

Agenda of Regular Meeting

The Board of Trustees Seguin ISD

A Regular Meeting of the Board of Trustees of Seguin ISD will be held January 24, 2023, beginning at 6:30 PM in the Board Room, 1221 E Kingsbury, Seguin, TX 78155.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. **Call to Order**
 - A. Announcement that this meeting of the Seguin Independent School District has been duly called and that notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.
 - B. Pledges to the United States Flag and Texas Flag. Moment of silence.
 - C. Superintendent Announcements
 - D. Board Member Reports
2. **Recognition/Campus Presentations**
 - A. Campus Highlight 4
 - B. Student/Staff/Board/Community Recognition 5
3. **Audience with the Board**

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

 - A. those wishing to speak shall sign up before the meeting begins stating the concern or noting the agenda item they wish to address; audience participation is limited to five minutes; the Board shall not deliberate any subject that is not on the posted agenda.
4. **Reports/Information Items:**
 - A. College, Career and Military Readiness Update: Seguin Early College High School, and P-TECH 6
 - B. Secondary Monthly Report 27
 - C. Seguin ISD Strategic Plan 2025 Monthly Update 28
 - D. Seguin ISD Construction Bond Update 47
5. **Closed Session:** Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act
 - A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.

- B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
 - 1. Discussion of Appointment of New Board Member after Resignation of Mrs. Thomas-Jimenez
- C. Pursuant to Texas Government Code Section § 551.072 - Discussion regarding identified options for land acquisition.
- 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).
 - B. Possible action regarding identified options for land acquisition.
- 7. **Consent Agenda Items - Consider and Possible Approval as Applicable**
 Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.
 - A. Approval of Board Minutes of Public Hearing - December 13, 2022; Regular Meeting - December 13, 2022 and Special Meeting - January 11, 2023. 62
 - B. Approval of Tax Collection Reports for November 2022 69
 - C. Approval of Tax Collection Reports for December 2022 70
 - D. Approval of Donations Received December 2022 71
 - E. Approval of Investment Report for the Second Quarter Ended December 31, 2022 73
 - F. Consideration and Approval to Contract with PB Group for Architectural Design and Construction Phase Services 78
 - G. Approval of the General Contractor for Roof Replacements at Koennecke, Patlan, and Vogel Elementaries (RFCSP #: 23-01) 81
 - H. First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 120, affecting LEGAL and LOCAL policies 84
 - I. Acknowledge Public Information Act Requests December 2022 120
- 8. **Action Items**
 - A. CONSIDERATION AND APPROVAL OF AN ORDER BY THE BOARD OF TRUSTEES OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT AUTHORIZING THE ISSUANCE OF “SEGUIN INDEPENDENT SCHOOL DISTRICT UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2023”; LEVYING A CONTINUING DIRECT ANNUAL AD VALOREM TAX FOR THE PAYMENT OF THE BONDS; PRESCRIBING THE FORM, TERMS, CONDITIONS, AND RESOLVING OTHER MATTERS INCIDENT 122

AND RELATED TO THE ISSUANCE, SALE, AND DELIVERY OF THE BONDS, INCLUDING THE APPROVAL AND DISTRIBUTION OF AN OFFICIAL STATEMENT PERTAINING THERETO; AUTHORIZING THE EXECUTION OF A PAYING AGENT/REGISTRAR AGREEMENT AND A PURCHASE CONTRACT; COMPLYING WITH THE LETTER OF REPRESENTATIONS ON FILE WITH THE DEPOSITORY TRUST COMPANY; DELEGATING THE AUTHORITY TO CERTAIN DISTRICT STAFF TO EXECUTE CERTAIN DOCUMENTS RELATING TO THE SALE OF THE BONDS; AND PROVIDING AN EFFECTIVE DATE

| | |
|---|-----|
| B. Consideration and Approval of An Order Calling a Bond Election to be Held by the Seguin Independent School District, Making Provision for the Conduct of the Election, and Resolving Other Matters Incident and Related to Such Election | 124 |
| C. Approval of Proposed Budget Amendments & Financial Statements for November 2022 | 131 |
| D. Approval of Proposed Budget Amendments & Financial Statements for December 2022 | 139 |
| E. Recommend the use of Renaissance Star Screener as our 2022-2023 Seventh Grade Reading Screener | 147 |
| F. Personnel Information - Professional Employees | 149 |
| 9. Board Comments and Request | |
| 10. Adjourn | |

RECOGNITION ITEM: Campus Highlight

RECOMMENDATION: That the Board of Trustees recognizes positive campus-based activities, initiatives and accomplishments during a board meeting setting in order to be apprised of the many activities that contribute to a nurturing, academic environment in Seguin ISD schools.

Tonight’s presentation is provided courtesy of Patlan Elementary School. Principal Annaliza Rangel will share information on a campus initiative.

RATIONALE: The purpose of this presentation is to recognize the performance and effort put forth daily by Seguin ISD students, staff and campus administrators. Campuses will have the opportunity to share an example of an activity that fosters academic achievement and refines instructional focus during 2022-23 regular board meetings.

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

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: None

RESOURCE PERSONNEL: Sean Hoffmann, Chief Communications Officer

Submitted by: Matthew Gutierrez Date Submitted: 01/24/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

RECOGNITION ITEM: Student/Staff/Board/Community Recognition

RECOMMENDATION: That the Board of Trustees recognizes positive student- and staff-based accomplishments, as well as those of community partners and trustees, during a board meeting setting in order to be apprised of the many successes that contribute to a nurturing, academic environment in Seguin ISD schools.

- **Superintendent’s Students of the Month from Patlan ES, Barnes MS and Seguin High School**
- **Superintendent’s Apple Award**

RATIONALE: The purpose of this presentation is to recognize the performance and effort put forth daily by Seguin ISD students, trustees, staff, campus administrators and community partners.

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

BJA (LOCAL) 2. m. Encourage, oversee, and participate in staff recognition and support activities.

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: None

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

Submitted by: Matthew Gutierrez Date Submitted: 01/24/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

INFORMATION ITEM: **College, Career and Military Readiness Update: Seguin Early College High School, and P-TECH**

RECOMMENDATION: That the Board of Trustees receives an update on College, Career & Military Readiness to include Early College High School, P-TECH, and dual credit enrollment.

RATIONALE: In partnership with St. Philip’s College of the Alamo Colleges District, Seguin ISD has implemented an Early College High School with the goal of increasing dual credit opportunities and improving post-secondary readiness. This past school year, in alignment with the TEA ECHS blueprint, Seguin ECHS implemented a recruitment process that will allow the program to meet the state required outcomes-based measures. In addition, Seguin ISD has also collaborated with Northwest Vista College to coordinate the implementation of a P-TECH Academy that will open doors in August 2023.

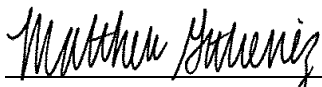
REFERENCE and COMPLIANCE: Strategic Priority 1: Improve student learning through improved instructional practice.

PAPERWORK IMPACT: Annual TEA ECHS/P-TECH Designation application

BUDGET IMPACT INFORMATION: 2022-2023 school year tuition and fees have been waived for ECHS students enrolled in dual credit courses taught at the high school campus by an ISD faculty member.

EXHIBITS: Board Presentation

RESOURCE PERSONNEL: Anna Lisa Vargas, Director of College, Career & Military Readiness
Mark Cantu, Chief Innovation Officer

Submitted by:  Date Submitted: 01/13/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

College, Career, & Military Readiness Update

SISD Board Meeting:
January 24, 2023



CCMR Overview

- Address the impact of College, Career, and Military Readiness:
 - Accountability framework
 - Goals - campus and district-wide (Culture)
 - District-Wide Initiatives
 - ECHS & P-TECH
 - Dual Credit



CCMR Team



Anna Lisa Vargas,
Director of CCMR



Rick Bough,
CTE Director

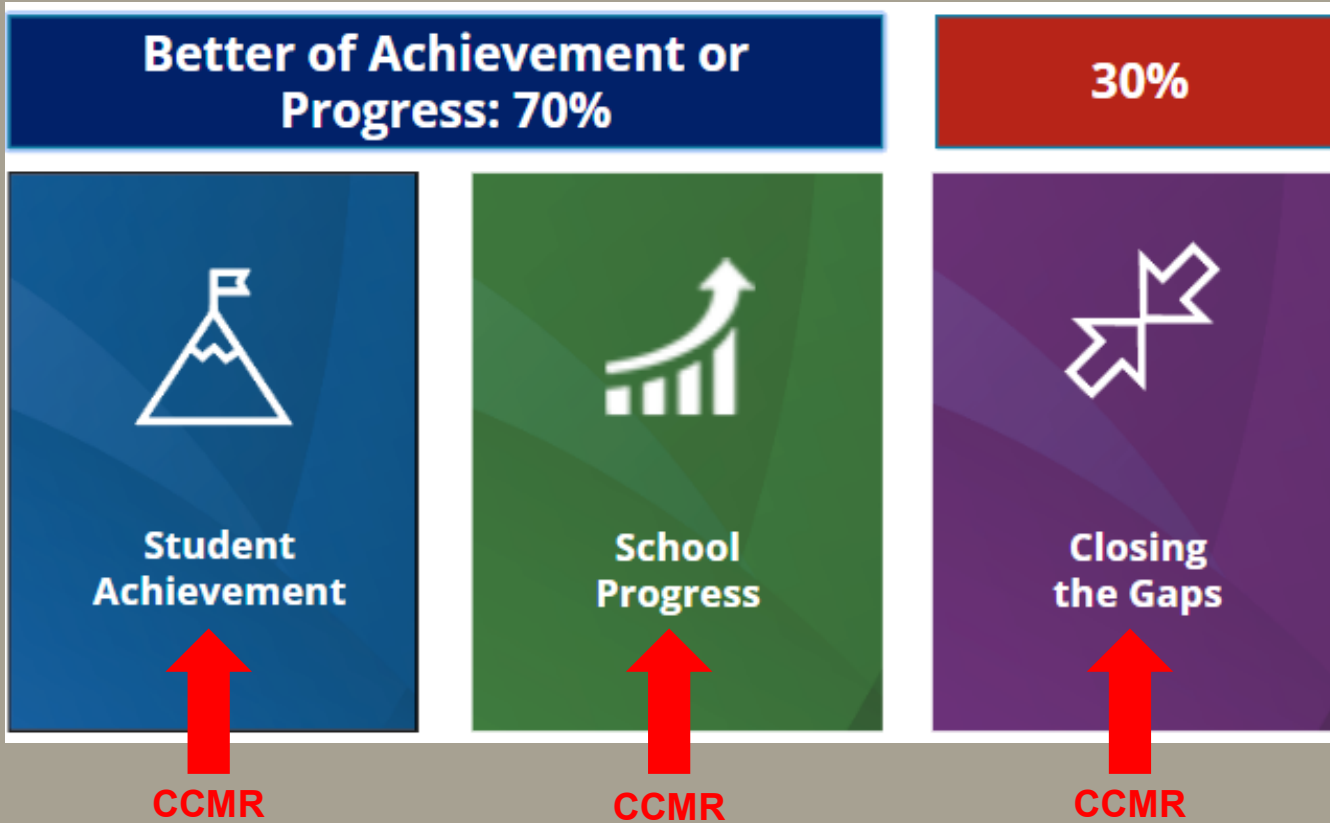


M'Liss Haas,
CCMR Coordinator



Cherry Johnston, College
Pathways Specialist

Accountability: Three Domains - Overall Rating



Student Achievement: CCMR Existing Indicators



College Ready

- Meet criteria of 3 on AP or 4 on IB examinations
- Meet Texas Success Initiative (TSI) criteria (SAT; ACT; TSIA1 or TSIA2; or College Prep course) in reading and mathematics
- Complete a course for dual credit (9 hours or more in any subject or 3 hours or more in ELAR/mathematics)
- Earn an associate degree
- Complete an OnRamps dual enrollment course and qualify for at least 3 hours credit



Career Ready

- Earn an industry-based certification
- Graduate with completed IEP and workforce readiness (graduation type codes 04, 05, 54, or 55)
- Earn a level I or level II certificate
- Graduate under an advanced diploma plan and be identified as a current special education student



Military Ready

- Enlist in the United States Armed Forces*



*Due to discrepancies between annual enlistment counts for Texas military enlistees aged 17-19 released by the United States Department of Defense and TSDS PEIMS military enlistment data for 2017 and 2018 annual graduates, military enlistment data is excluded from accountability calculations until such data can be obtained directly from the United States Armed Forces. 11

2022

Seguin ISD CCMR Accountability v. State Accountability


(Class of 2021 SISD Graduates = 42%)

| CCMR Accountability | SISD | State |
|----------------------------|-------------|--------------|
| TSIA Met Both | 26% | 31% |
| TSIA ELA/Reading | 57% | 56% |
| TSIA Math | 27% | 46% |
| AP/IB | 10% | 21% |
| Dual Credit | 23% | 26% |
| Certifications | 8% | 19% |




Seguin ISD CCMR Strategic Goals


Strategic Goals Long-range measures to achieve priorities



Goal #1 (HB3): Increase the percentage of third grade students who score meets grade level or above on **STAAR Reading** from 40% to 54% by August 2025.



Goal #2 (HB3): Increase the percentage of third grade students who score meets grade level or above on **STAAR Mathematics** from 35% to 49% by August 2025.



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

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

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

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

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

CCMR Systems



Tracking & Monitoring

- Established comprehensive CCMR Team to monitor and track CCMR data and coding
- Developed an annual timeline of key dates for data collection, data reviews and PEIMS coding
- Improve data tracking systems and give access to key stakeholders including teachers, counselors, and administrators
- Discuss CCMR options with all 8th grade students as part of the personal graduation plan process

CCMR Awareness

- Provide CCMR Training for teachers, counselors, and administrators at elementary and secondary level
- Develop CCMR Marketing Tools: Website, CCMR Calendar, Video, Banners, Brochures, & Social Media
- CCMR Coordinator
- College Pathways Specialist

Vertical Alignment

- Establish systems at the elementary and middle school campuses for CCMR awareness and growth

CCMR Systems

Tracking & Monitoring

- Established comprehensive CCMR Team to monitor & track CCMR data and coding
- Developed an annual timeline of key dates for data collection, data reviews & PEIMS coding
- Improve data tracking systems & give access to key stakeholders including teachers, counselors, and administrators
- Discuss CCMR options with all 8th grade students as part of the personal graduation plan process

CCMR Awareness

- Provide CCMR training for teachers, counselors and administrators at elementary and secondary level
- Develop CCMR marketing tools: Website, CCMR calendar, video, banners, brochures, & social media
- CCMR Coordinator & College Pathways Specialist

Vertical Alignment

- Establish systems at the elementary and middle school campuses for CCMR awareness and growth
- Identify CCMR teams at each campus, district-wide, to help implement CCMR systems and initiatives

CCMR Support



CCMR
Team &
Staff

AVID
& TRIO
Programs

Increase
School-Day
CCMR Testing
Opportunities
& Test
Preparation:

- TSIA
- PSAT/SAT
- ACT
- ASVAB
- AP

Expand and
Grow CCMR
Programs:

- ECHS
- P-TECH
- CTE
- Dual Credit

Evaluate CTE
Instructional
materials for
alignment
with Industry-
based
Certification
(IBC) exams

TEA Updates & Proposals – as of January 4, 2023

- Cut score for a district to earn an A on CCMR – 60 (determined 5 years ago)
- Current state district average on CCMR – 65
- Proposed 2023 cut score for districts:
 - A: 88
 - B: 78
 - C: 64
 - D: 51



CCMR Awareness & Training

- Strategic Highlight at Board Meeting - September 2022
- High School Super PLC – November 2022
- DEIC – November 2022
- Principal Professional Network – December 2022
- High School Counselor PLC – January 2023
- District-Wide Counselor PLC – January 2023
- SISD Board Meeting Update – January 2023



2022-2023 Initiatives

- Elementary CCMR Support
- Establish CCMR Teams (Stakeholders and leaders) at each campus
- Work with Academic Deans & Campus department leads to implement areas for CCMR/TSIA awareness and growth
- Strengthen timeline, roles, and expectations of district-wide CCMR tracking and monitoring team
- Develop CCMR training for teachers
- Establish SISD CCMR webpage for students and parents
- District Pathways Initiative

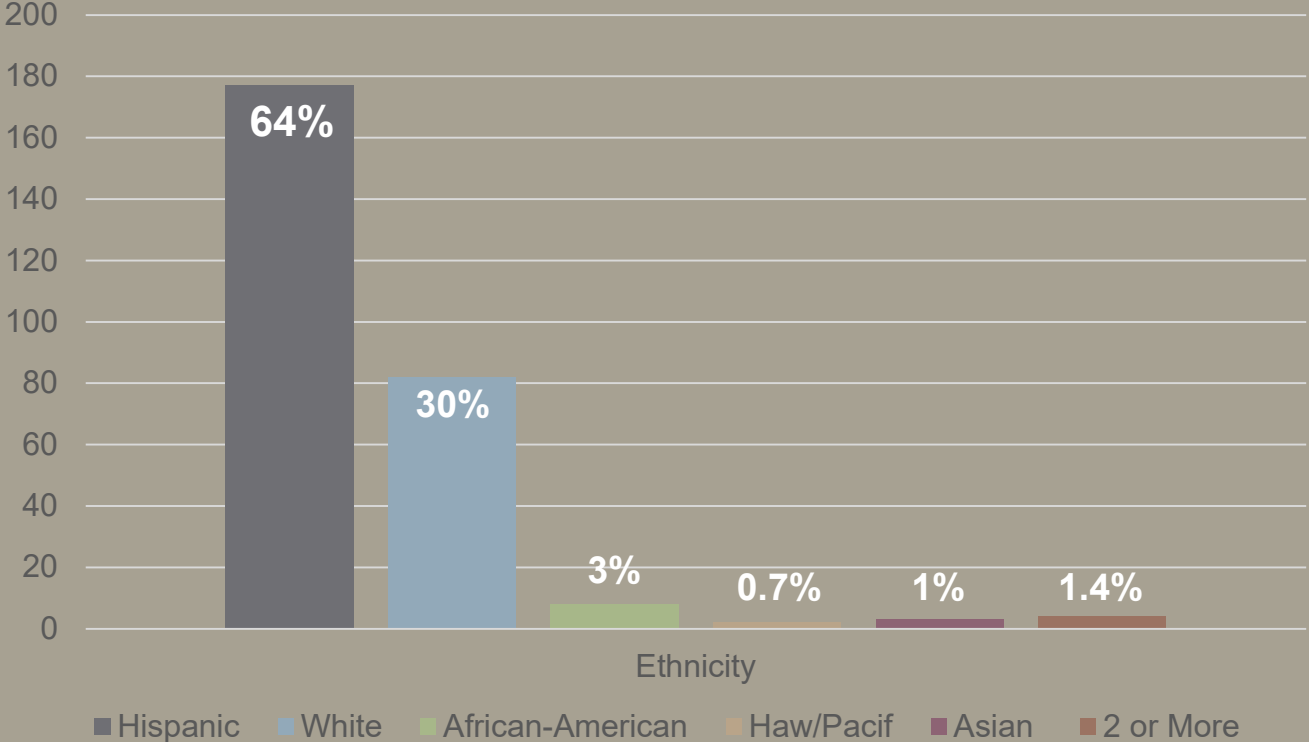


Dual Credit Enrollment Overview

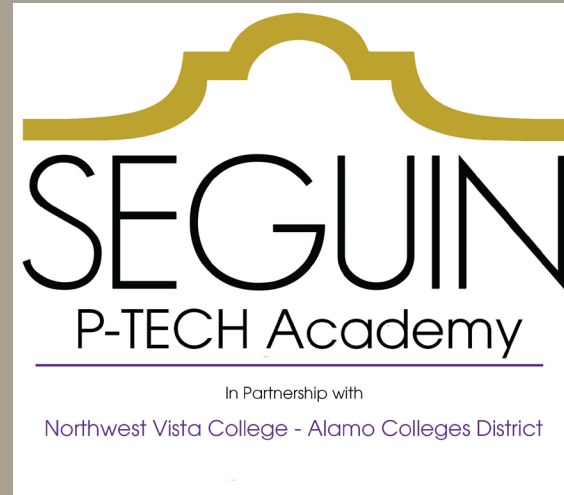
| | |
|---|------------|
| Total Number of Students – Spring 2023 | 276 |
| Total DC Enrollments | 564 |
| Females | 154 |
| Males | 122 |

| | |
|---|------------|
| Total Number of Students – Spring 2022 | 266 |
| Total DC Enrollments | 529 |
| Females | 155 |
| Males | 111 |

Dual Credit Ethnicity Overview: Spring 2023



Seguin ISD Early College High School Opportunities





We strongly believe that **this program will empower** students who are typically underrepresented in higher education by **creating opportunities for their success in high school and beyond.**



Fall 2022 ECHS Overview:

- Hispanics - 71%
- White - 24%
- African American - 3.5%
- Asian - 1%
- American Indian - 0.5%
- Pacific Islander - 0.5%

Total Savings for ECHS students and their families:
\$15,000+

Total ECHS Grads (2018 - 2023): 124

IMPACT OF SEGUIN EARLY COLLEGE HIGH SCHOOL





Pathways in Technology Academy

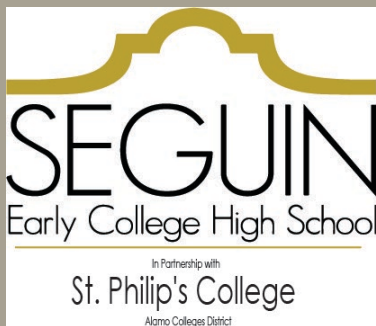


Vision Statement: Seguin P-TECH Academy will provide students with a seamless path from high school to post-secondary education to employment.

