

# Agenda of Regular Meeting

## The Board of Trustees Seguin ISD

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A Regular Meeting of the Board of Trustees of Seguin ISD will be held March 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 3
  - B. Student/Staff/Board/Community Recognition 4
3. **Audience with the Board**

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

  - A. those wishing to speak shall sign up before the meeting begins stating the concern or noting the agenda item they wish to address; audience participation is limited to five minutes; the Board shall not deliberate any subject that is not on the posted agenda.
4. **Reports/Information Items:**
  - A. Secondary Monthly Report 5
  - B. Matador Special Services Department (MSSD) Overview 6
  - C. Seguin ISD Construction Bond Update 29
  - D. ACE Program Update 47
  - E. Seguin ISD Strategic Plan 2025 Monthly Update 71
5. **Closed Session:** Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act
  - A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.

- B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
- C. Pursuant to Texas Government Code Section § 551.072 - Discuss the sale, purchase, exchange, lease, or value of real property.
- 6. **Reconvene to Open Meeting**, the Board will take appropriate action on items, if necessary, as discussed in Closed Session
  - A. Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).
- 7. **Consent Agenda Items - Consider and Possible Approval as Applicable**  
 Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.
  - A. Approval of Board Minutes of Public Hearing - February 28, 2023; Regular Meeting - February 28, 2023 and Special Meeting - March 7, 2023. 99
  - B. Approval of Tax Collection Reports for February 2023 111
  - C. Approval of Proposed Budget Amendments & Financial Statements for February 2023 112
  - D. Request for Professional Development Waiver 2023-2024 120
  - E. Approval of District-Wide Special Education Services (RFP #: 21-05) 121
  - F. Acknowledge Public Information Act Requests February 2023 123
- 8. **Action Items**
  - A. Approval of the General Contractor for Roof Replacements at Administration Buildings and High School (D-Wing) (RFCSP #: 23-03) 125
  - B. Seguin ISD and Luling ISD Shared Services Arrangement (SSA) Agreement 128
  - C. Resolution Against Vouchers, Education Savings Accounts, Taxpayers Savings Grants, And Other Mechanisms That Reduce Public Education Funding 142
  - D. Consider Recommendations for Term Contracts, Probationary Contracts, and Employment Agreements for Administrative Personnel 145
  - E. Personnel Action - Professional Employees 146
  - F. Discussion and Possible Action to Grant Superintendent Hiring Authority for Certified Personnel During Recruiting Season 148
- 9. **Board Comments and Request**
- 10. **Adjourn**

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

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

Tonight’s presentation is provided courtesy of Koennecke Elementary School. Principal Lesli Mahaffey and staff will share information about Positive Action lessons and how they are used to teach writing.

**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.

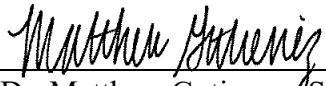
**REFERENCE and COMPLIANCE:**    BJA (LOCAL) 1. h. Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.

**PAPERWORK IMPACT:**    None

**BUDGET IMPACT/ INFORMATION:**    None

**EXHIBITS:**    None

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

Submitted by:     Date Submitted: 03/28/23  
(Signature) \_\_\_\_\_  
(Name)    Dr. Matthew Gutierrez, Superintendent  
(Address)    1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone)    830 401-8642

**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 Koennecke ES, Barnes MS and Seguin High School**
- **Seguin High School gold medal recipients, UIL State Mariachi Festival**
- **Superintendent’s Apple Award**

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

**REFERENCE and COMPLIANCE:**     BJA (LOCAL) 1. h. Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.  
  
BJA (LOCAL) 2. m. Encourage, oversee, and participate in staff recognition and support activities.

**PAPERWORK IMPACT:**             None

**BUDGET IMPACT/ INFORMATION:**     None

**EXHIBITS:**                     None

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

Submitted by: Matthew Gutierrez                     Date Submitted: 03/28/23  
(Signature)     Dr. Matthew Gutierrez, Superintendent  
(Name)         1221 E. Kingsbury St., Seguin, TX 78155  
(Address)      830 401-8642  
(Telephone)

**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  
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: 03/28/23  
(Signature)                                      Dr. Matthew Gutierrez, Superintendent  
(Name)    1221 E. Kingsbury St., Seguin, TX 78155  
(Address)    (830) 401-8614  
(Telephone)

**INFORMATION ITEM:**

**Matador Special Services Department (MSSD) Overview**

**RECOMMENDATION:**

That the Board of Trustees receives an overview of the special education program from the Matador Special Services Department (MSSD).

**RATIONALE:**

The purpose of the presentation is to provide an overview and update on the district's Special Education program including Special Education Monitoring systems, Corrective Action plans and Targeted Improvement Plans as well as ongoing efforts for programmatic monitoring and improvements. This will serve as an annual program review for the board for the Special Education programs.

**REFERENCE and COMPLIANCE:**

EHBA (Legal) Special Programs: Special Education, EHBAA (Legal) Equal Education Opportunity, EHBAB (Legal) Special Education: Identification, Evaluation, and Eligibility, FB (Legal) Special Education: ARD Committee and Individualized Education Program

**PAPERWORK IMPACT:**

None

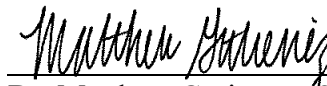
**EXHIBITS:**

PowerPoint presentation

**RESOURCE PERSONNEL:**

Halcy Martin-Dean, Director of Special Education

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

 Date Submitted: 03/28/2023  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

# SPECIAL EDUCATION PROGRAM Update



MATADOR SPECIAL SERVICES DEPARTMENT (MSSD)

# WHAT IS SPECIAL EDUCATION?

- We serve all students that reside in our attendance zone and who are found to be eligible for services.
- We generally serve students aged 3-22, but we serve students with visual or hearing impairments from birth through age 22.
- We provide an extensive variety of services and supports to students and their families.
- Services are based on individual student learning needs resulting from a disability.
- Special education is a large and complex program. We strive to meet the individual needs of students with a wide variety of disabilities and needs.

# STUDENTS SERVED

- As of October 2022 our student count was **1161**. (the “October Count” is the official PEIMS count for SPED”).
- This means that we serve approximately 16.3% of our total population in SPED programs.
- This number is growing each year.

