

# Agenda of Regular Meeting

## The Board of Trustees Seguin ISD

---

A Regular Meeting of the Board of Trustees of Seguin ISD will be held February 28, 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. Introduction of Newly Appointed Administrators 6
  - B. Elementary Istation and Secondary Freckle Data Update 7
  - C. Secondary Monthly Report 26
  - D. Career and Technical Education (CTE) Update and Evaluation 27
  - E. Intersession Update 41
  - F. Seguin ISD Bond Construction Update 52
  - G. Seguin ISD Strategic Plan 2025 Monthly Update 70
5. **Closed Session:** Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act

A.	Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.	
1.	Safety Audit Findings	89
B.	Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).	
C.	Pursuant to Texas Government Code Section § 551.072 - Discuss the sale, purchase, exchange, lease, or value of real property.	
6.	<b>Reconvene to Open Meeting</b> , the Board will take appropriate action on items, if necessary, as discussed in Closed Session	
A.	Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).	
7.	<b>Consent Agenda Items - Consider and Possible Approval as Applicable</b> Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.	
A.	Approval of Board Minutes of Regular Meeting - January 24, 2023 and Team of 8 Training - February 7, 2023.	90
B.	Approval of Tax Collection Reports for January 2023	99
C.	Approval of Proposed Budget Amendments & Financial Statements for January 2023	100
D.	Approval of Donations Received January 2023	109
E.	Approval of Technology Department Fiber Internet Access Services	111
F.	Approval of District-Wide Special Education Services (RFP #: 21-05)	113
G.	Seguin ISD Resolution Regarding the Office of the Governor’s Truancy Prevention Grant	115
H.	Information Regarding Purchases Through the Pace Purchasing Cooperative for a total cost of \$61,465	118
I.	Acknowledge Public Information Act Requests January 2023	119
8.	<b>Action Items</b>	
A.	Possible Action Regarding Purchases Through the CTPA Purchasing Cooperative for a total cost of \$75,000	121
B.	Approval of Seguin ISD Child Nutrition Equipment (RFP #: 23-02)	122
C.	Adopt a Resolution for the Assignment of Fund Balance	124
D.	Adopt the Board Resolution Extending Depository Contract for Funds of Independent School Districts Under Texas Education Code, Chapter 45, Subchapter G, School District Depositories	127

E. Approval of Authorized Representatives for First Commercial Bank, N.A., Lone Star Investment Pool, TexPool, LOGIC, and Texas Class - MBIA	129
F. Adoption of Resolution Stating Review of Investment Policy and Designation of Investment Officers	130
G. Consider Appointing a Budget Committee for the Board of Trustees	155
H. Approval of School Calendar for 2023-2024 School Year	156
I. Approval of Retention Stipend for Existing Employees	158
J. Personnel Action Professional Employees	159
9. <b>Board Comments and Request</b>	
10. <b>Adjourn</b>	

**RECOGNITION ITEM:**     **Campus Highlight**

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

Tonight’s presentation is provided courtesy of Ball Early Childhood Center. Principal Debra Reiley 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: 02/28/23  
(Signature) Dr. Matthew Gutierrez, Superintendent  
(Name) 1221 E. Kingsbury St., Seguin, TX 78155  
(Address) (830) 401-8614  
(Telephone)

**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 Ball ECC (2), Briesemeister MS and Seguin High School**
- **Seguin High School All State Band members**
- **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: 02/28/23  
(Signature) \_\_\_\_\_  
(Name)     Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

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

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

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

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

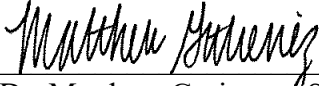
**BUDGET IMPACT/ INFORMATION:**     None

**PAPERWORK IMPACT:**             None

**EXHIBITS:**                     None

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

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

 Date Submitted: 02/28/23  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

**INFORMATION ITEM:    Elementary Istation and Secondary Freckle Data Update**

**RECOMMENDATION:**    That the Board of Trustees receives an update regarding Istation reading data in grades Kindergarten – 5th and Freckle reading data in grades 6<sup>th</sup> - 8<sup>th</sup>.

**RATIONALE:**    The purpose of this report is to present the reading progress of students using Istation & Freckle, nationally normed assessment. The assessment measures student growth with an engaging, computer-adaptive diagnostic and screening program.

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

**PAPERWORK IMPACT:**    None

**BUDGET IMPACT/ INFORMATION:**    None

**EXHIBITS:**    Presentation

**RESOURCE PERSONNEL:**    Andrea Jaramillo, Deputy Chief of Innovation and Learning  
Monica Franco, Elementary Coordinator  
Amanda Hardwick, Secondary RLA Coordinator

Submitted by: Matthew Gutierrez    Date Submitted: 02/28/23  
(Signature)    Dr. Matthew Gutierrez, Superintendent  
(Name)    1221 E. Kingsbury St., Seguin, TX 78155  
(Address)    (830) 401-8614  
(Telephone)

Seguin ISD  
Elementary & Secondary  
Literacy Data:  
Middle of Year  
Update



Seguin Independent School District  
February 28, 2023





## The Simple View of Reading

**Decoding**  
Ability to apply sound-symbol relationship to read words

**X**

**Language Comprehension**  
Ability to understand spoken language

**=**

**Reading Comprehension**

100%	X	100%	=	100%
100%	X	0%	=	0%
0%	X	100%	=	0%
50%	X	100%	=	50%
50%	X	50%	=	25%



# The Simple View of Reading

**Decoding**  
Ability to apply sound-symbol relationship to read words

**X**

**Language Comprehension**  
Ability to understand spoken language

**=**

**Reading Comprehension**

**Phonemic Awareness**

**Letter Knowledge**

**Alphabetic Decoding**

**Spelling/ Word Analysis**

**Vocabulary**

**Listening Comprehension**

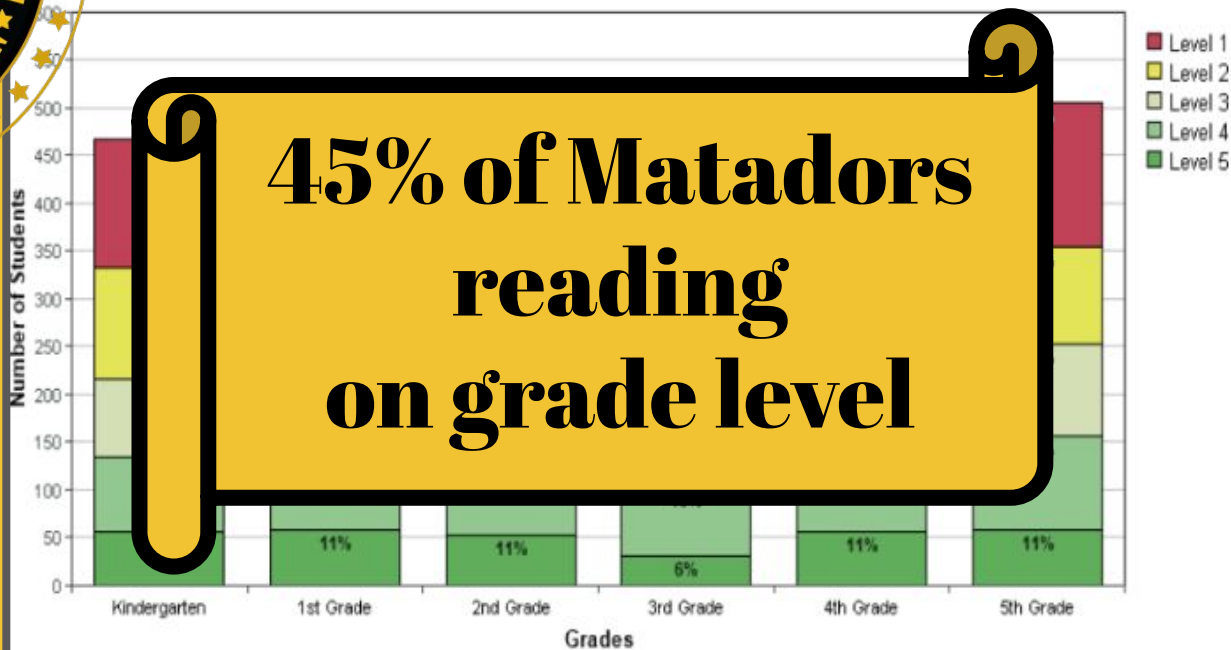
**Reading Comprehension**

**Text Fluency**

(Gough & Tunmer, 1986; Hoover & Gough, 1990)



All Grades - February 2023



**45% of Matadors  
reading  
on grade level**



## February District Comparison Report

Name	Students Assessed	Performance by Level ①
State Average	N/A	
District Average	N/A	
F C Weinert Elementary School	457	
George Vogel Elementary School	399	
Jefferson Avenue Elem School	376	
McQueeney Elementary School	297	
Oralla R Rodriguez Elem School	449	
Robert F Koennecke Elem School	552	
Vincent Patlan Elem School	419	

	Level 1 & 2 (Red & Yellow)	Level 3-5 (Greens)
<b>State</b>	56%	44%
<b>District</b>	55%	45%
<b>Jefferson</b>	62%	38%
<b>Koennecke</b>	49%	52%
<b>McQueeney</b>	49%	51%
<b>Patlan</b>	61%	40%
<b>Rodriguez</b>	62%	38%
<b>Vogel</b>	54%	46%
<b>Weinert</b>	53%	47%

**Goal: District Percentage to be lower than state percentage in Levels 1 & 2 and district percentage to be higher than state percentage in Levels 3 - 5**



## September - February District Growth

	September 2022		February 2023			
	Level 1 & 2 (Red & Yellow)	Level 3-5 (Greens)	Level 1 & 2 (Red & Yellow)	Level 3-5 (Greens)	Growth from September to February in Levels 3-5	
State	53%	47%	State	56%	44%	
District	58%	42%	District	55%	45%	
Jefferson	64%	36%	Jefferson	62%	38%	+2
Koennecke	53%	47%	Koennecke	49%	52%	+5
McQueeney	52%	49%	McQueeney	49%	51%	+2
Patlan	64%	37%	Patlan	61%	40%	+3
Rodriguez	69%	31%	Rodriguez	62%	38%	+7
Vogel	52%	47%	Vogel	54%	46%	-1
Weinert	51%	49%	Weinert	53%	47%	-2

**Goal: District Percentage to be lower than state percentage in Levels 1 & 2 and district percentage to be higher than state percentage in Levels 3 - 5**

# MOY ISIP Analysis

<b>Grade Level</b>	<b>Opportunities for Growth</b>	<b>Areas of Strength</b>
Kindergarten	Phonemic Awareness	Letter Knowledge
First Grade	Spelling	Vocabulary
Second Grade	Spelling	Vocabulary
Third Grade	Vocabulary	Comprehension
Fourth Grade	Spelling	Comp. & Vocabulary
Fifth Grade	Spelling Vocabulary	Comprehension



# Next Steps

## ★ Tier One Instruction

- **Continue to provide HIGH LEVELS of Tier 1 instruction**
- **Discuss instructional strategies and standards at each Academic Dean meeting to support teachers in PLCs, coaching, and observations**
- **Principals will continue to be present during PLCs and present in classrooms providing feedback to teachers.**
- **February 20 PL**
  - **S3 PL to 2nd to 5th Grade Teachers**
  - **PL on small group instruction and phonemic awareness**
- **Provide assistance at the campuses by pulling small groups**



# Next Steps

## ★ **Istation Testing**

- **Teachers: Continue resetting before testing**
- **Academic Deans: Continue to hyper monitor on assessment days**
- **All: Growth Celebrations**

## ★ **Differentiation**

- **District Support: Provide assistance at the campus/teacher level by pulling small groups**
- **Teachers: Intentional and purposeful planning for small groups**
- **Third Grade Science Teachers provide small group instruction**
  - **Utilize Word Study Studio Resource**
  - **Utilize science content reading materials**

## ★ **Observations**

- **Campus Admin & District Support: Observe Tier I instruction and the intervention block for evidence of differentiation**





SCAN ME



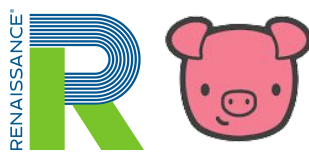
**Digital Resources  
for Families**

**Recursos Digitales  
para Familias**

**Seguin ISD  
Middle School  
Renaissance Freckle  
Usage & Data:  
Middle of Year  
Update**



# What is Renaissance Freckle?



- **Freckle’s ELA Skills Practice allows students to read and answer skills-aligned questions about informational text articles and literature texts.**
  - **Students can also practice language and grammar skills.**
- **Freckle uses a pre-test (or Star Reading data, if applicable) to place students at their “just right” level on Freckle’s adaptive practice pathway.**
- **Teachers can use local assessment data to assign skills-based practice for students to complete before they work on their practice pathway.**

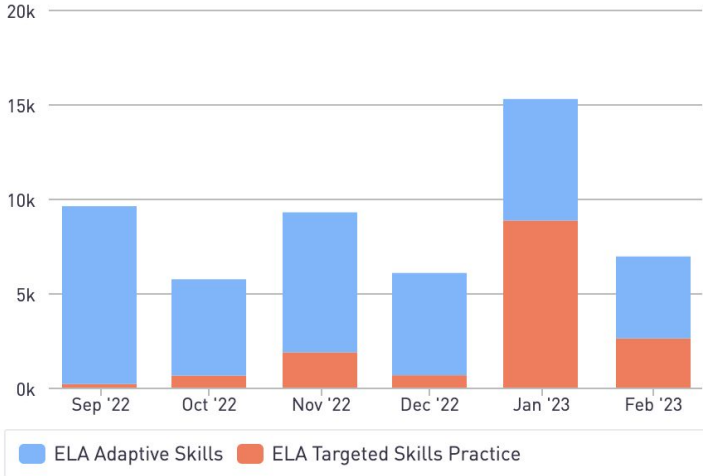


# District Renaissance Freckle Usage

18.6k

total sessions across all subjects

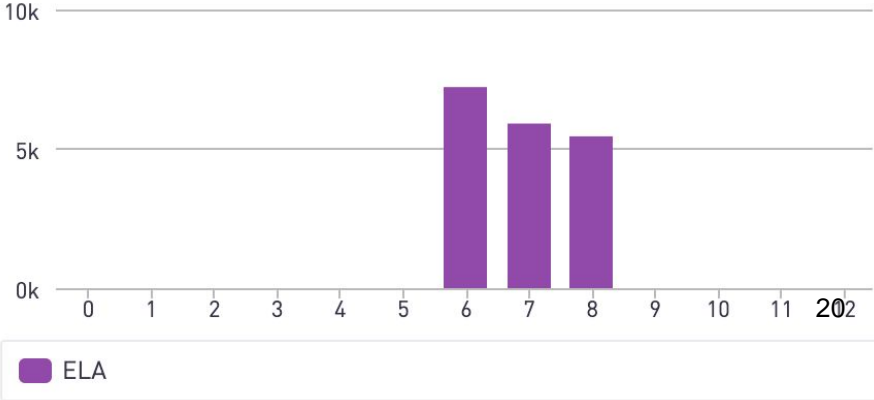
① Monthly Usage by Time Spent in Practice Types



52.9k

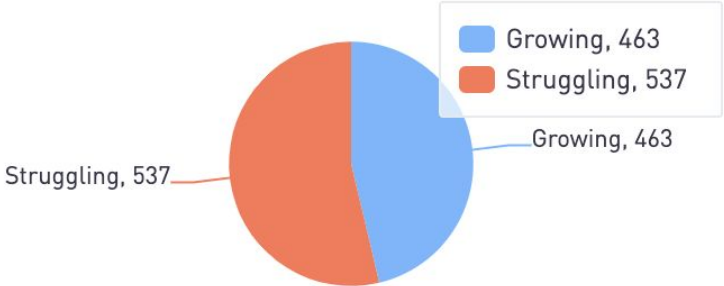
total minutes spent practicing across all subjects

