

Agenda of Regular Meeting

The Board of Trustees Seguin ISD

A Regular Meeting of the Board of Trustees of Seguin ISD will be held July 26, 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
 - B. Introduction of New Coaching Staff 6
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.
 1. Emergency Operations and Safety Protocols 7
 - 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 will take appropriate action on items, if necessary, as discussed in Closed Session
- A. Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).
7. **Consent Agenda Items - Consider and Possible Approval as Applicable**
 Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.
- A. Approval of Board Minutes of Special Meeting - June 23, 2022; Public Meeting - June 28, 2022, and Regular Meeting - June 28, 2022. 8
- B. Approval of Investment Report for the Fourth Quarter Ended June 30, 2022 21
- C. Approval of Investment Report for the Year Ended June 30, 2022 26
- D. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 21-04) 31
- E. Approval of Property, Liability, and Fleet Insurance for 2022-23 33
- F. Consideration of Approval of Certified Appraisers for 2022-2023 34
- G. First Reading for Consideration or Approval of Local District Update (LDU) - AE 36
- H. Approval of Credit by Exam Dates for 2022-2023 38
- I. Information Regarding Seguin ISD Purchase of Technical Assistance Support from Westat, Inc. 39
- J. Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$170,900 40
- K. Information Regarding Seguin ISD Purchase of Pre-Bond Conceptual Designs from PB Group, LLC. 41
- L. Information Regarding Purchases Through the Omnia Partners Purchasing Cooperative for a total cost of \$243,858 42
- M. Information Regarding Purchases Through the DIR Purchasing Cooperative for a total cost of \$266,570 43
- N. Information Regarding Purchases Through the Choice Partners Purchasing Cooperative for a total cost of \$72,500 44
- O. Information Regarding an Interlocal Agreement with Communities in Schools for Integrated Student Support (ISS) 45
- P. Personnel Information - Professional Employees 52
- Q. Acknowledge Public Information Act Requests June-July, 2022 56
8. **Action Items**

A. Review of the 2021-2022 Optional Flexible School Day Program and approval of the 2022-2023 application for Seguin High School and Mercer Blumberg Learning Center at Saegert	58
B. Adopt the Resolution for the Assignment of Fund Balance	83
C. Designate Official Voting Delegate and Alternate to the 2022 TASB Delegate Assembly in San Antonio, Texas on September 23rd – 25th, 2022	85
9. Board Comments and Request	
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.

- **ESC Region 20 School Board of the Year**

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
Dr. Jeff Goldhorn, Executive Director, ESC Region 20
Sean Hoffmann, Chief Communications Officer

Submitted by: Matthew Gutierrez Date Submitted: 07/26/22
(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, Probationary and Term Contracts

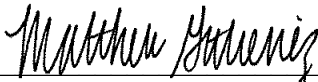
BUDGET IMPACT/ INFORMATION: None

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: 07/26/22

INFORMATION ITEM: **Introduction of New Coaching Staff**

RECOMMENDATION: The Board acknowledge the new Coaching Staff for Seguin ISD.

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


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

BUDGET IMPACT/ INFORMATION: None

PAPERWORK IMPACT: None

EXHIBITS: None

RESOURCE PERSONNEL: Cynthia J. Moreno, Chief Human Resources Officer
Coach Craig Dailey, Athletic Director/Head Football Coach

Submitted by:  Date Submitted: 07/26/22
(Signature) Dr. Matthew Gutierrez, Superintendent
(Name) 1221 E. Kingsbury St., Seguin, TX 78155
(Address) (830) 401-8614
(Telephone)

INFORMATION ITEM: **Emergency Operations and Safety Protocols (closed session)**

RECOMMENDATION: That the Board of Trustees receive information regarding the safety updates to the 2022-2023 Seguin ISD Emergency Operations Plan.

RATIONALE: The District's Emergency Operations Plan (EOP) is updated annually in conjunction with the District Safety and Security Committee. It is best practice for the EOP to be reviewed by the Board of Trustees.

REFERENCE and COMPLIANCE: CKC (LEGAL) (LOCAL) Safety Program/Risk Management Emergency Plans

PAPERWORK IMPACT: Minimal

BUDGET IMPACT INFORMATION: None

EXHIBITS: 2022-2023 Emergency Operations Plan

RESOURCE PERSONNEL: Nikki Elaine Bittings, Chief Student Services Officer

Submitted by: Matthew Gutierrez Date Submitted: 07/26/22
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Minutes of Special Meeting

The Board of Trustees

Seguin ISD

A Special Meeting of the Board of Trustees of Seguin ISD was held Thursday, June 23, 2022, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent:

Also Present: 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 Mr. Jenkins, followed by a moment of silence.

2. Audience with the Board

No one signed up to address the Board.

3. Closed Meeting: The Board went into closed session at 6:31 p.m.

A. Pursuant to Texas Government Code Section §551.074 – To conduct the annual Superintendent evaluation/contract.

4. Open Session: The Board reconvened into open session at 9:24 p.m.

A. Possible action regarding adoption of Superintendent's evaluation/contract.

Ms. Duncan moved, seconded by Mr. Amador to approve a one-year extension of the Superintendent's current contract through 2027 and a 4% raise to the Superintendent's salary.

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

Nays: None

5. Adjourn

The meeting adjourned at 9:25 p.m.

Secretary/July 26, 2022

President/July 26, 2022

Minutes of Public Meeting

The Board of Trustees

Seguin ISD

A Public Meeting of the Board of Trustees of Seguin ISD was held Tuesday, June 28, 2022, beginning at 6:00 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 (virtual), and Dr. Matthew Gutierrez

Absent: Andrea Jaramillo

Also Present: Nikki Bittings, Chief Student Services Officer; Mark Cantu, Chief Innovation Officer; Steve Gonzalez, Chief Technology Officer, Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Bill Lewis, Chief Operating Officer and Associate Superintendent; Cindy Moreno, Chief Human Resources Officer and Nancy Ramirez, Superintendent Secretary.

1. Call to Order

A. Mr. Jenkins called the public meeting to order at 6:00 p.m. and a quorum was established.

2. Public Meeting to Discuss the Budget and Proposed Tax Rate for the 2022-23 School Year.

The Board met to discuss the Budget and Proposed Tax Rate for the 2022-2023 school year. All questions and comments from the board were addressed. There were no questions from the public.

3. Adjourn

The meeting adjourned at 6:20 p.m.

Secretary/July 26, 2022

President/July 26, 2022

Minutes of Regular Meeting

The Board of Trustees

Seguin ISD

A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, June 28, 2022, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent: Andrea Jaramillo

Also Present: Nikki Bittings, Chief Student Services Officer; Mark Cantu, Chief Innovation Officer; Steve Gonzalez, Chief Technology Officer, Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Bill Lewis, Chief Operating Officer and Associate Superintendent; Cindy Moreno, Chief Human Resources Officer; Nancy Ramirez, Superintendent Secretary and media.

1. Call to Order

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

B. The pledges were led by Clara Spencer-Dibble, eight grader at A.J. Briesemeister, followed by a moment of silence.

C. Superintendent Announcements:

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

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

- **Seguin ISD Destination Imagination teams competing in the Global event**

The Board recognized the Destination Imagination teams who participated in the global final events in Kansas City, Mo on May 22-24. The Wonders of the World, or W.O.W. team, Kassidy Dailey of Koennecke Elementary, Evan Flores and Ava Martinez of Barnes Middle School, and Bryce Lanford, Paige Leyendecker, Piper Perry and Ali Schievelbein of Weinert Elementary competed against 42 teams to earn third place in the Fine Arts Challenge.

The Broadway Breakouts, Molly Burns, Eleanor Crettenden and Melanie Poe of Barnes Middle School, plus Clara Spencer Dibble of Briesemeister Middle School competed against 28 teams and finished fourteenth in the Improvisational Challenge. Seguin Rocks team, Seguin High School seniors Melissa Chapa, Emily De La Rosa, Leo de Leon, Adrian Martinez and Kayla Zambrano was the only team to compete at the University Level in the Service Learning Challenge and received the Torch Bearer award for raising \$3,747.00 for the Guadalupe Valley Family Violence Shelter.

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.

- **Andrew Mason- Barnes Assistant Principal**
- **David Lopez- Koennecke Assistant Principal**
- **Amanda Santos- Koennecke Academic Dean**
- **Kinsey Perry- McQueeney Academic Dean**
- **Erica Villarreal- Patlan Assistant Principal**
- **Steve Gonzalez – Chief Technology Officer**

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

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

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

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 –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, May 24, 2022

Special Meeting, May 31, 2022

Board Workshop, June 8, 2022

B. Approval of Tax Collection Reports for May 2022

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for May 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 May 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 May 31, 2022.

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

The Board of Trustees approved the interlocal agreement with the Texas Association of School Boards Risk Management Fund to perform administrative services and governmental functions relative to risk management. 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 amendments to the Interlocal Participation Agreement (IPA) focus on clarity of purpose and meaning, updating Fund Member duties and obligations, and revising the dispute resolution provisions. The amended IPA became effective May 1, 2022.

E. Approval of Agreement with Texas Association of School Boards for Workers' Compensation Coverage for the period July 1, 2022, through June 30, 2023

The Board of Trustees approved 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. 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 lowered exposure liability levels for the district, access to online training programs, and access to risk consultants.

F. Approval of District-Wide Student Accident/Catastrophic Insurance from the Brokerage Store, Inc.

The Board of Trustees approved 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. 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.

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

The Board of Trustees approved to contract with each of the recommended respondents, for Vehicle Maintenance, Parts, and Services. A Request for Proposals (RFP#: 21-01) was issued on August 7, 2020 for Vehicle, Maintenance, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the one response received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents 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.

H. ESC XX Annual Commitment Forms

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

I. TEA Applications Alternate Approver Request

The Board of Trustees authorized Stephen Gonzalez, to act as approver Alternate for approving

staff requests (also referred to as “submitting request 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.

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
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

Resignations:

Anderson, Lisa, Jefferson Elementary, effective 6/3/2022

Ms. Anderson, 1st 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, 2nd 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, 1st 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-Smilely 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, 3rd 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, 2nd 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, 5th 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, Revetos, 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, has resigned to 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, 3rd 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.

K. Acknowledge Public Information Act Requests May-June, 2022

The Board of Trustees received information regarding the Public Information Act requests received since May 11, 2022. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

Mr. Amador moved, seconded by Mrs. Moreno to approve Consent Action Items:

A. Approval of Board Minutes for:

Regular Meeting, May 24, 2022

Special Meeting, May 31, 2022

Board Workshop, June 8, 2022

B. Approval of Tax Collection Reports for May 2022

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

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

E. Approval of Agreement with Texas Association of School Boards for Workers' Compensation Coverage for the period July 1, 2022, through June 30, 2023

F. Approval of District-Wide Student Accident/Catastrophic Insurance from the Brokerage Store, Inc.

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

H. ESC XX Annual Commitment Forms

I. TEA Applications Alternate Approver Request

J. Personnel Information – Professional Employees

K. Acknowledge Public Information Act Requests May-June, 2022

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

Nays: None

8. Action Items:

A. Consideration and Approval of the Resolution Related to the School Health Advisory Council

Ms. Duncan moved, seconded by Mrs. Crettenden to approve the Resolution Related to The School Health Advisory Council. 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.