Purpose: Seguin ISD's Pathways in Technology Academy is an open-enrollment high school focusing on workforce pathways aligned with high-demand, high-wage fields.

Outcomes: Students will be provided the opportunity to earn an Associate of Applied Science degree, and a Pharmacy Technology Certification through Northwest Vista College, in addition to a high school diploma.





Seguin ISD ECHS Recruitment Updates:

- **October 2022** – Visit to Middle Schools
- **December 2022** – Visit to Middle Schools
- **January 2023**
 - Present program to Middle School AVID students
 - P-TECH Booth at youth Career Expo for Middle School students
- **February 2023**
 - Chart Your Course Elective Fair (8th Grade Students School Day Event)
 - Applications available online
 - Parent Information Breakfast
 - Parent Evening Information Session
- **March 2023**
 - Application Deadline
 - Student Interviews
 - Review Applications
 - TSIA2 at Middle School
- **April 2023** – Notification of acceptance
- **May 2023**
 - Personal Graduation Plan Sessions at Middle School
 - Commitment Signing Ceremony
- **June 2023** – Summer Bridge Program



QUESTIONS?



INFORMATION ITEM: **Secondary Monthly Report**

RECOMMENDATION: That the Board of Trustees receives an update regarding Seguin High School, Briesemeister and Jim Barnes.

RATIONALE: The purpose of this report is to share information regarding the strong start, PBIS (Positive Behavior Intervention and Supports), laser-like focus on multiple data points, and additional campus information from campuses.

REFERENCE and COMPLIANCE: Strategic Priority #1 Creating and Supporting Future Students

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: Briesemeister Presentation
Jim Barnes Presentation

RESOURCE PERSONNEL: Andrea Jaramillo, Deputy Chief of Innovation and Learning
Christine Perez, Director of School Leadership

Submitted by: Matthew Gutierrez Date Submitted: 01/24/23
 (Signature) Dr. Matthew Gutierrez, Superintendent
 (Name) 1221 E. Kingsbury St., Seguin, TX 78155
 (Address) (830) 401-8614
 (Telephone)

INFORMATION ITEM: **Seguin ISD Strategic Plan 2025 Monthly Update**

RECOMMENDATION: That the Board of Trustees receives an update on implementation of Seguin ISD Strategic Plan 2025.

RATIONALE: In June 2022, the Board adopted a new long-term district Strategic Plan. In Summer 2022, work continued on developing district department and individual work plans to ensure the strategic actions outlined in the plan are carried out. Plans to communicate progress monthly to the Board will begin in September 2022.

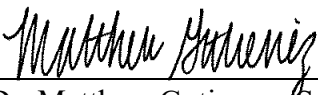
REFERENCE and COMPLIANCE: AE (LOCAL): Educational Philosophy and TEC §4.001, 4.002

PAPERWORK IMPACT: Updating of the 2022-2025 Seguin ISD Goals and Strategic Plan

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: Presentation: Seguin ISD Strategic Plan 2025 Monthly Update

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

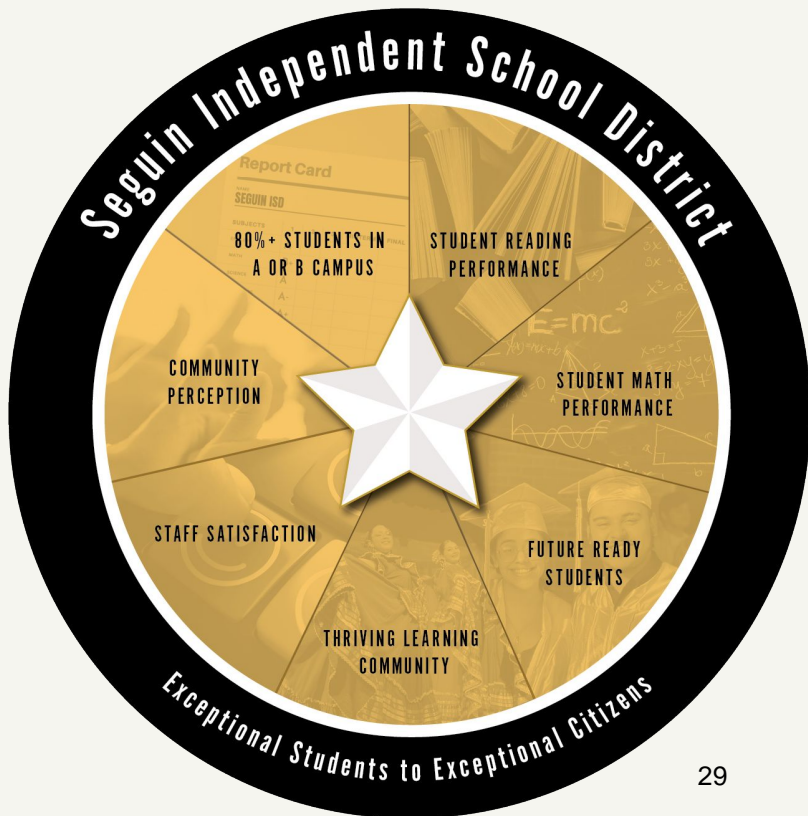
Submitted by:  Date Submitted: 01/24/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614



Seguin ISD Strategic Plan 2025 Monthly Update

January 24, 2023

Seguin ISD Board of Trustees



Strategic Priorities

1. Creating Future Ready Students

2. Supporting + Valuing Staff

3. Developing Relationships with Family + Community

4. Building a Thriving Learning Community

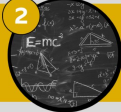
Seguin Independent School District

STRATEGIC GOALS



1 Student Reading Performance

Increase the percentage of third grade students who score meets grade level or above on STAAR (State of Texas Assessment of Academic Readiness) Reading from 40% to 54% by August 2025.



2 Student Math Performance

Increase the percentage of third grade students who score meets grade level or above on STAAR Mathematics from 35% to 49% by August 2025.



3 Future Ready (College, Career, Military)

Increase the percentage of graduates who meet the College, Career, or Military Readiness (CCMR) requirements from 39% to 73% by August 2024.



4 Thriving Learning Community

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



5 Staff Satisfaction

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



6 Community Perception

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



7 80% Students in A or B campuses

80% or more of SISK students will be enrolled in a campus that is rated A or B by August 2025.

Performance Objectives

30 total

Short-Term Measures

(12-18 months)

Strategic Actions

80 total

Align to performance objectives ₃₀



Strategic Initiatives Dashboard At-A-Glance

Progress on 80 Strategic Actions (by Task Force) through December 2022

Equitable Student Experiences Task Force

Fall 2022 Strategic Initiative: Defining Seguin ISD's Pathways

| | Nov Status | Dec Status |
|--|------------------|------------------|
| 4.3.1 Identify SISD's pathways to an exceptional future. | On Track | On Track |
| 4.3.2 Identify existing programming (PK-12) that aligns to pathways | On Track | On Track |
| 4.3.3 Identify and connect all students to pathways based on their interest(s), taking into consideration students' unique circumstances and backgrounds. | On Track | On Track |
| 4.3.4 Develop district-wide plan for student goal setting practices, focusing on life goals (vs. academic goals) | Nearly Off Track | Nearly Off Track |

College, Career, Military Readiness (CCMR) Task Force

Fall 2022 Strategic Initiative: CCMR Support

| | Nov Status | Dec Status |
|---|------------|------------|
| 3.1.1 Purposeful TSIA Intervention & Support at the high school | On Track | On Track |
| 3.1.2 Ensure that SpEd students receive the same CCMR support and resources as Gen ed students | On Track | On Track |
| 3.1.3 Mandatory TSIA prep in between testing sessions | On Track | On Track |
| 3.1.7 Increase school-day PSAT & SAT participation | On Track | On Track |
| 3.1.8 Provide ACT school-day testing opportunity | N/A | N/A |
| 3.1.9 Provide PSAT, SAT and ACT Test Prep | On Track | On Track |
| 3.1.11 Partner with Texas State University to provide college-prep support to 6-12 students. | Complete | Complete |

Curriculum + Blended Learning Task Force

Fall 2022 Strategic Initiative: Launching Blended Learning

| | Nov Status | Dec Status |
|---|------------|------------------|
| 7.1.2 Ongoing PD and support for teachers and paras, students, and parents. Modeling the strategies that teachers and paras will use in the classroom. | On Track | On Track |
| 7.1.3 Create a blended learning campus task force that involves all populations in the conversation such as dual language, SPED, 504, GT, etc. | Off Track | Nearly Off Track |
| 7.1.4 Develop a dynamic lesson plan template that includes online and offline components of blended learning with input from all stakeholders | On Track | On Track |

HR + Staff Culture Task Force

Fall 2022 Strategic Initiative: Ongoing Teacher Supports

| | Nov Status | Dec Status |
|--|------------|------------|
| 5.1.1 Embed team building opportunities specific to campus need during the school day. | On Track | On Track |
| 5.1.2 Administer short and specific surveys twice yearly for staff feedback. | On Track | On Track |
| 5.1.3 Every campus will send a representative to be a part of the district TCC. | Complete | Complete |
| 5.2.1 Every teacher K-12 will be a part of a weekly campus/departmental PLC | On Track | On Track |
| 5.2.2 Every teacher K-12 will be a part of a SUPER PLC or Faculty Meeting every month as part of job embedded PL/training. | On Track | On Track |
| 5.3.1 Every new teacher with less than 2 years of experience will be given a mentor, for the first two years of employment. | Complete | Complete |
| 5.3.2 Critical areas will be provided a stipend for recruitment and retention. | On Track | On Track |
| 5.3.5 Explore Whole Child Support opportunities during established PLCs. | On Track | On Track |

Community Engagement Task Force

Fall 2022 Strategic Initiative: Ongoing Community Engagement Events

| | Nov Status | Dec Status |
|---|------------|------------|
| 6.1.1 Create strategic and meaningful family- and parent-friendly campus activities. | On Track | On Track |
| 6.1.3 Increase opportunities to offer parental involvement partnerships to include professional learning. | On Track | On Track |
| 6.2.1 Showcase student, staff, campus and district achievements through ever-evolving social media outlets. | On Track | On Track |
| 6.2.3 Nurture relationships with local and regional media to market SISD's student-centered programs and initiatives. | On Track | On Track |
| 6.3.1 Publicize the various communication platforms that are utilized by campuses and the district to share information. | On Track | On Track |

Whole Child Task Force

Fall 2022 Strategic Initiative: Ongoing Whole Child Support

4.4.1 Define and promote an accessible definition and purpose of Whole Child learning in Seguin ISD (in relation to PBIS, and other places whole child is supported)

| Nov Status | Dec Status |
|------------------|------------------------|
| Nearly Off Track | On Track |
| On Track | On Track |
| On Track | On Track |
| Nearly Off Track | Nearly Off Track |
| Off Track | Nearly Off Track |
| On Track | On Track ³⁷ |

4.5.1 Research and implement a tool to collect baseline data on the belonging needs of students, families, and staff.

4.5.2 Create district-wide community engagement opportunities.

4.7.1 Convene a master schedule work group to ensure time is protected for Whole Child supports.

4.7.3 Convene a staff Whole Child work group comprised of teachers to make recommendations to address staff concerns.

4.7.4 Provide mental health resources and support at every campus.

School Safety + Discipline Task Force

Fall 2022 Strategic Initiative: Ongoing Attendance + Discipline Supports

| | Nov Status | Dec Status |
|---|------------|------------|
| 4.8.1 Seguin ISD will develop, facilitate, and support strategies to increase student attendance and district and campus committees will identify students with attendance issues and incorporate early interventions. | On Track | On Track |
| 4.8.2 Student Support Team will conduct monthly campus liaison meetings to support student attendance. | On Track | On Track |
| 4.8.3 Maintain efficient and clear districtwide process regarding attendance. | On Track | On Track |
| 4.9.1 Seguin ISD will implement a school wide discipline management program that aims to improve student behavior plus strengthen learner engagement through a strategic system of clearly defined expectations. | On Track | On Track |
| 4.9.2 Seguin ISD will provide training and additional support for teachers and administrators regarding diversity and disciplinary practices including resources and suggestions on alternative disciplinary practices (CHAMPS, ACHIEVE, Trust Based Relational Intervention or TBRI, Culturally Relevant Teaching, Restorative Practices, etc). | On Track | On Track |
| 4.10.1 Seguin ISD will provide ongoing safety training and support. | On Track | On Track |

Facilities Task Force

Fall 2022 Strategic Initiative: Ongoing Facilities Support

| | Nov Status | Dec Status |
|--|------------|------------|
| 4.11.1 Upgrade security and life safety measures as resources allow. | On Track | On Track |
| 4.11.2 Form a Bond/Facilities Committee to plan next steps to support the strategic plan. | On Track | Complete |
| 4.11.5 Evaluate initial response time and completion data for facilities work orders. | On Track | On Track |
| 4.12.3 Upgrade technology infrastructure to support learning. | On Track | On Track |



Seguin ISD Strategic Plan 2025: Bright Spot

Strategic Actions Progress Highlights

Task Force: Rigorous + Relevant Curriculum in a Blended Learning Model

Chairs: Andrea Jaramillo and Steve Gonzalez

Strategic Priority #1: Creating and Supporting Future Ready Students

Goal #7 (SGS Goal)

80% or more of SISD students will be enrolled in a **campus that is rated A or B** by August 2025.



Performance Objective 7.1:

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

Performance Objective 7.2:

By August 2023, SISD will increase the number of schools rated "A or B" from three to five.

Performance Objective 7.3:

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



Strategic Actions: Fall 2022

7.1.2 Ongoing PD and support for teachers and paras, students, and parents.

Modeling the strategies that teachers and paras will use in the classroom.

7.1.3 Create a blended learning campus task force that involves all populations in the conversation such as dual language, SPED, 504, GT, etc.

7.1.4 Develop a dynamic lesson plan template that includes online and offline components of blended learning with input from all stakeholders

Goal #1 (HB3):

Increase the percentage of third grade students who score **meets grade level or above on STAAR Reading** from 40% to 54% by August 2025.

Goal #2 (HB3):

Increase the percentage of third grade students who score **meets grade level or above on STAAR Mathematics** from 35% to 49% by August 2025.



Bright Spot

Vogel ES will serve as the first blended learning campus task force (*action 7.1.3*), aligning with their campus redesign work.

Highlights

- Two other strategic actions (7.1.2 + 7.1.4) have been “On Track” all year
- District-wide professional learning to support blended learning continues to be pushed out to staff
- Blended learning campus task forces had been “Off Track” due to concerns of adding more to teachers’ workloads
- Vogel has identified six teachers to serve as “Blended Learning Champions” and three teachers to serve as “Blended Learning Champions Support” to pilot blended learning in Spring 2023



Sequin ISD Strategic Plan 2025: Area of Focus

Strategic Actions that Require Re-Focusing

Task Force: Whole Child Learning

Chairs: Pete Silvius and Bethany Polk

Strategic Priority #4: Creating a Thriving Learning Community

Goal #4:

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



Performance Objective 4.4: By May 2025, the Panorama Student Survey SEL Score (Emotion Regulation, Grit, Social Awareness) in grades 3-12 will improve to 85% at or above the national norm.

Performance Objective 4.4a: By May 2025, SELweb district level overall assessment score in grades K-5 will improve to 85% at or above national average.

Performance Objective 4.5: By June 2023, SISD will offer a minimum of five non-academic community engagement opportunities for all district stakeholders.

Performance Objective 4.6: By June 2023, SISD will increase training opportunities related to supporting whole child learning through purposeful diversity, equity and inclusion professional learning for district staff and community members.

Performance Objective 4.7: By the 2023-2024 school year, all SISD campuses will implement student experiences that honor Whole Child learning.



Strategic Actions: Fall 2022

4.4.1 Define and promote an accessible definition and purpose of Whole Child learning in Seguin ISD (in relation to PBIS, and other places whole child is supported)

4.5.1 Research and implement a tool to collect baseline data on the belonging needs of students, families, and staff.

4.5.2 Create district-wide community engagement opportunities.

4.7.1 Convene a master schedule work group to ensure time is protected for Whole Child supports.

4.7.3 Convene a staff Whole Child work group comprised of teachers to make recommendations to address staff concerns.

4.7.4 Provide mental health resources and support at every campus.



Area of Focus

Taking on the challenge of seven strategic actions.

Working through balancing responding to needs as they arise with planning to address future needs.