① Sessions by Grade



# District Renaissance Freckle Growth Data

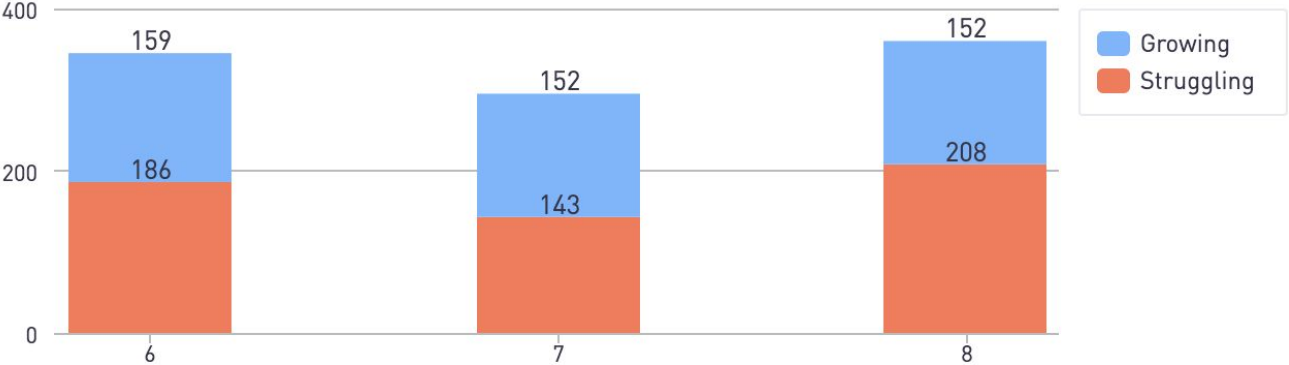
Growing vs. Struggling Students



0.61

Average Grade Level Growth

① RL Student Growth by Grade



# Renaissance Star and CFA Data: 6th Grade

Star Data Point	Star Data			CFA #	CFA/Interim Data		
	App.	Meets	Masters		App.	Meets	Masters
BOY 9/30/22	27%	10%	10%	CFA #2 10/2/22	43%	27%	13%
End of Pilot 10/31/22	25%	9%	9%	CFA #3 10/24/22	55%	32%	18%
MOY 2/17/23	25%	10%	7%	CFA #5 1/23/23	46%	24%	16% <sup>22</sup>

# Renaissance Star and CFA Data: 7th Grade

Star Data Point	Star Data			CFA #	CFA Data		
	App.	Meets	Masters		App.	Meets	Masters
BOY 9/30/22	30%	14%	11%	CFA #2 9/29/22	41%	12%	12%
End of Pilot 10/31/22	27%	12%	7%	CFA #3 10/24/22	45%	16%	16%
MOY 2/17/23	25%	13%	7%	CFA #5 1/23/23	62%	32%	26% <sup>23</sup>

# Renaissance Star and CFA Data: 8th Grade

Star Data Point	Star Data			CFA #	CFA Data		
	App.	Meets	Masters		App.	Meets	Masters
BOY 9/30/22	27%	10%	10%	CFA #2 10/18/22	39%	7%	7%
End of Pilot 10/31/22	29%	11%	9%	Interim 2 11/10/22	60%	32%	17%
MOY 2/17/23	29%	15%	6%	CFA #4 1/25/23	75%	50%	34% <sup>24</sup>

# Next Steps...

- **Renaissance Star**
  - **Goal Setting with Teachers**
    - **Implementation**
    - **Student Mastery Reports by TEKS**
  - **Goal Setting with Students**
    - **Review Star Renaissance Data**
  - **Assessment Protocol**
    - **Testing Environment**
- **Renaissance Freckle**
  - **Data-Driven Targeted Skills Practice**
    - **Interim 3**
  - **Student Goal Setting**
  - **Blended Learning**

RENAISSANCE  
**Star**  
Reading



**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:**                                      Seguin High School Presentation  
Briesemeister Presentation  
Jim Barnes Presentation

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

Submitted by:                                            Date Submitted: 02/28/32  
(Signature)    Dr. Matthew Gutierrez, Superintendent  
(Name)    1221 E. Kingsbury St., Seguin, TX 78155  
(Address)    (830) 401-8614  
(Telephone)

**INFORMATION ITEM:**     **Career and Technical Education (CTE) Update and Evaluation**

**RECOMMENDATION:**     That the Board of Trustees receives an update on the Career and Technical Education (CTE) program and evaluation of the program.

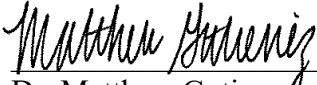
**RATIONALE:**             At the Board’s request and according to Board Policy, a district shall annually evaluate its career and technical education program. Rick Bough, CTE Director will provide the annual evaluation and update. Additionally, he will share program information to include examples of how CTE opportunities successfully impact student achievement.

**REFERENCE and COMPLIANCE:**     EHBF (LEGAL) Special Programs, Career and Technical Education  
Strategic Priority 1: Improve student learning through improved instructional practice  
Strategic Priority 2: Engage parents, industry, and community partners to enrich the experience of students and staff and to establish Seguin ISD as an integral part of the community

**BUDGET IMPACT INFORMATION:**     None

**EXHIBITS:**                 2023 CTE Presentation

**RESOURCE PERSONNEL:**             Rick Bough, Director of Career and Technical Education  
Mark Cantu, Deputy Superintendent

Submitted by:                                          Date Submitted: 02/28/23  
(Signature)                         Dr. Matthew Gutierrez, Superintendent  
(Name)                               1221 E. Kingsbury St., Seguin, TX 78155  
(Address)                           (830) 401-8614  
(Telephone)



# Career and Technical Education 2023 Annual Report

# CTE At a Glance

- **1689 Unique Students at Seguin High School**
- **24 Teachers**
- **11 Career Clusters**
- **18 Programs of Study**
- **20 industry-based certifications**
- **NCCER & AWS Training Facility**
- **Adobe & Microsoft Certified Testing Center**
- **Robotics I at both middle schools**
  - **143 Students**
  - **2 Teachers**

# Student Enrollment

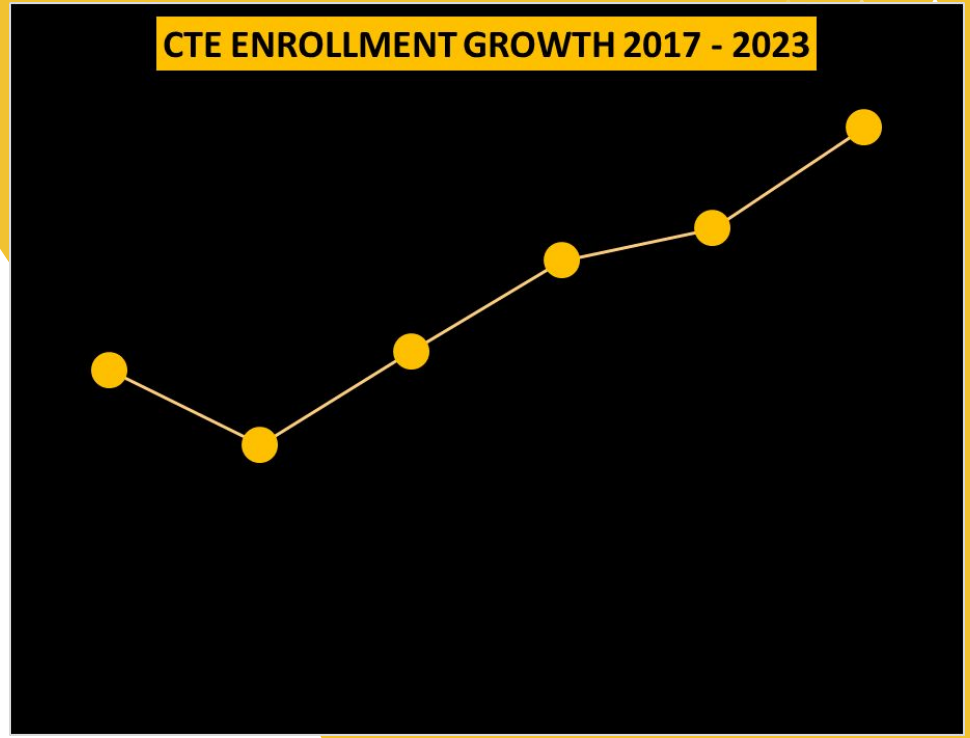
(Course Roster Counts (1803 total) - Some students are enrolled in multiple courses)

Agriculture	230
Arts, A/V and Communication	286
Business	246
Computer Science	26
Construction	54
Cosmetology	137
Education and Training	65
Health Science	344
Law Enforcement	144
Manufacturing	196
Engineering	75



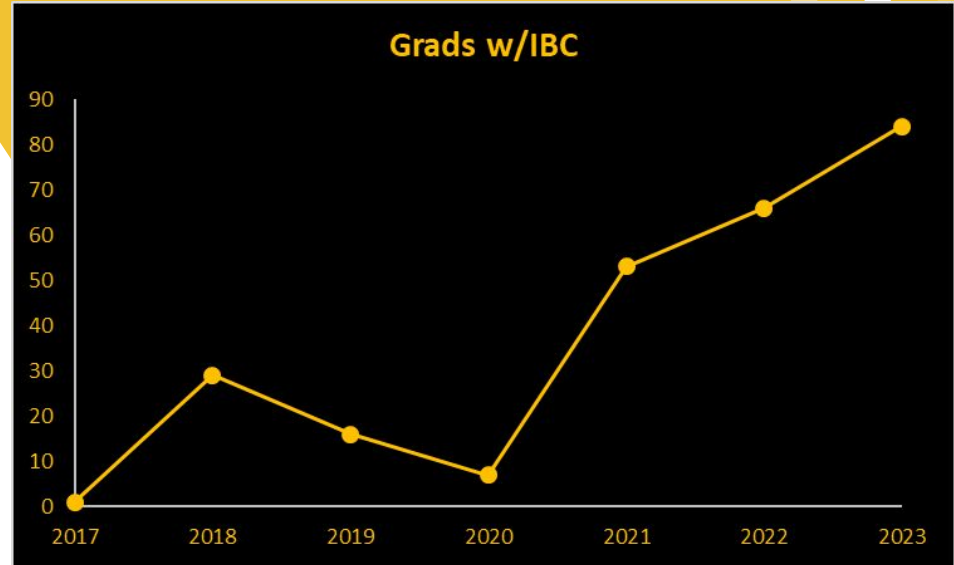
# CTE Enrollment 2017 - 2023

2022-23	1634
2021-22	1438
2020-21	1376
2019-20	1199
2018-19	1017
2017-18	1163



# Industry-Based Certifications 2017 - 2023

2022-23	*84
2021-22	66
2020-21	53
2019-20	7
2018-19	16
2017-18	29
2016-17	1



# 2021-22 Recap

- 202 Industry Recognized Certifications Earned in 2021-22 School Year
- 14.34% of 2022 Graduates earned an IBC during their high school career
- Hosted Seguin Career Day in March for Seguin, Navarro & Marion ISD Seniors
- Held 2nd Seguin Industry Signing Day for students enrolling in Trade School or entering into their chosen career field



# 2022-23 Update

- P-TECH Academy Planning Year
  - August 2023 Launch for Pharmacy Tech P-TECH
- Industry Recognized Certifications
  - Current Status
    - 83 students from the Class of 2023 have earned IBCs (~18%)
    - 72 students from the Class of 2024 have earned IBCs (~15.7%)
    - 71 IBCs earned by students so far in the 2022-23 school year
- Construction Trades Begins [Habitat for Humanity Project](#)

SEGUIN ISD EIGHTH GRADE STUDENTS

*Did You Know?*

At Seguin High School, you can earn an associate degree in Pharmacy Technology and your high school diploma at the same time.

**SPACE IS LIMITED!**

APPLY BY MARCH 3, 2023



Pathways in Technology Early College High School (P-TECH)

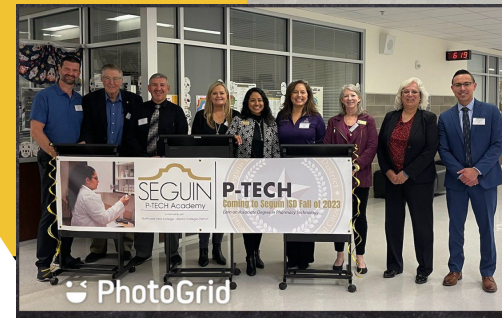
SEGUIN  
P-TECH Academy

For more information call 830-851-8043 or 830-451-8023



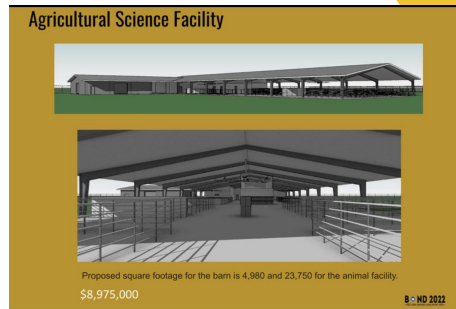
# 2022-23 Update

- Events
  - CTE Showcase (Sept)
  - Manufacturing Day (Oct)
  - P-TECH Kickoff (Nov)
  - Seguin Youth Career Expo (Jan)
  - Chart Your Course (Feb)
  - Seguin Job Shadow Day (Feb)
  - Seguin Career Day Job Fair (March)
  - MS PGP Meetings (April)
  - 3rd Annual Industry Signing Day (May)



# Future Plans and Goals

- Continued enrollment growth will require additional facilities or modifications to existing facilities
  - Welding Shop Upgrade (Summer 2023)
  - Agricultural Science Facility (Fall 2025)
  - Addition of a CTE Building (Future Bond)
- More P-TECH opportunities
- Adapting programmatic offerings to reflect student interest and local labor market needs



# Career and Technical Student Organizations

- Business Professionals of America (BPA)
- FFA
- Health Occupations Students of America (HOSA)
- Skills USA
- Texas Technology Students Association (TSA)
- Texas Association of Future Educators (TAFE)



# Community & Industry Partnerships

- Alamo Group
- City of Seguin
- CMC
- Danco Construction
- GMRC
- Habitat for Humanity
- Lonestar Home Solutions

- Parker's City Pharmacy
- Seguin Chamber of Commerce
- Seguin Economic Development Corporation
- Southern Winds Veterinary Clinic
- VCA Seguin Animal Hospital
- United Alloy



# CTE Newletters


- [Winter 2022 Newsletter](#)
- [Fall 2022 Newsletter](#)
- [Spring 2022 Newsletter](#)
- [Fall 2021 Newsletter](#)



As we wrap up the Fall semester, we have much to celebrate and much to look forward to in the Spring semester. As you will see in the pages to follow, our students and teachers have been busy this semester developing and showcasing the skills of their chosen program of study. In some cases, like BPA, it is the continuation of a long-standing SHS tradition, while in others, it is the beginning of something new, like the work that our Construction Trades program is doing with Habitat for Humanity. Whether students want to build computer programs or cook trailers, our exceptional teachers are in place to help them reach their full potential. Please enjoy this look back at the highlights from the first semester. #CareerReady

We welcomed SHS alumni, Mr. Julio Navarro, to the CTE team! We also celebrated the well deserved recognition for Ms. McMillan (SEF Grant Winner), Mr. Tapley, and Mr. Brown who were selected as #Matadors Who Matter.