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

Nays: None

B. 2022-2025 Seguin ISD Goals and Strategic Plan

Ms. Duncan moved, seconded by Mrs. Crettenden to approve the 2022-2025 Seguin ISD Goals and Strategic Plan. 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

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

Nays: None

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

Mr. Guerra moved, seconded by Mrs. Moreno to adopt the 2022-23 proposed budget for the General Fund, Food Service Fund, and Debt Service Fund as presented. The official budget consists of three separate funds: The General Fund, Food Service 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

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

Nays: None

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

Ms. Duncan moved, seconded by Mr. Amador to approve the District administration to negotiate with Meteor Education, LLC for Furniture, Fixtures, and Equipment (FF&E) at a cost of \$154,664. 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. The 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.

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

Nays: None

E. Community Eligibility Provision for Seguin High School beginning 2022-23 School Year

Ms. Duncan moved, seconded by Mr. Amador to accept the adoption of the Community Eligibility Provision at Seguin High School beginning in the 2022-23 School Year. 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.

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

Nays: None

F. Amendment to 2022-2023 Compensation Handbook

Mrs. Moreno moved, seconded by Mr. Amador to 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.

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

Nays: None

G. Adopt the Revised Board Operating Procedures

Mrs. Thomas-Jimenez moved, seconded by Ms. Duncan to adopt the revised Board Operating Procedures as recommended.

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

Nays: None

9. Board Comments and Request

Mr. Jenkins thanked Mrs. Thomas-Jimenez for running our meetings and she thanked him for running this one.

Dr. Gutierrez recognized our new volleyball coach, Ashley Farris and welcomed the board to meet her after the meeting.

All prior Board requests have been addressed.

10. Adjourn

Mr. Amador moved, seconded by Mrs. Moreno to adjourn the meeting. The meeting adjourned at 7:33 p.m.

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

Nays: None

Secretary/July 26, 2022

President/July 26, 2022

ACTION ITEM: **Approval of Investment Report for the Fourth Quarter Ended June 30, 2022**

RECOMMENDATION: That the Board of Trustees approve the Investment Report for the quarter ended June 30, 2022.

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

This report is designed to allow the Board of Trustees to review the investment activity for the quarter ended June 30, 2022. The District's earnings rates, investment position, and yield information are presented for the period.

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

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


PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: None

EXHIBITS: Investment Report

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

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

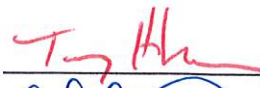

Date Submitted: 07/26/22
Dr. Matthew Gutierrez, Superintendent
1221 E. Kingsbury St., Seguin, TX 78155
(830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FOURTH QUARTER ENDED JUNE 30, 2022**

<u>INVENTORY OF INVESTMENTS</u>	Weighted Average Maturity 1.0 Day	Balance <u>06/30/22</u>
GENERAL OPERATING FUND 199		
TexPool - Local Maintenance		838,747
Lone Star		20,435,400
Logic		424,779
MBIA		8,921,785
TOTAL GENERAL OPERATING FUND		<u>\$ 30,620,711</u>
	Weighted Average Maturity	
CHILD NUTRITION FUND 240		
Lone Star		<u>\$ 2,721,612</u>
	Weighted Average Maturity	
INTEREST & SINKING FUND 599		
TexPool		1,093,795
Lone Star		11,653,747
TOTAL INTEREST & SINKING FUND		<u>\$ 12,747,542</u>
	Weighted Average Maturity	
2019 SCHOOL BUILDING FUND 620		
Lone Star		<u>\$ 21,282,661</u>
OAK PARK MALL ENTERPRISE FUND 711		
TexPool		<u>\$ 279,256</u>
WORKER'S COMPENSATION SELF-INSURANCE FUND 753		
TexPool		807,367
Lone Star		2,703,602
TOTAL WORKERS' COMPENSATION FUND		<u>\$ 3,510,970</u>
	Weighted Average Maturity	
STUDENT ACTIVITY TRUST & AGENCY FUND 865		
TexPool		<u>\$ 173,178</u>
	Weighted Average Maturity	
GRAND TOTALS		<u><u>\$ 71,335,929</u></u>

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

Anthony Hillberg, Chief Financial Officer



Christina Garcia, General Ledger Specialist



Dr. Matthew Gutierrez, Superintendent



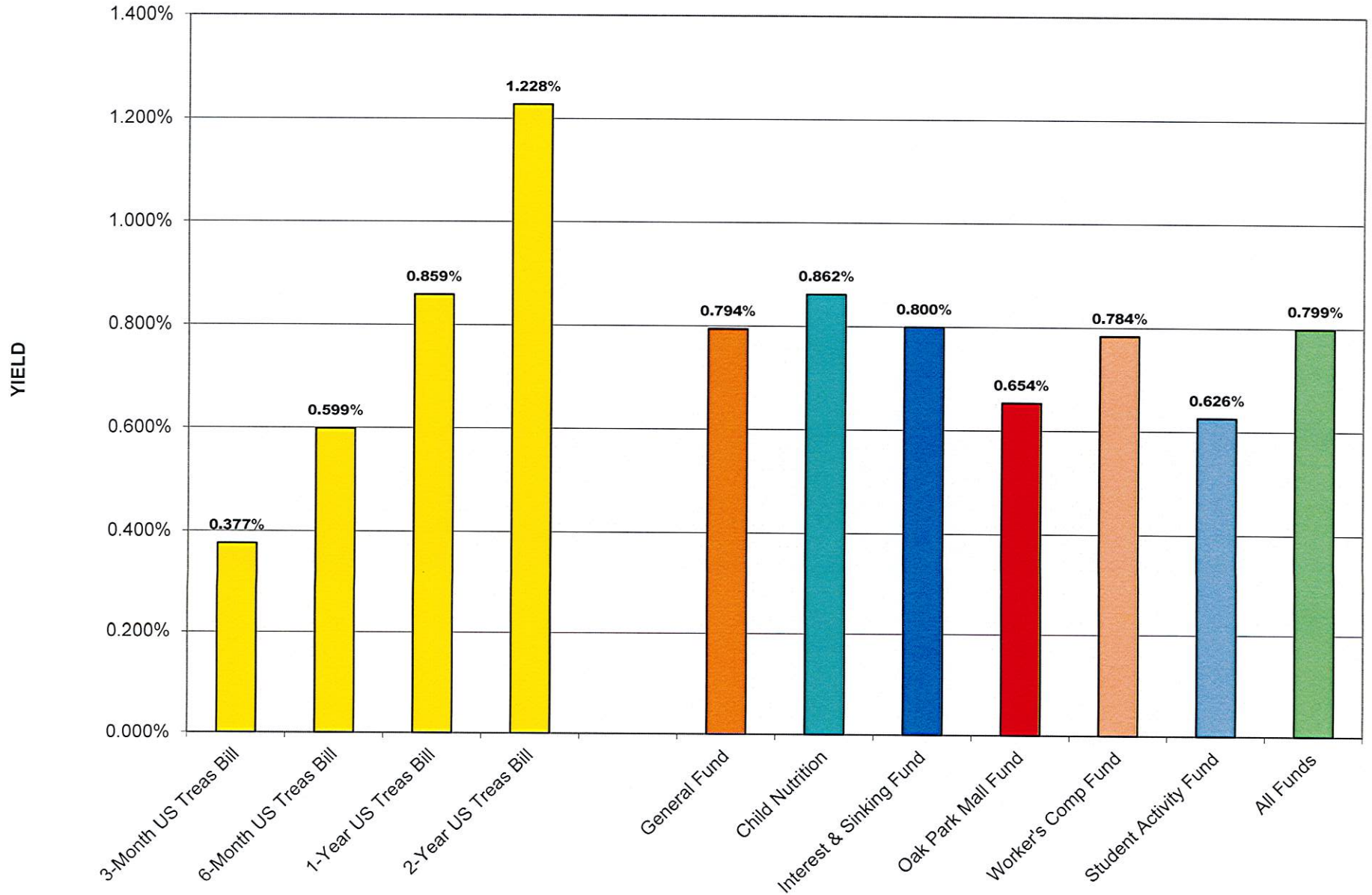
SEGUIN INDEPENDENT SCHOOL DISTRICT
 INVESTMENT REPORT
 FOURTH QUARTER ENDED JUNE 30, 2022

<u>INVESTMENT TRANSACTIONS</u>	QUARTER BEGINNING BALANCE <u>04/01/22</u>	NET CHANGE	QUARTER ENDING BALANCE <u>06/30/22</u>
GENERAL OPERATING FUND 199			
TexPool	805,289	33,459	838,747
Lone Star	27,274,460	(6,839,059)	20,435,400
Logic	423,929	850	424,779
MBIA	8,903,693	18,092	8,921,785
TOTAL GENERAL OPERATING FUND	\$ 37,407,370	\$ (6,786,659)	\$ 30,620,711
CHILD NUTRITION FUND 240			
Lone Star	\$ 1,914,474	\$ 807,139	\$ 2,721,612
INTEREST AND SINKING FUND 599			
TexPool	1,092,045	1,750	1,093,795
Lone Star	12,570,963	(917,216)	11,653,747
TOTAL INTEREST AND SINKING FUND	\$ 13,663,008	\$ (915,466)	\$ 12,747,542
SCHOOL BUILDING FUND 620			
Lone Star	\$ 25,931,311	\$ (4,648,650)	\$ 21,282,661
OAK PARK MALL FUND 711			
TexPool	\$ 299,070	\$ (19,814)	\$ 279,256
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	806,076	1,292	807,367
Lone Star	2,759,775	(56,173)	2,703,602
TOTAL WORKERS' COMPENSATION FUND	\$ 3,565,851	\$ (54,881)	\$ 3,510,970
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 184,756	\$ (11,579)	\$ 173,178
GRAND TOTALS	\$ 82,965,839	\$ (6,981,260)	\$ 71,335,929

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FOURTH QUARTER ENDED JUNE 30, 2022**

<u>YIELD ON INVESTMENTS</u>	<u>AVERAGE BALANCE</u>	<u>INTEREST INCOME</u>	<u>YIELD</u>
GENERAL OPERATING FUND 199			
TexPool - Local Maintenance	795,394	1,272	0.642%
Lone Star	23,400,767	46,192	0.792%
Logic	424,123	850	0.804%
MBIA	8,911,016	18,092	0.814%
TOTAL GENERAL OPERATING FUND	\$ 33,531,300	\$ 66,406	0.794%
CHILD NUTRITION FUND 240			
Lone Star	\$ 2,340,814	\$ 5,032	0.862%
INTEREST AND SINKING FUND 599			
TexPool	1,092,441	1,750	0.643%
Lone Star	11,826,562	24,002	0.814%
TOTAL INTEREST & SINKING FUND	\$ 12,919,002	\$ 25,753	0.800%
2019 SCHOOL BUILDING FUND 620			
Lone Star	\$ 24,149,819	\$ 48,421	0.804%
OAK PARK MALL ENTERPRISE FUND 711			
TexPool	\$ 318,210	\$ 519	0.654%
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	806,368	1,292	0.643%
Lone Star	2,777,439	5,711	0.825%
TOTAL WORKER'S COMPENSATION FUND	\$ 3,583,807	\$ 7,003	0.784%
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 175,979	\$ 275	0.626%
TOTAL INTEREST FOR ALL FUNDS	\$ 77,018,930	\$ 153,408	0.799%
BENCHMARK YIELDS			
3-Month US Treasury Bill			0.377%
6-Month US Treasury Bill			0.599%
One Year US Treasury Bill			0.859%
Two Year US Treasury Bill			1.228%

**SEGUIN INDEPENDENT SCHOOL DISTRICT
FOURTH QUARTER ENDED JUNE 30, 2022**



ACTION ITEM: **Approval of Investment Report for the Year Ended June 30, 2022**

RECOMMENDATION: That the Board of Trustees approve the Investment Report for the Year Ended June 30, 2022.

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

This report is designed to allow the Board of Trustees to review the investment activity for the Year Ended June 30, 2022. The District's earnings rates, investment position, and yield information are presented for the period.