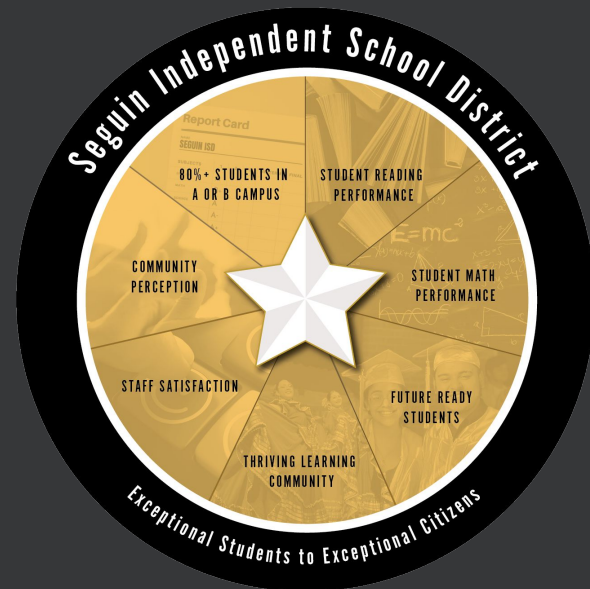
Continuing to work through some of the more challenging strategic actions.

Problem Solving Actions

- Celebrating bright spots along the way
- Prioritize systems work
- Work with existing opportunities for collaboration and maximize productivity
- Communicating across departments



February Meeting: Dashboard Update, Bright Spot, Area of Focus



SEGUIN ISD BOND UPDATE

January 24, 2023

BOND 2019

| PROJECTS | ADJUSTED BUDGET | ACTUAL AMOUNT PAID TO DATE | ENCUMBRANCES | COMPLETED |
|---|---------------------|----------------------------|---------------------|-------------------------|
| Bond Closing/Legal Costs | \$740,780 | \$732,128 | | - YES |
| AJB School Renovation | \$39,369,198 | \$28,623,938 | \$9,563,862 | Fall 2023 |
| Matador Stadium Replacement | \$15,168,777 | \$14,700,366 | | - YES |
| Jefferson Elementary School Renovation | \$3,700,620 | \$3,336,646 | | - YES |
| Outdoor ADA Playscapes | \$1,756,479 | \$1,756,479 | | - YES |
| Land Purchase (<i>closing scheduled 1/20/23</i>) | \$1,500,000 | \$49,855 | \$12,450 | NO as of 1/17/23 |
| Various Campus Projects | \$1,854,000 | \$1,818,893 | \$35,108 | YES |
| Instructional Technology | \$140,060 | \$140,060 | | - YES |
| Non-Instructional Technology | \$1,070,827 | \$136,056 | \$934,771 | YES |
| TOTAL | \$65,300,741 | \$51,294,421 | \$10,546,191 | |
| REMAINING | \$3,460,129 | | | 49 |

BOND 2019



ON-GOING WORK ON NEW ADMINISTRATION OFFICES & LIBRARY

BOND 2019



FINE ARTS (BLACK BOX - 95%)

BOND 2019



BOND 2022

| PROJECTS | ESTIMATED BUDGET |
|---------------------------------------|-----------------------------------|
| Safety & Security | \$15,000,000 |
| McQueeney ES | \$54,000,000 |
| Barnes MS | \$24,300,000 |
| Agriscience | \$8,975,000 |
| Transportation | \$3,807,000 |
| Property Acquisition | \$2,000,000 |
| Various Campus Projects: | - |
| Roof replacements (7 campuses) | \$9,468,000 |
| Furniture | \$7,500,000 |
| Plumbing & HVAC | \$3,000,000 |
| Buses (18-20) | \$2,500,000 |
| Technology Infrastructure | \$450,000 |
| TOTAL | \$131,⁵³000,000 |

BOND 2022

| PROJECT | 2023 | | | | | | | | | | | | 2024 | | | | | | | | | | | |
|--|--------------------|----------|----------------------------------|-------|-----|------|-----------------------------|----------------------------|----------------------------|---------|----------|-------------|--|-------------------------------------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| | January | February | March | April | May | June | July | August | September | October | November | December | January | February | March | April | May | June | July | August | September | October | November | December |
| Safety and Security | Fencing design | | Fencing construction by location | | | | | | | | | | | | | | | | | | | | | |
| McQueeney ES | Design = 12 months | | | | | | | | | | | Bid = 2 mth | Construction = 24-27 months (May 2026) | | | | | | | | | | | |
| Barnes MS | Design = 12 months | | | | | | | | | | | Bid = 2 mth | Construction = 18 months (Sept 2025) | | | | | | | | | | | |
| Agriscience | | | | | | | Design = 9 months | | | | | Bid = 2 mth | Construction = 12 months (May 2025) | | | | | | | | | | | |
| Transportation | | | | | | | | | Design = 6 months | | | | Bid = 2 mth | Construction = 12 months (May 2025) | | | | | | | | | | |
| Property Acquisition | | | | | | | | | | | | | | | | | | | | | | | | |
| Roof Replacements <small>(7 campuses)</small> | Bid = 2 mth | | Construction = 9 months | | | | | | | | | | | | | | | | | | | | | |
| Furniture - MS <small>(Barnes)</small> | | | | | | | | | Design & quotes = 8 months | | | | | Install = 3 mth | | | | | | | | | | |
| Furniture - ES <small>(JES, KES, PES, RES, VES, WES)</small> | | | | | | | Design & quotes = 12 months | | | | | | Install = 3 mth | | | | | | | | | | | |
| Furniture - Specialty <small>(MIBC, DAS)</small> | | | | | | | | Design & quotes = 9 months | | | | | Install = 3 mth | | | | | | | | | | | |
| Plumbing & HVAC | TBD | | | | | | | | | | | | | | | | | | | | | | | |
| Buses (18-20) | TBD | | | | | | | | | | | | | | | | | | | | | | | |
| Technology Infrastructure | TBD | | | | | | | | | | | | | | | | | | | | | | | |

BOND 2022

Safety and Security: Perimeter Fencing

BOND 2022



BOND 2022



BOND 2022



BOND 2022



BOND 2022



QUESTIONS?

Minutes of Public Hearing

The Board of Trustees

Seguin ISD

A Public Hearing of the Board of Trustees of Seguin ISD was held Tuesday, December 13, 2022, beginning at 6:00 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent: Cynthia Moreno

Also Present: Nikki Bittings, Chief Student Services Officer; Mark Cantu, Deputy Superintendent and Chief Innovation Officer; Steve Gonzalez, Chief Technology Officer; Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Andrea Jaramillo, Deputy Chief of Innovation and Learning; Danica Murillo, Deputy Chief of Human Resources and Nancy Ramirez, Superintendent Secretary.

1. Call to Order

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

2. Public hearing to receive an overview of the Annual Financial Management Report regarding the District's 2021-2022 Financial Integrity Rating System (FIRST) ratings based on the school year 2020-2021 data

Mr. Hillberg presented the Annual Financial Management Report regarding the District's 2021-2022 FIRST Rating of Superior based on the school year 2020-2021 data from the Texas Education Agency. The District has received the state's highest rating of "A" for "Superior Achievement" under Texas' Schools FIRST financial accountability rating system. The District earned a Superior Achievement rating with a score of 94. The District has received the Superior Achievement rating from the Texas Education Agency every year since the ratings were first issued in the 2002-2003 school year. All board questions and comments were addressed. There were no questions from the community.

3. Adjourn

The meeting adjourned at 6:29 p.m.

Secretary/January 24, 2023

President/January 24, 2023

Minutes of Regular Meeting

The Board of Trustees

Seguin ISD

A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, December 13, 2022, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent: Cynthia Moreno

Also Present: Nikki Bittings, Chief Student Services Officer; Mark Cantu, Deputy Superintendent and Chief Innovation Officer; Steve Gonzalez, Chief Technology Officer; Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Andrea Jaramillo, Deputy Chief of Innovation and Learning; Danica Murillo, Deputy Chief of Human Resources; Robert Arriola, Briesemeister Middle School Associate Principal; Jason Schmidt, Jim Barnes Middle School Principal; Yolanda Grijalva, Rodriguez Elementary Principal; Pete Silvius, Director of Whole Child Initiatives, Nilda Vella, Science Coordinator; Dr. Debbie Rhea, Professor at Texas Christian University; Nancy Ramirez, Superintendent Secretary and Media.

1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:32 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 Jose Alfredo Martinez-Alvarado, fifth grade student from Rodriguez Elementary School, 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 the Seguin ISD family and Seguin community a blessed and happy holiday season.

D. Board Member Reports:

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

2. Recognition/Campus Presentations

A. Campus Highlight

The presentation was provided courtesy of Rodriguez Elementary School. Mrs. Grijalva, principal, staff and a parent shared information highlighting the Parenting Partners initiative that was started on her campus this fall. To date, five parents have graduated from the program.

B. Student/Staff/Board/Community Recognition

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

- Seguin Police Chief Jason Brady

Dr. Gutierrez was honored to introduce and welcome the new Police Chief, Chief Jason Brady. Chief Brady greeted the board and the community. He looks forward to continuing the great relationship with the Seguin Police Department and Seguin ISD. Dr. Gutierrez presented Chief Brady with a welcome gift.

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

Dr. Gutierrez was honored to recognize Jose Alfredo Martinez-Alvarado, fifth grade student at Rodriguez Elementary, Roger Gil, sixth grade student at Briesemeister Middle School and Zephania Perez, a recent graduate from Mercer Blumberg Learning Center for going above and beyond as leaders and exceptional students in and out of the classroom. They are all excellent role models working hard to achieve their goals while assisting their peers.

- **Superintendent’s Awards**

Dr. Gutierrez was honored to recognize Lauren Prater, fourth grade math teacher at Weinert Elementary School, as the December recipient of the Superintendent’s Leadership Award for going above and beyond daily duties to cultivate, inspire, empower and support her students, colleagues and Seguin ISD community.

3. Audience with the Board

No one signed up to address the Board.

4. Reports/Information Items:

A. Seguin ISD 2022-2023 Gifted and Talented Update

The Board of Trustees received an update and a report on the Seguin ISD 2022-2023 Gifted and Talented Program and the 2022-2023 Gifted and Talented program goals.

B. LiiNK Project Program and Data Update

The Board of Trustees received an update regarding our ongoing partnership with Texas Christian University and The LiiNK Project in Seguin ISD. The purpose of this report is to present a 5 year update regarding program implementation, data and assessment related to the LiiNK Project.

C. Seguin ISD 2022-2023 Annual Staffing Report

The Board of Trustees reviewed the Annual Staffing Report for 2022-2023 school year. The purpose of this report is to present to the Board the annual staffing breakdown for this school year. This report is required as stated in Board Policy DAA (Regulation) Annual Staffing Report. These staffing reports indicate workforce changes for each campus and/or department through December of 2022.

The Board recessed from 8:19 p.m. until 8:30 p.m.

D. Seguin ISD Strategic Plan 2025 Monthly Update

The Board of Trustees received an update on the implementation of the Seguin ISD Strategic Plan 2025. In June 2022, the Board adopted a new long-term district Strategic Plan. In Summer 2022, work continued on developing district department and individual work plans to ensure the strategic

actions outlined in the plan are carried out. Plans to communicate progress monthly to the Board began in September 2022.

E. Elementary Literacy Data Review

The Board of Trustees received an update regarding elementary literacy screener data and 3rd - 5th grade common formative assessments. The purpose of this report is to share information regarding the strong start, PBIS (Positive Behavior Intervention and Supports), laser-like focus on multiple data points, and additional campus information from campuses

F. Secondary Monthly Report

The Board of Trustees received an update regarding both middle schools, A.J. Briesemeister and Jim Barnes Middle Schools. The purpose of this report is to share information regarding the strong start, PBIS (Positive Behavior Intervention and Supports) laser-like focus on multiple data points, and additional campus information from campuses.

5. Closed Meeting –The Board went into closed session at 9:31 p.m.

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

1. Safety Audit Findings

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

6. Reconvene to Open Meeting – The Board reconvened at 9:57 p.m. No action was taken.

A. Possible action to approve professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of employee(s).

7. Consent Agenda Items – Consider and Possible Approval:

A. Approval of Board Minutes for:

Regular Meeting, November 15, 2022

Special Meeting, November 18, 2022

B. Approval of Proposed Budget Amendments & Financial Statements for October 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 October 31, 2022.

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

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

D. Authorization of Agreement Between Seguin ISD and Tangram Rehabilitation Network for Residential Care Services at a Cost of \$101,600

The Board of Trustees authorized an agreement between Seguin ISD and Tangram Rehabilitation Network, Inc to provide day treatment services to student(s) eligible for applicable special

education services pursuant to the Individuals with Disabilities Education Act (IDEA) from October 24, 2022, through May 26, 2023.

E. Consideration and Approval of School Health Advisory Council Annual Report, SHAC Goals and Committee Members

The Board of Trustees approved the annual SHAC report and appointment of SHAC membership roster. Texas Education Code Chapter 28, Section 28.004 requires school boards to appoint a minimum of 5 members to the School Health Advisory Council. The majority of the members appointed must be parents who are not employed by the district. One appointed member must serve as the chair or co-chair of the council.

F. Personnel Information – Professional Employees

The Board of Trustees received information regarding the following new hires and resignations for the 2022-2023 school year listed below:

Resignations: Driskill, Christina, Barnes Middle School, effective 1/4/2022

Ms. Driskill, ELA Teacher, has resigned due to relocation out of state.
Ms. Driskill has 2 years with Seguin ISD.

G. Acknowledge Public Information Act Requests November 2022

The Board of Trustees received information regarding the Public Information Act requests received since November 3, 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. Crettenden to approve Consent Action Items:

A. Approval of Board Minutes for:

Regular Meeting, November 15, 2022

Special Meeting, November 18, 2022

B. Approval of Proposed Budget Amendments & Financial Statements for October 2022

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

D. Authorization of Agreement Between Seguin ISD and Tangram Rehabilitation Network for Residential Care Services at a Cost of \$101,600

E. Consideration and Approval of School Health Advisory Council Annual Report, SHAC Goals and Committee Members

F. Personnel Information – Professional Employees

G. Acknowledge Public Information Act Requests November 2022

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

Nays: None

8. Action Items:

A. Consideration and Approval to Utilize RadKIDS, Child Safe, Teen Safe Instructional Materials and Programing

Ms. Duncan moved, seconded by Mr. Amador to approve the use of RadKIDS, Child Safe and Teen Safe programing and related materials for abuse prevention instruction. House Bill 1525 and Senate Bill 9 amended Section 28.004 of the Texas Education Code, in part, related to requirements that the Board must follow when adopting curriculum materials for providing instruction to students related to human sexuality as well as the prevention of child abuse, family violence, dating violence and sex trafficking.

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

Nays: None

B. Discussion and Approval of the Fund Balance Compliance Requirement

Mr. Amador moved, seconded by Mr. Jenkins to approve the annual calculation of unassigned fund balance in compliance with board policy CE(LOCAL) as of June 30, 2022.

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

Nays: None

C. Adopt a Resolution for the Assignment of Fund Balance

Ms. Duncan moved, seconded by Mr. Guerra to adopt the Resolution for the Assignment of Fund Balance as presented.

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

Nays: None

D. Adopt a Resolution to Delegate Authority Regarding Construction Matters

Mr. Amador moved, seconded by Ms. Duncan to adopt a Resolution to Delegate Authority Regarding Construction Matters.

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

Nays: None

E. Discussion and Possible Action to Reorganize and Select Board Officers

Mr. Jenkins moved, seconded by Mr. Amador to select Alejandro R. Guerra as Board President, Linda Duncan as Board Secretary and keep Carl Jenkins as Board Vice President.

Ayes: Amador, Bright Crettenden, Duncan, Jenkins and Thomas-Jimenez

Nays: None

Abstains: Guerra

9. Board Comments and Request

Mr. Bright would like the middle school update presentation to include Friday attendance.

Ms. Duncan would like the Board Report link to be on the weekly communique.

Mr. Guerra thanked Cinde Thomas-Jimenez for serving as Board President for the last 6 years and all she has done during that time.

All prior Board requests have been addressed.

10. Adjourn

Mr. Amador moved, seconded by Mr. Jenkins to adjourn the meeting. The meeting adjourned at 10:43 p.m.

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

Nays: None

Secretary/January 24, 2023

President/January 24, 2023

Minutes of Board Workshop

The Board of Trustees

Seguin ISD

A Board Workshop of the Board of Trustees of Seguin ISD was held Wednesday, January 11, 2023, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent:

Also Present: Nikki Bittings, Chief Student Services Officer; Mark Cantu, Deputy Superintendent and Chief Innovation Officer; Steve Gonzalez, Chief Technology Officer; Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Andrea Jaramillo, Deputy Chief of Innovation and Learning; Cindy Moreno, Chief Human Resources Officer; Cynthia Borden, Director of State and Federal Accountability; Kathryn Kober, Secondary Math Coordinator; Amanda Hardwick, Secondary RLA and Social Studies Coordinator, Monica Franco, Elementary Coordinator; Nancy Ramirez, Superintendent Secretary and Media.

1. Call to Order

A. Mr. Guerra called the meeting to order at 6:30 p.m. and a quorum was established.

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

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

2. Audience with the Board

No one signed up to address the Board.

3. Board Workshop:

A. Review 2023 State Accountability Test STAAR/EOC and Accountability System

The Board received information from Ms. Jaramillo, Mr. Cantu and staff regarding an overview of the 2023 State Accountability Test STAAR/EOC and the Accountability System not limited to the standards, data, student achievement domains, ratings, changes, STAAR Redesign, assessments, high level test types, scoring, point system, new level curriculum, academic growth, gaps, goals, on-line tools and parent involvement. All board questions and comments were addressed.

4. Adjourn

Mr. Jenkins moved, seconded by Ms. Duncan to adjourn meeting. The meeting adjourned at 8:26 p.m.

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

Nays:

ACTION ITEM:

Approval of Tax Collection Reports for November 2022

RECOMMENDATION:

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

RATIONALE:

The Texas Property Tax Code requires the collector of taxes for a taxing unit to prepare a written report of tax collections made for the preceding month. The Guadalupe County Tax Assessor-Collector collects ad valorem taxes for the District.

REFERENCE and COMPLIANCE:

BDAF (LEGAL) - Selection and Duties of Chief Tax Official

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

Tax payments are received by direct deposit to the District's accounts at Lone Star Investment Pool. Payments are remitted to the District two days after the County receives them.

Total Tax Collections for the month of November 2022:

| | | |
|---|----|------------------|
| Current | \$ | 4,821,647 |
| Delinquent | | 57,564 |
| Penalty and Interest | | 17,888 |
| Total Monthly Collections | \$ | <u>4,897,099</u> |
| | | |
| Total Tax Collections Year to Date | \$ | <u>6,110,493</u> |
| | | |
| Delinquent Tax Levy | | 2,709,077 |
| Percent Collected through November 2022 | | 31.60% |
| Percent of Tax Levy Collected last year | | 44.04% |

EXHIBITS:

None

RESOURCE PERSONNEL:

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 01/24/23

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

ACTION ITEM:

Approval of Tax Collection Reports for December 2022

RECOMMENDATION:

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

RATIONALE:

The Texas Property Tax Code requires the collector of taxes for a taxing unit to prepare a written report of tax collections made for the preceding month. The Guadalupe County Tax Assessor-Collector collects ad valorem taxes for the District.