Rick Bough  
SISD CTE Director  
830-372-5770 ext. 30730  
361-222-7350  
 @SeguinCTE  
@rbough

**INFORMATION ITEM:**

**Intersession Update**

**RECOMMENDATION:**

That the Board of Trustees receives an update regarding 2021-2022 & 2022-2023 Intersession programs across the district.

The purpose of this report is to present attendance data, student data and student / teacher testimonials regarding intersession. The benefits of intersession include:

- better relationships with teachers and peers
- positive school experiences
- SEL competencies reporting increasing
- increased attendance rates
- academic growth
- STAAR performance maintained or increased

**REFERENCE and COMPLIANCE:**

Strategic Priority #1 Improve student learning through improved instructional practice

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT/ INFORMATION:**

None

**EXHIBITS:**

Intersession Presentation

**RESOURCE PERSONNEL:**

Andrea Jaramillo, Deputy Chief of Innovation and Learning

Submitted by:

(Signature)



Date Submitted: 02/28/23

(Name)

Dr. Matthew Gutierrez, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614



# Intersession

February 28, 2023



# Student Perspective



# Intersession Purpose

- Help address the decline in student performance that typically happens during long breaks
- Manage the anticipated long-term impact of COVID-19
- Provide intervention, enrichment and acceleration opportunities
- Provide more immediate recovery opportunities to reduce knowledge gaps



# Intersession Outcomes

- Better relationships with teachers and peers
- Positive school experiences
- Increased attendance rates
- Academic growth
- STAAR performance maintained or increased
- Whole Child competencies reporting increases (SELWeb / Panorama)



CAMPUS	9/29	9/30	10/1	2/2
KOENNECKE	97	97	86	122
JEFFERSON	68	72	55	100
VOGEL	73	70	59	77
WEINERT	105	109	90	77
PATLAN	117	118	82	133
RODRIGUEZ	125	112	110	105
MCQUEENEY	77	83	62	108
BALL ECC				67
ELEMENTARY TOTAL	662	661	544	789
AJ BRIESEMEISTER	95	95	79	72
JIM BARNES	125	108	85	140
SEGUIN HIGH SCHOOL	128	105	65	140
DAEP/MBLC	12/23	15/22	14/16	26/36
SECONDARY TOTAL	383	345	259	369

# 2021 - 2022 Attendance

	9/29	9/30	10/1	2/2
DISTRICT TOTAL	1,045 STUDENTS	1,006 STUDENTS	803 STUDENTS	1,158 STUDENTS

ADMIT ONE

## You're invited!

To the Greatest School on Earth

### Weinert Intersession

September 29th-October 1st

Come Join the Fun:  
Intersession days will be from  
7:45am-3:30pm  
Breakfast and Lunch Provided



CAMPUS	10/19	10/20	10/11	2/2	2/3
KOENNECKE	78	83	71	81	82
JEFFERSON	57	53	41	57	60
VOGEL	76	73	57	64	68
WEINERT	93	97	58	72	81
PATLAN	115	97	87	68	79
RODRIGUEZ	140	120	112	75	80
MCQUEENEY	86	90	71	26	30
BALL ECC				73	73
ELEMENTARY TOTAL	644	613	497	516	552
AJ BRIESEMEISTER	96	76	74	119	105
JIM BARNES	85	75	61	100	93
SEGUIN HIGH SCHOOL	125	85	40	272	140
NEWCOMER CAMP	29/32	27/33	26/23		
DAEP/MBLC	38	32	25	34 / 21	34 / 22
SECONDARY TOTAL	381	328	250	545	394

# 2022 - 2023 Attendance

	10/19	10/20	10/11	2/2	2/3
DISTRICT TOTAL	1,025 STUDENTS	941 STUDENTS	747 STUDENTS	1,061 STUDENTS	946 STUDENTS

**AJB**  
**INTERCESSION**  
 SPRING TRAINING

  
**AJB**

Gear up for some learning,  
 fun clubs, and rewards.

**FEBRUARY 1-3**  
 \*BY INVITATION ONLY\*

# Teacher / Admin Perspective



# Rodriguez Spotlight

In 2021-2022 Rodriguez Elementary students attending intersession had an **average of 19.5 days ABSENT**. 2022-2023 the **average is 3.6 days ABSENT**.

## Student 1

Showing reading Comp growth on istation.

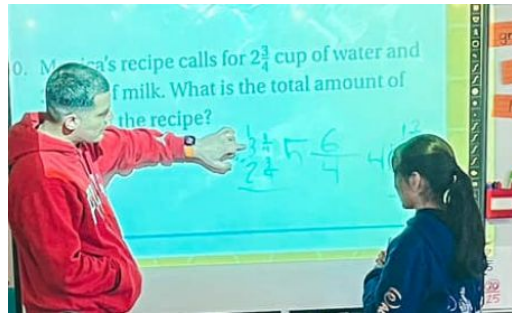
".. is very respectful and has a positive attitude. In reading intervention he asks questions and works hard to ensure he understands what we are reading. He wants to do well and works hard in class."



## Student 2

Showing steady growth in Math on local assessments.

".. is a wonderful young lady! I have really enjoyed watching her blossom in math. She always tries hard and never gives up when things get tough. I admire all of her hard work and perseverance!"



## Student 3

Showing increased vocabulary development and growth in Reading Comp on istation.

".. displays a growth mindset in all her classes. She is excited about learning and is always willing to ask tough questions."



# Barnes Spotlight

In 2021-2022 Jim Barnes MS students attending intersession had an **average of 13.8 days ABSENT**. 2022-2023 the **average is 4.4 days ABSENT**.

## Student 1

Showing growth in both Math and RLA on local assessments.



## Student 2

Showing recent growth in RLA on local assessments

".. is ALWAYS excited about learning at intersession! She shows up eager to know what activities we have planned. SHOUTOUT to her for taking advantage of this amazing learning opportunity!"

## Student 3

Showing consistent performance in Science



# Congratulations Seguin ISD



**33% campus improvement**

State Accountability Ratings



**54% campus improvement**

Seguin ISD Accountability Ratings

ORALIA R. RODRIGUEZ  
ELEMENTARY

# Questions?





# **SEGUIN ISD BOND UPDATE**

**February 28, 2023**

# BOND 2019

# BOND 2019

PROJECTS	ADJUSTED BUDGET	ACTUAL AMOUNT PAID TO DATE	ENCUMBRANCES	COMPLETED
Bond Closing/Legal Costs	\$740,780	\$732,128	-	YES
<b>AJB School Renovation</b>	<b>\$39,369,198</b>	<b>\$28,741,929</b>	<b>\$9,445,871</b>	<b>Fall 2023</b>
Matador Stadium Replacement	\$15,168,777	\$14,700,366	-	YES
Jefferson Elementary School Renovation	\$3,700,620	\$3,336,646	-	YES
Outdoor ADA Play-scapes	\$1,756,479	\$1,756,479	-	YES
Land Purchase	\$1,550,000	\$1,533,413	\$17,258	YES
<b>Various Campus Projects</b>	<b>\$2,839,784</b>	<b>\$1,612,498</b>	<b>\$27,286</b>	<b>Ball/Vogel</b>
Instructional Technology	\$140,060	\$140,060	-	YES
Non-Instructional Technology	\$1,093,493	\$136,056	\$957,437	On going
<b>TOTAL</b>	<b>\$65,389,816</b>	<b>\$53,060,567</b>	<b>\$10,447,851</b>	
<b>REMAINING (includes interest &amp; savings)</b>	<b>\$2,881,398</b>			55

# BOND 2019



FOUNDATION PREP FOR THE NEW FRONT ENTRY EXTERIOR CANOPY

# BOND 2019



MAIN ENTRY CORRIDOR CLERESTORY WORK TO BEGIN SOON.  
LIBRARY AND ADMINISTRATION OFFICES ON THE LEFT.

# BOND 2019



ON-GOING FRAMING WORK IN THE LIBRARY SPACE

# BOND 2019



## Seguin Independent School District Future Site of McQueeney Elementary School 2019 Bond Program



### 2019 Board of Trustees

Cinde Thomas-Jimenez	President	District 3
Carl Jenkins	Vice-President	District 1
Glenda Moreno	Secretary	District 7
Alejandro Guerra	Trustee	District 2
Linda Duncan	Trustee	District 4
Denise Crettenden	Trustee	District 5
Benito Amador	Trustee	District 6

**Dr. Matthew Gutierrez - Superintendent**

# BOND 2022

# BOND 2022

PROJECTS	ESTIMATED BUDGET
<b>Safety &amp; Security</b>	<b>\$15,000,000</b>
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:	-
<b>Roof replacements (7 campuses)</b>	<b>\$9,468,000</b>
Furniture	\$7,500,000
Plumbing & HVAC	\$3,000,000
Buses (18-20)	\$2,500,000
Technology Infrastructure	\$450,000
<b>TOTAL</b>	<b>\$131,<sup>61</sup>000,000</b>

# 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**

**Initial Sale \$40,000,00**  
**1<sup>st</sup> March 2023**

# **BOND 2022**

## **Permanent School Fund**

# **BOND 2022**

**SISD Underlying  
Rating: Aa3 (Moody's)**

**Very Strong**

# BOND 2023

# **BOND 2023**

## **SISD Voting Locations**

**Rodriguez Elementary**

**Barnes Middle School**

**SHS PAC Lobby**

# BOND 2023

## Early Voting

April 24 – April 28<sup>th</sup> 7:00 a.m. – 7:00 p.m.

April 29<sup>th</sup> 10:00 a.m. – 2:00 p.m.

May 1<sup>st</sup> – May 2<sup>nd</sup> 7:00 a.m. – 7:00 p.m.

## Election Day

May 6<sup>th</sup> 7:00 a.m. – 7:00 p.m.

**QUESTIONS?**

**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.

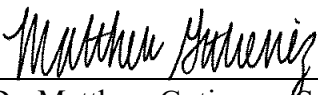
**REFERENCE and COMPLIANCE:**                      AE (LOCAL): Educational Philosophy and TEC §4.001, 4.002

**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

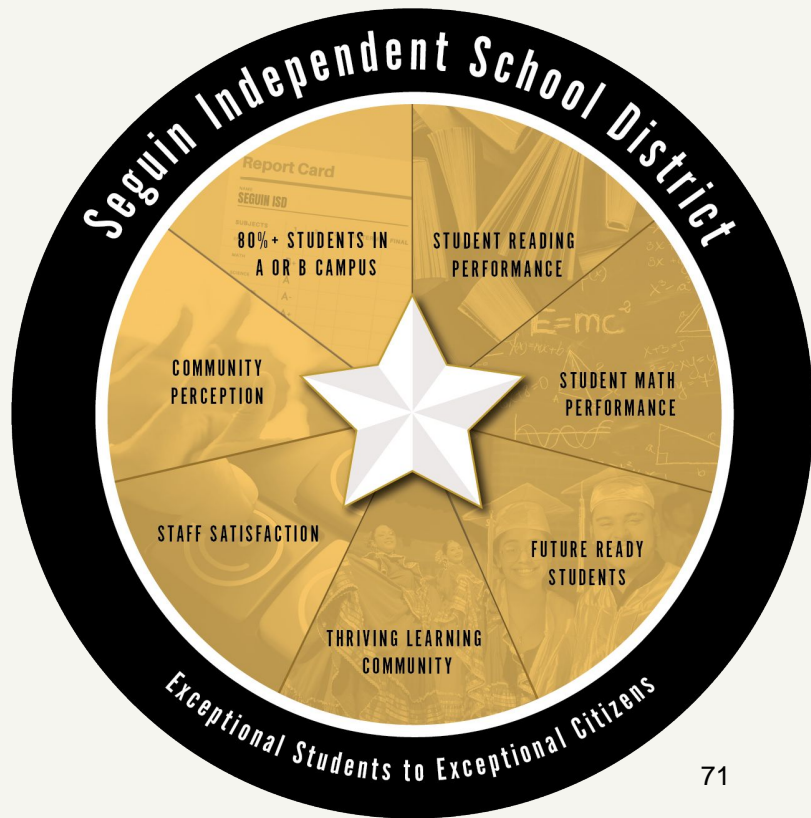
Submitted by:                       Date Submitted: 02/28/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614



# Seguin ISD Strategic Plan 2025 Monthly Update

February 28, 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



- 

**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.
- 

**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.
- 

**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.
- 

**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.
- 

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

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

**80% Students in A or B campuses**  
80% or more of SIDS 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 72



# Strategic Initiatives Dashboard At-A-Glance

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

# Equitable Student Experiences Task Force

Fall 2022

**4.3.1** Identify SISD’s pathways to an exceptional future.

Dec Status

On Track

Jan Status

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

Spring 2023

**4.3.5** Develop resources accessible to all stakeholders to support students connecting district pathways to high school graduation and beyond.

On Track

**4.2.1** Identify students who reported that they do not have a positive school experience.

On Track

**4.2.2** Identify factors that lead students to having an overall positive school experience.

On Track

**4.2.3** Increase opportunities for students to engage in positive interactions with staff members and peers, including opportunities outside of the classroom.

On Track

# College, Career, Military Readiness (CCMR) Task Force

	DecStatus	Jan Status
<b>Fall 2022</b>	<b>3.1.1</b> Purposeful TSIA Intervention & Support at the high school	<b>On Track</b>
	<b>3.1.2</b> Ensure that SpEd students receive the same CCMR support and resources as Gen ed students	<b>On Track</b>
	<b>3.1.3</b> Mandatory TSIA prep in between testing sessions	<b>On Track</b>
	<b>3.1.7</b> Increase school-day PSAT & SAT participation	<b>On Track</b>
	<b>3.1.9</b> Provide PSAT, SAT and ACT Test Prep	<b>On Track</b>
<b>Spring 2023</b>	<b>3.1.5</b> Provide teacher training on overview, value, and content involved with TSIA	<b>Complete</b>
	<b>3.1.6</b> Increase enrollment in College Prep Class	<b>On Track</b>
	<b>3.2.1</b> Provide Dual Credit enrollment support & ongoing Advising and check-ins with a strong student support system	<b>On Track</b>
	<b>3.2.2</b> The student support system will include "CCMR Camps or Sessions" for DC/ECHS/PTECH students	<b>On Track</b>
	<b>3.2.3</b> Train teachers regarding CTE pathways and certifications	<b>Complete</b>

# Curriculum + Blended Learning Task Force

		Dec Status	Jan Status
Fall 2022	<b>7.1.2</b> Ongoing PD and support for teachers and paras, students, and parents. Modeling the strategies that teachers and paras will use in the classroom.	On Track	On Track
	<b>7.1.3</b> Create a blended learning campus task force that involves all populations in the conversation such as dual language, SPED, 504, GT, etc.	Nearly Off Track	Nearly Off Track
	<b>7.1.4</b> Develop a dynamic lesson plan template that includes online and offline components of blended learning with input from all stakeholders	On Track	On Track
Spring 2023	<b>7.1.1</b> Define Blended Learning for Seguin ISD by providing explicit clarity in language and roles of stakeholders		On Track
	<b>7.1.5</b> Launch Blended Learning mini pilots.		Complete
	<b>7.1.7</b> Increase AP awareness through parent nights and increase student preparedness through in-class test prep.		On Track

# HR + Staff Culture Task Force

Dec Status

Jan 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

**5.2.1** 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

**5.3.2** 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

**5.1.4** District SGS work will focus on Talent Pipeline development.

On Track

**5.3.3** Establish pathways/pipelines for teachers to expand their professional learning.

On Track

**5.3.4** Establish competitive salaries and benefit packages for teachers and staff.

On Track

Fall 2022

Spring 2023

# Community Engagement Task Force

	Dec Status	Jan Status
<b>6.1.1</b> Create strategic and meaningful family- and parent-friendly campus activities.	On Track	On Track
<b>6.1.3</b> Increase opportunities to offer parental involvement partnerships to include professional learning.	On Track	On Track
<b>6.2.1</b> Showcase student, staff, campus and district achievements through ever-evolving social media outlets.	On Track	On Track
<b>6.2.3</b> Nurture relationships with local and regional media to market SISD's student-centered programs and initiatives.	On Track	On Track
<b>6.3.1</b> 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

**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)

Dec Status

Jan Status

On Track

On Track

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

On Track

On Track

**4.5.2** Create district-wide community engagement opportunities.

On Track

On Track

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

Nearly Off Track

Nearly Off Track

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

Nearly Off Track

On Track

**4.7.4** Provide mental health resources and support at every campus.

On Track

On Track

**4.6.1** Training about Unconscious Bias, the Whole Child Model with Trauma informed & culturally responsive practices will be offered to 100% of SISD staff. Bi-monthly voluntary DEI trainings/engagement offerings will be available to anyone in the Seguin community.