# Growth Trends for SISD Special Education

## October Count Data:

18-19: 845

19-20: 875 (3.5% growth)

20-21: 932 (6.5% growth)

21-22: 969 (4.0% growth)

22-23: 1161 (19.8% growth)

## Special Education Referrals:

273

298

259

257

244 (to date)

# STUDENTS SERVED BY DISABILITY

Category	Percentage
Deaf or Hard of Hearing (DHH)	12
Students with Autism	216
Deaf-Blind	1
Intellectually Disabled	133
Emotional Disturbance	59
Learning Disabled	392
Visually Impaired	16
Orthopedically Impaired	3
Other Health Impaired	266
Speech Impaired	562
Non Categorical Early Childhood (NCEC)	21

# STUDENTS SERVED—STUDENT COUNT BY CAMPUS

Campus	Student Count
SHS	293
MBLC	3
Barnes MS	131
AJB MS	124
Jefferson Elementary	69
Rodriguez Elementary	82
McQueeney Elementary	43
Patlan Elementary	65
Vogel Elementary	72
Weinert Elementary	97
Koennecke Elementary	90
Ball Elementary	81

# Special Education Programs and Supports

# Special Education Intervention and Resource Supports

- There are intervention teachers at every campus.
- Intervention consists of small group or individual instruction in the general education classroom.
- Resource services pull students in small groups to a special education setting.
- This service is available at all campuses



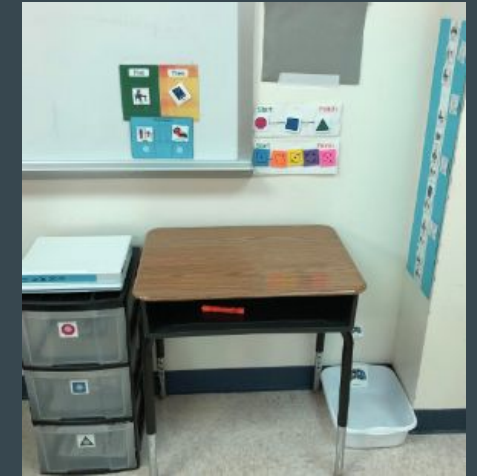
# PLUS Behavioral Support

- Positive Learning Understanding and Support (PLUS)
- Behavioral supports for students in all environments
- Students served in inclusive settings as much as possible
- Supports include: Daily behavior charts, opportunities for redirection, social skills instruction, behavioral coaching
- Available at: Koennecke, Vogel, AJB, SHS



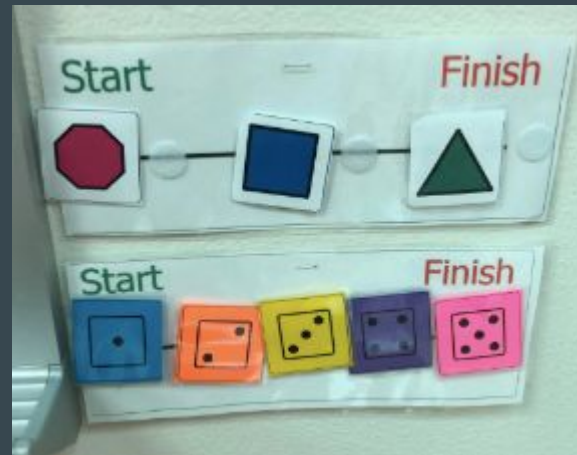
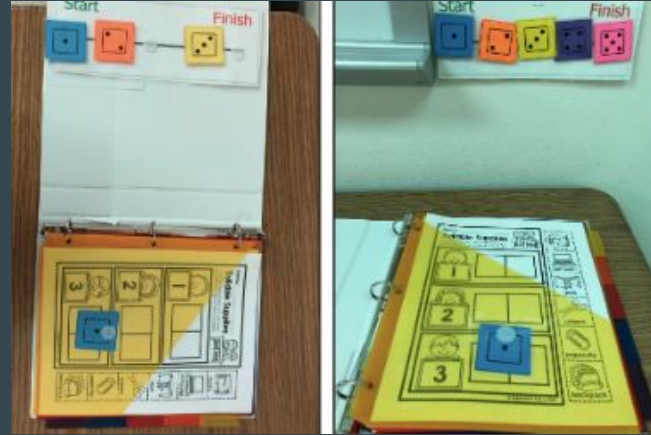
# Essential Academics

- Self-contained program for students with cognitive disabilities
- Students are working on Individualized IEP goals and working towards independent functioning in daily living skills
- Available at: Weinert Elementary, Jefferson Elementary, Rodriguez Elementary, JBMS and SHS



# Structured Learning Classroom

Currently serving students at Weinert and Vogel



# Seguin Works (18+) Transition Program



Serving students from Seguin ISD, Navarro ISD, and Marion ISD

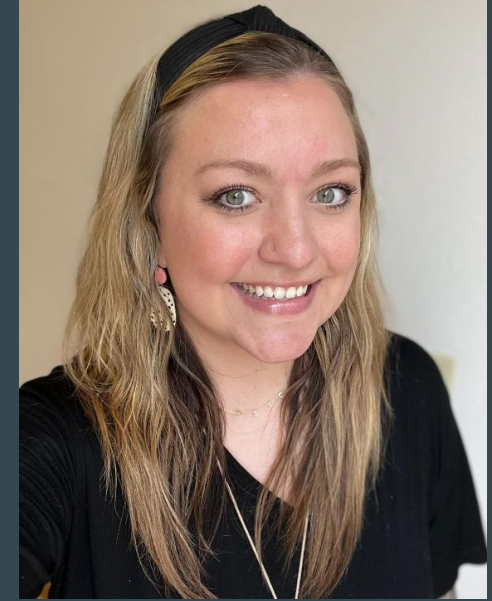
# Disproportionality has been corrected!

- In 2020 and 2021 RDA analysis, Seguin ISD was found to be over-identifying students who are African American and served in special education settings for disciplinary consequences.
- If you have significant disproportionality for 3 years in a row, there are significant consequences.
- We partnered with the Student Services department to address the problem through changing culture and climate factors, introducing restorative practices and focusing on individual needs
- In 2022 RDA analysis, Seguin ISD was NOT identified as having significant disproportionality in any area.
- Our team was invited to speak to the 2023 Texas Council of Special Education Administrators conference on our work in this area. We were honored to represent Seguin ISD at this conference.

