individuals outside of the board.
- E. It is the expectation of the board that members will not speak negatively about another member, superintendent, or staff in the community.

**Related Policies: BBF (LOCAL)**

## **ACTIONS DURING TRUSTEE ELECTIONS**

The superintendent and current members of the board shall not assist in the campaigns of incumbents or their challengers during trustee elections. School district assets such as district computers, copiers, facilities, or email accounts will not be used to assist with election campaigns.

**Related Policies: BBBB (LEGAL); BBB (LEGAL) (LOCAL) (EXHIBIT)**

## **TEAM OF 8 STANDARD REVIEWS**

Board Ethics

Board Operating Procedures will be reviewed and updated annually

Team Building - At a convenient time soon after the board elections, a work session for teambuilding and board orientation will be conducted to review the adopted board ethics, board operations of procedures and other information with the Team of Eight. All members must attend.

Board Vision, Mission, and Goals

Professional Services (Architects, Attorneys, Auditors, etc.)

**Related Policies: BBD (LEGAL) (LOCAL) (EXHIBIT); BBF (LOCAL); BDD (LOCAL); BQ (LOCAL)**

## **III. ANNUAL EVALUATIONS**

### **SUPERINTENDENT EVALUATION**

The Board President obtains input from all members of the Board on the approved indicators on the Superintendent's evaluation. All board members shall receive yearly training on the Superintendent's assessment instrument prior to conducting the Superintendent's evaluation.

- A. Appraisal Process: A board shall appraise a superintendent annually using either:
  - 1. The Commissioner's recommended appraisal process and criteria; or
  - 2. An appraisal process and performance criteria that are:
    - a. Developed by the district in consultation with the district and campus-level committees; and
    - b. Adopted by the board. *Education Code 21.354(c)*
- B. Evaluation Instrument: The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description [see BJA (LOCAL)] and performance goals and shall be adopted by the Board.
- C. Annual Performance Report: The information in the annual report describing the educational performance of a district [see AIB] shall be a primary consideration of the board in evaluating the superintendent. *Education Code 39.307(3)(C)*
- D. Written Evaluation: The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting.
- E. Penalty of Noncompliance: Funds of the district may not be used to pay a superintendent who has not been appraised in the preceding 15 months. *Education Code 21.354(d)*
- F. Confidentiality: A document evaluating the performance of a superintendent is confidential. *Education Code 21.355*

The summative evaluation shall reflect a consensus of the Board and the Superintendent regarding the performance of the Superintendent in the previous year and expectations for future performance. The

feedback and direction provided by the Board to the Superintendent during the evaluation process is essential for quality leadership and goal attainment in the District.

**Related Policies: BJCD (LEGAL) (LOCAL); BJA (LEGAL) (LOCAL)**

## **BOARD SELF EVALUATION**

The Board shall annually conduct a self-evaluation of Board and Trustee performance. The evaluation instrument shall be selected and approved by the Board.

## **IV. BOARD DEVELOPMENT**

### **CONTINUING EDUCATION**

The State Board of Education (SBOE) requires the Board President to make a public announcement at the last regular Board Meeting in the calendar year of the names of those Board members who have completed the required continuing education, who have exceeded the required hours, and who are deficient in continuing education hours.

### **BOARD MEMBER TRAVEL / PROCEDURES**

Registration Fees for state and local conferences/workshops:

- A. The Board of Trustees will announce conferences and locations. It is the Board Member's responsibility to notify the district of any conference/workshop they will be attending.
  - 1. Each Board Member will be allowed to attend two conferences during the year.
  - 2. The district will complete any required paperwork and register board member for the conference/workshop
  - 3. Registration fees will be paid directly to the vendor by the district and are not a reimbursable expense.
  
- B. Lodging/Hotels
  - 1. Board Members will be allowed only two overnight conferences (outside a 60 mile radius from 1221 E. Kingsbury, Seguin) per school year.
  - 2. Expectations are that members of the Board of Trustees will receive credits for at least 75% of courses offered during the conference.
  - 3. A Texas Hotel Occupancy Tax Exemption Certificate will be provided to each Board Member, and it is the responsibility of the board member to provide it to the hotel
    - a. The Texas hotel tax exemption does not apply to out-of-state travel
  - 4. An original itemized hotel receipt must be submitted to the district within thirty (30) days after return from a trip.
  