On Track

# School Safety + Discipline Task Force

Fall 2022

	Dec Status	Jan Status
<b>4.8.1</b> 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
<b>4.8.2</b> Student Support Team will conduct monthly campus liaison meetings to support student attendance.	On Track	On Track
<b>4.8.3</b> Maintain efficient and clear districtwide process regarding attendance.	On Track	On Track
<b>4.9.1</b> Seguin ISD will implement a school wide discipline management program that aims to improve student behavior plus strengthen learner engagement through a strategic system of clearly defined expectations.	On Track	On Track
<b>4.9.2</b> Seguin ISD will provide training and additional support for teachers and administrators regarding diversity and disciplinary practices including resources and suggestions on alternative disciplinary practices (CHAMPS, ACHIEVE, Trust Based Relational Intervention or TBRI, Culturally Relevant Teaching, Restorative Practices, etc).	On Track	On Track
<b>4.10.1</b> Seguin ISD will provide ongoing safety training and support.	On Track	80 On Track

# Facilities Task Force

Fall 2022

**4.11.1** Upgrade security and life safety measures as resources allow.

Dec Status

On Track

Jan Status

On Track

**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

Spring 2023

**4.10.2** Evaluate furniture in learning spaces and develop a plan to update across the district.

On Track

**4.11.3** Create a new campus operations scorecard with a goal of all campuses score of 90% or above in Safety, General Appearance, and Cleanliness.

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

**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

**7.1.1** Define Blended Learning for Seguin ISD by providing explicit clarity in language and roles of stakeholders

**7.1.7** Increase AP awareness through parent nights and increase student preparedness through in-class test prep.

## 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

Teachers, students and parents are more engaged with Seesaw Classroom and Seesaw Messages.

### Highlights

- Since November 2022:
  - Pieces of classwork posted increased by 247,492
  - Family messages/visits increased by 119,369



# Sequin ISD Strategic Plan 2025: Area of Focus

Strategic Actions that Require Re-Focusing

# Task Force: College, Career, Military Readiness (CCMR)

## Co-Chairs: Anna Lisa Vargas and Rick Bough

Strategic Priority #1:

Creating and Supporting Future-Ready Students

### 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.



### Performance Objective 3.1

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

### Performance Objective 3.1a

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



### Strategic Actions

**3.1.1** Purposeful TSIA Intervention & Support at the high school

**3.1.2** Ensure that SpEd students receive the same CCMR support and resources as Gen ed students

**3.1.3** Mandatory TSIA prep in between testing sessions

**3.1.7** Increase school-day PSAT & SAT participation

**3.1.9** Provide PSAT, SAT and ACT Test Prep

**3.1.6** Increase enrollment in College Prep Class

**3.2.1** Provide Dual Credit enrollment support & ongoing Advising and check-ins with a strong student support system

**3.2.2** The student support system will include "CCMR Camps or Sessions" for DC/ECHS/PTECH students



## Area of Focus

The proposed CCMR Accountability Framework has been released by TEA with new cut scores.

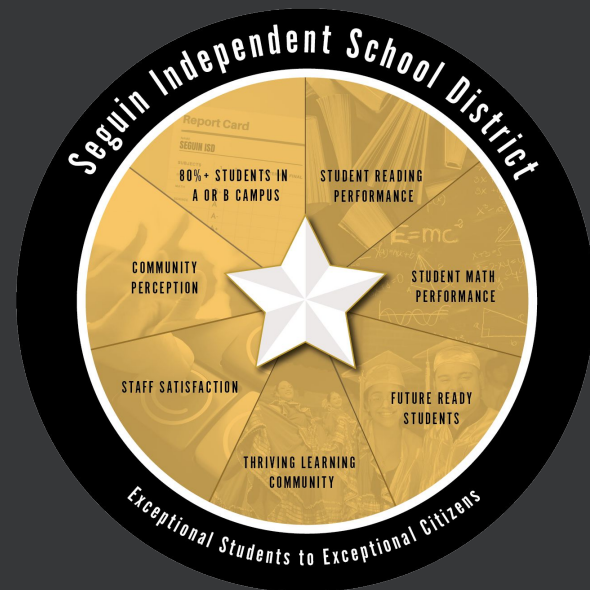
TEA revised CCMR Requirements for students in 7th and 8th grade.

### Problem Solving Actions

- 2023 CCMR Accountability is already determined based on 2022 graduates
- February 20th SHS Super PLC focused on Domain 1 performance
- Meeting with middle school teams to discuss options, with focus on the Friday Experience and PBL courses



# March Meeting: Quarterly Update on Seguin ISD Goals



**INFORMATION ITEM:**

**Safety Audit Findings (closed session)**

**RECOMMENDATION:**

That the Board of Trustees receive information regarding the Districtwide Intruder Detection Audit Report Findings.

**RATIONALE:**

The top priority of Seguin ISD and the State of Texas is keeping students and staff safe everyday. The Texas School Safety Center recently conducted an Intruder Detection Audit. The audit found areas we can improve safety for students and staff.

**REFERENCE and COMPLIANCE:**

CKC (LEGAL) (LOCAL) Safety Program/Risk Management Emergency Plans

**PAPERWORK IMPACT:**

Minimal

**BUDGET IMPACT INFORMATION:**

None

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Nikki Elaine Bittings, Chief Student Services Officer

Submitted by:

(Signature)



Date Submitted: 02/28/23

(Name)

Dr. Matthew Gutierrez, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614

# 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, January 24, 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; Linda Guzman, Briesemeister Middle School Principal; Jason Schmidt, Jim Barnes Middle School Principal; Anna Lisa Vargas, Director of College, Career and Military Readiness; Coach Craig Dailey, Athletic Director and Head Football Coach; Victor Quiroga, District's Financial Advisor with Specialized Public Finance Inc.; 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. 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 Garrett Bloch, Seguin High School senior, 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. On behalf of the staff and students of the district, Dr. Gutierrez recognized and personally thanked each of the Board of Trustees for their dedication and countless hours of service to the district in honor of School Board Recognition Month. As a special treat for School Board recognition month, the Jefferson Elementary School Drum Company performed under the direction of educator Keith Robinson.

D. Board Member Reports:

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

#### 2. Recognition/Campus Presentations

##### A. Campus Highlight

The presentation was provided courtesy of Patlan Elementary School. Ms. Rangel, principal, shared information her campus committees and the work they have been doing this year. The committees are Guiding Coalition, Community and Parent Outreach, Multicultural Campus

Coalition and PBIS (Positive Behavior Interventions and Supports).

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

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

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

Dr. Gutierrez was honored to recognize Mason Vaquera, third grade student at Patlan Elementary, Laura Hernandez Barragan, eighth grade student at Barnes Middle School and Garrett Bloch, a senior at Seguin High School for going above and beyond as leaders and exceptional students in and out of the classroom. They are all excellent role models working hard to achieve their goals while assisting their peers.

- **Superintendent’s Award**

Dr. Gutierrez was honored to recognize Keith Robinson, Jefferson Elementary School music teacher, as the January recipient of the Superintendent’s Leadership Award for going above and beyond daily duties to cultivate, inspire and empower his students, colleagues and Seguin ISD community.

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

Dr. Paul Martin addressed the Board regarding Dr. Martin Luther King Jr. and Ecological Education.

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

#### **A. College, Career and Military Readiness (CCMR) Update: Seguin Early College High School, and P-TECH**

The Board of Trustees received an update from Ms. Vargas and the CCMR Team regarding College, Career & Military Readiness to include Early College High School, P-TECH, and dual credit enrollment. 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.

#### **B. 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.

#### **C. 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.

**D. Seguin ISD Bond Construction Update**

The Board of Trustees received an update from Mr. Hillberg regarding current bond projects.

The Board recessed from 8:39 p.m. until 8:49 p.m.

- 5. Closed Meeting** –The Board adjourned into closed session at 8:50 p.m.
- A. Pursuant to Texas Government Code Section §§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.
  - B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
    - 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 reconvened at 9:46 p.m.
- A. Possible action to approve professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of employee(s). No action was taken on this item.
  - B. Possible action regarding identified options for land acquisition.  
Mr. Bright moved, seconded by Mr. Jenkins to delegate authority to Dr. Matthew Gutierrez, Superintendent, to negotiate and execute a purchase and sale agreement, and all other documents and instruments necessary to effectuate and complete the purchase and financing as discussed in closed session.

**Ayes: Amador, Bright, Crettenden, Duncan, Guerra and Jenkins**

**Nays: None**

**Abstains: Thomas-Jimenez**

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

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

Public Hearing, December 13, 2022

Regular Meeting, December 13, 2022

Special Meeting, January 11, 2023

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

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

**C. Approval of Tax Collection Reports for December 2022**

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for December 2022. The Texas Property Tax Code requires

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

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

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

**E. Approval of Investment Report for the Second Quarter Ended December 31, 2022**

The Board of Trustees approved the Investment Report for the quarter ended December 31, 2022. 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 were presented for the period.

**H. First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 120, Affecting LEGAL and LOCAL Policies**

The Board of Trustees reviewed and 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. 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

**REPLACE (cont'd):**

EKBA(LEGAL) – State Assessment: English Learners/Emergent Bilingual Students  
FB(LEGAL) – Equal Educational Opportunity  
FFA(LEGAL) – Student Welfare: Wellness and Health Services  
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

**I. Acknowledge Public Information Act Request December 2022**

The Board of Trustees received information regarding the Public Information Act requests received since December 1, 2022. The purpose of this agenda item is to keep trustees apprised of the District’s Public Information program.

**Mrs. Thomas-Jimenez moved, seconded by Ms. Duncan to approve Consent Action Items:**

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

**Public Hearing, December 13, 2022**

**Regular Meeting, December 13, 2022**

**Special Meeting, January 11, 2023**

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

**C. Approval of Tax Collection Reports for December 2022**

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

**E. Approval of Investment Report for the Second Quarter Ended December 31, 2022**

**H. First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 120, Affecting LEGAL and LOCAL Policies**

**I. Acknowledge Public Information Act Request December 2022**

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

**Nays: None**

**Mrs. Crettenden requested item 7F. and 7G. be pulled out of the consent agendas and move them to open discussion.**

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

Mrs. Thomas-Jimenez moved, seconded by Mrs. Crettenden to 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.

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

**Nays: None**

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

Mr. Amador moved, seconded by Mr. Jenkins to 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). 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.

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

**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 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**

Mrs. Crettenden moved, seconded by Mr. Bright to 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 in the amount of \$40 million.

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

**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**

Ms. Duncan moved, seconded by Mrs. Crettenden to approve an Order calling a bond election for May 6, 2023 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. The Order calling the election for May 6, 2023, 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.

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

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

Mrs. Thomas-Jimenez moved, seconded by Mr. Bright to approve the proposed budget amendments and financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund as of November 30, 2022.

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

**D. Approval of Proposed Budget Amendments & Financial Statements for December 2022**

Mrs. Thomas-Jimenez moved, seconded by Mrs. Crettenden to approve the proposed budget amendments and financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund as of December 31, 2022.

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

**E. Recommend the use of Renaissance Star Screener as our 2022-2023 Seventh Grade Reading Screener**

Ms. Duncan moved, seconded by Mr. Amador to approve the use of Renaissance Star Screener as the 2022-2023 Seventh Grade Reading Screener. 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.

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

**F. Personnel Information - Professional Employees**

Mrs. Thomas-Jimenez moved, seconded by Ms. Duncan to recognize and approve the following new hires and resignations for the 2022-2023 school year listed below:

**New Hire Elections:**

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

**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.

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

**9. Board Comments and Request**

Mrs. Thomas-Jimenez announced her upcoming retirement in July.

Ms. Duncan and the Board thanked Mrs. Thomas-Jimenez for her courageous leadership during the past six years.

Mr. Jenkins would like to know the cost analysis per student for the use of the Freckle program.

Mrs. Thomas-Jimenez would like the Athletics department to share the cost analysis report from the city regarding increased revenue generated from hosting athletic events at the high school.

Mrs. Crettenden would like information regarding the weighing system of the advanced AP and Dual Credit hours.

All prior Board requests have been addressed.

## **10. Adjourn**

Mr. Amador moved, seconded by Mr. Jenkins to adjourn the meeting. The meeting adjourned at 10:36 p.m.

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

**Nays: None**

---

Secretary/February 28, 2023

---

President/February 28, 2023

# Minutes of Team of 8 Training

## The Board of Trustees

### Seguin ISD

---

A Team of 8 Training of the Board of Trustees of Seguin ISD was held Tuesday, February 7, 2023, beginning at 6:30 p.m. 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: Mark Cantu, Deputy Superintendent and Chief Innovation Officer; Dr. Cathy Minberg, The Center of Reform of School Systems (CRSS) Consultant; and Nancy Ramirez, Superintendent Secretary.

#### 1. Call to Order

- A. Mr. Guerra called the Team of 8 Training to order at 6:30 p.m. and a quorum was established.
- B. The meeting of the Seguin ISD has been duly called and notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.
- C. The pledges were led by Ms. Duncan, followed by a moment of silence.

#### 2. Audience with the Board

No one signed up to address the Board.

#### 3. Team of 8 Training: Facilitated by Dr. Cathy Minberg with The Center for the Reform of School Systems

##### A. Tier 3 Professional Development – Team Building and Self-Assessment

The Board participated in a Team of 8 Training facilitated by Dr. Cathy Minberg to become more familiar with management oversight, board duties, roles, and governance.

The Board recessed from 7:59 p.m. until 8:06 p.m.

The Board also reviewed and discussed the board self-evaluations.

#### 4. Adjourn

Mrs. Thomas-Jimenez moved, seconded by Mr. Bright to adjourn the meeting. The meeting adjourned at 8:33 p.m.

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

**Nays: None**

**ACTION ITEM:**

**Approval of Tax Collection Reports for January 2023**

**RECOMMENDATION:**

That the Board of Trustees approves the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for January 2023.

**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 January 2023:

Current	\$ 24,195,018
Delinquent	126,516
Penalty and Interest	35,820
Total Monthly Collections	<u>\$ 24,357,354</u>
Total Tax Collections Year to Date	<u>\$ 50,910,803</u>
Delinquent Tax Levy	2,735,977
Percent Collected through January 2023	41.35%
Percent of Tax Levy Collected last year	51.62%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 02/28/23

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

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for January 2023**

**RECOMMENDATION:** That the Board of Trustees approve the proposed budget amendments and financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund as of January 31, 2023.