REFERENCE and COMPLIANCE:

BDAF (LEGAL) - Selection and Duties of Chief Tax Official

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

Tax payments are received by direct deposit to the District's accounts at Lone Star Investment Pool. Payments are remitted to the District two days after the County receives them.

Total Tax Collections for the month of December 2022:

| | |
|---|----------------------|
| Current | \$ 20,330,180 |
| Delinquent | 86,412 |
| Penalty and Interest | 26,364 |
| Total Monthly Collections | <u>\$ 20,442,956</u> |
| | |
| Total Tax Collections Year to Date | <u>\$ 26,553,449</u> |
| | |
| Delinquent Tax Levy | 2,752,863 |
| Percent Collected through December 2022 | 35.20% |
| Percent of Tax Levy Collected last year | 49.23% |

EXHIBITS:

None

RESOURCE PERSONNEL:

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 01/24/23

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

ACTION ITEM:

Approval of Donations Received December 2022

RECOMMENDATION:

That the Board of Trustees approve donations received by the District during the month of December 2022.

RATIONALE:

District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval."

REFERENCE and COMPLIANCE:

CDC (LOCAL) - Other Revenues: Gifts and Solicitations

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

None


EXHIBITS:

Proposed Donations

RESOURCE PERSONNEL:

Dr. Matthew Gutierrez, Superintendent
Anthony Hillberg, Chief Financial Officer, CPA, RTSBA
Sally Eckhart, Budget Coordinator

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



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

Date Submitted: 01/24/23

**Donations Received By Seguin ISD
During the 2022-23 School Year**

| Donor | Purpose | Campus Receiving Donation | Date Rcvd | Amount | Board Approval |
|-----------------------|---------------------|----------------------------------|------------------|---------------|-----------------------|
| Faith Lutheran Church | Family Support Fund | Student Services | 12/16/22 | \$ 500.00 | Pending |

NOTE: This listing includes only documented, unsolicited donations received by the District during December 2022. Additional donations may have been received by campuses and subsequently deposited by the campus or student group without providing detailed documentation to the Business Department.

ACTION ITEM: **Approval of Investment Report for the Second Quarter Ended December 31, 2022**

RECOMMENDATION: That the Board of Trustees approve the Investment Report for the quarter ended December 31, 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 December 31, 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:  Date Submitted: 01/24/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
SECOND QUARTER ENDED DECEMBER 31, 2022**

| <u>INVENTORY OF INVESTMENTS</u> | Weighted Average Maturity 1.0 Day | Balance <u>12/31/22</u> |
|--|-----------------------------------|------------------------------------|
| GENERAL OPERATING FUND 199 | | |
| TexPool - Local Maintenance | | 893,682 |
| Lone Star | | 25,664,268 |
| Logic | | 431,117 |
| MBIA | | 9,057,651 |
| TOTAL GENERAL OPERATING FUND | | \$ 36,046,718 |
| | Weighted Average Maturity | |
| CHILD NUTRITION FUND 240 | | |
| Lone Star | | <u>\$ 2,710,198</u> |
| | Weighted Average Maturity | |
| INTEREST & SINKING FUND 599 | | |
| TexPool | | 1,109,142 |
| Lone Star | | 11,127,787 |
| TOTAL INTEREST & SINKING FUND | | \$ 12,236,929 |
| | Weighted Average Maturity | |
| 2021 SCHOOL BUILDING FUND 620 | | |
| Lone Star | | <u>\$ 15,182,696</u> |
| OAK PARK MALL ENTERPRISE FUND 711 | | |
| TexPool | | <u>\$ 234,027</u> |
| WORKER'S COMPENSATION SELF-INSURANCE FUND 753 | | |
| TexPool | | 811,772 |
| Lone Star | | 2,956,748 |
| TOTAL WORKERS' COMPENSATION FUND | | \$ 3,768,519 |
| | Weighted Average Maturity | |
| STUDENT ACTIVITY TRUST & AGENCY FUND 865 | | |
| TexPool | | <u>\$ 188,512</u> |
| | Weighted Average Maturity | |
| GRAND TOTALS | | <u><u>\$ 70,367,598</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
SECOND QUARTER ENDED DECEMBER 31, 2022**

| <u>INVESTMENT TRANSACTIONS</u> | <u>QUARTER BEGINNING BALANCE 10/01/22</u> | <u>NET CHANGE</u> | <u>QUARTER ENDING BALANCE 12/31/22</u> |
|--|---|-----------------------|--|
| GENERAL OPERATING FUND 199 | | | |
| TexPool | 809,656 | 84,026 | 893,682 |
| Lone Star | 18,833,548 | 6,830,720 | 25,664,268 |
| Logic | 427,023 | 4,094 | 431,117 |
| MBIA | 8,971,330 | 86,321 | 9,057,651 |
| TOTAL GENERAL OPERATING FUND | \$ 29,041,557 | \$ 7,005,160 | \$ 36,046,718 |
| CHILD NUTRITION FUND 240 | | | |
| Lone Star | \$ 1,878,614 | \$ 831,584 | \$ 2,710,198 |
| INTEREST AND SINKING FUND 599 | | | |
| TexPool | 1,099,395 | 9,747 | 1,109,142 |
| Lone Star | 3,099,398 | 8,028,389 | 11,127,787 |
| TOTAL INTEREST AND SINKING FUND | \$ 4,198,793 | \$ 8,038,136 | \$ 12,236,929 |
| SCHOOL BUILDING FUND 620 | | | |
| Lone Star | \$ 16,684,048 | \$ (1,501,352) | \$ 15,182,696 |
| OAK PARK MALL FUND 711 | | | |
| TexPool | \$ 284,018 | \$ (49,991) | \$ 234,027 |
| WORKER'S COMPENSATION SELF-INSURANCE FUND 753 | | | |
| TexPool | 811,501 | 271 | 811,772 |
| Lone Star | 2,812,843 | 143,905 | 2,956,748 |
| TOTAL WORKERS' COMPENSATION FUND | \$ 3,624,344 | \$ 144,175 | \$ 3,768,519 |
| STUDENT ACTIVITY TRUST & AGENCY FUND 865 | | | |
| TexPool | \$ 204,117 | \$ (15,606) | \$ 188,512 |
| GRAND TOTALS | \$ 55,915,492 | \$ 15,953,458 | \$ 70,367,598 |

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
SECOND QUARTER ENDED DECEMBER 31, 2022**

| <u>YIELD ON INVESTMENTS</u> | <u>AVERAGE BALANCE</u> | <u>INTEREST INCOME</u> | <u>YIELD</u> |
|--|----------------------------|----------------------------|---------------|
| GENERAL OPERATING FUND 199 | | | |
| TexPool - Local Maintenance | 835,437 | 7,416 | 3.522% |
| Lone Star | 16,374,637 | 159,454 | 3.863% |
| Logic | 428,239 | 4,094 | 3.793% |
| MBIA | 9,012,323 | 86,321 | 3.800% |
| TOTAL GENERAL OPERATING FUND | \$ 26,650,635 | \$ 257,284 | 3.830% |
| CHILD NUTRITION FUND 240 | | | |
| Lone Star | \$ 2,345,376 | \$ 23,263 | 3.935% |
| INTEREST AND SINKING FUND 599 | | | |
| TexPool | 1,102,460 | 9,747 | 3.507% |
| Lone Star | 4,413,501 | 44,860 | 4.033% |
| TOTAL INTEREST & SINKING FUND | \$ 5,515,961 | \$ 54,607 | 3.928% |
| 2021 SCHOOL BUILDING FUND 620 | | | |
| Lone Star | \$ 15,612,429 | \$ 152,122 | 3.866% |
| OAK PARK MALL ENTERPRISE FUND 711 | | | |
| TexPool | \$ 267,770 | \$ 2,347 | 3.478% |
| WORKER'S COMPENSATION SELF-INSURANCE FUND 753 | | | |
| TexPool | 810,464 | 7,162 | 3.506% |
| Lone Star | 2,873,077 | 28,128 | 3.884% |
| TOTAL WORKER'S COMPENSATION FUND | \$ 3,683,541 | \$ 35,290 | 3.801% |
| STUDENT ACTIVITY TRUST & AGENCY FUND 865 | | | |
| TexPool | \$ 201,502 | \$ 1,775 | 3.494% |
| TOTAL INTEREST FOR ALL FUNDS | \$ 54,277,214 | \$ 526,689 | 3.850% |
| BENCHMARK YIELDS | | | |
| 3-Month US Treasury Bill | | | 3.453% |
| 6-Month US Treasury Bill | | | 3.880% |
| One Year US Treasury Bill | | | 3.968% |
| Two Year US Treasury Bill | | | 3.984% |

**SEGUIN INDEPENDENT SCHOOL DISTRICT
SECOND QUARTER ENDED DECEMBER 31, 2022**

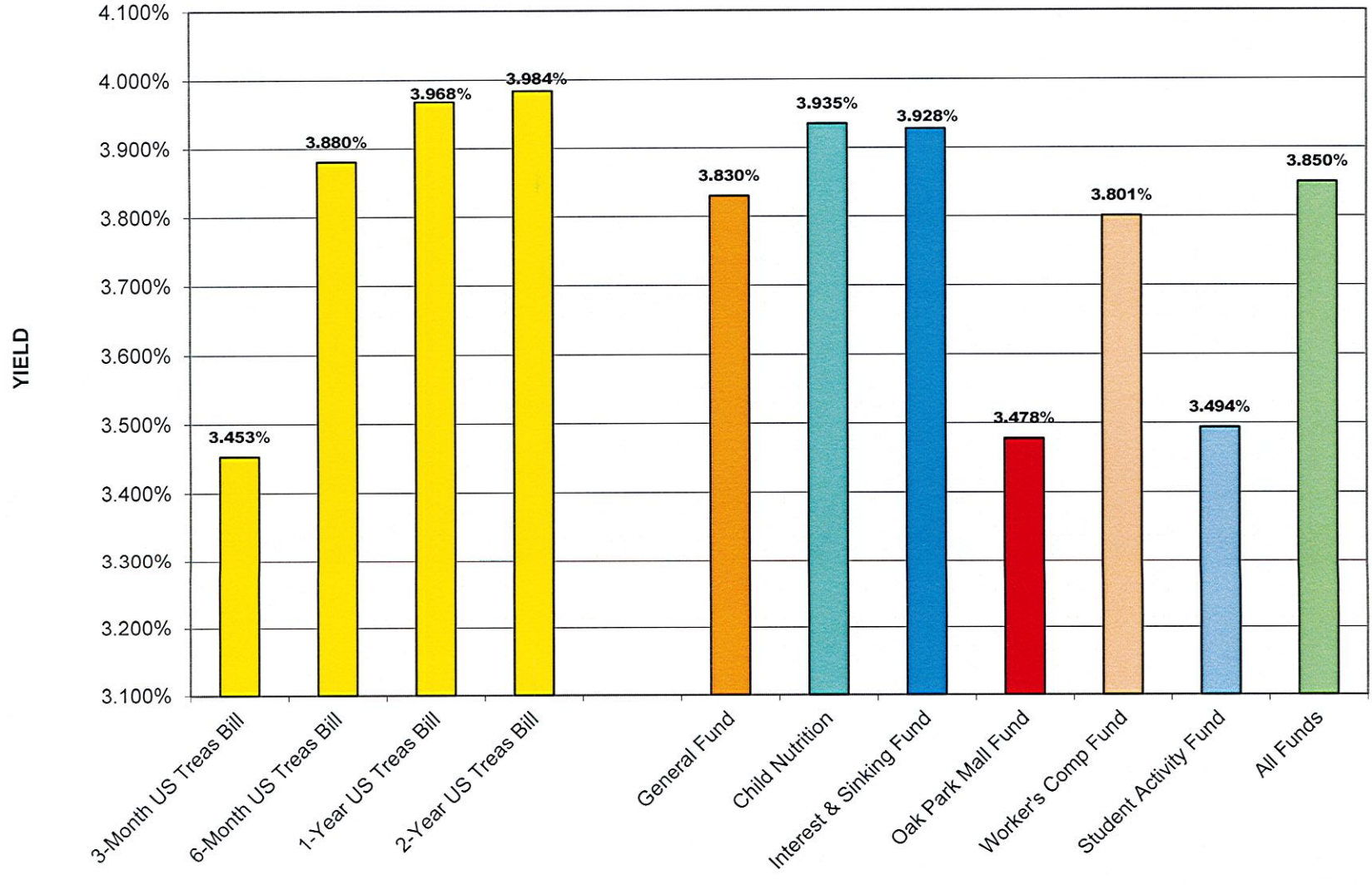


Exhibit - Investment Report

ACTION ITEM:

Consideration and Approval to Contract with PB Group for Architectural Design and Construction Phase Services

RECOMMENDATION:

That the Board of Trustees delegate all necessary authority to the Superintendent to negotiate and execute a contract with PB Group for architectural design and construction phase services associated with a new elementary campus, as well as, renovations at Jim Barnes Middle School.

RATIONALE:

Government code 2254.002, .003(a) stipulates that competitive bids shall not be solicited for professional services of any architect, landscape architect, land surveyor, professional engineer, or state-certified or state-licensed real estate appraiser. Contracts for these professional services shall be made on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price (*see Board Policy CV (LEGAL)*). Seguin ISD has contracted with PB Group on several projects since the 2017-18 school year and District administration is recommending the firm as the most highly qualified architect to provide such services.

REFERENCE and COMPLIANCE:

CV (LEGAL) Facilities Construction

BUDGET IMPACT / INFORMATION:

Funds to be provided by the Capital Improvement (2022 Bond) Fund.

EXHIBITS:

PB Group proposal of services

RESOURCE PERSONNEL:

Anthony Hillberg, Assistant Superintendent of Business Services
James Pizana, Director of Maintenance and Operations

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 01/24/23

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



January 17, 2023

Seguin ISD
James Pizana
Director of Maintenance and Transportation
1221 E. Kingsbury St.
Seguin, TX 78155

Professional Services Proposal: New/Replacement McQueeney Elementary School & Jim Barnes Middle School Additions/Renovations

Dear Mr. Pizana,

On behalf of my team, I would like to thank Seguin ISD and the Board of Trustees for providing us the opportunity to submit this proposal for both the new/replacement McQueeney Elementary School and the additions/renovations at Jim Barnes Middle School. pb Group, in conjunction with their consultants, has prepared a proposal for these services; the following points outline our understanding of the scope of work that will be necessary:

New/Replacement McQueeney Elementary School:

- The design of 750-800 students (6 grades levels, PK-5th grade) elementary school, approximately 100,000 SF, which will be constructed on a newly purchased 25.10-acre property on FM 725.
- It is estimated that the construction value of this project will be approximately \$45,000,000 (83% of the project's total \$54M budget, as established in the 2022 Bond).
- It is anticipated that the design team will require professional services for architecture, civil engineering, structural engineering, MEP, technology/safety & security, landscape/irrigation, food service design, and acoustic/audio-visual design.
- Generation of the Long-Range Facilities Plan and Education Specification documents, to comply with TEA's "School Facilities Standards for Construction on or after Nov. 1, 2021", as specifically described in Title 19, Part 2, Chapter 61, Subchapter CC, Rule §61.1040, (d)(1) and (d)(2).

Additions/Renovations at Jim Barnes School:

- The design of new classrooms addition, expanded cafeteria space, additions/renovations to the fine arts wing, renovations to the existing library, re-roofing of the existing buildings, and reconfigurations to the existing parking/drives/vehicular circulation to improve efficiency, all of which will be all be constructed on the existing campus.
- It is estimated that the construction value of this project will be approximately \$22,310,000 (83% of the project's total \$26,772,000 budget, as established in the 2022 Bond).
- It is anticipated that the design team will require professional services for architecture, civil engineering, structural engineering, MEP, technology/safety & security, landscape/irrigation, food service design, and audio-visual design.
- Generation of the Long-Range Facilities Plan and Education Specification documents, to comply with TEA's "School Facilities Standards for Construction on or after Nov. 1, 2021", as specifically described in Title 19, Part 2, Chapter 61, Subchapter CC, Rule §61.1040, (d)(1) and (d)(2).

We are proposing that compensation for these projects, as described above, will be calculated on a percentage of construction cost. We are proposing a Basic Services fee of **seven percent (7.00%) of construction cost** (New McQueeney Elementary School = Three Million One Hundred and Fifty Thousand Dollars (\$3,150,000.00), and Jim Barnes Middle School Additions and Renovations = One Million Five Hundred Sixty-One Thousand Seven Hundred Dollars (\$1,561,700.00)) for Basic Services include the following professional services: architectural/interior design,



on-site civil engineering, structural engineering, mechanical/electrical/plumbing engineering, landscape/irrigation design, technology/security consulting, audio-visual consulting, and food service consulting. Our basic services will also include the existing building measurement and verification efforts required to generate an electronic background file.

Other consultants or efforts that might be required for the project, or other efforts requested of the team (e.g. off-site civil engineering, design/assistance with FF&E), will be considered additional services and will be addressed as they arise.

Our standard fee breakdown, by phase, is as follows: Schematic Design = 20%; Design Development = 25%; Contract Documents = 30%; Bid Phase = 5%; Construction Administration = 20%.

This fee proposal does not include costs associated with reimbursable expenses. Reimbursable expenses would include any costs associated with permitting/regulatory review (such as building permit application, TDLR plan review, etc.), reproductions/printing, etc. Reimbursable expenses are to be billed at-cost and without mark-up.

Our proposal also does not include costs associated with Owner-provided services (surveying, hazardous material surveying, geotechnical engineering, materials testing, etc.).

If these terms are acceptable, please execute this agreement by signing below, retaining the original for your records and returning an electronic copy. Upon receipt of a signed proposal, a standard AIA contract (A201 and B101) can be generated by your legal counsel for review and execution.

On behalf of all of us at pb Group, I want to express my sincere appreciation for your time and consideration of this proposal. We look forward to continuing our successful relationship with you and your colleagues at Seguin Independent School District. Should you have any further questions, please do not hesitate to call me at (210) 385-0129.

Respectfully submitted,

Florin O. Popa, AIA | Principal

CC: File

Approved:

Signature

Date

Printed Name and Title

ACTION ITEM:

Approval of the General Contractor for Roof Replacements at Koennecke, Patlan, and Vogel Elementaries (RFCSP #: 23-01)

RECOMMENDATION:

That the Board of Trustees authorize the Superintendent to execute a contract with Advantage USAA, Inc. as the General Contractor of the roof replacement projects at Koennecke, Patlan, and Vogel Elementaries (RFCSP #: 23-01).

RATIONALE:

A Requests for Competitive Sealed Proposals (RFCSP#: 23-01) was issued on December 15, 2022, for roof replacements at Koennecke, Patlan, and Vogel Elementary Schools. The bid was competitively solicited in compliance with Board Policy and Sections 2269.151-.155 of the Government Code.