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

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


PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: None

EXHIBITS: Investment Report

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

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


Date Submitted: 07/26/22
Dr. Matthew Gutierrez, Superintendent
1221 E. Kingsbury St., Seguin, TX 78155
(830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FISCAL YEAR ENDED JUNE 30, 2022**

<u>INVENTORY OF INVESTMENTS</u>	Weighted Average Maturity 1.0 Day	Balance <u>06/30/22</u>
GENERAL OPERATING FUND 199		
TexPool - Local Maintenance		838,747
Lone Star		20,435,400
Logic		424,779
MBIA		8,921,785
TOTAL GENERAL OPERATING FUND		\$ 30,620,711
	Weighted Average Maturity	
CHILD NUTRITION FUND 240		
Lone Star		<u>\$ 2,721,612</u>
	Weighted Average Maturity	
INTEREST & SINKING FUND 599		
TexPool		1,093,795
Lone Star		11,653,747
TOTAL INTEREST & SINKING FUND		\$ 12,747,542
	Weighted Average Maturity	
2019 SCHOOL BUILDING FUND 620		
Lone Star		<u>\$ 21,282,661</u>
OAK PARK MALL ENTERPRISE FUND 711		
TexPool		<u>\$ 279,256</u>
WORKER'S COMPENSATION SELF-INSURANCE FUND 753		
TexPool		807,367
Lone Star		2,703,602
TOTAL WORKERS' COMPENSATION FUND		\$ 3,510,970
	Weighted Average Maturity	
STUDENT ACTIVITY TRUST & AGENCY FUND 865		
TexPool		<u>\$ 173,178</u>
	Weighted Average Maturity	
GRAND TOTALS		<u><u>\$ 71,335,929</u></u>

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

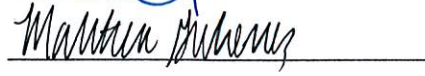
Anthony Hillberg, Chief Financial Officer



Christina Garcia, General Ledger Specialist



Dr. Matthew Gutierrez, Superintendent



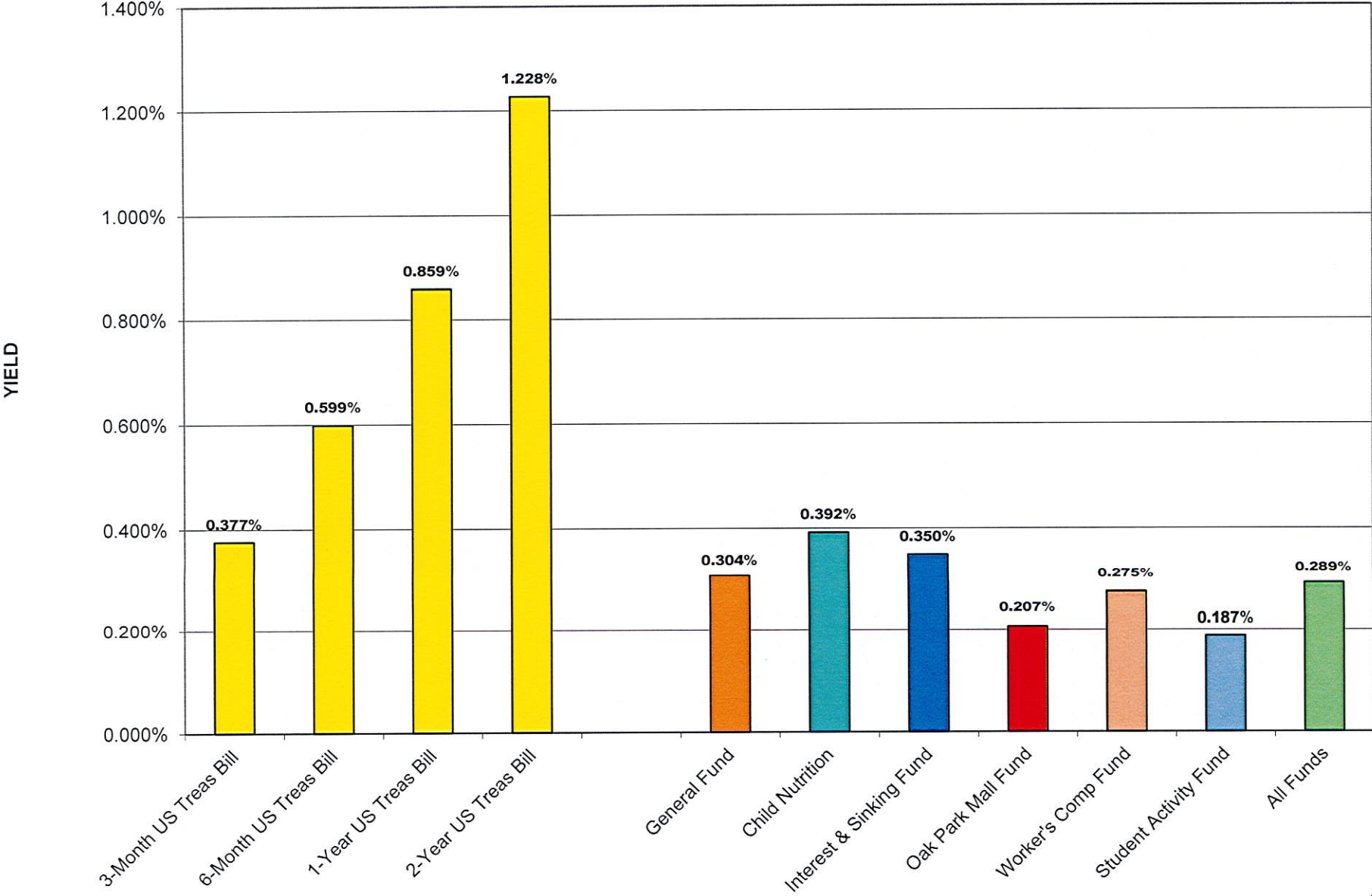
**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FISCAL YEAR ENDED JUNE 30, 2022**

<u>INVESTMENT TRANSACTIONS</u>	<u>FISCAL YEAR BEGINNING BALANCE 07/01/21</u>	<u>NET CHANGE</u>	<u>FISCAL YEAR ENDING BALANCE 06/30/22</u>
GENERAL OPERATING FUND 199			
TexPool	814,560	24,187	838,747
Lone Star	22,112,430	(1,677,030)	20,435,400
Logic	424,367	411	424,779
MBIA	8,913,300	8,485	8,921,785
TOTAL GENERAL OPERATING FUND	\$ 32,264,657	\$ (1,643,946)	\$ 30,620,711
CHILD NUTRITION FUND 240			
Lone Star	\$ 2,271,080	\$ 450,532	\$ 2,721,612
INTEREST AND SINKING FUND 599			
TexPool	1,092,926	869	1,093,795
Lone Star	11,492,497	161,250	11,653,747
TOTAL INTEREST AND SINKING FUND	\$ 12,585,422	\$ 162,120	\$ 12,747,542
SCHOOL BUILDING FUND 620			
Lone Star	\$ 23,412,633	\$ (2,129,972)	\$ 21,282,661
OAK PARK MALL FUND 711			
TexPool	\$ 332,998	\$ (53,742)	\$ 279,256
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	806,704	664	807,367
Lone Star	2,809,649	(106,047)	2,703,602
TOTAL WORKERS' COMPENSATION FUND	\$ 3,616,353	\$ (105,383)	\$ 3,510,970
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 142,562	\$ 30,616	\$ 173,178
GRAND TOTALS	\$ 74,625,704	\$ (1,159,803)	\$ 71,335,929

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FISCAL YEAR ENDED JUNE 30, 2022**

<u>YIELD ON INVESTMENTS</u>	<u>AVERAGE BALANCE</u>	<u>INTEREST INCOME</u>	<u>YIELD</u>
GENERAL OPERATING FUND 199			
TexPool - Local Maintenance	803,536	1,564	0.195%
Lone Star	20,005,724	64,807	0.324%
Logic	423,838	1,105	0.261%
MBIA	8,902,450	24,238	0.272%
TOTAL GENERAL OPERATING FUND	\$ 30,135,547	\$ 91,713	0.304%
CHILD NUTRITION FUND 240			
Lone Star	\$ 1,622,236	\$ 6,366	0.392%
INTEREST AND SINKING FUND 599			
TexPool	1,091,929	2,145	0.196%
Lone Star	8,708,313	32,153	0.369%
TOTAL INTEREST & SINKING FUND	\$ 9,800,242	\$ 34,298	0.350%
2019 SCHOOL BUILDING FUND 620			
Lone Star	\$ 30,090,856	\$ 75,464	0.251%
OAK PARK MALL ENTERPRISE FUND 711			
TexPool	\$ 302,439	\$ 626	0.207%
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	805,990	1,584	0.196%
Lone Star	2,716,853	8,101	0.298%
TOTAL WORKER'S COMPENSATION FUND	\$ 3,522,843	\$ 9,684	0.275%
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 183,004	\$ 342	0.187%
TOTAL INTEREST FOR ALL FUNDS	\$ 75,657,166	\$ 218,493	0.289%
BENCHMARK YIELDS			
3-Month US Treasury Bill			0.377%
6-Month US Treasury Bill			0.599%
One Year US Treasury Bill			0.859%
Two Year US Treasury Bill			1.228%

**SEGUIN INDEPENDENT SCHOOL DISTRICT
FISCAL YEAR ENDED JUNE 30, 2022**



ACTION ITEM: **Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 21-04)**

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

RATIONALE: A Request for Proposals (RFP#: 21-04) was issued on August 7, 2020 for Facilities Maintenance, Electrical Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the two responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents will be added to the list of approved vendors for this RFP: FastSigns of New Braunfels. 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.

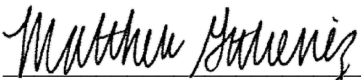
REFERENCE and COMPLIANCE: CH(LEGAL) and CH(LOCAL) Purchasing and Acquisition

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

Submitted by: _____ Date Submitted: 07/26/22
(Signature) 
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

SEGUIN INDEPENDENT SCHOOL DISTRICT
VENDOR RECOMMENDATION FORM

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

BID CLOSING DATE: JUNE 30, 2023

ISSUING DEPARTMENT(S): MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
Fast Signs of New Braunfels	Signs, banners, graphics	Y

Note:

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

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

ACTION ITEM: **Approval of Property, Liability, and Fleet Insurance for 2022-23**

RECOMMENDATION: That the Board of Trustees approve the renewal of property, liability, and fleet insurance coverage with the Texas Association of School Boards (TASB) with a premium of \$386,146.

RATIONALE: The cost is \$6,388 higher than 2021-2022. Coverages under the plan include the following: property, school liability, privacy & information security, auto, and violent acts. Part of the cost reflects an option to buy down the Weather Perils deductible from \$500,000 to \$250,000 at a cost of \$47,305.