**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: 02/28/23  
(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  
January 2023**

	Budget				Actual			Budget Remaining	
	January 1, 2023	Proposed Amendment(s)		January 31, 2023	January 1, 2023	Current Month	January 31, 2023		
	Adopted Budget	Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	35,924,796	35,924,796	4,575,204	-	40,500,000	17,702,028	16,740,747	34,442,775	6,057,225
Property Taxes-Delinquent	1,565,467	1,565,467	(765,467)	-	800,000	563,491	94,434	657,926	142,074
Property Taxes-Penalty & Interest	589,549	589,549	(289,549)	-	300,000	122,662	26,914	149,576	150,424
Interest Income	300,000	300,000	-	-	300,000	402,245	153,576	555,820	-
Other Local Income	106,000	106,000	-	-	106,000	381,366	9,673	391,039	-
State	27,589,065	27,589,065	5,479,812	-	33,068,877	11,609,544	592,898	12,202,442	20,866,435
Federal	1,167,000	1,167,000	-	-	1,167,000	426,963	45,903	472,865	694,135
<b>REVENUE</b>	<b>67,241,877</b>	<b>67,241,877</b>	<b>9,000,000</b>	<b>-</b>	<b>76,241,877</b>	<b>31,208,299</b>	<b>17,664,145</b>	<b>48,872,443</b>	<b>27,910,293</b>
<b>EXPENSE</b>									
11 - Instruction	37,553,166	38,489,758	5,940,801	(228,951)	44,201,608	14,392,080	3,056,375	17,448,455	26,753,153
12 - Instructional Resources & Media Svcs	1,023,887	1,013,829	40,599	7,170	1,061,598	428,274	92,266	520,540	541,058
13 - Curr & Instructional Staff Development	651,794	561,076	-	24,492	585,568	193,374	33,163	228,537	359,031
21 - Instructional Leadership	2,204,014	2,061,837	131,371	96,405	2,289,613	1,006,327	190,214	1,196,541	1,093,072
23 - School Leadership	4,857,232	4,693,156	299,088	63,503	5,055,747	2,110,700	408,368	2,519,069	2,536,678
31 - Guidance & Counseling Services	2,647,822	2,650,904	113,185	26,295	2,790,384	1,079,034	241,690	1,320,724	1,469,660
32 - Social Work Services	515,652	632,381	31,708	7,775	671,864	306,348	57,147	363,495	308,369
33 - Health Services	759,739	794,031	35,067	249	829,347	283,705	66,156	349,860	479,487
34 - Student Transportation	2,703,871	2,821,405	454,417	(23,275)	3,252,547	1,325,142	234,015	1,559,157	1,693,390
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,041,009	2,229,268	-	40,790	2,270,058	954,582	183,237	1,137,819	1,132,239
41 - General Administration	2,348,125	2,325,087	554,338	(196,885)	2,682,540	1,797,787	206,911	2,004,698	677,842
51 - Plant Maintenance & Operations	6,712,126	6,672,876	1,222,318	124,550	8,019,744	3,776,056	592,740	4,368,796	3,650,948
52 - Security & Monitoring Services	535,602	544,965	-	20,032	564,997	315,170	57,181	372,351	192,646
53 - Data Services	1,976,884	2,006,013	92,108	60,350	2,158,471	1,136,332	209,575	1,345,907	812,564
61 - Community Services	75,270	62,522	-	(32,500)	30,022	8,460	1,403	9,863	20,159
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	484,250	-	-	484,250	354,347	35,910	390,257	93,993
99 - Intergovernmental Charges (Appraisal Servs)	635,684	635,684	-	95,000	730,684	331,736	9,490	341,226	389,458
<b>EXPENSE</b>	<b>67,241,877</b>	<b>69,344,042</b>	<b>8,915,000</b>	<b>85,000</b>	<b>78,344,042</b>	<b>30,464,455</b>	<b>5,675,840</b>	<b>36,140,295</b>	<b>42,203,747</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (2,102,165)</b>	<b>\$ 85,000</b>	<b>\$ (85,000)</b>	<b>\$ (2,102,165)</b>	<b>\$ 743,844</b>	<b>\$ 11,988,304</b>	<b>\$ 12,732,148</b>	<b>\$ (14,293,454)</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (2,102,165)</b>	<b>\$ 85,000</b>	<b>\$ (85,000)</b>	<b>\$ (2,102,165)</b>	<b>\$ 743,844</b>	<b>\$ 11,988,304</b>	<b>\$ 12,732,148</b>	<b>\$ -</b>
<b>Additional Information to the Reader</b>									
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			<b>PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):</b>						
22 - 23 Beginning Fund Balance - Restricted - Grants		\$ 468,865	Amended Budget Expense (official test will use actuals at year end)						78,344,042
22 - 23 Beginning Unassigned Fund Balance		\$ 35,839,125							
22 - 23 Actual Year to Date Revenue Over/(Under) Expense	\$ 12,732,148		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	\$ (14,293,454)		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 Intercession 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)						\$ 70,241,877
			25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)						25%
			22 - 23 Minimum Unassigned Fund Balance						\$ 17,560,469
			* 22 - 23 Estimated Ending Unassigned Fund Balance (Unaudited)						\$ 34,746,685
			Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement						\$ 17,186,215

Seguin Independent School District  
 Budget Amendment Detail For General Operating Fund  
 January, 2023

Budget Report - Attachment 1  
 28-Feb-2023

Revenues:

Tax collections	\$ 3,520,188
State Aid	\$ 3,729,812
State On-Behalf matching	\$ 1,750,000
Total Revenue Increase (Decrease)	<u>\$ 9,000,000</u>

Expenditures:

BUA 596 Increase Expenditures and Revenue to match mid year revenue projections

Function 11	
District wide salary adjustments	\$ 2,790,801
TRS On-Behalf projected expenditures	\$ 1,750,000
State Compensatory budget adjustment	\$ 1,400,000
Function 12	
District wide salary adjustments	\$ 40,599
Function 21	
District wide salary adjustments	\$ 131,371
Function 23	
District wide salary adjustments	\$ 299,088
Function 31	
District wide salary adjustments	\$ 113,185
Function 32	
District wide salary adjustments	\$ 31,708
Function 33	
District wide salary adjustments	\$ 35,067
Function 34	
District wide salary adjustments	\$ 454,417
Function 41	
District wide salary adjustments	\$ 444,338
Election Expenses and Legal Fees	\$ 110,000
Function 51	
District wide salary adjustments	\$ 389,056
Insurance and Utility increases	\$ 833,262
Function 53	
District wide salary adjustments	\$ 92,108

Function 99		
Appraisal district fees	\$	85,000
Total Expenditures Increase (Decrease)		<u>\$ 9,000,000</u>
<u>Other Sources:</u>		
Total Other Sources Increase (Decrease)		<u>\$ -</u>

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**Child Nutrition Fund**  
**January 2023**

	Budget					Actual			Budget Remaining
	Adopted Budget	January 1, 2023	Proposed Amendment(s)		January 31, 2023	January 1, 2023	Current Month	January 31, 2023	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	37,186	9,716	46,902	-
Other Local Income	571,000	571,000	-	-	571,000	125,623	29,213	154,836	416,164
State	70,000	70,000	-	-	70,000	14,450	-	14,450	55,550
Federal	4,489,000	4,489,000	-	-	4,489,000	2,625,068	587,319	3,212,387	1,276,613
<b>REVENUE</b>	<b>5,150,000</b>	<b>5,150,000</b>	<b>-</b>	<b>-</b>	<b>5,150,000</b>	<b>2,802,327</b>	<b>626,248</b>	<b>3,428,575</b>	<b>1,748,327</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service	5,137,250	5,131,550	-	-	5,131,550	2,253,936	594,047	2,847,982	2,283,568
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	12,000	12,000	-	-	12,000	6,156	653	6,809	5,191
52 - Security & Monitoring Services	750	6,450	-	-	6,450	265	5,785	6,050	400
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>5,150,000</b>	<b>5,150,000</b>	<b>-</b>	<b>-</b>	<b>5,150,000</b>	<b>2,260,357</b>	<b>600,485</b>	<b>2,860,841</b>	<b>2,289,159</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>541,970</b>	<b>25,763</b>	<b>567,734</b>	<b>(540,832)</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>541,970</b>	<b>25,763</b>	<b>567,734</b>	<b>(540,832)</b>

<b>Additional Information to the Reader</b>			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
<i>22 - 23 Beginning Fund Balance (Unaudited)</i>			
Unassigned	\$	2,590,077	
Non Spendable-Inventory	\$	61,139	
Total 22 - 23 Beginning Fund Balance (Unaudited)	\$	2,651,216	
<i>22 - 23 Actual Year to Date Revenue Over/(Under) Expense</i>			
	\$	567,734	
<i>22 - 23 Actual Year to Date Other Sources and Uses</i>			
	\$	-	
<i>22 - 23 Budget Remaining Revenue Over/(Under) Expense</i>			
	\$	(540,832)	
22 - 23 Estimated Year End Result of Activities	\$	26,902	
<b>22 - 23 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$</b>	<b>2,678,118</b>	

Seguin Independent School District  
Budget Amendment Detail For Child Nutrition Fund  
January, 2023

Budget Report - Attachment 1  
28-Feb-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**  
**January 2023**

	Budget				Actual			Budget Remaining	
	Adopted Budget	January 1, 2023		January 31, 2023	January 1, 2023	Current Month	January 31, 2023		
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	15,200,000	15,200,000	-	-	15,200,000	7,882,460	7,454,271	15,336,730	-
Property Taxes-Delinquent	200,000	200,000	-	-	200,000	234,592	32,082	266,674	-
Property Taxes-Penalty & Interest	136,682	136,682	-	-	136,682	48,216	8,906	57,122	79,560
Interest Income	-	-	-	-	-	95,184	58,368	153,551	-
Other Local Income	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	933,678	-	933,678	-
Federal	-	-	-	-	-	-	-	-	-
<b>REVENUE</b>	<b>15,536,682</b>	<b>15,536,682</b>	<b>-</b>	<b>-</b>	<b>15,536,682</b>	<b>9,194,129</b>	<b>7,553,626</b>	<b>16,747,756</b>	<b>79,560</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service									
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations									
52 - Security & Monitoring Services									
53 - Data Services									
61 - Community Services									
71 - Debt Services	15,536,682	15,536,682	-	-	15,536,682	9,154,591	133,350	9,287,941	6,248,741
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>15,536,682</b>	<b>15,536,682</b>	<b>-</b>	<b>-</b>	<b>15,536,682</b>	<b>9,154,591</b>	<b>133,350</b>	<b>9,287,941</b>	<b>6,248,741</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>39,539</b>	<b>7,420,276</b>	<b>7,459,815</b>	<b>\$ (6,169,181)</b>
Other Sources	-	-	-	-	-			-	
Other Uses	-	-	-	-	-			-	
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>39,539</b>	<b>7,420,276</b>	<b>7,459,815</b>	

Additional Information to the Reader			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
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	\$	7,459,815	
22 - 23 Actual Year to Date Other Sources and Uses	\$	-	
22 - 23 Budget Remaining Revenue Over/(Under) Expense	\$	(6,169,181)	
22 - 23 Estimated Year End Result of Activities	\$	1,290,633	
<b>22 - 23 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$</b>	<b>14,052,422</b>	

Seguin Independent School District  
Budget Amendment Detail For Debt Service Fund  
January, 2023

Budget Report - Attachment 1  
28-Feb-2023

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

**ACTION ITEM:**

**Approval of Donations Received January 2023**

**RECOMMENDATION:**

That the Board of Trustees approve donations received by the District during the month of January 2023.

**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: 02/28/23

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

<b>Donor</b>	<b>Purpose</b>	<b>Campus Receiving Donation</b>	<b>Date Rcvd</b>	<b>Amount</b>	<b>Board Approval</b>
Pack the Bus/Suzanne Saunders	Donated funds to purchase school supplies	Student Services	01/23/23	\$ 3,250.00	Pending

NOTE: This listing includes only documented, unsolicited donations received by the District during January 2023. 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 Technology Department Fiber Internet Access Services**

**RECOMMENDATION:**              That the Board of Trustees approve to contract with Spectrum Enterprise for fiber internet access services for a total cost of \$3,000 per month for a term of thirty-six (36) months.


**RATIONALE:**                      A Request for Proposals was issued in December 2022 for fiber internet access services. The bid was competitively solicited in compliance with Board Policy. Of the five (5) responses received, all met the RFP requirements. The attached recommendation is considered the best value for the District.


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

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

**EXHIBITS:**                      Bid Tabulation

**RESOURCE PERSONNEL:**              Anthony Hillberg, Chief Financial Officer, CPA, RTSBA  
Steve Gonzalez, Chief Technology Officer

Submitted by:                                            Date Submitted: 02/28/23  
    (Signature)                      \_\_\_\_\_  
    (Name)                      Dr. Matthew Gutierrez, Superintendent  
    (Address)                      1221 E. Kingsbury St., Seguin, TX 78155  
    (Telephone)                      (830) 401-8614

	Seguin ISD - C1 - Internet Access						
	FY2023 E-Rate						
	FCC Form 470 Number	230009247					
	Vendor Name		SPECTRUM	ENA	ZAYO	CONTERA	AT&T
	Service Bid Speed	10 Gbps					
	Term Evaluated 36 months	36 Months					
	Evaluation Date	1/23/2023	\$ 3,000.00	\$ 3,100.00	\$ 3,609.00	\$ 4,050.00	\$ 4,437.38
		Monthly Cost					
		Non-Returning Charge	\$ -	\$ -	\$ -	\$ -	\$ -
		Total Cost	\$ 3,000.00	\$ 3,100.00	\$ 3,609.00	\$ 4,050.00	\$ 4,437.28
	Evaluation Criteria	Maximum Points					
1	Purchase price	30.00	30.00	29.03	24.94	22.22	20.28
2	Reputation of the vendor and vendor's goods or services	10	10	9	9	9	10
3	Quality of the vendor's goods or services	10	10	10	10	10	10
4	Extent to which the goods or services meet the district's needs	10	10	10	10	10	10
5	Vendor's past relationship with the district	10	10	9	9	9	8
6	Impact of district's compliance with laws and rules relating to Historically Underutilized Businesses	1	1	1	1	1	1
7	Total long-term cost to the district	7	7	5	5	5	5
8	Other relevant factors specifically listed in this CSP						
	Service Level Agreement	5	5	5	5	5	5
	Service and support proximity to school district	12	12	11	11	11	12
	Proposed Implementation Plan	5	5	5	5	5	5
	Total Maximum Points :	100.00	100.00	94.03	89.94	87.22	86.28
	Evaluator: Leonard Carter						
	Signature - Leonard M Carter						
	Evaluator: Steve Gonzalez						
	Signature - 						

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

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

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

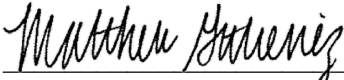
**REFERENCE and COMPLIANCE:** CH(LEGAL) and CH(LOCAL) Purchasing and Acquisition

**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Vendor Recommendation Form

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

Submitted by: \_\_\_\_\_ Date Submitted: 02/28/23  
(Signature)   
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

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

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

VENDOR	SERVICES PROVIDED	Recommended
Stacia Phillips	Speech pathologist	<b>Y</b>

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

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

**ACTION ITEM:** **Seguin ISD Resolution Regarding the Office of the Governor’s Truancy Prevention Grant**

**RECOMMENDATION:** That the Board of Trustees approve the resolution for the application to the Office of the Governor Truancy Prevention Grant.