District administration makes this recommendation based on the following construction related matters as authorized by the Board of Trustees on December 13, 2022:

1. Procurement Method: Competitive Sealed Proposal
2. Respondents must use prevailing wage rates established by the United States Department of Labor in accordance with the Davis-Bacon Act (40 U.S.C. Section 276a et seq.), and its subsequent amendments, as applicable to the project.
3. Weighted Selection Criteria:
 - * 20 points - Price
 - * 8 points - Overall Experience
 - * 2 points - Experience with SISD
 - * 10 points - Last 5 Projects
 - * 5 points - Project Team
 - * 5 points - Safety Record
 - * 5 points - Overall Grasp of Project
 - * 5 points - Sub Contractors to be Used
 - * 60 points - Maximum Overall Score

REFERENCE and COMPLIANCE:

CV(LEGAL) Facilities Construction CVB(LEGAL) Competitive Sealed Proposals

BUDGET IMPACT / INFORMATION:

Funds to be provided by the Capital Improvement (2022 Bond) Fund.

EXHIBITS:

Bid Tabulation & Recommendation

RESOURCE
PERSONNEL:

Anthony Hillberg, Chief Financial Officer, CPA, RTSBA
Jennifer Raske Matinez, Purchasing Coordinator, CTSBO
James Pizan, Director of Facilities and Maintenance
Robert Gonzales, Maintenance Coordinator

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



Date Submitted: 01/24/23

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

Seguin ISD
Bid Tabulation Summary
ROOF REPLACEMENTS (RFCSP: 23-01)

| | |
|---------------|---------------------------|
| TYPE | PROJECT TITLE |
| RFCSP | ROOF REPLACEMENTS |
| NUMBER | ISSUING DEPARTMENT |
| 23-01 | MAINTENANCE |

| | | |
|----------------|---------------|---------------|
| | DATE 1 | DATE 2 |
| POSTING | 12/21/22 | 12/28/22 |
| PRE-BID | 01/04/23 | N/A |
| CLOSING | 01/13/23 | N/A |
| BOARD | 01/24/23 | N/A |

| RESPONDENT (Rank Order) | Pre-Bid Meeting | All 3 Campuses | Surety | Base | Alternate | PRICE (Grand Total) | AVERAGE SCORE | | | | | | | | | TOTAL SCORE |
|---|-----------------------|-------------------------|--------------------|-----------------|--------------|------------------------|---------------------|----------|----------|-----------|----------|----------|----------|----------|----------|----------------|
| | | | | | | | (% deviation x 0.5) | | | | | | | | | |
| | | | | | | | MAX 20 | MAX 8 | MAX 2 | MAX 10 | MAX 5 | MAX 5 | MAX 5 | MAX 5 | MAX 5 | |
| PRICE (SCORE) | OVERALL EXPERIENCE | EXPERIENCE WITH SISD | LAST 5 PROJECTS | PROJECT TEAM | SAFETY | OVERALL GRASP | SUB LIST | | | | | | | | | |
| Advantage USAA, Inc | Y | Y | Y | \$ 3,127,100 | \$ 2,481,600 | \$ 3,127,100 | 20 | 8 | 2 | 10 | 5 | 5 | 5 | 5 | 5 | 60 |
| CR Systems, Inc | Y | Y | Y | \$ 4,019,907 | \$ 3,267,770 | \$ 4,019,907 | 16 | 8 | 1 | 10 | 5 | 5 | 5 | 5 | 5 | 55 |
| Port Enterprises, LTD | Y | Y | Y | \$ 4,380,600 | \$ 3,969,600 | \$ 4,380,600 | 14 | 8 | 2 | 10 | 5 | 5 | 5 | 5 | 5 | 54 |
| F.W. Walton San Antonio | Y | N | Y | \$ 4,446,000 | \$ 3,172,000 | \$ 4,446,000 | 14 | 8 | 1 | 10 | 5 | 5 | 5 | 5 | 5 | 53 |
| CS Advantage USAA | Y | Y | Y | \$ 4,589,000 | \$ 3,177,000 | \$ 4,589,000 | 13 | 8 | 1 | 10 | 5 | 5 | 5 | 5 | 5 | 52 |
| Rain King, Inc | Y | Y | Y | \$ 4,670,000 | \$ 4,159,500 | \$ 4,670,000 | 13 | 8 | 1 | 10 | 5 | 5 | 5 | 5 | 5 | 52 |
| Rain Seal Master Roofing & Sheet Metal, Inc | Y | Y | Y | \$ 4,929,000 | \$ 3,936,000 | \$ 4,929,000 | 11 | 8 | 1 | 10 | 5 | 5 | 5 | 5 | 5 | 50 |
| Tri-Lam Roofing & Waterproofing, Inc | Y | Y | Y | \$ 5,526,390 | \$ 4,540,500 | \$ 5,526,390 | 8 | 8 | 2 | 10 | 5 | 5 | 5 | 5 | 5 | 48 |

*** "YES" Indicates amount is included in the PRICE SCORE >> YES

| RECOMMENDATION | SCORE | PRICE | JUSTIFICATION FOR THIS RECOMMENDATION |
|----------------------------|-----------|---------------------|---|
| Advantage USAA, Inc | 60 | \$ 3,127,100 | The evaluation team, consisting of four staff members representing various areas of District operations, considers the Advantage USAA, Inc proposal to be the best value for this project. Advantage USAA, Inc's pricing and experience with Seguin ISD were key factors leading to this recommendation. |

ACTION ITEM: **First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 120, affecting LEGAL and LOCAL policies**

RECOMMENDATION: Recommend that the Board of Trustees review updated (LEGAL) policies and replace, delete, or add (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 120.

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

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

RATIONALE: Update 120 includes revisions to legal policies based on updates to the Texas Administrative Code. Emergency plans; Student and parent complaints/grievances; and Student discipline.

The update includes twenty-six (26) LEGAL policies, and four (4) LOCAL policies.

REPLACE:

- AIC(LEGAL) – Accountability: Interventions and Sanctions
- AIE(LEGAL) – Accountability: Investigations
- BBD(LEGAL) – Board Members: Training and Orientation
- BE(LEGAL) – Board Meetings
- CCGA(LEGAL) – Ad Valorem Taxes: Exemptions and Payments
- CFA(LEGAL) – Accounting: Financial Reports and Statements
- CFC(LEGAL) – Accounting: Audits
- CKB(LEGAL) – Safety Program/Risk Management: Accident Prevention and Reports
- CKC(LOCAL) – Safety Program/Risk Management: Emergency Plans
- CMD(LEGAL) – Equipment and Supplies Management: Instructional Materials Care and Accounting
- CQA(LEGAL) – Technology Resources: District, Campus, and Classroom Websites
- CRD(LEGAL) – Insurance and Annuities Management: Health and Life Insurance
- EHAA(LEGAL) – Basic Instructional Program: Required Instruction (All Levels)
- EHAB(LEGAL) – Basic Instructional Program: Required Instruction (Elementary)
- EHAC(LEGAL) – Basic Instructional Program: Required Instruction (Secondary)
- EHBAB(LEGAL) – Special Education: ARD Committee and Individualized Education Program
- EHBAE(LEGAL) – Special Education: Procedural Requirements
- EHBC(LEGAL) – Special Programs: Compensatory/Accelerated Services
- EIE(LEGAL) – Academic Achievement: Retention and Promotion
- EIF(LEGAL) – Academic Achievement: Graduation
- EKB(LEGAL) – Testing Programs: State Assessment
- EKBA(LEGAL) – State Assessment: English Learners/Emergent Bilingual Students
- FB(LEGAL) – Equal Educational Opportunity
- FFA(LEGAL) – Student Welfare: Wellness and Health Services

REPLACE (cont'd):

- FFAE(LEGAL) – Wellness and Health Services: School-Based Health Centers
- FFG(LEGAL) – Student Welfare: Child Abuse and Neglect
- FFI(LOCAL) – Student Welfare: Freedom from Bullying
- FNG(LOCAL) – Student Rights and Responsibilities: Student and Parent Complaint/Grievances
- FO (LOCAL) – Student Discipline
- FOF(LEGAL) – Student Discipline: Students with Disabilities

REFERENCE and COMPLIANCE

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

PAPERWORK IMPACT:

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

BUDGET IMPACT/ INFORMATION:

No significant impact.

EXHIBITS:


TASB Instruction Sheet, Explanatory Notes for Update 120

RESOURCE PERSONNEL :

Mark Cantú, Deputy Superintendent / Chief Innovation Officer

Submitted by:

- (Signature)
- (Name)
- (Address)
- (Telephone)


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

Date Submitted: 01/24/23

Instruction Sheet

TASB Localized Policy Manual Update 120

Seguin ISD

| Code | Type | Action To Be Taken | Note |
|-------|---------|--------------------|----------------------|
| AIC | (LEGAL) | Replace policy | Revised policy |
| AIE | (LEGAL) | Replace policy | Revised policy |
| BBD | (LEGAL) | Replace policy | Revised policy |
| BE | (LEGAL) | Replace policy | Revised policy |
| CCGA | (LEGAL) | Replace policy | Revised policy |
| CFA | (LEGAL) | Replace policy | Revised policy |
| CFC | (LEGAL) | Replace policy | Revised policy |
| CKB | (LEGAL) | Replace policy | Revised policy |
| CKC | (LOCAL) | Replace policy | Revised policy |
| CMD | (LEGAL) | Replace policy | Revised policy |
| CQA | (LEGAL) | Replace policy | Revised policy |
| CRD | (LEGAL) | Replace policy | Revised policy |
| EHAA | (LEGAL) | Replace policy | Revised policy |
| EHAB | (LEGAL) | Replace policy | Revised policy |
| EHAC | (LEGAL) | Replace policy | Revised policy |
| EHBAB | (LEGAL) | Replace policy | Revised policy |
| EHBAE | (LEGAL) | Replace policy | Revised policy |
| EHBC | (LEGAL) | Replace policy | Revised policy |
| EIE | (LEGAL) | Replace policy | Revised policy |
| EIF | (LEGAL) | Replace policy | Revised policy |
| EKB | (LEGAL) | Replace policy | Revised policy |
| EKBA | (LEGAL) | Replace policy | Revised policy |
| FB | (LEGAL) | Replace policy | Revised policy |
| FFA | (LEGAL) | Replace policy | Revised policy |
| FFAE | (LEGAL) | Replace policy | Revised policy |
| FFG | (LEGAL) | Replace policy | Revised policy |
| FFI | (LOCAL) | No policy enclosed | See explanatory note |
| FNG | (LOCAL) | Replace policy | Revised policy |
| FO | (LOCAL) | Replace policy | Revised policy |
| FOF | (LEGAL) | Replace policy | Revised policy |

Explanatory Notes

TASB Localized Policy Manual Update 120

Seguin ISD

AIC(LEGAL) ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

Revised Administrative Code rules, effective June 7, 2022, and reflected on pages 7–8, address the requirements for local improvement plans by certain districts or campuses assigned a D rating. The rules also address modification of a campus turnaround plan due to a change in circumstances. (See page 15.)

Other revisions reflect changes to citations of Administrative Code rules.

AIE(LEGAL) ACCOUNTABILITY: INVESTIGATIONS

A new Note on page 3 references recently revised Administrative Code rules regarding an informal review or hearing following a TEA investigation.

An existing Administrative Code provision regarding compliance investigations has been added on page 5.

BBD(LEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION

A new Administrative Code rule, effective May 31, 2022, requiring board members to complete training on school safety has been added on page 8.

BE(LEGAL) BOARD MEETINGS

Changes prompted by new and revised Administrative Code rules regarding board meetings by videoconference, effective September 15, 2022, are reflected on pages 9–10.

CCGA(LEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

Citations to a new Administrative Code rule addressing installment payment of taxes on property not directly damaged in a disaster or emergency area are included on page 9.

CFA(LEGAL) ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS

Revisions reflect the adoption of version 18.0 of the *Financial Accountability System Resource Guide*.

CFC(LEGAL) ACCOUNTING: AUDITS

Revisions reflect the adoption of version 18.0 of the *Financial Accountability System Resource Guide*.

CKB(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: ACCIDENT PREVENTION AND REPORTS

Changes reflect extensive revisions to Administrative Code rules regarding mandatory drills, effective June 26, 2022.

New Administrative Code provisions addressing optional active threat exercises are also incorporated.

CKC(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

Education Code 37.108(d) requires a district's multihazard emergency operations plan to include responding to a train derailment near a district school if a district facility is within 1,000 yards of a railroad track. New recommended local policy text incorporates this requirement into the list of procedures that must be addressed.

The *Legal Issues in Update 120* memo describes common legal concerns and best practices specific to [this policy's topic](#).

Explanatory Notes

TASB Localized Policy Manual Update 120

Seguin ISD

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

Changes reflect revised Administrative Code provisions, effective June 7, 2022, regarding permitted uses of the instructional materials and technology allotment. Other revisions have been made to delete outdated terminology.

A revised Administrative Code rule, effective October 16, 2022, requiring certification of compliance with the Children's Internet Protection Act has been added on page 9.

CQA(LLEGAL) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

Based on revised Administrative Code rules, the following requirements have been added at Other Required Internet Postings:

- Certain districts or campuses assigned a D rating must notify the public of the meeting to gather input to develop a local improvement plan. (See item 8.)
- Districts conducting an active threat exercise must provide notice through multiple distribution networks, including the district's website. (See item 35.)

CRD(LLEGAL) INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

Revised Administrative Code rules, effective August 18, 2022, prompted revisions to the definitions of full- and part-time employees.

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

Revisions at the bottom of page 2 reflect changes to the citations of Administrative Code rules addressing instruction related to positive character traits and personal skills.

EHAB(LLEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ELEMENTARY)

Revisions include a new Administrative Code rule, effective April 28, 2022, regarding phonics curricula.

EHAC(LLEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)

Revised Administrative Code rules, effective August 1, 2022, and reflected on pages 3–4, changed the required course offerings for grades 9–12 related to social studies and physical education.

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

Changes on pages 8–9 include revised Administrative Code rules, effective June 7, 2022, regarding review of a student's behavior improvement plan or behavioral intervention plan.

EHBAE(LLEGAL) SPECIAL EDUCATION: PROCEDURAL REQUIREMENTS

Revised Administrative Code rules, effective June 7, 2022, regarding the timeline for requesting a hearing on a due process complaint are included on pages 5–6.

Explanatory Notes

TASB Localized Policy Manual Update 120

Seguin ISD

EHBC(LLEGAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

Changes reflect new Administrative Code provisions, effective June 9, 2022, regarding accelerated instruction and accelerated learning committees for students who fail to perform satisfactorily on certain assessment instruments. The new provisions derive from HB 4545, 87th Texas Legislature, Regular Session 2021.

EIE(LLEGAL) ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION

Changes are to better match legal sources and remove repealed Administrative Code rules.

EIF(LLEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

New Administrative Code rules, effective August 21, 2022, regarding notice about the Texas First Early High School Completion Program and the Texas First Scholarship Program are included on pages 8–9. Other revisions have been made to update citations.

Please note: For the 2022–23 school year, each high school must provide a written notification to each student and the student's parent or guardian listing the eligibility criteria for the programs. After the 2022–23 school year, the school must provide the notice upon a student's initial enrollment in high school.

EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT

Changes have been made to incorporate revised Administrative Code rules and to better reflect legal sources.

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

Revisions have been made to include Administrative Code provisions, effective August 9, 2022, regarding emergent bilingual students and individual graduation committees. A repealed provision regarding the grade placement committee has been deleted.

FB(LLEGAL) EQUAL EDUCATIONAL OPPORTUNITY

Changes are to better reflect legal sources.

FFA(LLEGAL) STUDENT WELFARE: WELLNESS AND HEALTH SERVICES

For clarity, a reference to policy provisions regarding school-based health centers has been added on page 4.

FFAE(LLEGAL) WELLNESS AND HEALTH SERVICES: SCHOOL-BASED HEALTH CENTERS

For clarity, a reference to policy provisions regarding expanding or changing health-care services at a school has been added on page 3.

FFG(LLEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

The Note on page 5 now references Administrative Code rules regarding investigations of abuse or neglect in a school setting.

FFI(LOCAL) STUDENT WELFARE: FREEDOM FROM BULLYING

District bullying policies must address prevention and mediation of bullying incidents and comply with minimum standards adopted by TEA. TEA recently issued updated [Proposed Minimum Standards for Bullying Prevention Policies and Procedures](#) for public comment from October 28 through November 28,

Explanatory Notes

TASB Localized Policy Manual Update 120

Seguin ISD

2022. Policy Service will recommend local policy revisions following publication of the final TEA minimum standards.

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

Revisions to this local policy are recommended at Other Complaint Processes to:

- Clarify how special education complaints are addressed.
- Encompass all instructional resources policies.
- Reference the required hearing procedure for eligibility disputes under school nutrition programs.

The *Legal Issues in Update 120* memo describes common legal concerns and best practices specific to [this policy's topic](#).

FO(LOCAL) STUDENT DISCIPLINE

Recommended revisions to this local policy are to clarify circumstances when restraint may be used generally and to more prominently address restraint of a student who receives special education services.

FOF(LEGAL) STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

Revised Administrative Code rules, effective June 7, 2022, regarding restraint and time-out are included beginning on page 10. A statement has been amended to refer to new documentation and notification requirements in 19 Administrative Code 89.1053(e). Other changes include citations to revised Administrative Code rules.



(LOCAL) Policies Packet

For your convenience, this file contains the (LOCAL) policies—and only the local policies—from your school district’s TASB update packet.

What is included in this packet?

- Instruction sheet for recommended (LOCAL) policies
- Explanatory Notes for recommended (LOCAL) policies
- Clean copies of recommended (LOCAL) policies
- Annotated (redlined) copies of recommended (LOCAL) policy changes

This is not the full update packet.

To retrieve your district’s full update packet, visit *Policy Service Resource Library > Local Manual Updates* in [myTASB](#).

What is in the full update packet?

The full update packet contains:

- A summary of the overall policy update
- (LEGAL) policies and (EXHIBIT) documents that describe the statutory framework in which your local policies must operate
- Instructions and Explanatory Notes for every policy change, not just the (LOCAL)s
- Guidance on how to:
 - Present recommended policy changes to the board
 - Keep minutes
 - Notify TASB of board action
 - Maintain your historical record
 - Update your administrative regulations

Disclaimer and Copyright

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

Entire localized update packet © 2022 Texas Association of School Boards, Inc. All rights reserved.

Instruction Sheet
TASB Localized Policy Manual Update 120

Seguin ISD

| Code | Type | Action To Be Taken | Note |
|-------------|-------------|---------------------------|----------------------|
| CKC | (LOCAL) | Replace policy | Revised policy |
| FFI | (LOCAL) | No policy enclosed | See explanatory note |
| FNG | (LOCAL) | Replace policy | Revised policy |
| FO | (LOCAL) | Replace policy | Revised policy |

Explanatory Notes

TASB Localized Policy Manual Update 120

Seguin ISD

CKC(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

Education Code 37.108(d) requires a district's multihazard emergency operations plan to include responding to a train derailment near a district school if a district facility is within 1,000 yards of a railroad track. New recommended local policy text incorporates this requirement into the list of procedures that must be addressed.