REFERENCE and COMPLIANCE: CRB (LEGAL) and CRB (LOCAL) Insurance and Annuities Management-Liability Insurance

PAPERWORK IMPACT: None

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

EXHIBITS: None

RESOURCE PERSONNEL: Anthony Hillberg, Chief Financial Officer, CPA, RTSBA
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: 07/26/22

ACTION ITEM:**Consideration of Approval of Certified Appraisers for 2022-2023**

RECOMMENDATION: That the Board of Trustees approve the following administrators as certified appraisers for the Texas Teachers Evaluation Support System (T-TESS) or to conduct formal goal setting known as the Annual Teacher Review in the 2022-2023 school year:

Barnes Middle School	Briesemeister Middle School
Jason Schmidt, Principal	Linda Guzman, Principal
Tori Beutnagel, Associate Principal	Robert Arriola, Associate Principal
Andrew Mason, Assistant Principal	Christopher Podorsky, Academic Dean
Shara Wade, Assistant Principal	Bianca Duvall, Assistant Principal
Cheryl Schriewer, Academic Dean	Natalie McFadden, Assistant Principal
Seguin High School	Learning and Leadership
Dr. Hector Esquivel, Principal	Mark Cantu, Chief Innovation Officer
Ryan Randolph, Associate Principal	Andrea Jaramillo, Deputy Chief of Learning, Leadership and Innovation
JoAnn Holliday, Academic Dean	Christine Perez, Director of School Leadership
Aaron Hannah, Assistant, Principal	Monica Franco, Elementary Coordinator
Joshua Peters, Assistant. Principal	Richard Bough, Director of CTE
Angel Guadarrama, Assistant. Principal	Nilda Vella, Secondary Science Coordinator
Ball Early Childhood Center	Kathy Kober, Middle School Math Coordinator
Debra Reiley, Principal	Pete Silvius, Director of Whole Child
Maria Guerra, Assistant. Principal	Amanda Hartwick, Secondary ELAR Coordinator
Student Services	Student Services
Sandra Reyes, Student Services Coordinator	Allison Willemin, RTI and Instructional Materials Specialist
Human Resources	Jefferson Elementary
Cindy Moreno, Chief of Human Resources	Valerie McKinney, Principal
Danica Murillo, Deputy Chief of Human Resources	Tracee Gonzalez, Assistant Principal
Koennecke Elementary	Patlan Elementary
Lesli Mahaffey, Interim Principal	Annaliza Rangel, Principal
David Lopez, Assistant Principal	Erica Villarreal, Assistant Principal
McQueeney Elementary	Rodriguez Elementary
Trisha Eckols, Interim Principal	Yolanda Grijalva, Principal
Sharon Johnson, Assistant Principal	LeAnn Dunn, Assistant Principal
Weinert Elementary	Vogel Elementary
Tiffany Wehe, Principal	Rhonda Jubela, Principal
Tanya Webb, Assistant Principal	Emilie Rohde, Assistant Principal
Information Systems and Instructional Technology	Saegert MBLC Learning Center and District Alternative School
Stephen Gonzalez, Chief Technology Officer	Jay Law, Principal
Don Hastings, Director of Integrated Support Services	Amy Graeber, Principal, DAEP
	Dr. James Diaz, Transition Coordinator DAEP
Matador Special Services	Matador Special Services
Halcy Martin Dean, Director of Special Education	Michele Castillo, ARD Facilitator Middle Schools
Rebecca Bloxham, Special Education Coordinator	Sharon Feuge, SPED Administrator
Allison Higginbotham, Special Programs Coordinator	De'Ana Brock, Secondary SPED Coordinator ³⁴

REFERENCE & COMPLIANCE:

DNA (LEGAL) (LOCAL) Performance Appraisal; Evaluation of Teachers

PAPERWORK IMPACT:

Approval of this item will have little effect on paperwork.

BUDGET IMPACT/ INFORMATION:

This item will have little impact on the budget.

RESOURCE PERSONNEL:

Cynthia J. Moreno, Chief Human Resources Officer

Submitted by: *Matthew Gutierrez* Date Submitted: 07/26/22
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, Texas 78155
(Telephone) (830) 401-8614

ACTION ITEM: **First Reading for Consideration or Approval of Local District Update (LDU) - AE**

RECOMMENDATION: Recommended that the Board of Trustees approve the amended board policy AE(LOCAL) regarding the District Vision, Mission Statement, Beliefs and Goals.

RATIONALE: To align with the Strategic Plan approved June 28, 2022.


REFERENCE and COMPLIANCE: AE(LEGAL) Educational Philosophy

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: Minimal

EXHIBITS: (LOCAL) Policy Comparison

RESOURCE PERSONNEL: Mark Cantú, Chief Innovation Officer

Submitted by:  Date Submitted: 07/26/22
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

District Vision	Exceptional students to exceptional citizens.
Mission Statement	The District's mission is to cultivate, inspire, and empower students to grow and learn.
Beliefs	<ol style="list-style-type: none">1. Students grow academically, emotionally, and socially when creative and imaginative educators ignite their passions.2. The learning experience should be engaging, relevant, and collaborative to meet the needs of all.3. Parent, community, and industry partners are essential for student success.4. Teachers foster student curiosity and initiative through meaningful and relevant learning experiences.5. Relationships that nurture student growth and development are key to success.
Strategic Priorities	
Priority One	Improve student learning through improved instructional practice. <u>Creating and Supporting Future Ready Students</u>
Priority Two	Engage parent, industry, and community partners to enrich the experience of students and staff and to establish the District as an integral part of the community. <u>Supporting and Valuing Staff</u>
Priority Three	Create conditions in the District to recruit, retain, and engage employees. <u>Developing Relationships with Families and the Community</u>
<u>Priority Four</u>	<u>Creating a Thriving Learning Community</u>

ACTION ITEM:

Approval of Credit by Exam Dates for 2022-2023

RECOMMENDATION:

That the Board approve the Credit by Exam dates.

RATIONALE:

A school district must provide at least one window to test in each of the time frames listed below:

Required Timeline as per 19 TAC §74.24	Seguin ISD Exam Dates
July 1 - September 30	August 1 – 12, 2022
October 1 – December 31	October 31 – November 11, 2022
January 1 - March 31	February 27 – March 10, 2023
April 1 - June 30	May 15 – 26, 2023

REFERENCE and COMPLIANCE:

EHDB (LOCAL) Alternative Methods for Earning Credit, Credit By Examination with Prior Instruction
EHDC (LOCAL) (LEGAL) Alternative Methods for Earning Credit, Credit By Examination without Prior Instruction

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

PAPERWORK IMPACT:

Minimal

BUDGET IMPACT/ INFORMATION:

Students will not be assessed a fee for the test; Seguin ISD will pay the exam fee.

EXHIBITS:

None

RESOURCE PERSONNEL:

Cynthia Borden, Director of Federal & State Accountability
Mark Cantú, Chief Innovation Officer

Submitted by: Matthew Gutierrez Date Submitted: 07/26/22
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

INFORMATION ITEM: **Information Regarding Seguin ISD Purchase of Technical Assistance Support from Westat, Inc.**

RECOMMENDATION: That the Board of Trustees receives information regarding Seguin ISD purchase of technical assistance support for the Texas COVID Learning Acceleration Supports (TCLAS) Decision 11: High-Quality Afterschool

RATIONALE: The Texas Education Agency (TEA) has provided local education agencies (LEAs) with several vetted technical assistance vendors, such as Westat, Inc. Westat provides expert technical assistance to design and implement a high-quality summer learning program (ACE) that aligns with research-based best practices. Summer learning programs help to prevent learning loss between grades.


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

PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: Funds are provided using federal grant funds received through the Texas COVID Learning Acceleration Supports (TCLAS) Decision 11.

EXHIBITS: None

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

Submitted by:  Date Submitted: 07/26/22
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

INFORMATION ITEM: **Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$170,900**

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

* Azteca Designs: Reference #657-21 Building Maintenance, Repair, Operations Supplies, and Equipment - \$56,250

* Wenger Corporation: Reference #619-20 Musical Instruments, Equipment, Supplies, and Repair - \$114,650

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

Additional information regarding these purchases is provided below:

* Azteca Designs, Inc is a construction and design company. They provided indoor and outdoor renovation services to the Parenting Center building.

* Wenger Corporation is a supply company for the fine arts and athletics. They provided musical equipment and furniture such as music stands, chairs, and risers for AJ Briesemeister Middle School.

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

BUDGET IMPACT / INFORMATION: Funds are provided by Capital Improvement (Bond) Funds and Oak Park Mall funds.

EXHIBITS: None

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

Submitted by:
(Signature)



Date Submitted: 07/26/22

(Name)
(Address)
(Telephone)

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

INFORMATION ITEM: **Information Regarding Seguin ISD Purchase of Pre-Bond Conceptual Designs from PB Group, LLC.**

RECOMMENDATION: That the Board of Trustees receives information regarding Seguin ISD purchase of pre-bond conceptual designs for eight (8) district facilities at a cost of \$87,500.

RATIONALE: PB Group provided conceptual designs for potential Bond projects. These designs provided preliminary information for project(s) and focused on the following: McQueeney Elementary, Jefferson Elementary, Seguin ISD Transportation, a future Seguin ISD Ag Facility, Ball Early Childhood Center, Seguin ISD Central Office, and Barnes Middle School.

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: None

RESOURCE PERSONNEL: Anthony Hillberg, Chief Financial Officer, CPA, RTSBA
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: 07/26/22

INFORMATION ITEM: **Information Regarding Purchases Through the Omnia Partners Purchasing Cooperative for a total cost of \$243,858**

RECOMMENDATION: The following purchases were made through the Omnia Partners Purchasing Cooperative:
Garland/DBS Inc: Reference #PW1925 Roofing Supplies and Services, Waterproofing, and Related Products and Services

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

Additional information regarding these purchases is provided below:
Garland/DBS, Inc provides roof repairs and maintenance. Portable roofs were replaced at Patlan, Vogel, Koennecke, Weinert, and AJ Briesemeister.


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

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

EXHIBITS: None

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

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



Date Submitted: 07/26/22
Dr. Matthew Gutierrez, Superintendent
1221 E. Kingsbury St., Seguin, TX 78155
(830) 401-8614

INFORMATION ITEM: **Information Regarding Purchases Through the DIR Purchasing Cooperative for a total cost of \$266,570**

RECOMMENDATION: The following purchases were made through the DIR Purchasing Cooperative:

- * Apple Computer Inc: Reference #DIR-TSO-3789 Apple Branded Products - \$147,000
- * Netsync Network Solutions: Reference #DIR-TSO-4167 Cisco Branded Hardware, Networking Equipment, Services, Data Storage Solutions, and Related Services (Reseller) - \$119,570

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

Additional information regarding these purchases is provided below:

- * Apple Computer, Inc provided 500 iPads to refresh devices in prekindergarten to third grade for the District's one-to-one initiative.
- * Netsync Network Solutions provides networking equipment such as WiFi access points. Netsync is a reseller for Cysco branded products.

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

BUDGET IMPACT / INFORMATION: Funds are provided by the ESSER 3 Fund and Capital Improvement (Bond) Fund.

EXHIBITS: None

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

Submitted by:
(Signature)



Date Submitted: 07/26/22

(Name)
(Address)
(Telephone)

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

INFORMATION ITEM: **Information Regarding Purchases Through the Choice Partners Purchasing Cooperative for a total cost of \$72,500**

RECOMMENDATION: The following purchases were made through the Choice Partners Purchasing Cooperative:

Panorama Education, Inc: Reference #18/056kd-46 Technology Hardware, Software, and Services

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

Additional information regarding these purchases is provided below:

Panorama Education, Inc is a data processing software and support company. Panorama provides survey administration, analysis, and reporting as well as professional development and project management.

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

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

EXHIBITS: None

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

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



Date Submitted: 07/26/22

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

INFORMATION ITEM:

Information Regarding an Interlocal Agreement with Communities in Schools for Integrated Student Support (ISS)

RECOMMENDATION:

This purchase is formalized by an Interlocal Agreement for Integrated Student Support (ISS) at a cost of \$244,678.44 for the annual payment. The total cost is an increase of \$3,615.94 over the prior year. The district has contracted with Communities in Schools (CIS) since 2017. The renewed agreement will continue the ISS services at the same served campuses of the prior year.