**RATIONALE:** The Office of the Governor Criminal Justice Division has announced funding for Truancy Prevention and Intervention Program grants. Seguin ISD was awarded the grant for two Case Managers for the 2018-19 school year, and continued for the 2019-20, 2020-21, 2021-22, and 2022-23 school years. The current grant expires on August 31, 2023. The district is eligible to apply and continue the grant for truancy prevention and intervention purposes for an additional term. The grant will include the continuation of implementing a campus based truancy intervention program with the goals of increasing overall student attendance, student engagement, decreasing unexcused absences, and improving student academic progress with a focus on secondary schools.

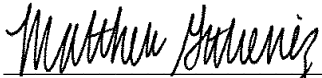
**REFERENCE and COMPLIANCE:** FEA (LEGAL) Attendance Compulsory Attendance;  
FED (LEGAL) Attendance Enforcement

**PAPERWORK IMPACT:** Minimal

**BUDGET IMPACT:** Grant submission for all costs with no additional costs to the district

**EXHIBITS:** Resolution

**RESOURCE PERSONNEL:** Nikki Elaine Bittings, Chief Student Services Officer

Submitted by:  Date Submitted: 02/28/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT**

**Resolution of the Board Regarding the Grant Submission to the Office of the Governor  
Criminal Justice Division (CJD) for Truancy Prevention and Intervention Program**

**WHEREAS**, the Seguin ISD Board of Trustees finds it in the best interest of the citizens of the Seguin School District, that the Missing Matadors Matter project be continued for the 2023-2024 school year; and

**WHEREAS**, the Seguin ISD Board of Trustees agrees to provide applicable matching funds for the said project, as required by the Office of the Governor grant application if listed in the grant application; and

**WHEREAS**, the Seguin ISD Board of Trustees agrees that in the event of loss or misuse of the Office of the Governor funds, Seguin ISD Board of trustees assures that the funds will be returned to the Office of the Governor in full; and

**WHEREAS**, the Seguin ISD Board of Trustees designates Dr. Matthew Gutierrez as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW, THEREFORE, BE IT RESOLVED** that Seguin ISD Board of trustees approves the submission of the grant application for the Missing Matadors Matter to the Office of the Governor.

**PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF TRUSTEES OF SEGUIN INDEPENDENT SCHOOL DISTRICT, ON THIS, THE 28TH DAY OF FEBRUARY 2023.**

*[Signature Page Follows]*

**SEGUIN INDEPENDENT SCHOOL DISTRICT**

**Trustees voting in favor of the Resolution:**

_____	_____
_____	_____
_____	_____
_____	_____

The undersigned, being the Secretary of the Board, hereby certifies that the foregoing represents a true copy of a Resolution of the Seguin ISD Board of Trustees, duly held on \_\_\_\_\_, 2023, which Resolution is in full force and effect, and has not been revoked or amended.

\_\_\_\_\_  
Board Secretary

Dated: \_\_\_\_\_

Grant: 3636206

**INFORMATION ITEM:**      **Information Regarding Purchases Through the Pace Purchasing Cooperative for a total cost of \$61,465**

**RECOMMENDATION:**      The following purchases were made through the Pace Purchasing Cooperative:

    \* Microshare: Reference #P00165 Telecommunications, Data, Network, Security, Equipment, Services, and Supplies - \$61,465

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

Additional information regarding these purchases is provided below:

    \* The selected provider to support various cybersecurity solutions and services for the district.

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

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

**EXHIBITS:**                  None

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

Submitted by:  
    (Signature)



Date Submitted: 02/28/23

(Name)  
(Address)  
(Telephone)

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



<b>Seguin ISD PIA requests received from Jan. 12-Feb. 15, 2023</b>				
<b>Date</b>	<b>Requester</b>	<b>Requested documents</b>	<b>Status</b>	<b>Action</b>
012323 032	Kelly Follis, SEF	Top 10 percent of Class of 2023 directory information.	Completed	Document provided
012423 033	Inter-State Studio	Elementary school directory information	Completed	Document provided
020323 034	Rebecca Davenport	Bond information, Jefferson ES budget, how allocated	Completed	Documents provided
020623. 035	Lisa Burns	CFA #2 & #3 scores for the 2022-23 school year for ALG I 8 ADV, ENGLARD 8 ADV, BIO, ENG 3, GEOM	Completed	Documents provided
020723 035	Rebecca Davenport	Patlan ES budget	Completed	Documents provided
021423 036	Aireen Saldon, The Foundation Group	District employee directory information	In progress	

**ACTION ITEM:** **Possible Action Regarding Purchases Through the CTPA Purchasing Cooperative for a total cost of \$75,000**

**RECOMMENDATION:** The following purchases were made through the CTPA Purchasing Cooperative:

\*edVantage Strategy Group, Inc: Reference RFP #2022-051 Public Relations & Communications Strategies - \$75,000

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

Additional information regarding these purchases is provided below:

\* edVantage Strategy Group will provide legally compliant public disclosure and communication services for the May 6, 2023 bond election.

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

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

**EXHIBITS:** None

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

Submitted by:  
(Signature)



Date Submitted: 02/17/23

(Name)  
(Address)  
(Telephone)

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

**ACTION ITEM:** **Approval of Seguin ISD Child Nutrition Equipment (RFP #: 23-02)**

**RECOMMENDATION:** That the Board of Trustees approve to contract with 1st Choice Restaurant Equipment for Child Nutrition Equipment.

**RATIONALE:** A Request for Proposals (RFP#: 23-02) was issued on January 13, 2023 for Child Nutrition Equipment. The bid was competitively solicited in compliance with Board Policy. Of the 3 responses received, 3 met the RFP requirements. This recommendation is based primarily, although not exclusively, on the best value for the price.

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

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** Funds to be provided by the Child Nutrition Fund.

**EXHIBITS:** Bid Tabulation

**RESOURCE PERSONNEL:** Anthony Hillberg, Chief Financial Officer, CPA, RTSBA  
Jacob Galvan, Director of Child Nutrition  
Jennifer Martinez, Purchasing Coordinator, CTSBO

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



Date Submitted: 02/28/2023

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

# Seguin ISD

## Bid Tabulation Summary

### CHILD NUTRITION EQUIPMENT (RFP: 23-02)

<b>TYPE</b>	<b>PROJECT TITLE</b>
RFP	CHILD NUTRITION EQUIPMENT
<b>NUMBER</b>	<b>ISSUING DEPARTMENT</b>
23-02	CHILD NUTRITION DEPARTMENT

	<b>DATE 1</b>	<b>DATE 2</b>
<b>POSTING</b>	01/28/23	01/25/23
<b>PRE-BID</b>	N/A	N/A
<b>CLOSING</b>	02/10/23	N/A
<b>BOARD</b>	02/28/23	N/A

RESPONDENT (Rank Order)	PRICE (Grand Total)	AVERAGE SCORE					TOTAL <i>(*rounded averages)</i>
		(% deviation x 0.5)					
		MAX 20	MAX 10	MAX 10	MAX 10	MAX 10	
	PRICE (SCORE)	VENDOR REPUTATION	QUALITY OF GOODS/SER VICES	MEETS DISTRICT NEEDS	PAST RELATIONS HIP WITH SISD		
1ST CHOICE	\$ 984,204	20	10	10	9	10	59
MISSION RESTAURANT SUPPLY	\$ 1,051,520	17	9	10	9	6	51
PASCO, INC	\$ 1,109,302	14	10	10	9	7	49
							-
							-
							-
							-
							-

RECOMMENDATION	SCORE	PRICE	JUSTIFICATION FOR THIS RECOMMENDATION
<b>1ST CHOICE</b>	<b>59</b>	<b>\$ 984,204</b>	<b>The evaluation team, consisting of four staff members representing various areas of District operations, considers the 1st Choice proposal to be the best value for this project. 1st Choice's pricing and experience with Seguin ISD were key factors leading to this recommendation.</b>

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

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

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

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

**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Resolution

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

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



Date Submitted: 02/28/23

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

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

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

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

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

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

**FUND BALANCE POLICY**

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

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

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

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

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

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

High School CTE Welding Bay Expansion .....	<u>200,000</u>
<i>(12 addition bays to accommodate participation)</i>	
<b>Subtotal .....</b>	<b><u>\$200,000</u></b>

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

**Trustees voting in favor of the Resolution:**


The undersigned, being the Secretary of the Board, hereby certifies that the foregoing represents a true copy of a Resolution of the Seguin ISD Board of Trustees, duly held on \_\_\_\_\_, 2023, which Resolution is in full force and effect, and has not been revoked or amended.

\_\_\_\_\_  
Board Secretary

Dated: \_\_\_\_\_

**ACTION ITEM:**

**Adopt the Board Resolution Extending Depository Contract for Funds of Independent School Districts Under Texas Education Code, Chapter 45, Subchapter G, School District Depositories**

**RECOMMENDATION:**

That the Board approve the resolution to extend the depository contract with First Commercial Bank, N.A. for the biennium July 1, 2023 through June 30, 2025.

**RATIONALE:**

Texas Education Code Subchapter G, Section 45.205, allows a school district to extend its depository contract for three (3) additional two-year terms if: the district did not file an extension in the three previous bienniums and, the district and the depository bank agree to extend the current depository contract with or without changes to the contract if both the district and bank mutually agree to the existing and/or new terms.

The Seguin Independent School District qualifies for the extension provisions and has mutually agreed to contractual terms with First Commercial Bank, N.A. To extend the term of the depository contract, the district and depository bank must execute the Board Resolution Extending Depository Contract for Funds of Independent School Districts, attached.

The Seguin Independent School District has worked with First Commercial Bank, N.A. for the last ten (10) years. District Administration feels the services provided by First Commercial Bank are comprehensive, consistent, and competitively priced. The Business Department thus recommends that the Board of Trustees approve the Resolution to extend the depository contract with First Commercial Bank, N.A.

**REFERENCE and COMPLIANCE:**

BDAE (LEGAL) and BDAE (LOCAL) Officers and Officials Duties and Requirements of Depository

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

Funds are provided in the General Operating Fund.

**EXHIBITS:**

Resolution

**RESOURCE PERSONNEL:**

Anthony Hillberg, Chief Financial Officer, CPA, RTSBA

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

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

Date Submitted: 02/28/23

**Board Resolution Extending Depository Contract for Funds  
Of Independent School Districts Under Texas Education Code,  
Chapter 45, Subchapter G, School District Depositories**

**Resolved by the** Seguin Independent School District Board of Trustees **that:**  
*Board of Trustees*

First Commercial Bank, N.A. located at Guadalupe  
*(Name of Depository Bank) (Name of County)*

County, State of Texas, being a bank as defined in section 45.201 of the Texas Education Code, and Seguin Independent School District (CDN:           ) agree to extend this depository  
*(Name of District)*

contract pursuant to Texas Education Code Section 45.205, for an additional two-year term from 07/01/2023, through 06/30/2025. Under Texas Education Code Section 45.205(b), a school district and the district's depository bank may agree to extend a depository contract for three additional two-year terms. The extension constitutes the parties' second two-year term.  
*(first, second, third)*

Furthermore, under Texas Education Code Section 45.205(c), the contract term and any extension must coincide with the school district's fiscal year.

AGREED AND ACCEPTED on behalf of Seguin Independent School District  
*Name of District*

this the 28th day of February, 2023.

\_\_\_\_\_  
*Signature of President of School Board*

AGREED AND ACCEPTED on behalf of Depository this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
First Commercial Bank, N.A.

*Typed Name of Depository*

\_\_\_\_\_  
*Signature of Authorized Bank Officer*

\_\_\_\_\_  
*Title of Authorized Bank Officer*

**Acknowledgement**

Acknowledged before me in \_\_\_\_\_ County, Texas, on \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_, bank officer of the Depository named in the preceding document, for the Depository.

\_\_\_\_\_  
Signature of Notary

(SEAL)

Notary Public in and for \_\_\_\_\_  
County, Texas

**ACTION ITEM:** **Approval of Authorized Representatives for First Commercial Bank, N.A., Lone Star Investment Pool, TexPool, LOGIC, and Texas Class - MBIA**

**RECOMMENDATION:** That the Board of Trustees approve the addition of Perla Romero, Director of Business Services, as an authorized representative for First Commercial Bank, N.A., Lone Star Investment Pool, TexPool, Local Government Investment Cooperative (“LOGIC), and Texas CLASS – MBIA.

**RATIONALE:** The Business Department will officially notify the District’s depository bank and investment pools that the authorized investment representatives for Seguin Independent School District will be Dr. Matthew Gutierrez, Superintendent, Anthony Hillberg, Chief Financial Officer, and Perla Romero, Director of Business Services. These representatives will be authorized to conduct all banking transactions and business on behalf of Seguin ISD. However, only the Board President and Secretary will have authority to sign checks.


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

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** None

**EXHIBITS:** None

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

Submitted by:  Date Submitted: 02/28/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**Resolution Stating Review of Investment Policy  
And Investment Strategies for the  
Seguin Independent School District**

**Whereas**, School Board policy CDA (Legal) requires the Board of Trustees to review its investment policy and investment strategies not less than annually;

**Whereas**, the Board of Trustees of the Seguin Independent School District, "District", adopted Investment Policies for the District, in the form attached hereto as Exhibit "2," pursuant to Board policy CDA (Legal);

**And Whereas**, the Board of Trustees wishes to designate one or more employees of the District as investment officer to be responsible for the investment of its funds consistent with the Investment Policy;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT THAT:**

**Section 1.** The Investment Policy, in the form attached hereto as Exhibit "2," and investment strategies contained in such policy has been reviewed and is hereby adopted with no changes.

**Section 2.** The Superintendent, the Chief Financial Officer, and the **Director of Business Services** are hereby named as investment officers of the District to be responsible for the investment of its funds consistent with the Investment Policy.

**Section 3.** The provisions of the Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the Board of Trustees.

Adopted this 28th Day of February 2023.

\_\_\_\_\_  
Signature of President, Board of Trustees

Attest:

\_\_\_\_\_  
Signature of Secretary, Board of Trustees

**ACTION ITEM:**

**Adoption of Resolution Stating Review of Investment Policy and Designation of Investment Officers**

**RECOMMENDATION:**

That the Board of Trustees adopt the attached resolution stating review of investment policy and investment strategies for the Seguin Independent School District and naming Investment Officers for the District.

**RATIONALE:**

The attached resolution states that the Board of Trustees has reviewed the investment policy, and names the Superintendent, the Chief Financial Officer, and the Director of Business Services as the District's investment officers.

The investment policy of the District primarily emphasizes safety or principal and liquidity with additional consideration of diversification of the portfolio and investment yield. Authorized investments are designated and are all authorized by the Texas Public Funds Investment Act. Policies CDA (Legal) and CDA (Local) have been reviewed by the Chief Financial Officer. There have been no legislative changes to CDA (Legal) and no changes are recommended for CDA (Local). Both policies are attached.