- C. Travel Expenses
  - 1. Board Member Meals
    - a. Board Members are **REQUIRED** to attach original, itemized restaurant receipts (Credit card receipts showing only a total amount of the charges will not be accepted for reimbursement) **AND** the amount reimbursed is the actual amount of the receipts, but is limited to *regular district rates* of (and not to exceed \$50/day):

- \$6.00 for breakfast
- \$9.00 for lunch
- \$15.00 for dinner

#### D. Reimbursement Requests

1. It is the Board Member's responsibility to submit their receipts within thirty (30) days following the return from the trip.
2. Mileage Reimbursement
  - a. Mileage is calculated through Google Maps driving directions, and will be calculated at the current state of Texas mileage rate
  - b. Board Members mileage will be calculated (round trip) from the district's central office, 1221 E. Kingsbury, Seguin to the destination
  - c. For the purposes of reimbursement, mileage is reported using the shortest route, not the fastest or best route
3. Reimbursable / Non-Reimbursable Expenses
  - a. The following items may be reimbursed with an original receipt
    - Taxi cab/ shuttle/ Uber or like fares (must have receipt signed by driver)
    - Parking fees (limited to self-parking rates if valet parking is used)
    - Check baggage fees for first bag only
    - Airline fare
    - Meals
  - b. The following items will NOT be reimbursed:
    - Phone calls and internet usage
    - Alcoholic Beverages
    - Entertainment/Recreation, including in-room movies
    - Items being sold by vendors at conferences
    - Room Services
    - Valet parking (unless there is no other parking option)
    - Texas State hotel tax
    - First class air fare
    - Checked baggage fees for additional bags over first
    - Over weight limit baggage fees
    - Meals or other expenses for other persons (i.e. spouse, children, etc.)
    - Personal Accident Insurance or Personal Effect coverage for rental cars
    - Fees for booking travel reservations online
    - Non-itemized taxes for Texas hotels
    - Car Rental
4. Air Travel
  - a. Air travel will not be allowed for a conference that is within a five hour drive
  - b. It is the responsibility of each Board member to secure their own airline reservations
  - c. Air travel should be at the least expensive accommodations available for the flight
  - d. Fees for special considerations such as priority check-in or seat upgrades will not be reimbursed
  - e. Checked baggage fees will be reimbursed by the District for the initial (first) bag only, with original receipt
  - f. Receipts for airfare must be presented with the request for reimbursement

- g. Mileage reimbursement for travel to and from the airport will be limited to the cost of round trip mileage from the district's central office building (1221 E. Kingsbury) to either the San Antonio International or Austin International Airport, regardless of the home departure location or what airport the trip originates from.

If the Board Member intends to seek reimbursement for costs associated with out of the ordinary training, conferences or involvement, the Board Member must seek pre-approval by the Board. The request and motion should include the dates and location of the event, the purpose and benefit to the district, the estimated total dollar amount of costs, including registration, travel, lodging, etc. The board member will provide a summary report to the board at the next regularly scheduled meeting.

**Related Policies: BBD (LEGAL) (LOCAL) (EXHIBIT)**

**NEW MEMBER ORIENTATION/BOARD TRAINING REQUIREMENTS**

- A. The Board must meet minimum annual requirements for training for the period between Jan 1 and December 31.
- B. For new Board members, the training requirements include:
  - 1. New Board Member Orientation. This training will take place within two weeks of the date a new board member takes the office of office, but no later than four weeks.
    - a. Orientation will include but not be limited to: Geographic area, Campus attendance boundaries, Number of students, teachers, and other employees, Number of campuses and their enrollment, Student demographics, Administrative structure and directory of key personnel
    - b. Overview of roles and responsibilities of the board and superintendent
    - c. Required continuing education and calendar of training opportunities
    - d. Current team improvement goals and continuing education targets
    - e. Annual board agenda calendar
    - f. Calendar of district and board events
    - g. Current board operating procedures
  - 2. Within three months, an overview of district programs and operations such as:
    - a. District vision, mission, goals and plans including: District planning and evaluation process and calendar; and the most recent Texas Academic Performance Reports (TAPR), campus report cards, and district annual report
    - b. District budget overview including: Current adopted budget summary; Recent trends in revenue, appropriations, tax rates, property values; Annual financial audit; Budget development process and calendar
    - c. Overview of district curriculum objectives, standards, and instructional programs
    - d. Policy development and review process and location of manuals
    - e. Personnel hiring practices and salary schedule
    - f. Superintendent performance goals, current assessment instrument, process and calendar
  - 3. Orientation to the Texas Education Code
  - 4. One hour of training in the Texas Open Meetings Act and Public Information Act
  - 5. Three hours of Team Building Training with the Board and Superintendent
  - 6. Ten hours of additional continuing education credits