# INCREASED SUPPORT TO CAMPUSES 22-23

# ARD Facilitators and ARD Clerks

- These positions were added for 22-23 to focus on the ARD meeting process.
- These staff members facilitate the ARD meetings, schedule ARD meetings and ensure compliance with state and federal regulations
- Greatly reduces the paperwork burden on teachers.
- Improves our compliance in all areas



# English Learner Specialist and Essential Academics Specialist

- These specialist focus on their assigned areas to:
  - ensure consistency in programming, across the district
  - provide coaching for teachers
  - Model instructional practices for teachers
- These specialists work very closely with campus leadership and teachers to ensure student needs are met



# Behavior Coordinator and Behavioral Specialists



Chelsea Long is our Behavior Coordinator. She ensures we provide supports to students with behavioral needs on all campuses.



Our behavioral support team includes several Behavioral Specialists who support students and programs on all campuses.

# Behavior Reset Centers



# Special Education PLCs



# Parent and Community Engagement Opportunities

Halloween Fun Fest



Student Showcase and Agency Fair



Christmas Extravaganza



Experience Dyslexia



# What's next:

- We continue to partner with Lead4Ward to build intervention skills for our teachers
- We are expanding the Behavior Reset Centers to each campus
- We will train Campus administrators on TEA's revised TTESS guidelines for Special Education Teachers.
- We will offer summer "Camp" opportunities to students with disabilities for enrichment and growth opportunities



## MSSD LEADERSHIP TEAM:

Halcy Martin-Dean, Director

Rebecca Bloxham, Coordinator

DeAna Brock, Coordinator

Allison Higginbotham, Special Programs Coordinator

Chelsea Long, Behavioral Coordinator



# **SEGUIN ISD BOND UPDATE**

**March 28, 2023**

# BOND INFORMATION



[Home](#)

[District](#)

[Parents & Students](#)

[Community](#)

✓ Campuses

Quicklinks

[Board Home](#)

[Public Board Hearing  
03.22.23 6:00 PM](#)

[Special Board Meeting  
03.22.23 6:30 PM](#)

[Board Agendas](#)

[Board Disclosures](#)

[Board Elections](#)

[Board Goals & Vision](#)

**Board of Trustees**

[Board Home](#)

[Board Agendas](#)

[Board Videos](#)

**Superintendent**

[Dr. Matthew Gutierrez](#)

**Bond Information**

[Bond 2023](#)

[Bond 2022](#)

[Bond 2019](#)

[Bond Updates](#)

**Departments**

[Business Services](#)

[Child Nutrition](#)

**District Information**

[About Us](#)

[Calendar](#)

- [2022-2023](#)

- [2023-2024](#)

[District Improvement Plan](#)

[District of Innovation](#)

[Leadership Team](#)

[Organization Chart](#)

[Strategic Planning](#)

[Required Postings](#)

[District Resources](#)

**Programs**

[ACE - After School Program](#)

[Adult Education](#)

[Athletics](#)

[Career & Technical Education](#)



# **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>			33

# BOND 2019



DRAMA / BLACK BOX

# BOND 2019



MAIN ENTRANCE CANOPY AND CLERESTORY FRAMING (6TH GRADE WING ON LEFT, AND ADMINISTRATION SUITE ON THE RIGHT)

# BOND 2019



MAIN ENTRY CORRIDOR CLERESTORY - LIBRARY ON THE LEFT AND 6TH GRADE WING ON THE RIGHT SIDE

# **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>\$131,000,000<sup>38</sup></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**

**March 2, 2023**

**Sale of Bond**

**\$40,000,000**

# BOND 2022

**Budgeted Rate: 4.49%**

**Actual Rate: 4.42%**

**Savings: 0.07%**

**\$600,000**

# **BOND**

# **2023**

**BOND 2023**

**NO TAX  
INCREASE!!**

# **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.
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**QUESTIONS?**



# 2022-2023 Board Presentation

## ACE After-School Program Update



March Presentation by: **Allison Seidenberger, ACE Director**

# SEGUIN ISD ACE Overview

- ★ 2022–2023 Budget=\$1.7 Million
- ★ **5 Year Texas 21st Community Learning Centers Grant--2022–2023 Year Two, Ends in 2026**
- ★ Located at 9 SISD Campuses-- all 7 Elementary Campuses and 2 Middle Schools
- ★ **Target Enrollment=750 Students at MANDATORY 15:1 ratio (see students served by campus in the next slide)**
- ★ **Staff Includes:**
  - ACE Director--Allison Seidenberger (Since December 2022)
  - ACE FEC (Family Engagement Coordinator)--Blanca Regalado (Since Fall 2021, Last Day April 5)
  - ACE & Summer School Senior Coordinator--Trista Saunders (Since July 2022)
  - ACE Administrative Assistant--Beatriz Rodgers (Since July 2022)
  - ACE Curriculum--OPEN POSITION (Since August 2022)
  - ACE Site Coordinator--9 (one per campus, 3 new this semester, 1 new after Spring Break)
  - ACE Site Facilitators/YDP/YDPIT (Para-professionals, college, high school)--approximately 60 team members, average 6 team members daily per site
  - ACE Academic Tutors (SISD Staff/Teachers/Para-Professionals)--approximately 100 staff (1 hr)

# ACE Center Operations Data

Campus	Student Goal	Student Enrollment	Regular Students*** (45 days)	Non-Regular Students	Adult Goal	Actual Adult
Jefferson	75	109	58	42	40	50
Koenecke	75	92	61	31	40	74
McQueeney	75	83	62	40	40	84
Patlan**	100	75	44**	40**	50	23**
Rodriguez	100	101	59	48	50	52
Vogel	100	88	54	41	50	77
Weinert	75	81	71	14	40	84
AJB*	75	56	43*	77*	35	28*
Barnes*	75	91	41*	62*	35	36*
<b>Totals</b>	750	776	493	395		

\*new Site Coordinator in Jan. 2023, \*\*Site Coordinator left in Oct, new hire in Jan 2023, second new hire begins March 20, 2023  
 \*\*\*Regular Attendance numbers are as of 3/8/23, Final Regular numbers will include both potential Regular Students for the Spring Semester and/or Summer Camp Regular Day Students (12 or more days of Summer Camp)

Updated 3.8.2023



## WHY ACE?

### ★ The day ends...the learning doesn't...

More than an extension of the school day, Texas ACE engages learners in new ways with hands-on, exploratory activities. Students socialize, build positive relationships, and develop skills to succeed in school and in life. Families gain a daily touchpoint to connect with teachers and staff outside school hours.

### ★ **Texas ACE**

Texas ACE empowers students to realize their potential and change the world!