RATIONALE:

Communities in Schools of South Central Texas is a non-profit organization with a 24-year history of partnering with local school districts to provide integrated support services to students needing additional support to stay in school and achieve in life. The Texas Education Agency monitors the program performance of CIS.

The Interlocal Agreement, attached, is a continuation of the agreement approved by the School Board on July 25, 2017. The program will continue support services as follows: two site coordinators at Seguin High School, one site coordinator at each of the two Middle Schools, one site coordinator at Jefferson Elementary, and one site coordinator at Patlan Elementary.

REFERENCE and COMPLIANCE:

CH(LEGAL) and CH (LOCAL) Purchasing and Acquisition
EHBC (LEGAL) Special Programs Compensatory/Accelerated Services
FFB (LEGAL) Student Welfare Crisis Intervention

BUDGET IMPACT / INFORMATION:

Funds are provided by the General Operating Fund and Title Funds.

EXHIBITS:

Exhibit 1 - 2022-2023 Interlocal Service Agreement

RESOURCE PERSONNEL:

Nikki Bittings, Chief Student Services Officer
Anthony Hillberg, Chief Financial Officer, CPA, CTSBO

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 07/26/22

Dr. Matthew Gutierrez, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614



SERVICE DELIVERY AGREEMENT

This Service Delivery Agreement, by and between the Seguin Independent School District (hereinafter referred to as SISD), and Communities In Schools of South Central Texas, Inc., (hereinafter referred to as CIS), sets out to establish the relationships and responsibilities of both parties in the implementation of a CIS program on the campuses of Seguin High School, Jim Barnes Middle School, A.J. Briesemeister Middle School, Jefferson Elementary School and Patlan Elementary School. Dr. Matthew Gutierrez, Superintendent of SISD, and Christine Douglas, Chief Executive Officer of CIS, ratify and affirm the provisions, relationships and responsibilities set out herein by their execution of this Agreement.

WHEREAS it is the intent of all parties hereto to bring CIS resources onto campus settings to facilitate the academic and personal success of students who may be experiencing the effects of at-risk environments by providing the full range of CIS services to those students; and

WHEREAS it is the intent of all parties hereto to maintain a cooperative, interactive and supportive relationship among and between the parties for the benefit of students served;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties to this Service Delivery Agreement agree to the following:

- A. All parties hereto mutually agree as follows:
1. The term of this Service Delivery Agreement shall be from August 1, 2022 through July 31, 2023, and, upon annual evaluation and recommendation by both parties, extended for one additional calendar year beginning the first day of August, 2023. This Service Delivery Agreement may also be canceled by either party for any reason thirty days after written notification is provided to the other party. The decision to continue or terminate this Service Delivery Agreement will be made on or before June 15, of each year of this contract.
 2. CIS will follow national, state and local CIS policies and ethical standards for service provision under applicable State and local laws and will, in cases where written SISD or campus policies concerning service delivery are more restrictive than CIS policies, follow the written SISD or campus policy concerning student service delivery, except as otherwise herein noted or mutually agreed in writing.

3. CIS maintains and retains case management files on all assigned SISD students. These files contain all relevant data requisite to the case and to program criteria. National and State CIS requirements will be addressed. Case management files and/or information contained within such files will be exchanged among SISD and CIS professional staff on an "as needed" basis.
4. The CIS Site Coordinator, the direct supervisor, and the SISD school Principal shall proceed in a joint collaboration to ensure the successful operation of the CIS program. Communication among these entities will be ongoing, including scheduled meetings to address case management and other programmatic issues.
5. The Communities In Schools Site Coordinator, in consultation with the Principal at each SISD-CIS campus site, will develop a Student Support Plan for each school year, which will be referenced in the campus improvement plan for each respective SISD campus site. The CIS Student Support Plan will provide all parties with an outline of activities to be undertaken by CIS during the school year and will be based on the school-wide goals and needs of students and families.

B. CIS agrees to undertake the following:

1. CIS will provide two full time staff persons (campus Site Coordinator) and resources to Seguin High School, and one to each of the other mutually agreed upon SISD campus site, for the benefit of students. CIS staff members and any volunteers or part time staff of CIS will constitute a multi-disciplinary team in the provision of all CIS services. All staff will have the qualifications and training necessary to provide the services of the Communities In Schools program. State regulations regarding fingerprint criminal background checks will be followed.
2. CIS, under its Total Quality Standards and this Agreement, will provide to identified students a program of services which includes: a) Counseling and Supportive Guidance; b) Academic Enhancement Activities; c) Parental and Family Involvement Activities; d) Health Education and Social Service Referrals; e) Career Awareness Activities and College Engagement activities; and f) Educational Enrichment Opportunities. CIS staff should not be engaged in other duties (administrative, clerical, or otherwise) that would normally be assigned to SISD employees, without the approval of the CIS Chief Executive Officer. Site Coordinators will provide services to all the students in the school campus and will work intensively to provide direct services to between 75 and 150 students each.

The CIS model relies heavily upon a two-tiered approach: (i) *school-wide prevention services*, which are coordinated with campus administration to provide education and

tools to prepare youth and families to make healthy and informed decisions; and (ii) *early intervention services*, which consist of a thorough assessment of student behavior, attendance, and academic needs and strengths. The assessment can identify possible abuse, drug and alcohol use, family crisis, or mental health concerns. CIS staff members consult with school staff, parents, and school administration to identify youth that will benefit from additional support and engage those students in an individualized service plan. Occasional re-evaluation and re-assessment is conducted to monitor progress. The CIS framework does not rely solely on the skills of the Site Coordinator, but on accessing community resources that specialize in areas of grief and loss counseling, substance abuse, mental health assessment and services, and basic needs. CIS has working relationships with numerous community agencies and programs that collaborate to provide student and family support through schools.

3. All CIS Site Coordinators will be hired by CIS with the concurrence of the Campus Principal. All CIS personnel assigned to SISD campus sites remain employees of CIS and will receive direct supervision from their direct supervisor who is responsible for their performance and demeanor. Input from the Principal of the school campus will be obtained for the Site Coordinator's annual performance evaluation. Any questions or concerns regarding the performance of any CIS Site Coordinator should be directed as soon as possible to the Chief Program Officer or to the Supervisor assigned to the Site Coordinator.

All CIS personnel are subject to the rules, regulations and policies of the school site to which they are assigned, within the guidelines of applicable laws and licensing regulations. All grievances and disciplinary actions involving CIS employees will be processed in accordance with policies set forth in the CIS Board approved Personnel Policy manual. Performance evaluations of CIS staff will be completed by the CIS direct supervisor assigned and will include input from end of year evaluations completed by teachers, administrative school staff, and the Principal of the school site. Professional Liability insurance will be provided by CIS for each of its staff.

Salaries and benefits of all CIS personnel will be paid by Communities In Schools. All CIS personnel will work the days and hours expected of the school calendar for the district where they are assigned. Time and leave records will be maintained by the CIS Administrative office. CIS staff will be required to attend staff meetings of CIS away from their campus, once a month. Attendance at conferences and/or ongoing training will also be required but is not expected to exceed more than 6 days per year.

4. CIS will provide management, administrative, logistical and technical support to each campus as needed, to ensure the success of service delivery initiatives. The CIS Chief Program Officer, under the direction of the CIS Chief Executive Officer and the Board of Directors is responsible for oversight of CIS project activities.

CIS will provide office supplies, student supplies, printers, resources to be used with students, emergency student needs as available, and other needs to used by CIS staff in the provision of CIS services on the campus.

5. CIS will confer with the school Principal and to appropriate legal authorities (as appropriate), situations presented to its staff which involve the following issues: a) Violation of SISD's Student Code of Conduct; b) Suicide threats; c) Violent behavior; d) Child abuse; e) Sexual abuse or harassment. CIS will assist in the resolution of any such case as requested to do so by the Principal. CIS will notify the appropriate SISD Counselor of any student with suicidal ideation to coordinate services and follow district policies.
6. CIS agrees to provide SISD with a copy of CIS's annual independent audit within one month following receipt of the audit report. The CIS Chief Executive Officer will be available to present two progress reports annually to the SISD Board of Trustees, as requested by the Superintendent.
7. CIS will provide SISD with service delivery data and performance outcomes, in October of each year, for the previous year, in a timely manner, following compilation of such data and ratification by the Texas Education Agency.
8. CIS agrees to reserve a position on the CIS Board of Directors for the Superintendent of SISD or her designee. The CIS Board of Directors meets every month on the third Tuesday of the month at 7:30 am. Every school district is encouraged to designate a liaison to attend board meetings to enhance communication and understanding of both parties.

C. SISD agrees to undertake the following:

1. SISD agrees to provide on each CIS-served school campus, office space for the Site Coordinator(s) which is appropriate for the provision of services to individual students and small groups of students and which allows for confidentiality. Phone service (including the phone instrument), a desktop computer with access to school district email accounts and to software that contains student information including grades, testing scores, etc., access to secure internet and access to copy machines are also needed to facilitate the efficient delivery of services.

2. SISD agrees to pay CIS the following amounts for Site Coordinators at the following campuses:

Seguin High School	\$43,784.56
Seguin High School Second Site Coordinator	\$25,755.63
A.J. Briesemeister Middle School	\$43,784.56
Jim Barnes Middle School	\$43,784.56
Jefferson Elementary School	\$43,784.56
Patlan Elementary School	\$43,784.56

The total amount of this payment for services rendered is \$244,678.44 which may be paid to CIS in one payment of \$244,678.44 on September 1, 2022 or in two payments of \$122,339.22 each on September 1, 2022 and March 1, 2023. Should this agreement be terminated during the specified time period according to agreed-upon terms listed under A-1, Page 1, CIS agrees to reimburse the remaining balance within one week of the termination date.

3. SISD agrees that the CIS campus Site Coordinator will be included as a part of the school administrative team in the provision of services to students. CIS Site Coordinators will not be asked to act as substitute teachers on the school campus.
4. In accordance with established policies of SISD and the Texas Education Agency, CIS professional staff will have access to relevant student data which may impact or demonstrate the effectiveness of CIS service delivery. Such information will remain confidential for all purposes.
5. SISD will include CIS as one of the resources in its District Improvement Plan and as agreed upon by the CIS Chief Executive Officer, as required by the Texas Education Agency.
6. SISD will inform the CIS Chief Executive Officer and Site Coordinators of all policy changes or developments which may affect the provisions of this Agreement and/or the effectiveness of CIS service delivery.
7. In accordance with established policies of Seguin ISD, the Texas Education Agency, and the Texas Education Code § 33.154(a)(7)(B), Seguin ISD will provide to CIS and its professional staff necessary student information and data for each student whose parent or legal guardian has authorized in writing that educational records be shared with CIS. Such information and data may include records regarding a student's academic achievement, promotion, attendance, disciplinary referrals, free/reduced price lunch status, or health-related information, in accordance with the written authorization obtained from the student's parent or legal guardian. Such information will remain confidential for all purposes.

This Service Delivery Agreement constitutes the full and total understanding and agreement of said parties, and any modifications, amendments or alteration hereof must be agreed in writing by all parties hereto.

This Agreement is and will be governed by the laws of the State of Texas.

IN WITNESS WHEREOF this Agreement is signed this 6 day of June, 2022.

Matthew Gutierrez
Dr. Matthew Gutierrez, Superintendent
Seguin Independent School District

Christine Douglas
Christine Douglas, Chief Executive Officer
Communities In Schools of South Central Texas,
Inc.