**BOARD POLICY REFERENCE and COMPLIANCE:**

CDA (LEGAL) and CDA (LOCAL) Other Revenues - Investments

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

None

**EXHIBITS:**

Exhibit 1 - Resolution  
Exhibit 2 - Board Policy

**RESOURCE PERSONNEL:**

Anthony Hillberg, Chief Financial Officer, CPA, RTSBA

Submitted by:



Date Submitted: 02/28/23

(Signature)

(Name)

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

(Address)

(Telephone)

<b>Table of Contents</b>	<b>Definitions .....</b>	<b>2</b>
	Bond Proceeds.....	2
	Investment Pool.....	2
	Pooled Fund Group .....	2
	Separately Invested Asset .....	2
	Pledged Revenue.....	2
	Repurchase Agreement.....	2
	Hedging.....	2
	Corporate Bond .....	3
	<b>Written Policies .....</b>	<b>3</b>
	Annual Review .....	4
	Annual Audit .....	4
	Investment Strategies.....	4
	Investment Officer .....	4
	Investment Training .....	5
	Standard of Care .....	6
	<b>Selection of Broker .....</b>	<b>8</b>
	<b>Bond Proceeds.....</b>	<b>8</b>
	<b>Authorized Investments .....</b>	<b>8</b>
	Obligations of Governmental Entities.....	8
	Certificates of Deposit and Share Certificates.....	10
	Repurchase Agreements .....	11
	Securities Lending Program .....	12
	Banker's Acceptances .....	13
	Commercial Paper.....	13
	Mutual Funds.....	13
	Guaranteed Investment Contracts .....	14
	Investment Pools.....	15
	Corporate Bonds .....	16
	Hedging Transactions.....	16
	Prohibited Investments .....	17
	Loss of Required Rating .....	17
	<b>Sellers of Investments .....</b>	<b>18</b>
	Business Organization.....	18
	<b>Donations .....</b>	<b>18</b>
	<b>Electronic Funds Transfer .....</b>	<b>19</b>

All investments made by a district shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules, or regulations. *Gov't Code 2256.026*

**Definitions**

Bond Proceeds	"Bond proceeds" means the proceeds from the sale of bonds, notes, and other obligations issued by a district, and reserves and funds maintained by a district for debt service purposes.
Investment Pool	"Investment pool" means an entity created under the Texas Government Code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield.
Pooled Fund Group	"Pooled fund group" means an internally created fund of a district in which one or more institutional accounts of a district are invested.
Separately Invested Asset	"Separately invested asset" means an account or fund of a district that is not invested in a pooled fund group.  <i>Gov't Code 2256.002(1), (6), (9), (12)</i>
Pledged Revenue	"Pledged revenue" means money pledged to the payment of or as security for:  <ol style="list-style-type: none"><li>1. Bonds or other indebtedness issued by a district;</li><li>2. Obligations under a lease, installment sale, or other agreement of a district; or</li><li>3. Certificates of participation in a debt or obligation described by item 1 or 2.</li></ol> <i>Gov't Code 2256.0208(a)</i>
Repurchase Agreement	"Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations, described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds), at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement. <i>Gov't Code 2256.011(b)</i>
Hedging	"Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering

into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.

*Eligible Entity*

“Eligible entity” means a political subdivision that has:

1. A principal amount of at least \$250 million in outstanding long-term indebtedness, long-term indebtedness proposed to be issued, or a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and
2. Outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

*Eligible Project*

“Eligible project” has the meaning assigned by Government Code 1371.001 (issuance of obligations for certain public improvements).

*Gov’t Code 2256.0207(a)*

Corporate Bond

“Corporate bond” means a senior secured debt obligation issued by a domestic business entity and rated not lower than “AA-” or the equivalent by a nationally recognized investment rating firm. The term does not include a debt obligation that, on conversion, would result in the holder becoming a stockholder or shareholder in the entity, or any affiliate or subsidiary of the entity, that issued the debt obligation, or is an unsecured debt obligation. *Gov’t Code 2256.0204(a)*

**Written Policies**

The board shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which the district’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the district;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see Loss of Required Rating, below].

*Gov't Code 2256.005(a), (b)*

Annual Review

The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*

Annual Audit

A district shall perform a compliance audit of management controls on investments and adherence to the district's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit. *Gov't Code 2256.005(m)*

Investment  
Strategies

As an integral part of the investment policy, the board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the district;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

*Gov't Code 2256.005(d)*

Investment Officer

A district shall designate by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees as investment officer(s) to be responsible for the investment of its funds consistent

with the investment policy adopted by the board. If the board has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting board's district. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the board retains the ultimate responsibility as fiduciaries of the assets of the district. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the district. Authority granted to a person to invest the district's funds is effective until rescinded by the district or until termination of the person's employment by a district, or for an investment management firm, until the expiration of the contract with the district. *Gov't Code 2256.005(f)*

A district or investment officer may use the district's employees or the services of a contractor of the district to aid the investment officer in the execution of the officer's duties under Government Code, Chapter 2256. *Gov't Code 2256.003(c)*

Investment Training Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. *Gov't Code 2256.008(c)*

*Initial* Within 12 months after taking office or assuming duties, the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend at least one training session from an independent source approved by the board or a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

*Ongoing* The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated investment committee advising the investment officer. *Gov't Code 2256.008(a-1)*

Exception The ongoing training requirement does not apply to the treasurer, chief financial officer, or investment officer of a district if:

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

1. The district does not invest district funds or only deposits those funds in interest-bearing deposit accounts or certificates of deposit as authorized by Government Code 2256.010; and
2. The treasurer, chief financial officer, or investment officer annually submits to the agency a sworn affidavit identifying the applicable criteria under item 1 that apply to the district.

*Gov't Code 2256.008(g)*

Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

1. The investment of all funds, or funds under the district's control, over which the officer had responsibility rather than the prudence of a single investment; and
2. Whether the investment decision was consistent with the district's written investment policy.

*Gov't Code 2256.006*

*Personal Interest*

A district investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the district shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573 (nepotism prohibition), to an individual seeking to sell an investment to the investment officer's district shall file a statement disclosing that relationship. A required statement must be filed with the board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

*Gov't Code 2256.005(i)*

*Quarterly Reports*

Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented not less than quarterly to the board and the superintendent within a reasonable time after the end of the period. The report must:

1. Describe in detail the investment position of the district on the date of the report;
2. Be prepared jointly and signed by all district investment officers;
3. Contain a summary statement of each pooled fund group that states the:
  - a. Beginning market value for the reporting period;
  - b. Ending market value for the period; and
  - c. Fully accrued interest for the reporting period;
4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
5. State the maturity date of each separately invested asset that has a maturity date;
6. State the account or fund or pooled group fund in the district for which each individual investment was acquired; and
7. State the compliance of the investment portfolio of the district as it relates to the investment strategy expressed in the district's investment policy and relevant provisions of the Public Funds Investment Act.

If a district invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the board by that auditor.

*Gov't Code 2256.023*

**Selection of Broker**

The board or the designated investment committee shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with a district.

*Gov't Code 2256.025*

**Bond Proceeds**

The investment officer of a district may invest bond proceeds or pledged revenue only to the extent permitted by the Public Funds Investment Act, in accordance with:

1. Statutory provisions governing the debt issuance or the agreement, as applicable; and
2. The district's investment policy regarding the debt issuance or the agreement, as applicable.

*Gov't Code 2256.0208(b)*

**Authorized Investments**

A board may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with its adopted investment policies and according to the standard of care set out in this policy. *Gov't Code 2256.003(a)*

In the exercise of these powers, the board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under this authority may not be for a term longer than two years. A renewal or extension of the contract must be made by the board by order, ordinance, or resolution. *Gov't Code 2256.003(b)*

The board may specify in its investment policy that any authorized investment is not suitable. *Gov't Code 2256.005(j)*

Obligations of  
Governmental  
Entities

The following are authorized investments:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by the FDIC or its successor, or the National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described at item 7 above if:
  - a. The funds are invested through a broker with a main office or a branch office in this state that the district selects from a list the board or designated investment committee of the district adopts as required at Selection of Broker above or a depository institution with a main office or a branch office in this state and that the district selects;
  - b. The broker or depository institution selected as described above arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the district's account;
  - c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
  - d. The district appoints as the district's custodian of the banking deposits issued for the district's account the de-

pository institution selected as described above, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating under Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

*Gov't Code 2256.009(a)*

*Unauthorized  
Obligations*

The following investments are not authorized:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

*Gov't Code 2256.009(b)*

Certificates of  
Deposit and Share  
Certificates

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in Texas and is:

1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;
2. Secured by obligations described at Obligations of Governmental Entities, above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities described at Unauthorized Obligations, above; or
3. Secured in accordance with Government Code Chapter 2257 (Public Funds Collateral Act) or in any other manner and amount provided by law for the deposits of the district.

*Gov't Code 2256.010(a)*

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

1. The funds are invested by the district through a broker that has its main office or a branch office in this state and is selected from a list adopted by the district as required at Selection of Broker, above or a depository institution that has its main office or a branch office in this state and that is selected by the district;
2. The broker or depository institution selected by the district arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the district;
3. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
4. The district appoints the depository institution selected by the district, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the district with respect to the certificates of deposit issued for the account of the district.

*Gov't Code 2256.010(b)*

The district's investment policies may provide that bids for certificates of deposit be solicited orally, in writing, electronically, or in any combination of those methods. *Gov't Code 2256.005(c)*

Repurchase  
Agreements

A fully collateralized repurchase agreement is an authorized investment if it:

1. Has a defined termination date;
2. Is secured by a combination of cash and obligations described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds);
3. Requires the securities being purchased by the district or cash held by the district to be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or a third party selected and approved by the district; and
4. Is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas.

The term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by a district under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a repurchase agreement by a district.

*Gov't Code 2256.011*

Securities Lending  
Program

A securities lending program is an authorized investment if:

1. The value of securities loaned is not less than 100 percent collateralized, including accrued income;
2. A loan allows for termination at any time;
3. A loan is secured by:
  - a. Pledged securities described at Obligations of Governmental Entities, above;
  - b. Pledged irrevocable letters of credit issued by a bank that is organized and existing under the laws of the United States or any other state, and continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or
  - c. Cash invested in accordance with Government Code 2256.009 (obligations of governmental entities), 2256.013 (commercial paper), 2256.014 (mutual funds), or 2256.016 (investment pools);
4. The terms of a loan require that the securities being held as collateral be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or with a third party selected by or approved by the district; and
5. A loan is placed through a primary government securities dealer, as defined by 5 C.F.R. Section 6801.102(f), as that regulation existed on September 1, 2003, or a financial institution doing business in this state.

An agreement to lend securities under a securities lending program must have a term of one year or less.

*Gov't Code 2256.0115*

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

Banker's  
Acceptances

A banker's acceptance is an authorized investment if it:

1. Has a stated maturity of 270 days or fewer from the date of issuance;
2. Will be, in accordance with its terms, liquidated in full at maturity;
3. Is eligible for collateral for borrowing from a Federal Reserve Bank; and
4. Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least on nationally recognized credit rating agency.

*Gov't Code 2256.012*

Commercial Paper

Commercial paper is an authorized investment if it has a stated maturity of 365 days or fewer from the date of issuance; and is rated not less than A-1 or P-1 or an equivalent rating by at least:

1. Two nationally recognized credit rating agencies; or
2. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States law or any state.

*Gov't Code 2256.013*

Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered with and regulated by the Securities and Exchange Commission;
2. Provides the district with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. 80a-1 et seq.); and
3. Complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

*Gov't Code 2256.014(a)*

In addition to the no-load money market mutual fund authorized above, a no-load mutual fund is an authorized investment if it:

1. Is registered with the Securities and Exchange Commission;
2. Has an average weighted maturity of less than two years; and
3. Either has a duration of:
  - a. One year or more and is invested exclusively in obligations approved by the Public Funds Investment Act, or
  - b. Less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

*Gov't Code 2256.014(b)*

*Limitations*

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Government Code 2256.014(b);
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Government Code 2256.014(b); or
3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Government Code 2256.014(a) or (b) in an amount that exceeds ten percent of the total assets of the mutual fund.

*Gov't Code 2256.014(c)*

Guaranteed  
Investment  
Contracts

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

1. Has a defined termination date;
2. Is secured by obligations described at Obligations of Governmental Entities, above, excluding those obligations described at Unauthorized Obligations, in an amount at least equal to the amount of bond proceeds invested under the contract; and
3. Is pledged to the district and deposited with the district or with a third party selected and approved by the district.

Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term longer than five years from the date of issuance of the bonds.

To be eligible as an authorized investment:

1. The board must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The district must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a guaranteed investment contract by a district.

*Gov't Code 2256.015*

Investment Pools

A district may invest its funds or funds under its control through an eligible investment pool if the board by rule, order, ordinance, or resolution, as appropriate, authorizes the investment in the particular pool. *Gov't Code 2256.016, .019*

To be eligible to receive funds from and invest funds on behalf of a district, an investment pool must furnish to the investment officer or other authorized representative of the district an offering circular or other similar disclosure instrument that contains the information specified in Government Code 2256.016(b). To maintain eligibility, an investment pool must furnish to the investment officer or other authorized representative investment transaction confirmations and a monthly report that contains the information specified in Government Code 2256.016(c). A district by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds. *Gov't Code 2256.016(b)-(d)*

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

Corporate Bonds

A district that qualifies as an issuer as defined by Government Code 1371.001 [see CCF], may purchase, sell, and invest its funds and funds under its control in corporate bonds (as defined above) that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA-" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased.

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or
2. Invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

A district subject to these provisions may purchase, sell, and invest its funds and funds under its control in corporate bonds if the board:

1. Amends its investment policy to authorize corporate bonds as an eligible investment;
2. Adopts procedures to provide for monitoring rating changes in corporate bonds acquired with public funds and liquidating the investment in corporate bonds; and
3. Identifies the funds eligible to be invested in corporate bonds.

The district investment officer, acting on behalf of the district, shall sell corporate bonds in which the district has invested its funds not later than the seventh day after the date a nationally recognized investment rating firm:

1. Issues a release that places the corporate bonds or the domestic business entity that issued the corporate bonds on negative credit watch or the equivalent, if the corporate bonds are rated "AA-" or the equivalent at the time the release is issued; or
2. Changes the rating on the corporate bonds to a rating lower than "AA-" or the equivalent.

*Gov't Code 2256.0204*

Hedging  
Transactions

The board of an eligible entity (as defined above) shall establish the entity's policy regarding hedging transactions. An eligible entity may enter into hedging transactions, including hedging contracts,

and related security, credit, and insurance agreements in connection with commodities used by an eligible entity in the entity's general operations, with the acquisition or construction of a capital project, or with an eligible project. A hedging transaction must comply with the regulations of the federal Commodity Futures Trading Commission and the federal Securities and Exchange Commission.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution by an eligible entity of a hedging contract and any related security, credit, or insurance agreement.

An eligible entity may:

1. Pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.
2. Credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

An eligible entity's cost of or payment under a hedging contract or agreement may be considered an operation and maintenance expense, an acquisition expense, or construction expense of the eligible entity; or a project cost of an eligible project.

*Gov't Code 2256.0206*

Prohibited  
Investments

Except as provided by Government Code 2270 (prohibited investments), a district is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

---

**Note:** As an "investing entity" under Government Code 2270.0001(7)(A), a district must comply with Chapter 2270, including reporting requirements, regarding prohibited investments in scrutinized companies listed by the comptroller in accordance with Government Code 2270.0201.

---

Loss of Required  
Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. A district shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. *Gov't Code 2256.021*

**Sellers of  
Investments**

A written copy of the investment policy shall be presented to any business organization (as defined below) offering to engage in an investment transaction with a district. The qualified representative of the business organization offering to engage in an investment transaction with a district shall execute a written instrument in a form acceptable to the district and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district's investment policy, except to the extent that this authorization:
  - a. Is dependent on an analysis of the makeup of the district's entire portfolio;
  - b. Requires an interpretation of subjective investment standards; or
  - c. Relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of a district may not acquire or otherwise obtain any authorized investment described in the district's investment policy from a business organization that has not delivered to the district the instrument required above.