## Seguin ISD ACE 3rd-5th Elementary Enrollment and Demographics

<b>G3 - G5 Elementary ACE</b>	<b>Number of Students</b>	<b>Percent</b>
<b>At Risk</b>	<b>252</b>	<b>70%</b>
<b>Special Education</b>	<b>65</b>	<b>18%</b>
<b>Economically Disadvantaged</b>	<b>316</b>	<b>88%</b>
<b>Emergent Bilingual</b>	<b>62</b>	<b>17%</b>
<b>Gifted and Talented</b>	<b>24</b>	<b>7%</b>
<b>Total 3rd-5th Enrolled in ACE</b>	<b>358</b>	

# Seguin ISD Elementary Spring 2023 Benchmark - Performance

ALL 3 - 5 Students	Number Tested	APPROACHES and Above	MEETS and Above	MASTERS and Above
Math	1570	54%	27%	12%
Reading	1570	61%	31%	12%
Science	629	62%	22%	11%
<b>OVERALL</b>	<b>3769</b>	<b>58%</b>	<b>28%</b>	<b>12%</b>

***PLEASE NOTE: \*TEA has NOT released 2023 cut scores, data is based on Seguin ISD cut points.***

ACE 3-5 Students	Number Tested	APPROACHES and Above	MEETS and Above	MASTERS and Above
Math	360	53%	24%	8%
Reading	359	57%	25%	7%
Science	117	61%	12%	3%
<b>OVERALL</b>	<b>836</b>	<b>56%</b>	<b>23%</b>	<b>7%</b>

# Accelerated Growth - Math and Reading

Seguin ISD- DISTRICTWIDE Elementary Spring BM	Number Tested	APPROACHES and Above	MEETS and Above	MASTERS and Above
Math	334	17%	4%	1%
Reading	294	22%	3%	0%
<b>OVERALL accelerated Growth</b>	<b>628</b>	<b>20%</b>	<b>4%</b>	<b>1%</b>

<p><b>Accelerated Learning</b> (roughly % students that accelerated from DNM to approaches)</p>	<p>Sum of RLA &amp; Math Points Earned for Accelerated Learning</p> <hr/> <p>Sum of Maximum RLA &amp; Math Points for Accelerated learning</p>
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Seguin ISD - Elementary Students served in ACE	Number Tested	APPROACHES and Above	MEETS and Above	MASTERS and Above
Math	87	16%	5%	2%
Reading	74	23%	1%	0%
<b>OVERALL accelerated Growth</b>	<b>161</b>	<b>19%</b>	<b>3%</b>	<b>1%</b>

# How is ACE Impacting Our Families ?



**"Thank you for all that you do."  
Weinert Parent**

**"My student has improved in their  
spelling test thanks to ACE."  
Rodriguez Parent**



**"We really enjoyed ourselves at  
the family event and the entire  
staff was great."  
McQueeney Parent**



# ACE Family Testimonials

☀️ “We really have seen a huge improvement on attendance. The kids remind me that they need to be in school to participate in ACE and they hate missing even when they’re sick. Plus we have seen a lot of growth in Aryana’s and Mario’s spelling test scores. Now they’re excited to show me the grades they get.” Vogel Parent

☀️ “We love the ACE Program and Special Events.” Koennecke Parent

☀️ “We started ACE at McQueeney last year and we were glad to be able to rejoin ACE this year but at Vogel. Jacob has struggled with math and we’re glad that he’s been given more opportunity to work with ACE staff to get his work done along with starting the new Zearn tutoring that’s being offered through ACE this year.” Vogel Parent



# How do we best serve our students?

Intentional recruitment for the best for our students



## ACE HIRING and RECRUITMENT

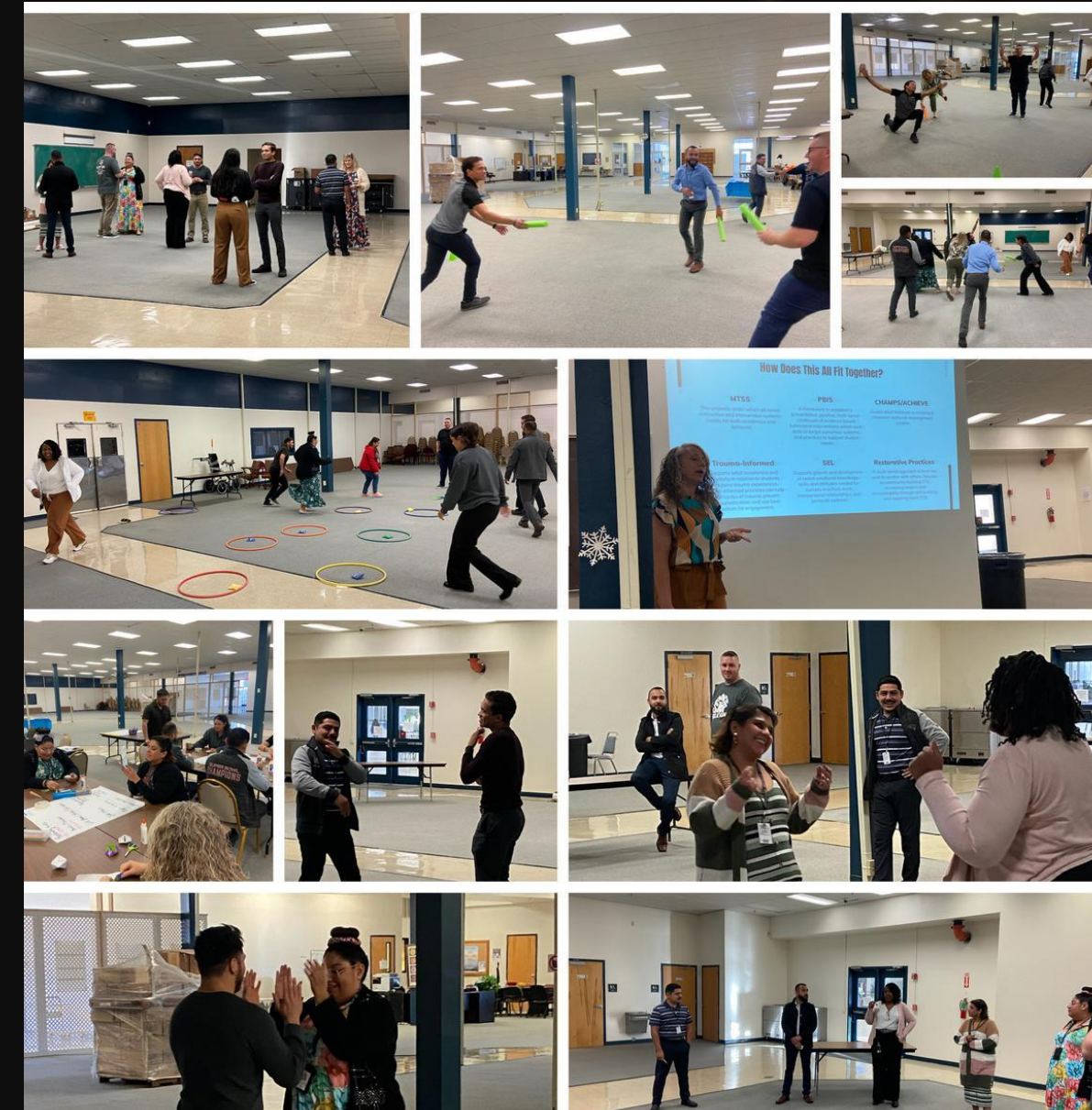
SEGUIN ISD ACE hires Seguin ISD employees, college students (especially students at Texas Lutheran University and Texas State University, as well as Seguin High School students and graduates.