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:**

Name	Campus	Effective
Bailey, Hiliary	Weinert Elementary	8/4/2022
Castillo, Rosario	Patlan Elementary	8/4/2022
Cowey, Kambri	Patlan Elementary	8/4/2022
Freeman, Erma	AJB Middle School	7/1/2022
Hadamek, Jacqueline	Jefferson Elementary	8/4/2022
Haynes, Kathryn	Patlan Elementary	8/4/2022
Hollinger, Elizabeth	Barnes Middle School	8/4/2022
Kendrick, Jennifer	MBLC	8/4/2022
Knapp, Joan	Seguin High School	8/4/2022
Lackorn, Brandon	Vogel Elementary	8/4/2022
Loftin, Skylar	Koennecke Elementary	8/4/2022
Martinez, Abby	Jefferson Elementary	8/4/2022
Martinez, Christopher	Barnes Middle School	8/4/2022
Mates, Tahnika	Patlan Elementary	8/4/2022
Moreno, Yolanda	Ball Early Childhood	8/4/2022
Mullen, Diann	Jefferson Elementary	8/4/2022
Perez, Christine	LLI	7/11/2022
Ramirez, Melissa	Koennecke Elementary	8/4/2022
Saunders, Trista	LLI	7/6/2022
Tillman, James	LLI	8/1/2022
Villasenor, Sylvia	Seguin High School	8/4/2022
Whitecotton, Ymana	Seguin High School	8/4/2022
Winslow, Joseph	AJB Middle School	8/4/2022

BOARD'S
ACKNOWLEDGEMENT
RESIGNATIONS:

Adam, Jason, Technology Dept., effective 6/30/22

Mr. Adam, Fine Arts Director, has resigned and accepted a position with Hays ISD.

Mr. Adam has 3 years with Seguin ISD.

Barrera, Estevan, Seguin High School, effective 6/28/22

Mr. Barrera, Social Studies Teacher/Coach, has resigned to accept a position in another district.

Mr. Barrera has 3 years with Seguin ISD.

Bloch, Chanda, LLI, effective 6/28/22

Ms. Bloch, Director of Secondary Education, has resigned to accept a position with San Marcos ISD.

Ms. Bloch has 16 years with Seguin ISD.

Castillo, Michele, Matador Special Services, effective 7/12/22

Ms. Castillo, Elementary Special Programs Supervisor, has resigned due to personal reasons.

Ms. Castillo has 5 years.

Clough, Hali, Rodriguez Elementary, effective 7/6/22

Ms. Clough, KG Teacher, has resigned to accept a position with Marion ISD.

Ms. Clough has 5 years with Seguin ISD.

Copeland, Sheila, Jefferson Elementary, effective 6/28/22

Ms. Copeland, 2nd Grade Teacher, has resigned to personal reasons.

Ms. Copeland has 2 years with Seguin ISD.

Cunningham, Jason, McQueeney, effective 6/29/22

Mr. Cunningham, Principal, has resigned to accepted a position with La Vernia ISD.

Mr. Cunningham has 4 years with Seguin ISD.

De La Rosa, Mikaela, Seguin High School, effective 6/29/22

Ms. De La Rosa, Math Teacher, has resigned to accept a position in another district.

Ms. De La Rosa has 3 years with Seguin ISD.

Graeber, Amy, DAEP, effective 7/18/22

Ms. Graeber, Principal, has resigned and accepted a position with Poth ISD.

Ms. Graeber has 2 years with Seguin ISD

Guinto, Amalia, Barnes Middle School, effective 6/30/22

Ms. Guinto, Math Teacher, has resigned due to personal reasons.

Ms. Guinto has 2 years with Seguin ISD.

Holland, Jordan, Jefferson Elementary, effective 6/3/22

Ms. Holland, 2nd Grade Teacher, has resigned due to personal reasons.

Ms. Holland has 3 years with Seguin ISD.

Jackson, Tommie, AJB Middle School, effective 6/28/22

Mr. Jackson, Theatre Teacher, has resigned to accept a position with

San Marcos ISD.

Mr. Jackson has 7 years with Seguin ISD.

Jones, Tiffany, Seguin High School, effective 6/3/22

Ms. Jones, Math Teacher, has resigned due to personal reasons.

Ms. Jones has 5 years with Seguin ISD

Kelley, Brandon, Barnes Middle School, effective 6/28/22

Mr. Kelley, PE Teacher, has resigned to accept a position in another district.

Mr. Kelley has 3 years with Seguin ISD.

Leon, Melina, Ball Early Childhood, effective 6/30/22

Ms. Leon, Pre-K Teacher, has resigned due to personal reasons.

Ms. Leon has 15 years with Seguin ISD.

Lovell, Amy, Jefferson Elementary, effective 6/30/22

Ms. Lovell, 5th Grade, has resigned to accept a position closer to home.

Ms. Lovell has 10 years with Seguin ISD.

McGee, Kelly, Weinert Middle School, effective 6/28/22

Ms. McGee, Special Education EA Teacher, has resigned to accept a position in another district.

Ms. McGee has 5 years with Seguin ISD.

Montoya, Tommy, Barnes Middle School, effective 7/1/22

Mr. Montoya, 6th Grade Teacher/Athletic Coordinator, has resigned to accept a position with San Antonio Highlands High School.

Mr. Montoya has 14 years with Seguin ISD.

Nowlin, Terrie, Seguin High School, effective 6/28/22

Ms. Nowlin, ISS Teacher/Coach, has resigned to accept a position with another district.

Ms. Nowlin has 8 years with Seguin ISD.

Pogue, Tara, Barnes Middle School, effective 6/28/22

Ms. Pogue, Math Teacher, has resigned to accept a position with another district.

Ms. Pogue has 3 years with Seguin ISD.

Ramirez, Debbi, Patlan Elementary, effective 7/1/22

Ms. Ramirez, Dual Language Interventionist, has resigned due to personal reasons.

Ms. Ramirez has 2 years with Seguin ISD.

Ricks, Brittany, AJB Middle School, effective 6/30/22

Ms. Ricks, ELA/Dyslexia Teacher, has resigned due to personal reasons.

Ms. Ricks has 9 years with Seguin ISD.

Smith, Sherie, Patlan Elementary, effective 6/28/22

Ms. Smith, Music Teacher, has resigned due to relocation.

Ms. Smith has 7 years with Seguin ISD.

Stadler, Meredith, Koennecke Elementary, effective 7/1/22

Ms. Stadler, Principal, has resigned to accept a position with Region 20.

Ms. Stadler has 7 years with Seguin ISD.

Stamm, Laci, Vogel Elementary, effective 7/1/22

Ms. Stamm, 5th Grade Teacher, has resigned due to personal reasons.
Ms. Stamm has 8 years with Seguin ISD.

Vielma, Esmeralda, Koennecke Elementary, effective 7/1/22

Ms. Vielma, 3rd Grade Dual Language Teacher, has resigned to accept a position with another district.

Ms. Vielma has 5 years with Seguin ISD.

Weems, Diana, Seguin High School, effective 6/29/22

Ms. Weems, Art Teacher, has resigned to accept a position with San Marcos ISD.

Ms. Weems has 3 years with Seguin ISD.

RATIONALE:

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

REFERENCE and COMPLIANCE:

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

BUDGET IMPACT/ INFORMATION:

None

PAPERWORK IMPACT:

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

EXHIBITS:

Information Sheet

RESOURCE PERSONNEL:

Cynthia Moreno, Chief Human Resource Officer

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



Date Submitted: 07/26/22

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

INFORMATION ITEM: **Acknowledge Public Information Act Requests June-July, 2022**

RECOMMENDATION: That the Board of Trustees acknowledge Public Information Act requests received since June 8, 2022.

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

REFERENCE and COMPLIANCE: GB (LEGAL) Public Information Program

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: June 8-July 12, 2022 Public Information Act request roster

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

Submitted by: Matthew Gutierrez Date Submitted: 07/26/22
(Signature) Matthew Gutierrez
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Seguin ISD PIA requests received from June 8-July 12, 2022

Date	Requester	Requested documents	Status	Action
061522 049	Madison Leinberger, US Army	Names, phone numbers and addresses for SHS Class of 2022 and 2023.	Completed	Documentation provided
061622 050	Ariel Dulitzky, UT Law Human Rights Clinic	<p>Any and all documents related gunfire incidents or firearm possession on school grounds that occurred in academic years 2011-2021. For the purpose of this request, we define gunfire to mean any time a firearm discharges a live round inside (or into) a school building, or on (or onto) a school campus or grounds, where “school” refers to elementary, middle, and high schools— i.e., pre-kindergarten through 12th grade.</p> <ul style="list-style-type: none"> · All documents, including, but not limited to, all your policies, rules, regulations, procedures, protocols, guidelines, standards, training manuals, instructions, pamphlets, Power Point slides, and other media and/or any other written material regarding gunfire incidents or firearm possession on school grounds. · Disaggregated data in terms of race, ethnicity, gender, and age of those involved in gunfire incidents, including the shooter’s/’s’ and any person injured or killed or in possession of firearms on school grounds. · Disaggregated data in terms of race, ethnicity, and economic status of the student body of schools where gunfire occurred, etc. 	Completed	Documentation provided

ACTION ITEM: **Review of the 2021-2022 Optional Flexible School Day Program and approval of the 2022-2023 application for Seguin High School and Mercer Blumberg Learning Center at Saegert**

RECOMMENDATION: That the Board of Trustees review the 2021-2022 Optional Flexible School Day Program and approval of the 2022-2023 application for Seguin High School and Mercer Blumberg Learning Center at Saegert.

RATIONALE: The Optional Flexible School Day Program (OFSDP) allows SISD to provide flexible hours and days of attendance for students who meet at least one of the requirements of the Texas Education Code §29.0822(a). The goal of the program is to improve graduation rates for students who are in danger of dropping out of school, have poor attendance patterns, are returning dropouts, or are behind in credits.

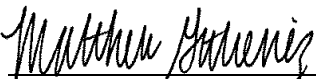
REFERENCE and COMPLIANCE: Strategic Priority #1 Improve student learning through improved instructional practice

PAPERWORK IMPACT: TEA Application; Daily attendance accounting procedures; 2021-2022 Program Overview

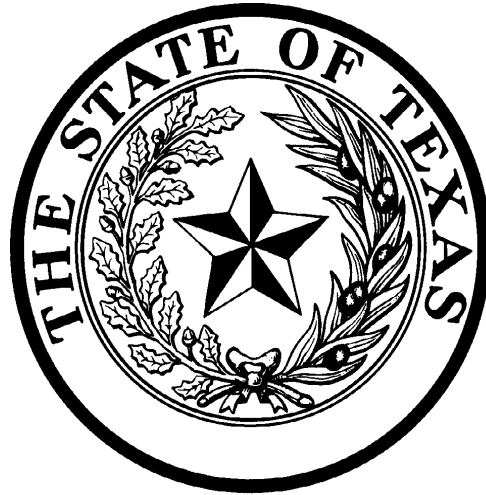
BUDGET IMPACT/ INFORMATION: Will increase average daily attendance and overall graduation rates

EXHIBITS: Optional Flexible School Day (OFSD) Presentation

RESOURCE PERSONNEL: Dr. Hector Esquivel, Seguin High School Principal
Mr. Mark Cantú, Chief Innovation Officer

Submitted by:  Date Submitted: 07/26/22
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Texas Education Agency



APPLICATION

Updated April 2022

Optional Flexible School Day Program (OFSDP)

2022-2023 School Year

ELIGIBLE APPLICANTS: The Texas Education Agency (TEA) will make available to eligible school districts and open-enrollment charter schools an application form that must be completed and submitted annually to the TEA for approval.