*Gov't Code 2256.005(k)-(l)*

Nothing in this section relieves the district of the responsibility for monitoring investments made by the district to determine that they are in compliance with the investment policy.

Business  
Organization

For purposes of the provisions at Sellers of Investments above, "business organization" means an investment pool or investment management firm under contract with a district to invest or manage the district's investment portfolio that has accepted authority granted by the district under the contract to exercise investment discretion in regard to the district's funds.

*Gov't Code 2256.005(k)*

**Donations**

A gift, devise, or bequest made to a district to provide college scholarships for district graduates may be invested by the board as provided in Property Code 117.004 (Uniform Prudent Investor Act),

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

Investments donated to a district for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act. *Gov't Code 2256.004(b)*

**Electronic Funds  
Transfer**

A district may use electronic means to transfer or invest all funds collected or controlled by the district. *Gov't Code 2256.051*

**Investment Authority**

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved  
Investment  
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

**Safety**

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctua-

tions by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment  
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and  
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

**Diversity**

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market  
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating  
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

**Funds/Strategies**

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
<b>Safekeeping and Custody</b>	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
<b>Sellers of Investments</b>	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
<b>Soliciting Bids for CDs</b>	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
<b>Interest Rate Risk</b>	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
<b>Internal Controls</b>	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

**Annual Review**

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

**Annual Audit**

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

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

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

**RATIONALE:** The budget committee will receive preliminary information and updates from the Business Department during the development of the 2023-24 proposed budgets for the General Operating, Child Nutrition, and Debt Service funds. The function of the committee shall be fact finding, deliberative, and advisor, but not administrative. The committee will dissolve upon adoption of the 2023-24 budget. The Budget Committee members for the prior year were Trustees Crettenden, Jenkins, and Moreno.


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

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** None

**EXHIBITS:** None

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

Submitted by:  Date Submitted: 02/28/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**ACTION ITEM:** **Approval of School Calendar for 2023-2024 School Year**

**RECOMMENDATION:** That the Board of Trustees adopt the 2023-24 school calendar.

**RATIONALE:** The proposed school calendar is one of two drafts created in conjunction with the Superintendent’s Teacher Communication Council (TCC). Both drafts were shared with our school community as part of a survey from Feb. 10-14, 2023. Of the 1,000 survey respondents, 57% favor the calendar exhibit included with this agenda item. The survey results were shared with TCC during a monthly meeting held Feb. 27, 2023.

The recommended calendar has 187 teacher contract days, 171 student instructional days and six intersession days.

Teachers return to duty on Aug. 2 and the first day of class is Monday, Aug. 14 (the first day of class at Ball ECC is Wednesday, Aug. 16).

Intersession days are Oct. 18-20 and Jan. 31-Feb. 2.

First semester district holidays include Labor Day (Sept. 4), Thanksgiving (Nov. 22-24) and Christmas Break (Dec. 18-Jan. 1). Second semester district holidays include Martin Luther King, Jr. Day (Jan. 15), Spring Break (March 11-15), Good Friday (March 29) and Memorial Day (May 27).

Staff in-service days during the school year include eight days prior to the first day of school plus half days of Sept. 20, Nov. 1, Feb. 28 and April 10. Jan. 3 and Feb. 19 are staff in-service days/student holidays. Oct. 13, Nov. 20-21, Jan. 2 and May 31 serve as staff exchange days for training. May 28 is a workday following the end of the semester.

Inclement weather teacher make-up days are May 29-30.

**REFERENCE and COMPLIANCE:**

EB (LEGAL) (LOCAL) School Year

**PAPERWORK IMPACT:**

Printing of calendars

**BUDGET IMPACT/ INFORMATION:**

The school calendars will be printed for distribution. Print cost is estimated to be approximately \$600.00.

**EXHIBITS:**

TCC-approved calendar for 2023-24

**RESOURCE PERSONNEL:**

Dr. Matthew Gutierrez, Superintendent  
Sean Hoffmann, Chief Communications Officer

Submitted by: Matthew Gutierrez Date Submitted: 02/28/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	(14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20^	21	22	23
24	(25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	(13e)	14
15	[16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1^	2	3	4
5	(6	7	8	9	10	11
12	13	14	15	16	17	18
19	(20e)	(21e)	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5*	6*	7*	8*	9
10	11	12	13	14	15	16
17	[18	19	20	21	22	23
24	[25	26	27	28	29	30
31						

# Sample 1

## Seguin ISD 2023-2024

### Exhibit 022823

**August**  
 2-4, 7-11 Staff In-Service Days Student days 18  
 14 First Day of School Staff days 20  
 16 First Day of School at Ball ECC

**September**  
 4 Labor Day District Holiday  
 20 Student Half Day/Staff In-Service

**October**  
 13 Fair Day Student Holiday/Staff Exchange Day  
 18-20 Intersession Student days 18  
Staff days 19

**November**  
 1 Student Half Day/Staff In-Service  
 20-21 Student Holidays/Staff Exchange Days  
 22-24 Thanksgiving District Holiday

**December**  
 18-29 Christmas Break District Holiday Student days 15  
Staff days 15

**January**  
 1 Christmas Break District Holiday  
 2 Student Holiday/Staff Exchange Day  
 3 Student Holiday, Staff In-Service  
 15 Dr. Martin Luther King, Jr. District Holiday  
 31 Intersession

**February**  
 1-2 Intersession  
 19 Presidents' Day Student Holiday/Staff In-Service  
 28 Student Half Day/Staff In-Service

**March**  
 11-15 Spring Break Student days 22  
 29 Good Friday District Holiday Staff days 22

**April**  
 10 Student Half Day/Staff In-Service

**May**  
 24 Last Day of School  
 27 Memorial Day District Holiday  
 28 Staff In-Service  
 29, 30 Teacher Weather Make Up Day  
 31 Staff Exchange Day

**Key**  
Student days 17  
Staff days 19

- Student Holiday, Staff In-Service Days Student days 18
- ^ Student Half Day/Staff In-Service Staff days 20
- Intersession
- District Holiday
- \* STAAR/EOC Testing (proposed)
- e Staff Exchange Day
- ( ) Begin/End Semester & 6 weeks (6-12)
- [ ] Begin/End Semester & 9 weeks (PK-5)
- M Teacher Inclement Weather Make Up Day

**Student days 11**  
**Staff days 11**  
*Student instructional days: 80 first semester, 91 second semester, 171 total*  
*Teacher contract days: 90 first semester, 95 second semester, 187 total*  
 Board approved XX-XX-23

January 2024						
S	M	T	W	T	F	S
	1	2e	3	(4	5	6
7	8	9	10	11	12	13
14	[15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	(19	(20	21	22	23	24
25	26	27	28^	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	[11	12	13	14	15	16
17	[18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	(8	9	10^	11	12	13
14	15	16	17	18	19	20
21	22	23*	24*	25	26	27
28	29	30*				

May 2024						
S	M	T	W	T	F	S
			1*	2	3	4
5	6	7*	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	[27	(28	29M	30M	31e	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**ACTION ITEM:**

**Approval of Retention Stipend for Existing Employees**

**RECOMMENDATION:**

Recommend that the Board of Trustees approve a one-time \$1,000 retention stipend to existing classroom teachers and \$500 retention stipend for all other employees.

**RATIONALE:**

Properly staffing classrooms with certified teachers continues to be a challenge across the nation. In an effort to provide competitive wages and compensation packages, this retention stipend for the 2023-2024 school year will incentivize our teachers to remain in Seguin ISD. In addition, the retention stipend for all other employees will express appreciation to the loyalty of all Seguin ISD district employees.

**REFERENCE and COMPLIANCE:**

Strategic Priority #2: Supporting and Valuing Staff  
Strategic Goal #5: Staff Satisfaction

**PAPERWORK IMPACT:**

Minimal

**BUDGET IMPACT/ INFORMATION:**

General Fund Balance Assignment

**EXHIBITS:**

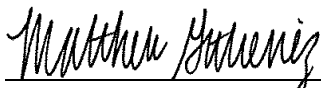
None

**RESOURCE PERSONNEL:**

Cynthia J. Moreno, Chief Human Resources Officer

Submitted by:

(Signature)



Date Submitted: 02/28/23

(Name)

Dr. Matthew Gutierrez, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614

**ACTION ITEM:**

**Personnel Action Professional Employees**

**RECOMMENDATION:**

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

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

None

**BOARD'S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**Armitage, Ivy, Barnes Middle School, effective 6/2/2023**

Ms. Armitage, Science Teacher, has resigned to go to a new school district.

Ms. Armitage has 5 years with Seguin ISD.

**Bishop, Rebecca, Special Education Department, effective 6/2/2023**

Ms. Bishop, PRS/Homebound Teacher, has resigned and elected to retire.

Ms. Bishop has 21 years with Seguin ISD.

**Brietzke, Rebecca, Seguin High School, effective, 6/2/2023**

Ms. Brietzke, Science Teacher, has resigned to go to a new school district.

Ms. Brietzke has 3 years with Seguin ISD.

**Costilla, Carol, AJB Middle School, effective 6/2/2023**

Ms. Costilla, Science Teacher, has resigned due to personal reasons.

Ms. Costilla has 1 year with Seguin ISD.

**Dumboski, Sara, Barnes Middle School, effective 6/2/2023**

Ms. Dumboski, ELAR Teacher, has resigned to go to a new school district.

Ms. Dumboski has 2 years with Seguin ISD

**Ellis, Alicia, Weinert Elementary, effective 6/2/2023**

Ms. Ellis, 4<sup>th</sup> Grade Teacher, has resigned to stay home with child.

Ms. Ellis has 13 years with Seguin ISD

**Eames, Lorie, McQueeney Elementary, effective 6/2/2023**

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

Ms. Eames has 4 years with Seguin ISD.

**Forrester, Dorian, McQueeney Elementary, effective 6/2/2023**

Ms. Forrester, Special Education Teacher, has resigned to go to a new school district.

Ms. Forrester has 10 years with Seguin ISD.

**Fraire, Dominic, Barnes Middle School, effective 6/2/2023**

Mr. Fraire, Special Education Teacher, has resigned to go to a new school district.

Mr. Fraire has 2 months with Seguin ISD.

**Frazier, Sue, AJB Middle School, effective 6/2/2023**

Ms. Frazier, ESL Teacher, has resigned to go to a new school district.

Ms. Frazier has 1 year with Seguin ISD.

**Gloria, Christina, Seguin High School, effective 6/2/2023**

Ms. Gloria, English Teacher, has resigned due to relocation.

Ms. Gloria has 1 year with Seguin ISD.

**Guzman, Jaqueline, Jefferson Elementary, effective 6/2/2023**

Ms. Guzman, 4<sup>th</sup> Grade Teacher, has resigned to go to a new school district.

Ms. Guzman has 2 months with Seguin ISD.

**Hernandez, Maria, Patlan Elementary, effective 6/2/2023**

Ms. Hernandez, Special Education Teacher, has resigned due personal reasons.

Ms. Hernandez has 3 years with Seguin ISD.

**Hettinger, Jeffery, Seguin High School, effective 6/2/2023**

Mr. Hettinger, Social Studies, has resigned to go to a new school district.

Mr. Hettinger has 2 years with Seguin ISD.

**Holloway, Rande, Barnes Middle School, effective 6/2/2023**

Ms. Holloway, Science Teacher, has resigned due to family reasons.

Ms. Holloway has 3 years with Seguin ISD.

**Holmes, Vanessa, Seguin High School, effective 6/2/2023**

Ms. Holmes, Math Teacher, has resigned an elected to retire.

Ms. Holmes has 18 years with Seguin ISD.

**Holt, Rayven, Seguin High School, effective 6/2/2023**

Ms. Holt, Science Teacher, has resigned to go to a new school district.

Ms. Holt has 6 years with Seguin ISD.

**Isaac, Cynthia, Koennecke Elementary, effective 6/2/2023**

Ms. Isaac, 2<sup>nd</sup> Grade Dual Language Teacher, has resigned an elected retire.

Ms. Isaac has 4 years with Seguin ISD.

**Izaguirre, Luz, Koennecke Elementary, effective 6/2/2023**

Ms. Izaguirre, KG Dual Language Teacher, has resigned to go to a new school district.

Ms. Izaguirre has 10 years with Seguin ISD.

**LeBlanc, Ashley, Barnes Middle School, effective 6/2/2023**

Ms. LeBlanc, ELA Teacher, has resigned to go to a new school district

Ms. LeBlanc has 2 years with Seguin ISD.

**Martinez, Abby, Jefferson Elementary, effective 6/2/2023**

Ms. Martinez, 2<sup>nd</sup> Grade Teacher, has resigned to go to a new school district.

Ms. Martinez has 1 year with Seguin ISD.

**Martinez, Erin, Vogel Elementary, effective 6/2/2023**

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

Ms. Martinez has 12 years with Seguin ISD.

**McCullough, Stephen, MBLC, effective 6/2/2023**

Mr. McCullough, US History, has resigned an elected to retire.

Mr. McCullough has 21 years with Seguin ISD.

**McMillan Patricia Dawn, Rodriguez Elementary, effective 6/2/2023**

Ms. McMillan, 2<sup>nd</sup> Grade Teacher, has resigned an elected to retire.

Ms. McMillan has 27 years with Seguin ISD.

**Mize, Michelle, McQueeney Elementary, effective 6/2/2023**

Ms. Mize, Reading/Math Interventionist, has resigned an elected to retire.

Ms. Mize has 27 years with Seguin ISD.

**Rivera, Brianna, Jefferson Elementary, effective 6/2/2023**

Ms. Rivera, Pre-K Teacher, has resigned due to relocation.

Ms. Rivera has 1 year with Seguin ISD.

**Tapley, John, Seguin High School, effective 6/2/2023**

Mr. Tapley, CTE/Health Science Teacher, has due to personal reasons.

Mr. Tapley has 4 years with Seguin ISD.

**Tillman, Shaylor, AJB Middle School, effective 6/2/2023**

Mr. Tillman, Social Studies Teacher, has resigned to go to a new school district.

Mr. Tillman has 2 years with Seguin ISD.

**Torres-Luna, Jose, Seguin High School, effective 6/2/2023**

Mr. Torres-Luna, Math Teacher, has resigned to go to a new school district.

Mr. Torres-Luna has 3 years with Seguin ISD.

**Trim, Donnie, AJB Middle School, effective 6/2/2023**

Mr. Trim, Social Studies Teacher, has resigned to go to a new school district.

Mr. Trim has 1 year with Seguin ISD.

**Vestal, Kristian, AJB Middle School, effective 6/2/2023**

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

Ms. Vestal has 6 years with Seguin ISD.

**Wolfe, Lauren, Jefferson Elementary, effective 6/2/2023**

Ms. Wolfe, 1<sup>st</sup> Grade Teacher, has resigned to stay home.

Ms. Wolfe has 6 years with Seguin ISD.

**Womack, Thomas, Seguin High School, effective 6/2/2023**

Mr. Womack, Dual Credit Teacher, has resigned due to personal reasons.

Mr. Womack has 10 years with Seguin ISD.

**RATIONALE:** Strategic Priority 4: Creating a Thriving Learning Community

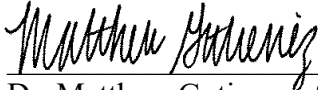
**REFERENCE and COMPLIANCE:** DC (LEGAL), DC (LOCAL), Employment Practices

**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: \_\_\_\_\_ Date Submitted: 02/28/23  
(Signature)   
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614