# TRAINING and PROFESSIONAL DEVELOPMENT



**ACE  
LEADERSHIP**



**ACE  
Youth  
Development  
Professionals**

☀ Leadership Team Site Visits to Northside ISD ACE

☀ Panorama/Data Tracking

☀ Classroom Management

☀ Academic Support

☀ Recreational Games

☀ HQIM including Zearn

☀ Social Emotional Learning

☀ Trauma Informed

☀ PBIS

☀ Restorative Practice

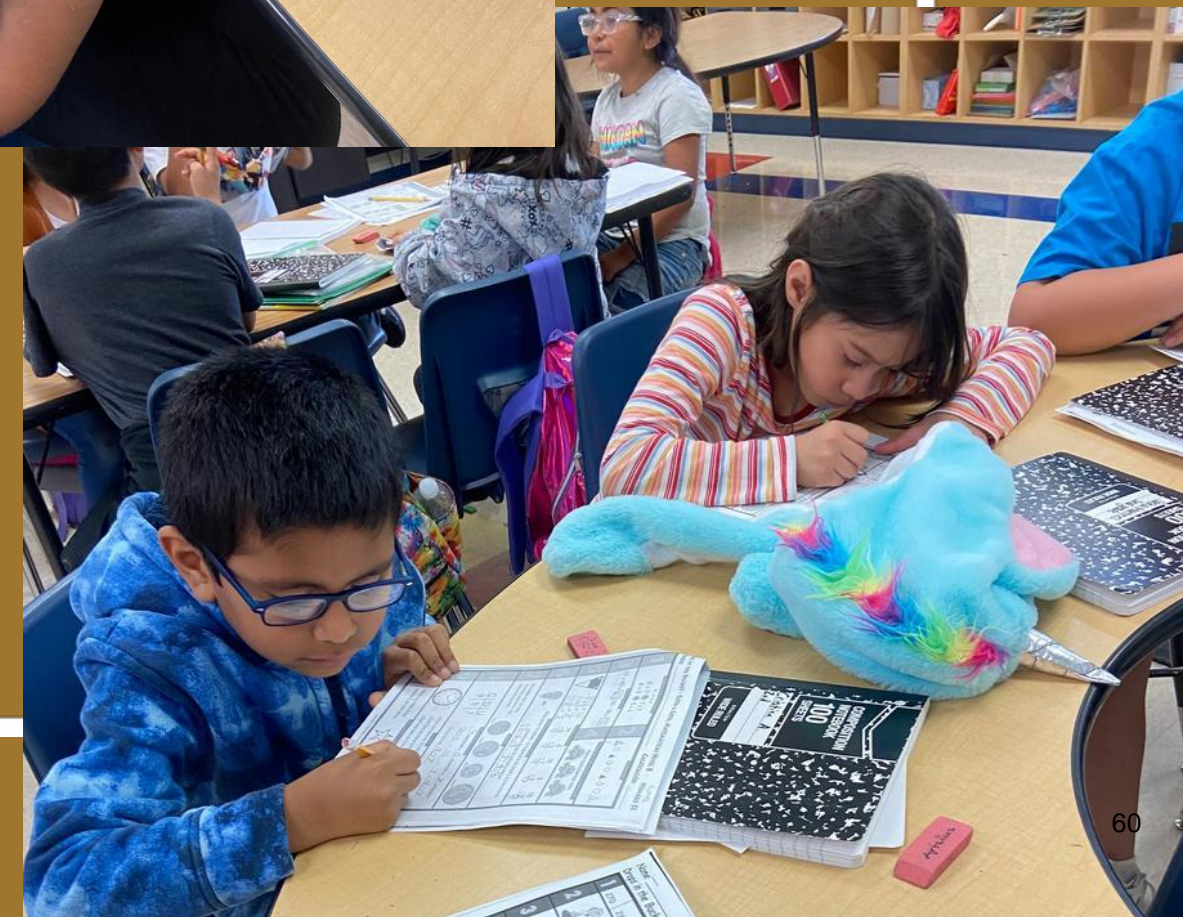
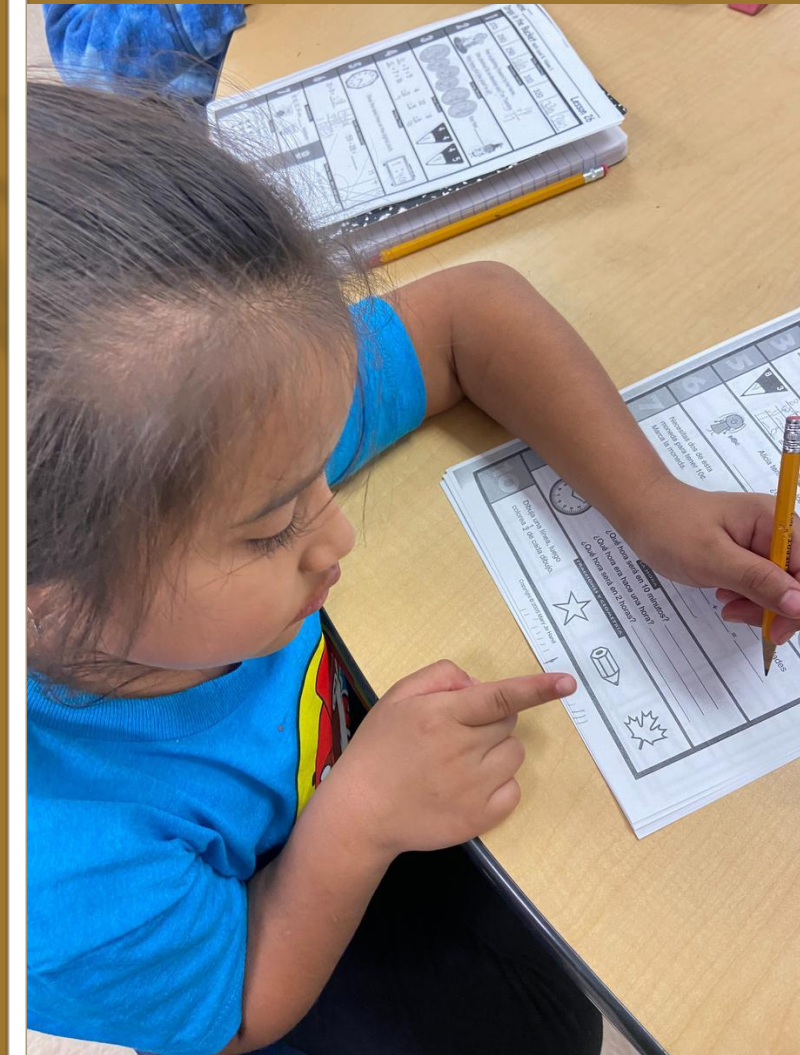
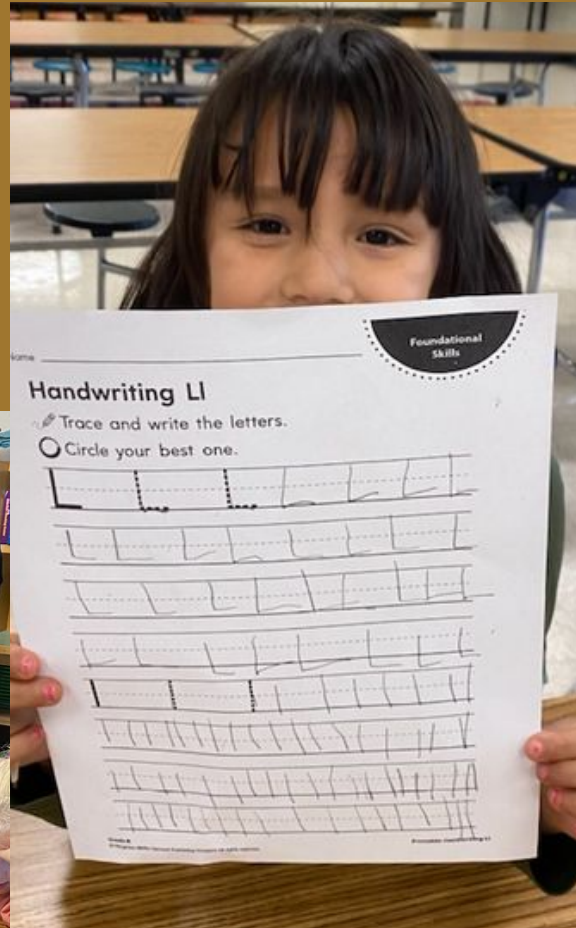
☀ Team Building