Definition of Program Provisions

Eligible Students

A student in any grade level is eligible to participate in an OFSDP authorized under the [TEC, §29.0822](#), if the student is:

- at risk of dropping out of school, as defined by the [TEC, §29.081](#),
- attending a campus implementing an approved innovative campus plan,
- attending a TEA-designated ECHS as defined by the [TEC, §29.908](#), P-TECH, or ICIA,
- attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#), or
- not meeting attendance requirements under the [TEC, §25.092](#), resulting in denied credit for one or more classes in which the student has been enrolled.

AND

There must be an agreement in writing to the student's participation:

- by the student, if the student is over 18 years of age; or
- by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

Assessment

The student must take the required state assessments specified under the [TEC, §39.023](#), during the regularly scheduled assessment calendar.

Participation in University Interscholastic League (UIL)

A student enrolled in an OFSDP under the [TEC, §29.0822](#), may participate in a competition or other activity sanctioned or conducted under the authority of the University Interscholastic League (UIL) only if he or she meets all UIL eligibility criteria.

Attendance Credit

A student attending an OFSDP under the TEC, §29.0822, may be counted in average daily attendance (ADA) for purposes of funding under the TEC, Chapters 46, 48, and 49, only for the actual number of contact hours the student receives, not to exceed 720 hours or 43,200 minutes per 12-month period. **Students enrolled in the traditional program for part of the year and the OFSDP program for part of the year may not earn more than one ADA.**

Board Approval

The board of trustees of a school district must include the OFSDP as an item on a regular agenda for a board meeting. Board of trustees of a school district must discuss the progress of the program before approving the program and applying to operate an OFSDP (see Appendix Two).

Continuation or Revocation of Program Authorization

Applications are approved for a period of one (1) school year. Continuation of the approval for the OFSDP will be contingent on the demonstrated success of the program. Determination of success will include a review and analysis of data provided in the mandatory final progress report(s). The commissioner of education may revoke authorization for participation in the OFSDP after consideration of relevant factors, including performance of students participating in the program on assessment instruments required under the TEC, Chapter 39; the percentage of students participating in the program who graduate from high school; and other criteria agreed to in the application and adopted by the commissioner of education. A decision to revoke approval of the program by the commissioner of education is final and may not be appealed.

Reporting Requirements

Following approval of the application, the applicant may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. When requested, reports will require applicants to disclose the overall progress of the students in the program, the number of students enrolled in the program (disaggregated by ethnicity, age, gender, and socioeconomic status), the number of students graduating from high school (disaggregated by ethnicity, age, gender, and socioeconomic status), and additional criteria selected by the applicant and agreed to by the commissioner. The TEA will provide notice to applicants and additional instructions for completion of reports at least 45 days before the date a report is due, or as soon as possible, in order to give school districts and charter schools adequate time to prepare and submit the reports to the TEA. The TEA may request additional reports as necessary to monitor and assess progress of students participating in the program.

Provisions of Agreement

Article I – Parties to Agreement

This agreement is entered into by and between the Texas Education Agency, an agency of the State of Texas, hereinafter referred to as the “TEA,” and

Seguin Independent School District

(Legal Name of School District or Open-Enrollment Charter School)

located at

1221 E. Kingsbury St., Seguin, TX 78155

(Physical Address)

hereinafter referred to as “district.”

Article II – Period of Agreement

The period of the agreement, as detailed by participating campus in **Appendix 5**, is for a maximum of one (1) school year plus an additional thirty (30) school days if the district is applying for credit recovery. **Note that the agreement term is subject to annual renewal.**

Article III – Purpose of Agreement

The district must perform all the functions and duties set out in the agreement, the authorizing program statute, and applicable regulations.

Article IV – Reporting Requirements

The district may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. The TEA may request additional reports as necessary to monitor and assess progress of students participating in the program.

Article V – General and Special Provisions to the Agreement

Attached hereto and made a part hereof by reference is each of the provisions indicated below with an “X” beside it:

- Appendix One, Assurances
- Appendix Two, Board Approval
- Appendix Three, Attendance and Compliance Procedures of Proposed Program (Attach PDF File)
- Appendix Four, Contact Sheet
- Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement (Attach Excel File)

Article VI – Application Process

- For questions or assistance regarding this application, email opflex@tea.texas.gov or call 512-463-9294.
- Applications should be submitted 30 days prior to the start of the program. Start date(s) on Appendix 5 should be at least thirty (30) days after the application is submitted.
- Applications submitted by July 15th should be approved by August 15th.
- Email the complete application and attachments to: opflex@tea.texas.gov.
- Email subject line should indicate: OFSDP Application - District Name, County District Number

Article VII – Agreement

AGREED and accepted on behalf of the school district or open-enrollment charter school to be effective on the earliest date written above by a person authorized to bind the district.

Typed Name Dr. Matthew Gutierrez _____
Typed Title Superintendent of Schools _____
Authorized Signature

Appendix One Assurances

The definition of terms of the application applies to this Appendix One, Assurances. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix One. All information requested must be included with this form.

The district agrees to enroll only eligible students to participate in an OFSDP authorized under this application. A student is eligible to participate in an OFSDP authorized under the TEC, §29.0822, if:

1. the student meets one of the following conditions:
 - the student is at risk of dropping out of school, as defined by the [TEC, §29.081](#); or
 - the student is attending a campus implementing an approved innovative campus plan; or
 - the student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#); or
 - the student is attending a campus with an approved early college high school program designation as defined by the [TEC, §29.908](#); or
 - the student, as a result of attendance requirements under the [TEC, §25.092](#), will be denied credit for one or more classes in which the student has been enrolled.

and

2. there is an agreement in writing to the student’s participation
 - by the student, if the student is over 18 years of age; or
 - by the student and the student’s parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

The district agrees:

1. to administer mandatory assessment instruments during the regular assessment cycle to students enrolled in OFSDPs;
2. to ensure all instructional materials and facilities are comparable or exceed the required standards for students in similar programs;
3. that the students participating in an OFSDP will not be isolated from other academic and vocational programs of the school district and that all students will have access to school counselors for pre- and post-entry counseling, academic or personal counseling, and career counseling;
4. to provide faculty and administrators with baccalaureate or advanced degrees, highly qualified staff, and certified teachers as required by 19 Texas Administrative Code §129.1027 for the program;
5. to adopt a policy that does not penalize students participating in an OFSDP in accordance with the 90% rule (TEC, §25.092[a]) or the 75% to 90% rule for class credit (TEC, §25.092[a-1]);
6. to adopt a policy to require students to attend regularly scheduled instruction for the OFSDP with penalties for nonattendance including filing truancy charges, if appropriate;
7. to track the number of minutes the student receives instruction each day and to comply with applicable sections of the [Student Attendance Accounting Handbook](#).

8. to comply with all reporting requirements established by the TEA;
9. not to discriminate based on disability, race, color, national origin, religion, or sex; and
10. to prohibit a student participating in an OFSDP from participating in a competition or other activity sanctioned or conducted under the authority of the UIL unless the student meets all UIL eligibility requirements.

AGREED and accepted terms and conditions of Appendix One on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Cinde Thomas-Jimenez, SISD Board President, 830-660-0200

 Name, Title, and Telephone Number of School Board President

 Signature of SchoolBoard President Date

Dr. Matthew Gutierrez, Superintendent, 830-401-8614

 Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

 Signature of Person Authorized to Bind the District or Charter School Date

Appendix Two
Board Approval

The definition of terms of the application applies to this Appendix Two, Board Approval. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Two. All information requested must be included with this form.

1. The board of trustees of the school district or the governing board of the open-enrollment charter school **agrees to include the OFSDP as an item on the agenda** concerning the proposed application.

2. The board of trustees of the school district or the governing board of the open-enrollment charter school must discuss the progress of the program before applying to operate an OFSDP.

The proposed OFSDP application was on the agenda and discussed at the board meeting conducted on:

Month: July

Day: 26

Year: 2022

Time: 6:30 PM

Location: Seguin ISD Board Room, 1221 E. Kingsbury, Seguin, TX 78155

Agreed and accepted on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Cinde Thomas-Jimenez, SISD Board President, 830-660-0200
Name, Title, and Telephone Number of School Board President

Signature of School Board President Date

Dr. Matthew Gutierrez, Superintendent, 830-401-8614
Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School Date

Appendix Three Attendance and Compliance Procedures of Proposed Program

The definition of terms of the application applies to this Appendix Three, Attendance and Compliance Procedures of Proposed Program. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit a separate PDF document to concisely provide the information below, labeled with the corresponding number, for Appendix Three. All information requested must be included with this form and should be reviewed by the District PEIMS Coordinator prior to submission.

1. Describe the program goals and objectives.
2. Indicate the proposed schedule offered to students participating in the OFSDP, including days of the week and times.
3. Provide an outline of staff positions and resource personnel (teachers, administrators, counselors, support staff, etc.) associated with the program. Include contact hours each staff position will be obligated to the program.
4. Describe the procedures for identifying students, including how the school confirms and documents student eligibility and obtaining student and parental consent for OFSDP participation.
5. Indicate the estimated number of OFSDP students that will be served per teacher.
6. **If** the OFSDP program will offer special education, career and technology education, pregnancy related services or bilingual education, indicate how services will be provided, the teacher certification standards in each program area, and how services will comply with the [Student Attendance Accounting Handbook](#).
7. OFSDP requires a teacher of record to record the actual number of students’ instructional minutes on any given day. Explain the following:
 - a. How the classroom teacher will verify the number of instructional minutes a student receives each day.
 - b. How the district will make sure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.
 - c. How the district will ensure that students transferring from the traditional program (ADA Codes 0-6) to OFSDP (ADA Codes 7-8) will not generate more than one ADA in total for the school year and that students will not receive more than 10,800 minutes per course. It is recommended that the district apply the following formula to determine the maximum OFSDP minutes a student is eligible = (Calendar School Days - Traditional Days Present) x 240.
 - d. How the district will ensure that students are not coded in a traditional program on the same day that the student is accumulating OFSDP instructional minutes.
 - e. How the district will ensure that attendance practices and records comply with Sections 2.2.3 and 11.6 of the [Student Attendance Accounting Handbook](#).
 - f. How Student Detail Audit reports for the OFSDP track will be reviewed and certified each six-week attendance reporting period.

NOTE: absences and days present do not exist in the OFSDP

8. If eligible OFSDP students participate in a credit recovery program offered in the summer, funding is limited to the attendance necessary for the student to recover class credit. Please describe how attendance will be monitored to ensure additional minutes are not reported for funding.
9. **If** students are attending a community-based dropout recovery education program offered online as defined by TEC, §29.081 (e-2), must include the following:
 - a. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state.
 - b. Describe the individual learning plan or process used to monitor each student's progress.
 - c. Indicate how students will be served by an academic coach and local advocate.
 - d. Indicate the date of the month that monthly student progress reports will be provided to the student's school district.
 - e. Describe the educational software utilized and explain how the software will track and certify the number of instructional minutes each student receives each day.

Appendix Four Contact(s) Sheet

The definition of terms of the application applies to this Appendix Four, Contact(s) Sheet. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Four. All information requested must be included with this form.

District Contact(s) for the Application

District/Charter School Superintendent:	Dr. Matthew Gutierrez
Mailing Address:	1221 E. Kingsbury St.
City, State, Zip Code:	Seguin, TX 78155
Telephone Number:	830-401-8614
Email Address:	mgutierrez@seguin.k12.tx.us

District PEIMS Coordinator:	Stephen Gonzalez
Email Address:	sgonzalez@seguin.k12.tx.us

OFSDP Contact Name:	Mark Cantu
Email Address:	mcantu@seguin.k12.tx.us

OFSDP Contact Name:	Dr. Hector Esquivel
Email Address:	hesquivel@seguin.k12.tx.us

NOTE: Most of the contact for the approved OFSDP is done via email. A valid email address(es) must be submitted on this form. Provide the full name(s) of the person(s) who is (are) the email contact(s) to ensure that the TEA has accurate information.