- C. For experienced Board members, the training requirements include
  1. Update to the Texas Education Code
  2. Three hours of Team-Building with the Board and Superintendent; and
  3. Five hour of additional continuing Education Credits

**Related Policies: BBD (LEGAL)**

## V. COMMUNICATION

### REQUESTS FOR INFORMATION NOT RELATED TO MEETING AGENDAS

- A. Communicate all individual requests for detailed or sensitive non-agenda information to the Superintendent utilizing the electronic Board Member Request Form.
- B. The superintendent will determine if the information requested is readily available or requires a report to be developed.
- C. If written material is given in response to the request, all members will receive a copy.
- D. If the request for information requires creation of a new report, the requesting member may ask to have the item be placed on a meeting agenda utilizing the Request for Agenda Item Form.

**Related Policies: BBE (LEGAL) (LOCAL); GBA (LEGAL)**

### COMMUNICATION BETWEEN BOARD MEETINGS

- A. The superintendent will communicate with each Board member via weekly board information packets that will include information such as:
  1. District events
  2. Progress reports on board goals and directives
  3. Follow-up reports requested by a board member
- B. The superintendent will communicate requested information to all board members in as a timely manner as possible without interfering with the regular conduct of district business.
- C. The superintendent will meet with Board president as needed, or communicate by telephone, text messaging, and/or e-mail to inform him/her of district issues that may need to come before the Board for information or action.
- D. The superintendent will distribute any information requested by the board president to each member of the Board.
- E. Board members may communicate with other individual members for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meeting Act.
- F. Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the board.
- G. Board members who wish to share information relevant to district business or issues before the board will relay the information to the board president or superintendent for distribution to all members in the weekly Board information packets.

- H. If a board member has a concern about any aspect of the superintendent’s duties or performance, he/she should go to the superintendent and discuss the problem.
- I. Board members will not reprimand or try to provide direction to staff. Directives to the superintendent shall be in the confines of a duly called board meeting.
- J. Board members will not attempt to exert pressure or influence the staff in order to coerce them into making particular recommendations or decisions.
- K. Board members will not individually conduct interviews with prospective employees.
- L. Individual board members cannot speak in an official capacity for the board outside the board room unless otherwise authorized by the board.
- M. Board members will not give unsolicited recommendations in support of candidates for jobs throughout the district.
- N. Board member will not direct personnel to consider vendors other than those recommended through the competitive bidding or proposal process.

**Related Policies: BE (LEGAL); BJA (LOCAL)**

## COMMUNICATION WITH CAMPUSES AND DEPARTMENTS

- A. Board members are encouraged to visit schools or attend school events as their time permits.
- B. As a courtesy, Board Members will inform the campus principal and the Superintendent’s Office of any visits as much in advance as possible to accommodate courtesy of staff’s time, unless the Board Member is attending a function to which he/she has been invited.
- C. Board members will check in with the principal’s office upon arrival at the respective campus following campus guidelines.
- D. Board members may interact with any staff member or student during free periods, lunch, or recess.
- E. Other than routine, daily obligations on a campus, Board members will not go unannounced to any district building, classroom, or departments.
- F. Board members are not to go into teachers’ classrooms or individual buildings for the purposes of evaluations or investigations.
- G. Board members may not give any advice or direction to any staff or student except when safety or liability is immediately at risk.
- H. While members of the board of trustees have no authority as individuals; it is sometimes difficult for staff members to see them as ordinary parents, therefore
  - 1. When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than as members of the board.
  - 2. Board members will not request nor accept extraordinary consideration for their students.

**Related Policies: BBE (LOCAL)**

## COMMUNICATION WITH THE MEDIA

- A. The superintendent shall be the official spokesperson to the media on issues of media attention.
- B. A board member who receives a call from the media requesting information, comments, or an interview regarding district business will direct them to the superintendent, and he/she will notify the board president of the call.
- C. Board members retain the right to speak to the media as individuals.
- D. If speaking to a media representative, a board member should clarify when speaking as an individual rather than as directed by the Board of Trustees. When speaking as an individual, the member will remind the media representative(s) of the position or action of the Board of Trustees as a body.