☀ and more...



# Training Topics

# Ensure Academic Support



# Offer Enrichment Experiences



**STEAM**

**Whole  
Child**

**CLUBS**

**REC  
Games**

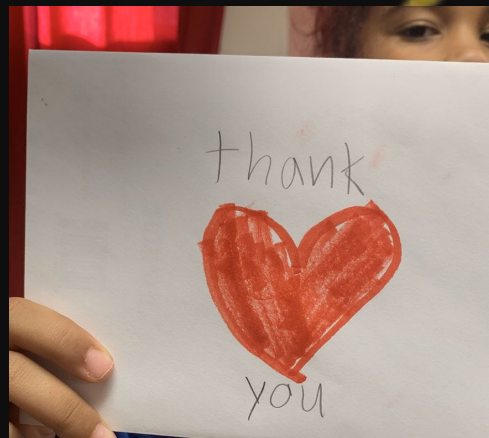
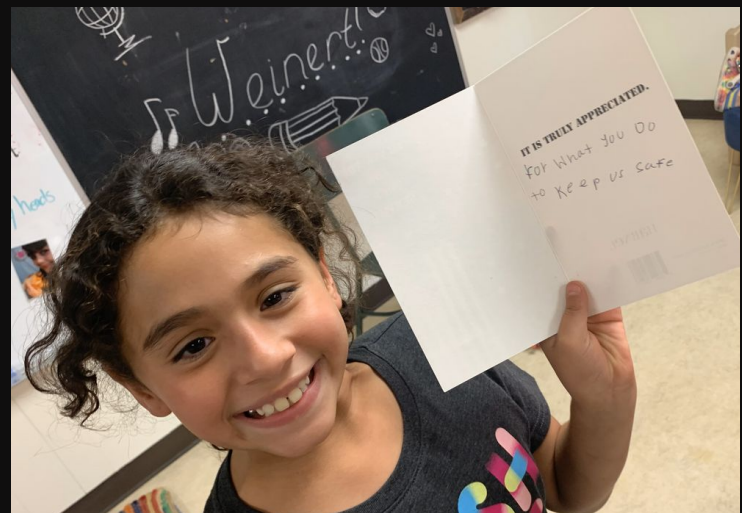
**Guest Speakers/Field Trips**

# Irma Lewis SOLC Partnership



# Prioritize Family Engagement and Resources








Build OUR Sense  
of Community  
and Show  
Gratitude within  
ACE and out!

# Quality Assurance Process (QAP)

QAP Integrates and organizes evidence-based research, state priorities, stakeholder feedback and federal program requirements into four broad components listed in the table to the right.