Appendix Five Participating Campuses, Student Eligibility, and Period of Agreement

The definition of terms of the application applies to this Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Five. All information requested must be included with this template and submitted in a separate Excel file.

Download and complete Appendix 5, which can be found on the [OFSDP webpage](#) under the *Applications and Templates* section.

Once completed, email the following to OPFLEX@tea.texas.gov:

1. The application (in PDF file format)
2. Appendix Three (in PDF file format)
3. Appendix Five (in MS Excel file format)

***All file names should include the district/charter school’s name**

Appendix Three

Attendance and Compliance Procedures of Proposed Program

The goal of the Optional Flexible School Day Program (OFSDP) is to target 75 students who have struggled with academic achievement in a traditional high school setting. This may include students who must seek employment to support their families, seek childcare during traditional school hours, or who have dropped out of school and wish to complete their education in a nontraditional setting. The OFSDP will expand opportunities for students with special circumstances in grades 9-12 to have a more accommodating schedule based on their demonstrated need. The OFSD Program will operate during normal school days and hours. OFSD will also be available to students one Saturday per month.

Teachers in OFSDP will provide and facilitate instruction through Edgenuity Learning and are certified to teach in the state of Texas. The teaching staff will consist of four full time teachers who are identified as highly qualified to teach their assigned courses. Department leads will also be assigned to assist in monitoring the program, one will hold a Special Education Certification and facilitate individualized educational services. Another department lead will hold an English as a Second Language (ESL) Endorsement to facilitate sheltered instruction as needed by students. Students may participate in the Career and Technical Education Program with prior approval from the Principal and CTE Director. Administrators and Counselors working in the OFSDP will also be certified by the state of Texas and qualified to operate as administrators and counselors and offer additional support and guidance. Wrap around student support services will be administered through Communities in Schools.

Application, eligibility, and consent will be included in the student's permanent records cumulative folder. Attendance records will be maintained through PEIMS and the assigned program coordinators at both Seguin High School and MBLC. Attendance will be taken daily by the teacher and verified on a weekly basis. Attendance records will be kept by the teachers and documented on a spreadsheet for monitoring purposes. The teacher will verify and submit student attendance sheets to the attendance office weekly. All student records will be kept in a secured location at both Seguin High School and MBLC.

A process will be implemented to maintain records of student enrollment, eligibility, consent, and attendance to verify the number of a students' instructional minutes. Students not meeting the required 45 minutes of daily instruction will be recorded on the daily and weekly attendance records. If a student continuously does not meet the daily required minutes, he or she will be referred to the OFSD Administrator for a conference. If a student is chronically absent, district truancy services will be implemented to recover instructional time for students.

Regarding item 3c in Appendix 3, Seguin ISD will utilize the recommended formula (180-Traditional Days Present x 240) to determine the maximum number of eligible OFSDP minutes. Students will not receive more than 10,800 minutes per course. Also, students will not be simultaneously enrolled in OFSDP and traditional programs. As an additional safeguard, our student information system, TEAMS, will not allow for a student to be dual coded within the system.

Seguin ISD will create and deliver an attendance training session in order to ensure that attendance practices comply with Section 2.2.3 and 1.1.6 of the Student Attendance Accounting Handbook. Campus and district audits will be held to ensure that Student Detail Audit reports for the OFSDP track are reviewed and certified each six weeks.

TEC 29.081 (e-1)(3) requires that a campus-based dropout recovery education program must provide at least one instructor for each 28 students. Considering the preceding statement, classes will be capped at a maximum ratio of no more than 28:1.

Optional Flexible School Day Program (OFSDP) - Appendix 5


094901

SEGUIN ISD

School Year 2022-2023

Students may not be reported with more than one ADA in total on the 42400 Basic Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4	Eligibility Designation							School Year Period of Agreement				Summer Period of Agreement			
	1 = TEC §29.081 At-Risk Students 2 = TEC §25.092 Minimum Attendance 3 = TEC §29.908 Early College High School 4 = TEC §39A.107 Campus Turnaround Plan 5 = Credit Recovery** 6 = TEC §29.081(e-1) Campus Dropout Recovery 7 = TEC §29.081(e-2) Online Dropout Recovery							Reported in TSDS PEIMS Summer Collection 3 Program start date must be 30 days after application submission. Program end date must not exceed the last day of the regular school calendar.				Reported in TSDS PEIMS Extended Collection 4 **Credit Recovery - Designation 5 Summer period of agreement should not exceed 30 days or extend past July 31st.			

Nine Digit District and Campus Number	Campus Name	1	2	3	4	5	6	7	Estimated Students Participating	Program Start Date	Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day	Summer Program Start Date	Summer Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day
094901001	SEGUIN H S	1	2				6		75	8/15/2022	5/26/2023	M-F and S as needed	200				
094901002	MERCER & BLUMBERG LRN CTR	1	2				6		75	8/15/2022	5/26/2023	M-F and S as needed	200				
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**2021-2022 OPTIONAL FLEXIBLE SCHOOL
DAY PROGRAM (OFSD) REPORT**

**Seguin High School
Mercer-Blumberg Learning Center**

July 26, 2022

SISD Board Room

OPTIONAL FLEXIBLE SCHOOL DAY

What is Optional Flexible School Day?

- The OFSDP is a program that Seguin ISD may offer to provide flexible hours and days of attendance for students in grades 9-12 at Seguin High School and MBLC who meet one of the following criteria:
- The student has dropped out of school or is at risk of dropping out.
- The student participates in an approved Early College High School plan.
- The student attends a campus implementing an innovative redesign under a plan approved by the commissioner of education.
- The student will be denied credit for one or more classes in which the student has been enrolled as a result of attendance requirements under the Texas Education Code, §25.092.

Optional Flexible School Day

Program Description

- **The goal of the program is to improve graduation rates for students who are in danger of dropping out of school or have dropped out or who are behind in core subject courses.**
- **Students participating in an OFSDP may attend on a fixed or flexible schedule that does not meet the traditional attendance requirement. Typical OFSDP instructional arrangements include the following:**
 - **Weekend or night classes**
 - **Extended day classes**
 - **Classes offered throughout the year**
 - **Flexible schedules**
 - **Credit recovery classes**



Optional Flexible School Day

Typical Optional Flexible School Day Students

- One of the goals of this program is to target students who are unable to attend school in a traditional setting, for example:
- Students who must seek employment to support their families,
- Students who must provide child care during traditional school hours,
- Students who have a documented history (eg. Medical/Behavioral) of being unable to succeed in a full day or large school setting.
- Students who have dropped out and wish to return to school in a nontraditional setting.

OPTIONAL FLEXIBLE SCHOOL DAY 2021-2022 Program Overview



**490 Total Credits Earned by
Students in Flexible School Day
Program**



**58 Students Graduated from
the OFSD Program Class of
2022**

OPTIONAL FLEXIBLE SCHOOL DAY
PROGRAM (OFSDP)

**69 Students Enrolled in
2021-2022**

OPTIONAL FLEXIBLE SCHOOL DAY

Optional Flexible School Day Requirements

- To participate in the OFSDP, Seguin ISD must submit an annual application notifying the Texas Education Agency (TEA) that it plans to participate. The application requires the following information:
 - Implementation plan description,
 - Staff plans,
 - Schedules, and
 - Student attendance accounting security procedures and documentation.
- The TEA will notify each applicant of its approval status to operate an OFSDP.

LOCAL REQUIREMENTS TO ENROLL IN OFSD

Student petitions to enroll in FSD by meeting with a school counselor to determine academic, social, or economic need.

• Student

• **Receives OFDS Application**

Parents and student meet with the OFSD Admissions Committee to determine placement status in OFSD.

• **Student Enrolls in OFSD on Day 1 of Next Grading Period**

FSD SUCCESS 2021-2022

NUMBERS
talk

69

STUDENTS
ENROLLED

+

490

CREDITS
EARNED

=

58

Class of 2022
GRADUATES

QUESTIONS



Thank You

ACTION ITEM:

Adopt the Resolution for the Assignment of Fund Balance

RECOMMENDATION:

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

RATIONALE:

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

REFERENCE and COMPLIANCE:

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

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

Funding provided by assigning unassigned fund balance.

EXHIBITS:

Resolution

RESOURCE PERSONNEL:

Anthony Hillberg, Chief Financial Officer, CPA, CTSBO

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 07/26/22

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

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

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

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

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

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

FUND BALANCE POLICY

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

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

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

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

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

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

Football Helmets	20,000
<i>(replacements and additions for increased participation)</i>	
Furniture for SPED Expansion	20,000
Subtotal	<u>\$40,000</u>

The above Resolution is adopted this _____ day of _____ 2022__.

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

Glenda Moreno, Secretary
Board of Trustees
Seguin Independent School District

ACTION ITEM: **Designate Official Voting Delegate and Alternate to the 2022 TASB Delegate Assembly in San Antonio, Texas on September 23rd – 25th, 2022**

RECOMMENDATION: That the Board of Trustees designate a delegate and alternate to the 2022 TASB Delegate Assembly held in San Antonio.

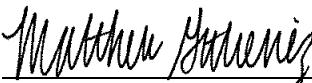
RATIONALE: The names of the official voting delegate and alternate will be submitted to the Texas Association of School Boards.

PAPERWORK IMPACT: Minimal

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: Official Delegate Designation Form

RESOURCE PERSONNEL: Dr. Matthew Gutierrez, Superintendent

Submitted by:  Date Submitted: 07/26/22
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, Texas 78155
(Telephone) (830) 401-8614

Official Delegate Designation Form

Please note:

- Only board members of TASB Active Members (public school districts and ESCs) may serve as delegates or alternates.
- TASB Directors and the four Legislative Advisory Council (LAC) members serving on the TASB Legislative Committee are delegates by virtue of their positions. If one of your board members is also a TASB Director or one of the four LAC representatives, do not designate this member; he or she will already be participating as a voting delegate in the Assembly.
- If you are designating an individual newly elected to your board, please update your district's membership information in myTASB. The update form is available under the Member Profile link (<https://www.tasb.org/apps/memberprofile/index.aspx>). If you have any questions about updating your membership information, contact Michael Pennant (contact information located at bottom of page).
- The Delegate Assembly Handbook will be distributed electronically at least 20 days prior to Delegate Assembly. Hard copies of the Handbook will be available on site. (Mailed copies will be available by request.)
- You also may submit your designation online. The online form is available in myTASB under the Member Profile link (<https://www.tasb.org/apps/memberprofile/index.aspx>). Credentials (ribbon and button) will be mailed to delegates and alternates who are registered by August 25. After that date, credentials must be picked up on site at Delegate Assembly.

Delegate: _____

Board position: _____ E-mail: _____

Mailing address (if NOT the district address) for Delegate Assembly materials:

Alternate: _____

Board position: _____ E-mail: _____

Mailing address (if NOT the district address) for Delegate Assembly materials:

Name of school district: _____

County-district number: _____ **TASB (ESC) region number:** _____

I hereby certify that the above persons were chosen by our board as our official voting delegate and alternate to the 2022 TASB Delegate Assembly scheduled for September 24 (as provided by the TASB Bylaws).

Board president's signature: _____ Date: _____

Please return your board's designations online or to the address below by August 25, 2022, to receive Delegate Assembly credentials by mail. Delegates submitted after August 25 will need to pick up credentials (button and ribbon) on site.

Texas Association of School Boards
Attn: Michael Pennant
Email: membercommunications@tasb.org
Fax: 512.467.3554



Questions? Contact Michael Pennant at 800.580.8272 or membercommunications@tasb.org.