The *Legal Issues in Update 120* memo describes common legal concerns and best practices specific to [this policy's topic](#).

FFI(LOCAL) STUDENT WELFARE: FREEDOM FROM BULLYING

District bullying policies must address prevention and mediation of bullying incidents and comply with minimum standards adopted by TEA. TEA recently issued updated [Proposed Minimum Standards for Bullying Prevention Policies and Procedures](#) for public comment from October 28 through November 28, 2022. Policy Service will recommend local policy revisions following publication of the final TEA minimum standards.

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

Revisions to this local policy are recommended at Other Complaint Processes to:

- Clarify how special education complaints are addressed.
- Encompass all instructional resources policies.
- Reference the required hearing procedure for eligibility disputes under school nutrition programs.

The *Legal Issues in Update 120* memo describes common legal concerns and best practices specific to [this policy's topic](#).

FO(LOCAL) STUDENT DISCIPLINE

Recommended revisions to this local policy are to clarify circumstances when restraint may be used generally and to more prominently address restraint of a student who receives special education services.

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint
Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

Untimely Filings All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

ent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Student Code of Conduct

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

Extracurricular Standards of Behavior

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

“Parent” Defined

Throughout the Student Code of Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

General Discipline Guidelines

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student’s age;
 - c. The frequency of misconduct;
 - d. The student’s attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Corporal Punishment

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

Physical Restraint

Note: A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

Within the scope of an employee’s duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.

STUDENT DISCIPLINE

FO
(LOCAL)

2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

Video and Audio Monitoring

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

Access to Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

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

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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

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

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

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency; ~~and~~
3. Response to a nearby train derailment, as applicable; and
- ~~3-4.~~ Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints [within the scope of Section 504, including complaints](#) concerning identification, evaluation, or educational placement of a student with a disability, ~~within the scope of Section 504~~ shall be submitted in accordance with FB and the procedural safeguards handbook.
9. [Complaints within the scope of the Individuals with Disabilities Education Act, including complaints](#) ~~Complaints~~ concerning identification, evaluation, educational placement, or discipline of a student with a disability, ~~within the scope of the Individuals with Disabilities Education Act~~ shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with [the EF series](#).

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

| | |
|----------------------------|--|
| Untimely Filings | <p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p> |
| Costs Incurred | <p>Each party shall pay its own costs incurred in the course of the complaint.</p> |
| Complaint and Appeal Forms | <p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.</p> |

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

ent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Student Code of Conduct

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

Extracurricular Standards of Behavior

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

“Parent” Defined

Throughout the Student Code of Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

General Discipline Guidelines

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student’s age;
 - c. The frequency of misconduct;
 - d. The student’s attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Corporal Punishment

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

Physical Restraint

Note: [A District employee may restrain a student with a disability who receives special education services only in accordance with law. \[See FOF\(LEGAL\)\]](#)

Within the scope of an employee’s duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.

3. Protect property from serious damage.

~~3.4.~~ Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

~~4. Control an irrational student.~~

~~5.1. Protect property from serious damage.~~

~~A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]~~

Video and Audio Monitoring

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

Access to Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

| Seguin ISD PIA requests received from Dec. 1, 2022-Jan. 11, 2023 | | | | |
|---|--|---|----------------------|----------------------|
| <u>Date</u> | <u>Requester</u> | <u>Requested documents</u> | <u>Status</u> | <u>Action</u> |
| 120722 030 | Toni Winters, Guad Co Junior Miss | Names and addresses of Seguin ISD junior girls | Completed | Document provided |
| 010323 031 | Bailey Baker, Innovative Teachers of Texas | A list of teachers, faculty and staff with name, personal/professional email address, phone number, mailing address | In progress | |

ACTION ITEM:

CONSIDERATION AND APPROVAL OF AN ORDER BY THE BOARD OF TRUSTEES OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT AUTHORIZING THE ISSUANCE OF “SEGUIN INDEPENDENT SCHOOL DISTRICT UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2023”; LEVYING A CONTINUING DIRECT ANNUAL AD VALOREM TAX FOR THE PAYMENT OF THE BONDS; PRESCRIBING THE FORM, TERMS, CONDITIONS, AND RESOLVING OTHER MATTERS INCIDENT AND RELATED TO THE ISSUANCE, SALE, AND DELIVERY OF THE BONDS, INCLUDING THE APPROVAL AND DISTRIBUTION OF AN OFFICIAL STATEMENT PERTAINING THERETO; AUTHORIZING THE EXECUTION OF A PAYING AGENT/REGISTRAR AGREEMENT AND A PURCHASE CONTRACT; COMPLYING WITH THE LETTER OF REPRESENTATIONS ON FILE WITH THE DEPOSITORY TRUST COMPANY; DELEGATING THE AUTHORITY TO CERTAIN DISTRICT STAFF TO EXECUTE CERTAIN DOCUMENTS RELATING TO THE SALE OF THE BONDS; AND PROVIDING AN EFFECTIVE DATE

RECOMMENDATION:

That the Board of Trustees adopt an order approving the issuance of Seguin Independent School District Unlimited Tax School Building Bonds, Series 2023 and authorizing the Superintendent of Schools and Chief Financial Officer to approve the final sales terms of the Bonds.

RATIONALE:

On November 8, 2022, voters approved issuance of school building bonds of \$131,000,000 for the purposes of designing, constructing, renovating, improving, upgrading, updating, acquiring, and equipping school facilities (and any necessary or related removal of existing facilities), the purchase of the necessary sites for school facilities, and the purchase of new school buses. Bonds are to be sold in multiple issues with this first issue of approximately \$40 million to fund initial design and construction costs.

The District’s Financial Advisor, Mr. Victor Quiroga, will present the financing plan for the Series 2023 Bonds in conjunction with this action item. The District's Bond Counsel, McCall, Parkhurst & Horton LLP, has provided the parameter sale bond order.

**REFERENCE and
COMPLIANCE:**

BAA (LEGAL) Board Legal Status-Powers and Duties

PAPERWORK IMPACT:

None

**BUDGET IMPACT /
INFORMATION:**

None

EXHIBITS:

None

RESOURCE PERSONNEL:

Anthony Hillberg, Assistant Superintendent of Business Services

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



Date Submitted: 01/24/23

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

ACTION ITEM: **Consideration and Approval of An Order Calling a Bond Election to be Held by the Seguin Independent School District, Making Provision for the Conduct of the Election, and Resolving Other Matters Incident and Related to Such Election**

RECOMMENDATION: That the Board of Trustees approve an Order calling a bond election for May 6, 2022 with the proposition as included in the Order, making provision for the conduct of the election, and resolving other matters incident and related to such election.

RATIONALE: The Order calling the election for May 6, 2022, a uniform election date under the Texas Election Code, as amended, must be passed and approved seventy-eight (78) or more days prior to the election date.


BOARD POLICY REFERENCE and COMPLIANCE: BBBA(LEGAL) Elections-Conducting Elections
CCA(LEGAL) Local Revenue Sources-Bond Issues

PAPERWORK IMPACT: None

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

EXHIBITS: Order Calling a Bond Election
Certificate of Board Secretary

RESOURCE PERSONNEL: Nikki Elaine Bittings, Chief Student Services Officer
Mark Cantu, Chief Innovation Officer
Steve Gonzalez, Chief Technology Officer
Sean Hoffmann, Chief Communications Officer
Andrea Jaramillo, Deputy Chief of Innovation and Learning
Cindy Moreno, Chief Human Resources Officer
Anthony Hillberg, Chief Financial Officer

Submitted by:  Date Submitted: 01/24/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

AN ORDER CALLING A BOND ELECTION TO BE HELD BY THE SEGUIN INDEPENDENT SCHOOL DISTRICT, MAKING PROVISION FOR THE CONDUCT OF THE ELECTION, AND RESOLVING OTHER MATTERS RELATED TO SUCH ELECTION

WHEREAS, the Board of Trustees (the *Board*) of the SEGUIN INDEPENDENT SCHOOL DISTRICT (the *District*), located in Guadalupe County, Texas (the *County*), hereby finds and determines that an election should be held to determine whether the District shall be authorized to issue bonds of the District in the amount and for the purposes hereinafter identified (the *Election*); and

WHEREAS, the District will contract with the elections administrator (the *Administrator*) of the County to conduct all aspects of the Election; and

WHEREAS, the Election will be held jointly with other political subdivisions (collectively, the *Participants*) as provided pursuant to an election services agreement and/or a joint election or similar agreement between or among (as applicable) the District and any Participants, entered into according to the Texas Election Code, as amended (the *Code*); and

WHEREAS, the Board hereby finds and determines that the necessity to construct various capital improvements within the District dictates that it is in the public interest to call and hold the Election at the earliest possible date to authorize the issuance of bonds for the purposes hereinafter identified; and

WHEREAS, the Board hereby finds and determines that the actions hereinbefore described are in the best interests of the residents of the District; now, therefore,

BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT THAT:

SECTION 1. The Election shall be held in the SEGUIN INDEPENDENT SCHOOL DISTRICT on May 6, 2023 (*Election Day*), which is a uniform election date under the Code and is 78 or more days from the date of the adoption of this order (the *Order*), for the purpose of submitting the following measure to the qualified voters of the District:

MEASURE A

Shall the Board of Trustees of the Seguin Independent School District be authorized to issue and sell bonds of the District, in one or more series, in the aggregate principal amount not to exceed \$7,500,000 for the purposes of designing, constructing, renovating, improving, upgrading, updating, acquiring, and equipping a baseball and softball complex at Seguin High School, such bonds to mature serially or otherwise (not more than 40 years from their date) in accordance with law; any issue or series of such bonds to bear interest per annum at such rate or rates (fixed, floating, variable, or otherwise) as may be determined within the discretion of the Board of Trustees, provided that such rate or rates of interest shall not exceed the maximum rate per annum authorized by law at the time of the issuance of any issue or series of such bonds; and shall the Board of Trustees of the

District be authorized to levy and pledge, and cause to be assessed and collected, annual ad valorem taxes on all taxable property in the District sufficient, without limit as to rate or amount, to pay the principal of and interest on the bonds and the cost of any credit agreements executed in connection with the bonds?

SECTION 2. One or more District election precincts are hereby established for the purpose of holding the Election, and one or more polling places are hereby designated for holding the Election in the District election precincts as identified in Exhibit A to this Order (which is incorporated herein by reference for all purposes). In compliance with the Code, the Administrator will appoint Presiding Judges, Alternate Presiding Judges, Election Clerks, and all other election officials for the Election. The District's Superintendent of Schools, the President of the Board of Trustees, or their designees can correct, modify, or change the Exhibits to this Order based upon the final locations and times agreed upon by the District, the Administrator, and the Participants, if any and as applicable, to the extent permitted by applicable law.

A. To the extent required by the Code or other applicable law, the appointment of election officials at polling locations must include a person fluent in the Spanish language.

B. On Election Day, the polls shall be open as designated on Exhibit A.

C. The main early voting location is designated in Exhibit B to this Order (which is incorporated herein by reference for all purposes). The individual named as the Early Voting Clerk as designated in Exhibit B is hereby appointed as the Early Voting Clerk to conduct such early voting in the Election. The Early Voting Clerk shall appoint the Deputy Early Voting Clerks. The main early voting location shall remain open to permit early voting on the days and at the times as stated in Exhibit B. Early voting shall commence as provided on Exhibit B and continue through the date set forth on Exhibit B, all as provided by the Code.

Additionally, permanent and/or temporary branch offices for early voting by personal appearance may be established and maintained according to the Code. In the event such permanent and/or temporary branch locations are established, information regarding the locations, dates, and hours of operation for early voting at these offices will be identified in Exhibit B hereto.

The Administrator is authorized to establish an Early Voting Ballot Board and to designate the Presiding Judge of the Early Voting Ballot Board. The Presiding Judge of the Early Voting Ballot Board shall appoint two or more additional members to constitute the Early Voting Ballot Board members and, if needed, the Signature Verification Committee members required to efficiently process the early voting ballots.

SECTION 3. Any legally permissible voting method may be used for early voting and Election Day voting by personal appearance, and when required by the Code, at least one accessible voting system per polling place will be provided. Certain early voting may be conducted by mail according to the Code.

SECTION 4. The District is authorized to utilize a Central Counting Station (the *Station*) as provided by the Code. The Administrator, or the designee thereof, is hereby appointed as the Manager of the Station, who will establish a written plan for the orderly operation of the Station according to the Code. The Board hereby authorizes the Administrator, or the designee thereof, to

appoint the Presiding Judge of the Station, the Tabulation Supervisor, and the Programmer for the Station and may appoint Station clerks as needed or desirable. The Administrator will publish (or cause to be published) notice and conduct testing on the automatic tabulation equipment relating to the Station and conduct instruction for the officials and clerks for the Station according to the Code.

SECTION 5. The official ballot shall be prepared according to the Code so as to permit voters to vote “FOR” or “AGAINST” the aforesaid measure that shall appear on the ballot substantially as follows:

PROPOSITION A

THE ISSUANCE OF \$7,500,000 OF BONDS BY THE SEGUIN INDEPENDENT SCHOOL DISTRICT FOR A BASEBALL AND SOFTBALL COMPLEX AT SEGUIN HIGH SCHOOL AND THE LEVYING OF A TAX IN PAYMENT THEREOF. THIS IS A PROPERTY TAX INCREASE.

SECTION 6. All resident, qualified voters of the District shall be permitted to vote at the Election, and on Election Day, such voters shall vote at the designated polling places. The Election shall be held and conducted according to the Code and other applicable law. To the extent required by law, materials and proceedings relating to the Election shall be printed in both English and Spanish.

SECTION 7. Notice of election, including a Spanish translation thereof, shall be published at least one time in a newspaper of general circulation in the District, with such publication occurring not more than 30 days and not less than 10 days before Election Day. Moreover, a substantial copy of this Order and the voter information attached to and incorporated herein for all purposes, including a Spanish translation thereof, shall be posted (a) not less than 21 days prior to Election Day (1) on the bulletin board used for posting notices of Board meetings, (2) in three additional public places within the District’s boundaries, (3) in a prominent location on the District’s internet website, and (b) in a prominent location at each polling place on Election Day and during early voting. A sample ballot shall be posted on the District’s internet website not less than 21 days prior to Election Day.

SECTION 8. As of the date of this order, the District had outstanding an aggregate principal amount of debt equal to \$_____ ; the aggregate amount of the interest owed on such District debt obligations, through respective maturity, totaled \$_____ ; and the District levied an ad valorem debt service tax rate for its outstanding debt obligations of \$_____ per \$100 of taxable assessed valuation. Based on the bond market conditions on the date of the Board’s adoption of this Order, the estimated maximum interest rate for any series of bonds authorized at the Election is ___% (expressed as a net effective interest rate applicable to any such series of bonds). The bonds that are the subject of this Election shall mature serially or otherwise over a specified number of years (but not more than 40 years from their date), as prescribed by applicable Texas law, though the District estimates that, based on current bond market conditions, such bonds will amortize over a 30-year period from their respective date of issue. The foregoing estimated maximum net effective interest rate and amortization period are only estimates, provided for Texas statutory compliance; they do not serve as a cap on the per annum interest rate at which any series

of bonds authorized at the Election may be sold, or the amortization period for bonds that are the subject of this Election.

SECTION 9. The Board authorizes the District's President of the Board of Trustees, the Superintendent of Schools, or their designees to negotiate and enter into one or more joint election agreements, election services contracts, and/or similar contracts or agreements with the County, acting by and through the Administrator, and any Participants if desired or if required to comply with applicable law, as permitted and in accordance with the Code. In addition, the Board authorizes the President of the Board of Trustees, the Superintendent of Schools, or their designees to make such technical modifications to this Order that are necessary for compliance with applicable Texas or federal law or to carry out the intent of the Board, as evidenced herein.

SECTION 10. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Order for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 11. All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Order are hereby repealed to the extent of such conflict, and the provisions of this Order shall be and remain controlling as to the matters ordered herein.

SECTION 12. This Order shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 13. It is officially found, determined, and declared that the meeting at which this Order is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Order, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 14. If any provision of this Order or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Order and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Order would have been enacted without such invalid provision.

SECTION 15. This Order shall be in force and effect from and after its final passage, and it is so ordered.

* * *

PASSED AND APPROVED on January 24, 2023.

SEGUIN INDEPENDENT SCHOOL DISTRICT

Alejandro Guerra
President, Board of Trustees

ATTEST:

Linda Duncan
Secretary, Board of Trustees

(DISTRICT SEAL)

[Signature Page to Bond Election Order]

CERTIFICATE OF BOARD SECRETARY

THE STATE OF TEXAS §
COUNTY OF GUADALUPE §
SEGUIN INDEPENDENT SCHOOL DISTRICT §

THE UNDERSIGNED HEREBY CERTIFIES that:

On January 24, 2023, the Board of Trustees (the *Board*) of the Seguin Independent School District (the *District*) convened in regular session at its regular meeting place in the District (the *Meeting*), the duly constituted members of the Board being as follows:

| | | | |
|------------------|----------------|---------------------|---------|
| Alejandro Guerra | President | Cinde Thomas-Jimenz | Trustee |
| Carl Jenkins | Vice President | Denise Crettenden | Trustee |
| Linda Duncan | Secretary | Benito Amador | Trustee |
| | | Joshua Bright | Trustee |

and all such persons were present, except the following: _____, thus constituting a quorum. Among other business considered at the Meeting, the attached Order (the *Order*) entitled:

AN ORDER CALLING A BOND ELECTION TO BE HELD BY THE SEGUIN INDEPENDENT SCHOOL DISTRICT, MAKING PROVISION FOR THE CONDUCT OF A JOINT ELECTION , AND RESOLVING OTHER MATTERS RELATED TO SUCH ELECTION

was introduced for the Board’s consideration. After presentation and discussion, a motion was made by Trustee _____ that the Order be passed. The motion was seconded by Trustee _____ and carried by the following vote as shown in the official minutes of the Board:

_____ voted “For” _____ voted “Against” _____ abstained

The attached Order is a true and correct copy of the original on file in the official records of the District; the duly qualified and acting members of the Board on the date of the Meeting are those persons shown above and, according to the records of my office, each member of the Board was given actual notice of the time, place, and purpose of the Meeting and had actual notice that the Order would be considered; the Meeting and deliberation of the aforesaid public business, was open to the public; and written notice of the Meeting, including the subject of the Order, was posted and given in advance thereof in compliance with the provisions of Chapter 551, as amended, Texas Government Code.

SIGNED AND SEALED on January 24, 2023.

Linda Duncan
Secretary, Board of Trustees

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

RECOMMENDATION: That the Board of Trustees approve the proposed budget amendments and financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund as of November 30, 2022.