**Table 1: Texas ACE Blueprint Quality Component by Subcomponent**

Quality Component	Subcomponents
<p>Vision, Mission, Goals </p>	<p>Strategic Planning Staffing Partnerships</p>
<p>School Community Engagement </p>	<p>Campus and Program Engagement Student Recruitment and Attendance High Quality Instructional Materials and Enrichment Community Engagement Family Engagement Sustainability Planning</p>
<p>Operations </p>	<p>Program Operations Data Collection in Tx21st Budgeting and Expenditures Management</p>
<p>Continuous Quality Improvement </p>	<p>Internal Quality Assurance Staff Development Local Independent Program Evaluation</p>

**For the QAP there is a Fall (November), Winter (February) and Spring (May) data collection process. There are two types of Quality Indicators (Qi) which include Process Indicators and Quality Indicators. The intent of the QAP is continuous improvement and growth.**





	 <b>Improved School Day Academic Performance</b>	 <b>Increased School Day Attendance</b>	 <b>Improved School Day Behavior</b>	 <b>Increased Family Engagement</b>
<b>Fall Process Quality Indicators</b>	2. Expanded School Day Learning 8. Academic Activities 13a. Oversight of Academic Support Services 13b. Design of Academic Support Services	9. Enrichment Activities	28. Staff and Student Relationships	20. Family Participation Strategies
<b>Winter Process Quality Indicators</b>	11. Oversight of Activity Planning 12. Oversight of Instructional Delivery 34. Staff Effectiveness 35. Ongoing Staff Learning	48. Attendance Strategies	10. Social and Emotional Learning	21. Family Engagement Activities
<b>Spring Outcome Quality Indicators</b>	<b>15. Academic Performance</b>	<b>49. Attendance</b>	<b>7. Behavior</b>	<b>22. Family Engagement</b>

Figure 3: Process and Outcome Quality Indicators

# Summer CAMP Plans=Summer Camp FUN!!



The design of summer camp is the intentional investment in our students receiving the opportunity to learn, HAVE fun and have exposure to new experiences!



# Seguin ISD Summer Camp Adventures Employment Details...



**Summer Camp Adventures--we NEED you!**  
 Looking for a chance to **SHARE YOUR PASSION** by creating **innovative, engaging and fun experiences for students.**  
 Looking for a way to make a little extra spending money?  
**Four day weeks--Fridays OFF :)???**  
 We have just the opportunity for you...



**SUMMER CAMP ADVENTURES STRUCTURE:**  
 Summer camp will be ENRICHMENT based and incorporate project based, hands-on, and interactive learning. Students will catch up, accelerate their learning, or simply have fun by learning something new.

Academic and enrichment activities such as STEM, arts and crafts, outdoor education and more will be integrated frequently.

**DATES/SESSIONS AVAILABLE FOR WORK:**  
**NOTE: YOU MAY OPT TO WORK ALL SESSIONS, ANY COMBINATION OF SESSIONS OR ONLY ONE SESSION**  
 Session I--June 5-June 15 (M-Th)  
 and/or  
 Session II--June 19-June 29 (M-Th)  
 and/or  
 Session III--July 17-20 (M-Th)

*\*Students will attend ALL sessions, ACE prioritized by invite but open to everyone later in the spring! Breakfast and Lunch Served, Transportation Provided for ALL*

**DAILY ROUTINE--TIMES:**  
 \*15 MINUTE DELAY FOR SECONDARY 7:45 START, 3:15 END

5 Hour Half Day OR 7.5 Hour Full Day  
 7:30-8:00-Prep for Day/Planning Time  
 8:00-8:30 Breakfast and welcome with students  
 8:30-9:30 Enrichment Block 1 with LiINK  
 9:30-10:30 Enrichment Block 2 with LiINK  
 10:30-11:30 Enrichment Block 3 with LiINK  
 11:30-12:00 Duty Free Lunch  
 12:00-12:30 Planning Time (recess students)

12:30-1:30. STEAM or SEL (lessons/materials by ACE) with LiINK  
 1:30-2:30. STEAM or SEL (lessons/materials by ACE) with LiINK  
 2:30-3:00 Dismissal Duty

**PAY RATES:**  
**Teachers--**  
 (One prep per day taught 3 times in half day, full day afternoon lessons/materials provided by ACE)  
**\$30 an hour, 5 hour or 7.5 hour options**  
**Paraprofessionals--**  
 \$25 an hour, 5 hour or 7.5 hour options  
**Front Office Staff--** (2 Elementary, 1 Middle School)  
 \$25 an hour, 5 hour or 7.5 hour options  
**Nurses--** (1 Elementary, 1 Middle School)  
 \$30 an hour, 7.5 hours daily

**TEACHER INFORMATION...**

- Once you are hired, you may begin your planning to provide ACE your material and supply budget requests so that your enrichment costs will be covered (deadline goal for budget requests is March 24 to ensure arrival BEFORE June)
- You are planning for ONLY ONE PASSION PREP per day that you teach in the three consecutive morning Enrichment Blocks [Summer Camp Enrichment Proposal](#)
- If you want to work a full day, the afternoon STEAM/SEL lessons and materials will be **PROVIDED by ACE**
- Ratio goals will be 15:1 or 30:2, depending on student interest
- If you need a longer Enrichment Block based on your ideas for summer, let us know and we will try to work with you. (There is a 3 hour block option)
- If you have an idea revolving around a reasonable local area field trip, let us know and we will see what we can budget for
- Our goal is ENRICHMENT and FUN for the kids! Be as creative as you can be--no worksheets and/or monotonous technology programs please...should look and feel different than "traditional school", learning without knowing it :) Share your passion..
- Expect daily themes, dress up days, and a fun environment...ideas welcome

**SIGN UP HERE...BY MARCH 8, 2023...**  
**FIRST COME, FIRST SERVE...**



Note: March 23 will be a half day work day for Summer Camp with sub coverage provided.  
 Details to come...



*Be a Champ... Work Summer Camp!*

**3/10**  
**91 SISD Staff**  
**signed up**

---

**3/23**  
**SISD Summer**  
**Camp Staff**  
**Passion Project**  
**Budget Sessions**

**Summer Camp Partnerships**

---

**-Irma Lewis SOLC**  
**-TLU**  
**-Science Mill**  
**-Whole Child Outdoor Education Recreation**  
**-Field Trips**  
**-Guest Speakers**  
**-and more...**

**2/27 to 3/10**  
**Registration**  
**Support**

---

**3/10**  
**180+ Early**  
**Registration**

---

**4-15**  
**Ends**  
**Registration**



TEXAS **ACE** Afterschool Centers on Education  
SEGUIN ISD AND ACE PRESENT  
**SUMMER camp ADVENTURES**

**ALL FREE**

REGISTER BY APRIL 14

**ELEMENTARY 8:00-2:30**  
**JUNE 5-JUNE 29 (M-TH) AT RODRIGUEZ**  
**AND JULY 17-20 (M-TH) AT JEFFERSON**

**MIDDLE SCHOOL 8:15-2:45**  
**JUNE 5-JUNE 29 (M-TH) AT SHS**  
**AND JULY 17-20 (M-TH) AT SHS**

Summer Camp. Registration



Questions 1-830-401-8613

- **ENRICHMENT**
- **ENGAGEMENT**
- **EXPERIENCES**
- **FUN, FUN, FUN**

**FREE BREAKFAST AND LUNCH SERVED DAILY AND TRANSPORTATION PROVIDED FOR ALL STUDENTS**

Elementary and Middle School Summer Camp Adventures will be enrichment based including project based, hands-on and interactive learning. It will allow students to catch up, accelerate their learning or simply have fun learning something new. Academics will be embedded and some experiences such as outdoor settings, local field trips, etc. will be included. ADVENTURES AWAIT!