### Related Policies: BJA (LOCAL)

## COMMUNICATION WITH THE COMMUNITY

- A. Board members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, board members are expected to:
  - 1. Relay information about district goals
  - 2. Progress in a positive manner.
  - 3. Listen politely and respectfully to comments.
  - 4. If you know the answers to the questions, feel free to respond and answer the questions.
  - 5. If you do not know the answers to the questions, forward the questions to the Superintendent and Executive Director of Communications.
  - 6. The Executive Director of Communications will respond to the constituent with answers and include the Superintendent and all Board Members in the response.
- B. The Board of Trustees encourages community input; however, it will not respond to or act on the basis of anonymous calls or letters.
- C. When appropriate, signed letters addressed to the board or a board member will be forwarded to the president or the superintendent for inclusion in the weekly board information packet.

### Relate Policies: BBF (LOCAL); BJA (LOCAL)

## RESPONSES TO COMMUNITY OR EMPLOYEE

- A. Listen briefly and respectfully; remain impartial.
- B. Ask if the complainant has followed the “Chain of Command” outlined in district policy.
- C. Remind the complainant of the board’s responsibility to remain impartial regarding complaints that may ultimately be brought to the board on appeal.
- D. If the complainant does not know the district’s “Chain of Command”, provide the following information:

### *“Chain of Command”*

- 1. The complainant should first discuss problem with the authority closest to the problem.  
If the complainant did not receive the relief requested .....
- 2. The complainant should follow grievance procedures in policy to appeal to next level.  
If the complainant did not receive the relief requested .....
- 3. The complainant should go to the superintendent.

4. If the complainant did not receive the relief requested .....
5. The complainant should bring the complaint to the Board of Trustees following one of the district policies listed below.

E. Board members will inform the superintendent of all complaints from staff and community.

F. The superintendent will inform the board of the resolution of complaints referred by board members if they require superintendent intervention.

**Related Policies: BBE (LOCAL); DGBA (LOCAL); FNG (LOCAL); GF (LOCAL); BBF (LOCAL)**

## ELECTRONIC COMMUNICATION AND TECHNOLOGY RESOURCES

A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the District’s technology resources and shall agree in writing to allow monitoring of their use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.

Electronic mail transmissions and other use of the District’s technology resources by a Board member shall not be considered private. The Superintendent or designee shall be authorized to monitor the District’s technology resources at any time to ensure appropriate use.

Board members who receive email communications and choose to respond in writing shall remind the sender that the Board member is responding only as an individual and not on behalf of the entire Board of Trustees. The Board member shall not make any commitment as to the District’s position or response to the concern expressed and shall refer the sender to the Superintendent and the Executive Director of Communications so that the concern can be addressed by the appropriate staff member.

All responses to electronic communications shall be copied to the Superintendent and Executive Director of Communications. Board members are encouraged to use the Board President’s email response below:

*“On behalf of the Seguin ISD Board of Trustees, I am writing to acknowledge receipt of your email regarding [insert topic]. Pursuant to Board policies and practices, I have copied Superintendent Dr. Matthew Gutierrez, so that he will be aware of your concerns. I have also copied Sean Hoffman, SISD’s Executive Director of Communications, on this response because he tracks issues concerning the District. The Superintendent will respond to your concerns and keep the Board informed of his actions regarding this matter.”*

*“Seguin ISD Board members respect the right of employees, parents and community stakeholders to make comments and suggestions that affect Seguin ISD.”*

**Related Policies: BBI (LEGAL) (LOCAL)**



Under normal circumstances, violations of the above guidelines will result in a warning to the individual Board member by the Board as a whole. For repeated violations, or for violations which the Board determines to be sufficiently egregious to warrant more severe action, the Board may initiate a complaint with the Texas Education Agency or appropriate law enforcement. In extreme situations the Board may pursue legal action against, the individual Board member in order to protect the District and the Board from unnecessary exposure to legal liability.

After each Board election and before the regular November Meeting the Board will conduct an orientation session to review these guidelines and will reaffirm these guidelines so that each Board member will be aware of their existence, their duty to follow them, and the potential consequences of their failure to abide by them.

Approved by the SISD Board of Trustees: \_\_\_\_\_

\_\_\_\_\_  
Board President's Signature

\_\_\_\_\_  
Board Secretary's Signature

April 2020; January 2019; January 2017; October 2016; April 2016; Revised November 2012



Upon receipt of the Board Operating Procedures, signature is requested from each Board Member.

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Board Member's Signature

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Date