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


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

PAPERWORK IMPACT: None

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

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

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

Submitted by:  Date Submitted: 01/24/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Function Codes

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

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

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

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

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

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

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

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

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

35 – Food Service – Expenditures for food service operations

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

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

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

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

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

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

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

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

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

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

| | Budget | | | | Actual | | | Budget Remaining | |
|---|-------------------|---------------------|-----------------------|-----------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|
| | Adopted Budget | November 1, 2022 | Proposed Amendment(s) | | November 30, 2022 | November 1, 2022 | Current Month | | November 30, 2022 |
| | | Amended Budget | Programmatic Changes | Balance Neutral | Amended Budget | Year to Date | Activity | | Year to Date |
| REVENUE | | | | | | | | | |
| Local | | | | | | | | | |
| Property Taxes-Current | 35,924,796 | 35,924,796 | - | - | 35,924,796 | 299,446 | 3,336,104 | 3,635,549 | 32,289,247 |
| Property Taxes-Delinquent | 1,565,467 | 1,565,467 | - | - | 1,565,467 | 461,129 | 40,800 | 501,930 | 1,063,537 |
| Property Taxes-Penalty & Interest | 589,549 | 589,549 | - | - | 589,549 | 90,645 | 12,860 | 103,504 | 486,045 |
| Interest Income | 300,000 | 300,000 | - | - | 300,000 | 220,724 | 81,473 | 302,197 | - |
| Other Local Income | 106,000 | 106,000 | - | - | 106,000 | 339,126 | 31,742 | 370,868 | - |
| State | 27,589,065 | 27,589,065 | - | - | 27,589,065 | 8,682,892 | 2,232,296 | 10,915,187 | 16,673,878 |
| Federal | 1,167,000 | 1,167,000 | - | - | 1,167,000 | 270,956 | 85,459 | 356,416 | 810,584 |
| REVENUE | 67,241,877 | 67,241,877 | - | - | 67,241,877 | 10,364,917 | 5,820,734 | 16,185,651 | 51,323,291 |
| EXPENSE | | | | | | | | | |
| 11 - Instruction | 37,553,166 | 37,928,543 | - | 2,100 | 37,930,643 | 8,070,890 | 3,255,382 | 11,326,273 | 26,604,370 |
| 12 - Instructional Resources & Media Svcs | 1,023,887 | 1,013,829 | - | - | 1,013,829 | 278,644 | 74,576 | 353,220 | 660,609 |
| 13 - Curr & Instructional Staff Development | 651,794 | 561,076 | - | - | 561,076 | 124,116 | 42,779 | 166,895 | 394,181 |
| 21 - Instructional Leadership | 2,204,014 | 2,061,837 | - | - | 2,061,837 | 656,317 | 171,107 | 827,424 | 1,234,413 |
| 23 - School Leadership | 4,857,232 | 4,692,656 | - | 500 | 4,693,156 | 1,320,373 | 391,127 | 1,711,500 | 2,981,656 |
| 31 - Guidance & Counseling Services | 2,647,822 | 2,638,404 | - | - | 2,638,404 | 646,575 | 214,946 | 861,521 | 1,776,883 |
| 32 - Social Work Services | 515,652 | 632,381 | - | - | 632,381 | 194,307 | 59,897 | 254,204 | 378,177 |
| 33 - Health Services | 759,739 | 794,031 | - | - | 794,031 | 153,555 | 65,819 | 219,374 | 574,657 |
| 34 - Student Transportation | 2,703,871 | 2,821,405 | - | - | 2,821,405 | 783,768 | 285,708 | 1,069,476 | 1,751,929 |
| 35 - Food Service | - | - | - | - | - | - | - | - | - |
| 36 - Co-curricular Activities | 2,041,009 | 2,181,368 | - | (2,100) | 2,179,268 | 633,303 | 159,026 | 792,330 | 1,386,938 |
| 41 - General Administration | 2,348,125 | 2,309,587 | - | (500) | 2,309,087 | 1,076,065 | 387,607 | 1,463,672 | 845,415 |
| 51 - Plant Maintenance & Operations | 6,712,126 | 6,672,876 | - | - | 6,672,876 | 2,636,286 | 575,774 | 3,212,060 | 3,460,816 |
| 52 - Security & Monitoring Services | 535,602 | 524,965 | - | - | 524,965 | 200,871 | 67,746 | 268,617 | 256,348 |
| 53 - Data Services | 1,938,884 | 1,938,213 | - | - | 1,938,213 | 837,754 | 139,956 | 977,710 | 960,503 |
| 61 - Community Services | 75,270 | 75,022 | - | - | 75,022 | 5,712 | 1,350 | 7,062 | 67,960 |
| 71 - Debt Services | - | - | - | - | - | 665,000 | - | 665,000 | (665,000) |
| 81 - Facilities Acquisition & Construction | - | - | - | - | - | 232,355 | 89,819 | 322,173 | (322,173) |
| 99 - Intergovernmental Charges (Appraisal Svcs) | 635,684 | 635,684 | - | - | 635,684 | 142,353 | - | 142,353 | 493,331 |
| EXPENSE | 67,241,877 | 67,481,877 | - | - | 67,481,877 | 18,658,243 | 5,982,621 | 24,640,864 | 42,841,013 |
| REVENUE OVER/(UNDER) EXPENSE | \$ - | \$ (240,000) | \$ - | \$ - | \$ (240,000) | \$ (8,293,326) | \$ (161,886) | \$ (8,455,213) | \$ 8,482,277 |
| Other Sources | - | - | - | - | - | - | - | - | - |
| Other Uses | - | - | - | - | - | - | - | - | - |
| OTHER SOURCES AND USES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| RESULT OF ACTIVITIES | \$ - | \$ (240,000) | \$ - | \$ - | \$ (240,000) | \$ (8,293,326) | \$ (161,886) | \$ (8,455,213) | \$ - |

| Additional Information to the Reader | | | |
|--|--|--|--|
| PRELIMINARY ESTIMATE - Fund Balance: | PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL): | | |
| 22 - 23 Beginning Fund Balance - Restricted - Grants | \$ 468,865 | Amended Budget Expense <i>(official test will use actuals at year end)</i> | |
| 22 - 23 Beginning Unassigned Fund Balance | \$ 35,839,125 | 67,481,877 | |
| 22 - 23 Actual Year to Date Revenue Over/(Under) Expense | \$ (8,455,213) | Less: Non-Operating Expenses/Fund Balance Assignments | |
| 22 - 23 Actual Year to Date Other Sources and Uses | - | Assigned for MS Retention/Recruitment Stipends \$ (200,000) | |
| 22 - 23 Budget Remaining Revenue Over/(Under) Expense | \$ 8,482,277 | Assigned for Special Education Dept Furniture \$ (20,000) | |
| | | Assigned for SHS Football Helmets \$ (20,000) | |
| | | Assigned for SHS Band & Mariachi Uniforms & Instruments \$ (30,250) | |
| 22 - 23 Estimated Year End Result of Activities | \$ 27,065 | Assigned for Intersession workday Oct 19, 2022 \$ (60,000) | |
| * 22 - 23 Estimated Ending Unassigned Fund Balance (Unaudited) | \$ 36,335,055 | Assigned for Early Education Allotment \$ (468,865) | |
| | | Assigned for 22-23 QZAB Payment \$ (665,000) | |
| | | Assigned for Advanced Competition travel reserve \$ (50,000) | |
| | | Assigned for District Phone System Replacement \$ (67,800) | |
| | | Assigned for Bond Planning Contract, BB Complex & Pre-Bond desig. \$ (500,250) | |
| | | Assigned for Safety and Security project designs \$ (20,000) | |
| | | Assigned for Covid 19 Funding Reserve \$ (6,000,000) | |
| | | Total Non-Operating Expenses \$ (8,102,165) | |
| | | 22 - 23 Budgeted Operating Expense <i>(official test will use actuals at year end)</i> \$ 59,379,712 | |
| | | 25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL) 25% | |
| | | 22 - 23 Minimum Unassigned Fund Balance \$ 14,844,928 | |
| | | * 22 - 23 Estimated Ending Unassigned Fund Balance (Unaudited) \$ 36,335,055 | |
| | | Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement \$ 21,490,127 | |

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

Budget Report - Attachment 1
24-Jan-2023

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

| | Budget | | | | | Actual | | | Budget Remaining |
|---|------------------|------------------|-----------------------|-----------------|-------------------|------------------|----------------|-------------------|------------------|
| | Adopted Budget | November 1, 2022 | Proposed Amendment(s) | | November 30, 2022 | November 1, 2022 | Current Month | November 30, 2022 | |
| | | Amended Budget | Programmatic Changes | Balance Neutral | Amended Budget | Year to Date | Activity | Year to Date | |
| REVENUE | | | | | | | | | |
| Local | | | | | | | | | |
| Property Taxes-Current | | | | | | | | | |
| Property Taxes-Delinquent | | | | | | | | | |
| Property Taxes-Penalty & Interest | | | | | | | | | |
| Interest Income | 20,000 | 20,000 | - | - | 20,000 | 19,510 | 7,695 | 27,204 | - |
| Other Local Income | 571,000 | 571,000 | - | - | 571,000 | 79,810 | 30,941 | 110,751 | 460,249 |
| State | 70,000 | 70,000 | - | - | 70,000 | 14,450 | - | 14,450 | 55,550 |
| Federal | 4,489,000 | 4,489,000 | - | - | 4,489,000 | 1,684,420 | 564,270 | 2,248,690 | 2,240,310 |
| REVENUE | 5,150,000 | 5,150,000 | - | - | 5,150,000 | 1,798,190 | 602,906 | 2,401,097 | 2,756,108 |
| EXPENSE | | | | | | | | | |
| 11 - Instruction | | | | | | | | | |
| 12 - Instructional Resources & Media Svcs | | | | | | | | | |
| 13 - Curr & Instructional Staff Development | | | | | | | | | |
| 21 - Instructional Leadership | | | | | | | | | |
| 23 - School Leadership | | | | | | | | | |
| 31 - Guidance & Counseling Services | | | | | | | | | |
| 32 - Social Work Services | | | | | | | | | |
| 33 - Health Services | | | | | | | | | |
| 34 - Student Transportation | | | | | | | | | |
| 35 - Food Service | 5,137,250 | 5,137,250 | - | - | 5,137,250 | 1,410,475 | 488,561 | 1,899,037 | 3,238,213 |
| 36 - Co-curricular Activities | | | | | | | | | |
| 41 - General Administration | | | | | | | | | |
| 51 - Plant Maintenance & Operations | 12,000 | 12,000 | - | - | 12,000 | 4,558 | 854 | 5,412 | 6,588 |
| 52 - Security & Monitoring Services | 750 | 750 | - | - | 750 | 221 | - | 221 | 529 |
| 53 - Data Services | | | | | | | | | |
| 61 - Community Services | | | | | | | | | |
| 71 - Debt Services | | | | | | | | | |
| 81 - Facilities Acquisition & Construction | | | | | | | | | |
| 99 - Intergovernmental Charges (Appraisal Svcs) | | | | | | | | | |
| EXPENSE | 5,150,000 | 5,150,000 | - | - | 5,150,000 | 1,415,254 | 489,415 | 1,904,669 | 3,245,331 |
| REVENUE OVER/(UNDER) EXPENSE | \$ - | \$ - | \$ - | \$ - | \$ - | 382,936 | 113,491 | 496,428 | (489,223) |
| Other Sources | - | - | - | - | - | - | - | - | - |
| Other Uses | - | - | - | - | - | - | - | - | - |
| OTHER SOURCES AND USES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| RESULT OF ACTIVITIES | \$ - | \$ - | \$ - | \$ - | \$ - | 382,936 | 113,491 | 496,428 | |

| Additional Information to the Reader | | | |
|--|-----------|------------------|--|
| PRELIMINARY ESTIMATE - Fund Balance: | | | |
| 22 - 23 Beginning Fund Balance (Unaudited) | | | |
| Unassigned | \$ | 2,590,077 | |
| Non Spendable-Inventory | \$ | 61,139 | |
| Total 22 - 23 Beginning Fund Balance (Unaudited) | \$ | 2,651,216 | |
| 22 - 23 Actual Year to Date Revenue Over/(Under) Expense | \$ | 496,428 | |
| 22 - 23 Actual Year to Date Other Sources and Uses | \$ | - | |
| 22 - 23 Budget Remaining Revenue Over/(Under) Expense | \$ | (489,223) | |
| 22 - 23 Estimated Year End Result of Activities | \$ | 7,204 | |
| 22 - 23 Estimated Ending Fund Balance (Unaudited) | \$ | 2,658,420 | |

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

Budget Report - Attachment 1
24-Jan-2023

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

| | Budget | | | | Actual | | | Budget Remaining | |
|---|-------------------|-------------------|----------------------|-----------------------|-------------------|--------------------|---------------------|-----------------------|---------------------|
| | Adopted Budget | November 1, 2022 | | Proposed Amendment(s) | | November 1, 2022 | Current Month | | November 30, 2022 |
| | | Amended Budget | Programmatic Changes | Balance Neutral | Amended Budget | Year to Date | Activity | | Year to Date |
| REVENUE | | | | | | | | | |
| Local | | | | | | | | | |
| Property Taxes-Current | 15,200,000 | 15,200,000 | - | - | 15,200,000 | 133,216 | 1,485,543 | 1,618,759 | 13,581,241 |
| Property Taxes-Delinquent | 200,000 | 200,000 | - | - | 200,000 | 192,977 | 16,764 | 209,741 | - |
| Property Taxes-Penalty & Interest | 136,682 | 136,682 | - | - | 136,682 | 35,982 | 5,028 | 41,009 | 95,673 |
| Interest Income | - | - | - | - | - | 51,946 | 15,343 | 67,290 | - |
| Other Local Income | - | - | - | - | - | - | - | - | - |
| State | - | - | - | - | - | 356,145 | - | 356,145 | - |
| Federal | - | - | - | - | - | - | - | - | - |
| REVENUE | 15,536,682 | 15,536,682 | - | - | 15,536,682 | 770,266 | 1,522,678 | 2,292,944 | 13,676,914 |
| EXPENSE | | | | | | | | | |
| 11 - Instruction | | | | | | | | | |
| 12 - Instructional Resources & Media Svcs | | | | | | | | | |
| 13 - Curr & Instructional Staff Development | | | | | | | | | |
| 21 - Instructional Leadership | | | | | | | | | |
| 23 - School Leadership | | | | | | | | | |
| 31 - Guidance & Counseling Services | | | | | | | | | |
| 32 - Social Work Services | | | | | | | | | |
| 33 - Health Services | | | | | | | | | |
| 34 - Student Transportation | | | | | | | | | |
| 35 - Food Service | | | | | | | | | |
| 36 - Co-curricular Activities | | | | | | | | | |
| 41 - General Administration | | | | | | | | | |
| 51 - Plant Maintenance & Operations | | | | | | | | | |
| 52 - Security & Monitoring Services | | | | | | | | | |
| 53 - Data Services | | | | | | | | | |
| 61 - Community Services | | | | | | | | | |
| 71 - Debt Services | 15,536,682 | 15,536,682 | - | - | 15,536,682 | 9,154,591 | - | 9,154,591 | 6,382,091 |
| 81 - Facilities Acquisition & Construction | | | | | | | | | |
| 99 - Intergovernmental Charges (Appraisal Svcs) | | | | | | | | | |
| EXPENSE | 15,536,682 | 15,536,682 | - | - | 15,536,682 | 9,154,591 | - | 9,154,591 | 6,382,091 |
| REVENUE OVER/(UNDER) EXPENSE | \$ - | \$ - | \$ - | \$ - | \$ - | (8,384,325) | 1,522,678 | (6,861,647) | \$ 7,294,822 |
| Other Sources | - | - | - | - | - | - | - | - | - |
| Other Uses | - | - | - | - | - | - | - | - | - |
| OTHER SOURCES AND USES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| RESULT OF ACTIVITIES | \$ - | \$ - | \$ - | \$ - | \$ - | (8,384,325) | \$ 1,522,678 | \$ (6,861,647) | \$ - |

| Additional Information to the Reader | |
|--|-----------------------------|
| PRELIMINARY ESTIMATE - Fund Balance: | |
| 22 - 23 Beginning Fund Balance (Unaudited) | \$ 12,761,789 |
| Total 22 - 23 Beginning Fund Balance (Unaudited) | \$ 12,761,789 |
| 22 - 23 Actual Year to Date Revenue Over/(Under) Expense | \$ (6,861,647) |
| 22 - 23 Actual Year to Date Other Sources and Uses | \$ - |
| 22 - 23 Budget Remaining Revenue Over/(Under) Expense | <u>\$ 7,294,822</u> |
| 22 - 23 Estimated Year End Result of Activities | \$ 433,176 |
| 22 - 23 Estimated Ending Fund Balance (Unaudited) | <u>\$ 13,194,965</u> |

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

RECOMMENDATION: That the Board of Trustees approve the proposed budget amendments and financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund as of December 31, 2022.

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


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

PAPERWORK IMPACT: None

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

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

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

Submitted by:  Date Submitted: 01/24/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Function Codes

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

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

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

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

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

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

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

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

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

35 – Food Service – Expenditures for food service operations

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

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

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

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

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

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

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

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

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

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

| | Budget | | | | Actual | | | Budget Remaining | |
|--|-------------------|-----------------------|-----------------------|---|-----------------------|-----------------------|---------------------|-------------------|-----------------------|
| | December 1, 2022 | Proposed Amendment(s) | | December 31, 2022 | December 1, 2022 | Current Month | December 31, 2022 | | |
| | Adopted Budget | Amended Budget | Programmatic Changes | Balance Neutral | Amended Budget | Year to Date | Activity | | Year to Date |
| REVENUE | | | | | | | | | |
| Local | | | | | | | | | |
| Property Taxes-Current | 35,924,796 | 35,924,796 | - | - | 35,924,796 | 3,635,549 | 14,066,479 | 17,702,028 | 18,222,768 |
| Property Taxes-Delinquent | 1,565,467 | 1,565,467 | - | - | 1,565,467 | 501,930 | 61,561 | 563,491 | 1,001,976 |
| Property Taxes-Penalty & Interest | 589,549 | 589,549 | - | - | 589,549 | 103,504 | 19,157 | 122,662 | 466,887 |
| Interest Income | 300,000 | 300,000 | - | - | 300,000 | 302,197 | 100,047 | 402,245 | - |
| Other Local Income | 106,000 | 106,000 | - | - | 106,000 | 370,868 | 10,498 | 381,366 | - |
| State | 27,589,065 | 27,589,065 | - | - | 27,589,065 | 10,915,187 | 694,357 | 11,609,544 | 15,979,521 |
| Federal | 1,167,000 | 1,167,000 | - | - | 1,167,000 | 356,416 | 70,547 | 426,963 | 740,037 |
| REVENUE | 67,241,877 | 67,241,877 | - | - | 67,241,877 | 16,185,651 | 15,022,647 | 31,208,299 | 36,411,189 |
| EXPENSE | | | | | | | | | |
| 11 - Instruction | 37,553,166 | 37,930,643 | 559,115 | - | 38,489,758 | 11,326,273 | 3,065,808 | 14,392,080 | 24,097,678 |
| 12 - Instructional Resources & Media Svcs | 1,023,887 | 1,013,829 | - | - | 1,013,829 | 353,220 | 75,054 | 428,274 | 585,555 |
| 13 - Curr & Instructional Staff Development | 651,794 | 561,076 | - | - | 561,076 | 166,895 | 26,479 | 193,374 | 367,702 |
| 21 - Instructional Leadership | 2,204,014 | 2,061,837 | - | - | 2,061,837 | 827,424 | 178,904 | 1,006,327 | 1,055,510 |
| 23 - School Leadership | 4,857,232 | 4,693,156 | - | - | 4,693,156 | 1,711,500 | 399,200 | 2,110,700 | 2,582,456 |
| 31 - Guidance & Counseling Services | 2,647,822 | 2,638,404 | - | 12,500 | 2,650,904 | 861,521 | 217,513 | 1,079,034 | 1,571,870 |
| 32 - Social Work Services | 515,652 | 632,381 | - | - | 632,381 | 254,204 | 52,144 | 306,348 | 326,033 |
| 33 - Health Services | 759,739 | 794,031 | - | - | 794,031 | 219,374 | 64,331 | 283,705 | 510,326 |
| 34 - Student Transportation | 2,703,871 | 2,821,405 | - | - | 2,821,405 | 1,069,476 | 255,665 | 1,325,142 | 1,496,263 |
| 35 - Food Service | - | - | - | - | - | - | - | - | - |
| 36 - Co-curricular Activities | 2,041,009 | 2,179,268 | 50,000 | - | 2,229,268 | 792,330 | 162,253 | 954,582 | 1,274,686 |
| 41 - General Administration | 2,348,125 | 2,309,087 | 16,000 | - | 2,325,087 | 1,463,672 | 334,115 | 1,797,787 | 527,300 |
| 51 - Plant Maintenance & Operations | 6,712,126 | 6,672,876 | - | - | 6,672,876 | 3,212,060 | 563,996 | 3,776,056 | 2,896,820 |
| 52 - Security & Monitoring Services | 535,602 | 524,965 | 20,000 | - | 544,965 | 268,617 | 46,553 | 315,170 | 229,795 |
| 53 - Data Services | 1,976,884 | 1,938,213 | 67,800 | - | 2,006,013 | 977,710 | 158,622 | 1,136,332 | 869,681 |
| 61 - Community Services | 75,270 | 75,022 | - | (12,500) | 62,522 | 7,062 | 1,398 | 8,460 | 54,062 |
| 71 - Debt Services | - | - | 665,000 | - | 665,000 | 665,000 | - | 665,000 | - |
| 81 - Facilities Acquisition & Construction | - | - | 484,250 | - | 484,250 | 322,173 | 32,173 | 354,347 | 129,903 |
| 99 - Intergovernmental Charges (Appraisal Servs) | 635,684 | 635,684 | - | - | 635,684 | 142,353 | 189,383 | 331,736 | 303,948 |
| EXPENSE | 67,241,877 | 67,481,877 | 1,862,165 | - | 69,344,042 | 24,640,864 | 5,823,591 | 30,464,455 | 38,879,587 |
| REVENUE OVER/(UNDER) EXPENSE | \$ - | \$ (240,000) | \$ (1,862,165) | \$ - | \$ (2,102,165) | \$ (8,455,213) | \$ 9,199,056 | \$ 743,844 | \$ (2,468,399) |
| Other Sources | - | - | - | - | - | - | - | - | - |
| Other Uses | - | - | - | - | - | - | - | - | - |
| OTHER SOURCES AND USES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| RESULT OF ACTIVITIES | \$ - | \$ (240,000) | \$ (1,862,165) | \$ - | \$ (2,102,165) | \$ (8,455,213) | \$ 9,199,056 | \$ 743,844 | \$ - |
| Additional Information to the Reader | | | | | | | | | |
| PRELIMINARY ESTIMATE - Fund Balance: | | | | PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL): | | | | | |
| 22 - 23 Beginning Fund Balance - Restricted - Grants | | \$ 468,865 | | Amended Budget Expense (official test will use actuals at year end) | | | | | 69,344,042 |
| 22 - 23 Beginning Unassigned Fund Balance | | \$ 35,839,125 | | | | | | | |
| 22 - 23 Actual Year to Date Revenue Over/(Under) Expense | \$ 743,844 | | | Less: Non-Operating Expenses/Fund Balance Assignments | | | | | |
| 22 - 23 Actual Year to Date Other Sources and Uses | - | | | Assigned for MS Retention/Recruitment Stipends | | | | | \$ (200,000) |
| 22 - 23 Budget Remaining Revenue Over/(Under) Expense | \$ (2,468,399) | | | Assigned for Special Education Dept Furniture | | | | | \$ (20,000) |
| | | | | Assigned for SHS Football Helmets | | | | | \$ (20,000) |
| | | | | Assigned for SHS Band & Mariachi Uniforms & Instruments | | | | | \$ (30,250) |
| | | | | Assigned for Intersession workday Oct 19, 2022 | | | | | \$ (60,000) |
| | | | | Assigned for Early Education Allotment | | | | | \$ (468,865) |
| | | | | Assigned for 22-23 QZAB Payment | | | | | \$ (665,000) |
| | | | | Assigned for Advanced Competition travel reserve | | | | | \$ (50,000) |
| | | | | Assigned for District Phone System Replacement | | | | | \$ (67,800) |
| | | | | Assigned for Bond Planning Contract, BB Complex & Pre-Bond design | | | | | \$ (500,250) |
| | | | | Assigned for Safety and Security project designs | | | | | \$ (20,000) |
| | | | | Assigned for Covid 19 Funding Reserve | | | | | \$ (6,000,000) |
| | | | | Total Non-Operating Expenses | | | | | \$ (8,102,165) |
| | | | | 22 - 23 Budgeted Operating Expense (official test will use actuals at year end) | | | | | \$ 61,241,877 |
| | | | | 25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL) | | | | | 25% |
| | | | | 22 - 23 Minimum Unassigned Fund Balance | | | | | \$ 15,310,469 |
| | | | | * 22 - 23 Estimated Ending Unassigned Fund Balance (Unaudited) | | | | | \$ 34,583,435 |
| | | | | Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement | | | | | \$ 19,272,966 |

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

Budget Report - Attachment 1
 24-Jan-2023

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

BUA 375 Fund Balance assignments as approved by the Board 12/13/2022

| | |
|-------------------------------------|------------|
| Function 11 | |
| SHS Mariachi uniforms & instruments | \$ 26,500 |
| SHS Band instruments | \$ 3,750 |
| Oct 19 Intersession pay | \$ 60,000 |
| Early Ed Allotment balance | \$ 468,865 |
| Function 36 | |
| DI and Advanced Comp travel reserve | \$ 50,000 |
| Function 41 | |
| Bond Planning Facilitation Contract | \$ 16,000 |
| Function 52 | |
| Safety & Security Project Designs | \$ 20,000 |
| Function 53 | |
| Phone licensing & new phones | \$ 67,800 |
| Function 71 | |
| QZAB payment | \$ 665,000 |
| Function 81 | |
| BB & SB Complex design services | \$ 440,500 |
| Pre-Bond Conception design projects | \$ 43,750 |

Total Expenditures Increase (Decrease) \$ 1,862,165

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

| | Budget | | | | | Actual | | | Budget Remaining |
|---|------------------|------------------|-----------------------|-----------------|-------------------|------------------|----------------|-------------------|------------------|
| | Adopted Budget | December 1, 2022 | Proposed Amendment(s) | | December 31, 2022 | December 1, 2022 | Current Month | December 31, 2022 | |
| | | Amended Budget | Programmatic Changes | Balance Neutral | Amended Budget | Year to Date | Activity | Year to Date | |
| REVENUE | | | | | | | | | |
| Local | | | | | | | | | |
| Property Taxes-Current | | | | | | | | | |
| Property Taxes-Delinquent | | | | | | | | | |
| Property Taxes-Penalty & Interest | | | | | | | | | |
| Interest Income | 20,000 | 20,000 | - | - | 20,000 | 27,204 | 9,982 | 37,186 | - |
| Other Local Income | 571,000 | 571,000 | - | - | 571,000 | 110,751 | 14,872 | 125,623 | 445,377 |
| State | 70,000 | 70,000 | - | - | 70,000 | 14,450 | - | 14,450 | 55,550 |
| Federal | 4,489,000 | 4,489,000 | - | - | 4,489,000 | 2,248,690 | 376,377 | 2,625,068 | 1,863,932 |
| REVENUE | 5,150,000 | 5,150,000 | - | - | 5,150,000 | 2,401,097 | 401,230 | 2,802,327 | 2,364,859 |
| EXPENSE | | | | | | | | | |
| 11 - Instruction | | | | | | | | | |
| 12 - Instructional Resources & Media Svcs | | | | | | | | | |
| 13 - Curr & Instructional Staff Development | | | | | | | | | |
| 21 - Instructional Leadership | | | | | | | | | |
| 23 - School Leadership | | | | | | | | | |
| 31 - Guidance & Counseling Services | | | | | | | | | |
| 32 - Social Work Services | | | | | | | | | |
| 33 - Health Services | | | | | | | | | |
| 34 - Student Transportation | | | | | | | | | |
| 35 - Food Service | 5,137,250 | 5,137,250 | - | (5,700) | 5,131,550 | 1,899,037 | 354,899 | 2,253,936 | 2,877,614 |
| 36 - Co-curricular Activities | | | | | | | | | |
| 41 - General Administration | | | | | | | | | |
| 51 - Plant Maintenance & Operations | 12,000 | 12,000 | - | - | 12,000 | 5,412 | 744 | 6,156 | 5,844 |
| 52 - Security & Monitoring Services | 750 | 750 | - | 5,700 | 6,450 | 221 | 44 | 265 | 6,185 |
| 53 - Data Services | | | | | | | | | |
| 61 - Community Services | | | | | | | | | |
| 71 - Debt Services | | | | | | | | | |
| 81 - Facilities Acquisition & Construction | | | | | | | | | |
| 99 - Intergovernmental Charges (Appraisal Svcs) | | | | | | | | | |
| EXPENSE | 5,150,000 | 5,150,000 | - | - | 5,150,000 | 1,904,669 | 355,688 | 2,260,357 | 2,889,643 |
| REVENUE OVER/(UNDER) EXPENSE | \$ - | \$ - | \$ - | \$ - | \$ - | 496,428 | 45,543 | 541,970 | (524,785) |
| Other Sources | - | - | - | - | - | - | - | - | - |
| Other Uses | - | - | - | - | - | - | - | - | - |
| OTHER SOURCES AND USES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| RESULT OF ACTIVITIES | \$ - | \$ - | \$ - | \$ - | \$ - | 496,428 | 45,543 | 541,970 | \$ - |

| Additional Information to the Reader | | | |
|---|----|-----------|------------------|
| PRELIMINARY ESTIMATE - Fund Balance: | | | |
| <i>22 - 23 Beginning Fund Balance (Unaudited)</i> | | | |
| Unassigned | \$ | 2,590,077 | |
| Non Spendable-Inventory | \$ | 61,139 | |
| <i>Total 22 - 23 Beginning Fund Balance (Unaudited)</i> | \$ | 2,651,216 | |
| | | | |
| <i>22 - 23 Actual Year to Date Revenue Over/(Under) Expense</i> | | | |
| | \$ | 541,970 | |
| <i>22 - 23 Actual Year to Date Other Sources and Uses</i> | | | |
| | \$ | - | |
| <i>22 - 23 Budget Remaining Revenue Over/(Under) Expense</i> | | | |
| | \$ | (524,785) | |
| <i>22 - 23 Estimated Year End Result of Activities</i> | \$ | 17,186 | |
| | | | |
| 22 - 23 Estimated Ending Fund Balance (Unaudited) | | \$ | 2,668,402 |

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

Budget Report - Attachment 1
24-Jan-2023

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

| | Budget | | | | Actual | | | Budget Remaining | |
|--|-------------------|-------------------|---------------------|-------------------|-------------------|--------------------|------------------|------------------|---------------------|
| | Adopted Budget | December 1, 2022 | | December 31, 2022 | | December 1, 2022 | Current Month | | December 31, 2022 |
| | | Amended Budget | Propagmatic Changes | Balance Neutral | Amended Budget | Year to Date | Activity | | Year to Date |
| REVENUE | | | | | | | | | |
| Local | | | | | | | | | |
| Property Taxes-Current | 15,200,000 | 15,200,000 | - | - | 15,200,000 | 1,618,759 | 6,263,701 | 7,882,460 | 7,317,540 |
| Property Taxes-Delinquent | 200,000 | 200,000 | - | - | 200,000 | 209,741 | 24,851 | 234,592 | - |
| Property Taxes-Penalty & Interest | 136,682 | 136,682 | - | - | 136,682 | 41,009 | 7,207 | 48,216 | 88,466 |
| Interest Income | - | - | - | - | - | 67,290 | 27,894 | 95,184 | - |
| Other Local Income | - | - | - | - | - | - | - | - | - |
| State | - | - | - | - | - | 356,145 | 577,533 | 933,678 | - |
| Federal | - | - | - | - | - | - | - | - | - |
| REVENUE | 15,536,682 | 15,536,682 | - | - | 15,536,682 | 2,292,944 | 6,901,185 | 9,194,129 | 7,406,006 |
| EXPENSE | | | | | | | | | |
| 11 - Instruction | | | | | | | | | |
| 12 - Instructional Resources & Media Svcs | | | | | | | | | |
| 13 - Curr & Instructional Staff Development | | | | | | | | | |
| 21 - Instructional Leadership | | | | | | | | | |
| 23 - School Leadership | | | | | | | | | |
| 31 - Guidance & Counseling Services | | | | | | | | | |
| 32 - Social Work Services | | | | | | | | | |
| 33 - Health Services | | | | | | | | | |
| 34 - Student Transportation | | | | | | | | | |
| 35 - Food Service | | | | | | | | | |
| 36 - Co-curricular Activities | | | | | | | | | |
| 41 - General Administration | | | | | | | | | |
| 51 - Plant Maintenance & Operations | | | | | | | | | |
| 52 - Security & Monitoring Services | | | | | | | | | |
| 53 - Data Services | | | | | | | | | |
| 61 - Community Services | | | | | | | | | |
| 71 - Debt Services | 15,536,682 | 15,536,682 | - | - | 15,536,682 | 9,154,591 | - | 9,154,591 | 6,382,091 |
| 81 - Facilities Acquisition & Construction | | | | | | | | | |
| 99 - Intergovernmental Charges (Appraisal Servs) | | | | | | | | | |
| EXPENSE | 15,536,682 | 15,536,682 | - | - | 15,536,682 | 9,154,591 | - | 9,154,591 | 6,382,091 |
| REVENUE OVER/(UNDER) EXPENSE | \$ - | \$ - | \$ - | \$ - | \$ - | (6,861,647) | 6,901,185 | 39,539 | \$ 1,023,915 |
| Other Sources | - | - | - | - | - | - | - | - | - |
| Other Uses | - | - | - | - | - | - | - | - | - |
| OTHER SOURCES AND USES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| RESULT OF ACTIVITIES | \$ - | \$ - | \$ - | \$ - | \$ - | (6,861,647) | 6,901,185 | 39,539 | \$ 1,023,915 |

| Additional Information to the Reader | | | |
|--|-----------|-------------------|--|
| PRELIMINARY ESTIMATE - Fund Balance: | | | |
| 22 - 23 Beginning Fund Balance (Unaudited) | \$ | 12,761,789 | |
| Total 22 - 23 Beginning Fund Balance (Unaudited) | \$ | 12,761,789 | |
| 22 - 23 Actual Year to Date Revenue Over/(Under) Expense | \$ | 39,539 | |
| 22 - 23 Actual Year to Date Other Sources and Uses | \$ | - | |
| 22 - 23 Budget Remaining Revenue Over/(Under) Expense | \$ | 1,023,915 | |
| 22 - 23 Estimated Year End Result of Activities | \$ | 1,063,454 | |
| 22 - 23 Estimated Ending Fund Balance (Unaudited) | \$ | 13,825,243 | |

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

ACTION ITEM: **Recommend the use of Renaissance Star Screener as our 2022-2023 Seventh Grade Reading Screener**

RECOMMENDATION: That the Board of Trustees approves the use of Renaissance Star Screener as the 2022-2023 Seventh Grade Reading Screener.

RATIONALE: TEC, §28.006(c-1) requires each school district to administer at the beginning of the seventh grade a reading instrument adopted by the commissioner to each student whose performance on the grade 6 STAAR reading assessment did not demonstrate reading proficiency. LEAs are required to use one of these reading diagnostic instruments. Districts may request a waiver to use another instrument approved by a local district board of trustees to best meet student needs in the 2022-2023 school year only.

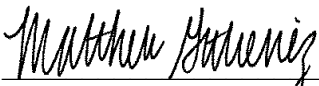
REFERENCE and COMPLIANCE: None

PAPERWORK IMPACT: None

BUDGET IMPACT INFORMATION: None

EXHIBITS: Freckle by Renaissance

RESOURCE PERSONNEL: Andrea Jaramillo, Deputy Chief of Innovation & Learning
Amanda Hardwick, Secondary RLA/SS Coordinator

Submitted by:  Date Submitted: 01/24/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St, Seguin, TX 78155
(Phone) (830) 401-8614

Freckle is a TEKS-aligned program that correlates to the Renaissance screener that each middle campus delivers. Freckle utilizes the data to set students at a grade equivalency level and on an adaptive track. Freckle also allows the teachers to assign lessons based on specific TEKS. The teachers use the data they analyze in PLCs from CFAs and Exit Tickets to assign specific lessons for Grow period on Fridays. It also allows students to work at higher levels as needed because Freckle provides lessons through the rigor of high school content. Freckle is meant to provide targeted intervention and enrichment during the GROW block. Additionally, it supplements classroom reteaching opportunities in the classroom and extended-day ACE program.



Freckle[™]
by Renaissance[®]

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

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

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

| Name | Campus | Effective |
|-------------------|----------------------|-----------|
| Benavides, Ana | Patlan Elementary | 1/3/2023 |
| Bowers, Linzey | AJB Middle School | 1/12/2023 |
| Guzman, Jaqueline | Jefferson Elementary | 1/3/2023 |

**BOARD’S
ACKNOWLEDGEMENT
RESIGNATIONS:**

Hill, Stephanie, LLI, effective 2/28/2023

Ms. Hill, ACE Director, has resigned due to personal reasons.
Ms. Hill as 1 ½ years with Seguin ISD.

Holliday, JoAnn, Seguin High School, effective 3/10/2023

Ms. Holliday, Academic Dean, has resigned to due to a new position with Austin ISD.

Ms. Holliday has 4 years with Seguin ISD.

Ramos, Ernest, Seguin High School, effective 12/16/2022

Mr. Ramos, Special Education Coordinator, has resigned due to personal reasons.

Mr. Ramos has 5 months 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.

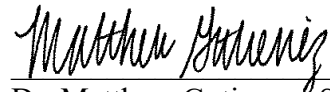
EXHIBITS:

Information Sheet

RESOURCE
PERSONNEL:

Cynthia Moreno, Chief Human Resource Officer

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



Date Submitted: 01/24/23

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