**Summer Camp Partnerships**

---

**-Irma Lewis SOLC**  
**-TLU**  
**-Science Mill**  
**-Whole Child Outdoor Education Recreation**  
**-Field Trips**  
**-Guest Speakers**  
**-and more...**



# Marigold Effect

Surround yourself with good people

...For our KIDS, for our families, for our ACE team, for our schools, for our community, for the world...



**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.

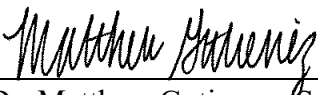
**REFERENCE and COMPLIANCE:**                      AE (LOCAL): Educational Philosophy and TEC §4.001, 4.002

**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

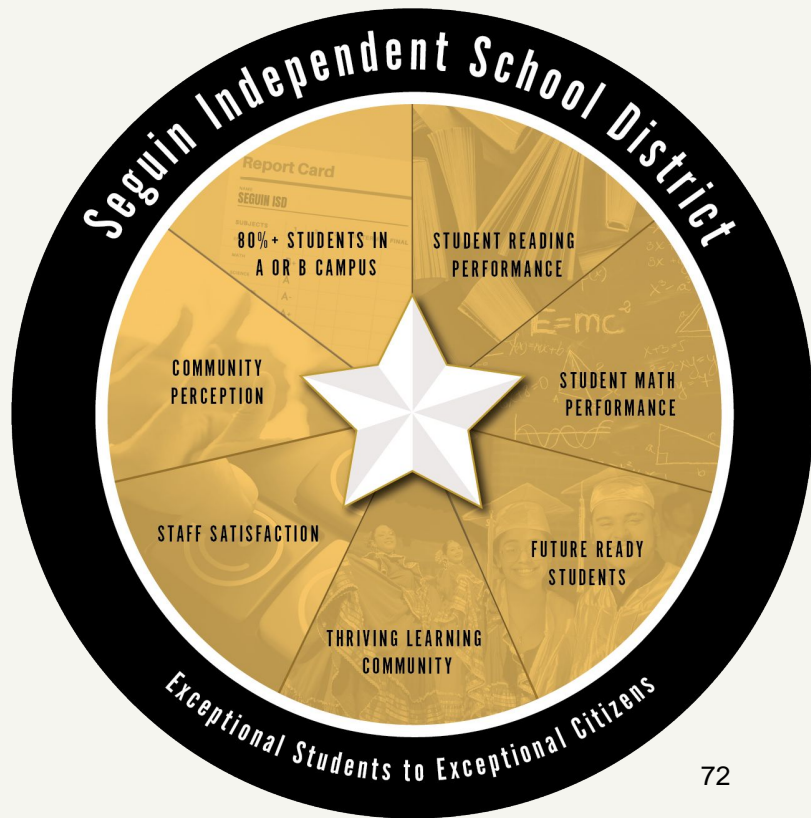
Submitted by:  Date Submitted: 03/28/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614



# Seguin ISD Strategic Plan 2025 Monthly Update

March 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

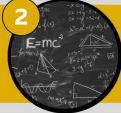
Seguin Independent School District

## 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 SISK students will be enrolled in a campus that is rated A or B by August 2025.

## Performance Objectives

30 total

Short-Term Measures

(12-18 months)

## Strategic Actions

80 total

Align to performance objectives <sup>73</sup>



# Strategic Initiatives Dashboard At-A-Glance

Progress on 80 Strategic Actions (by Task Force) through February 2023

# Equitable Student Experiences Task Force

Fall 2022

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

Jan Status

Feb Status

On Track

On Track

**4.3.2** Identify existing programming (PK-12) that aligns to pathways

On Track

On Track

**4.3.3** Identify and connect all students to pathways based on their interest(s), taking into consideration students' unique circumstances and backgrounds.

On Track

On Track

**4.3.4** Develop district-wide plan for student goal setting practices, focusing on life goals (vs. academic goals)

On Track

On 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

On Track

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

On Track

On Track

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

On Track

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

On Track

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

Fall 2022

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

Jan Status

Feb Status

On Track

On Track

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

On Track

On Track

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

On Track

On Track

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

On Track

On Track

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

On Track

On Track

**3.1.6** Increase enrollment in College Prep Class

On Track

On Track

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

On Track

On Track

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

On Track

On Track

Spring 2023

# Curriculum + Blended Learning Task Force

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

# HR + Staff Culture Task Force

Jan Status

Feb 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

On Track

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

On Track

On Track

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

On Track

On Track

Fall 2022

Spring 2023

# Community Engagement Task Force

	Jan Status	Feb 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)

Jan Status

Feb 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

On Track

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

On 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

On Track

# School Safety + Discipline Task Force

Fall 2022

	Jan Status	Feb Status
<p><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.</p>	On Track	On Track
<p><b>4.8.2</b> Student Support Team will conduct monthly campus liaison meetings to support student attendance.</p>	On Track	On Track
<p><b>4.8.3</b> Maintain efficient and clear districtwide process regarding attendance.</p>	On Track	On Track
<p><b>4.9.1</b> Seguin ISD will implement a school wide discipline management program that aims to improve student behavior plus strengthen learner engagement through a strategic system of clearly defined expectations.</p>	On Track	On Track
<p><b>4.9.2</b> Seguin ISD will provide training and additional support for teachers and administrators regarding diversity and disciplinary practices including resources and suggestions on alternative disciplinary practices (CHAMPS, ACHIEVE, Trust Based Relational Intervention or TBRI, Culturally Relevant Teaching, Restorative Practices, etc).</p>	On Track	On Track
<p><b>4.10.1</b> Seguin ISD will provide ongoing safety training and support.</p>	On Track	81 On Track

# Facilities Task Force

Fall 2022

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

Jan Status

Feb Status

On Track

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

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

On Track



# Seguin ISD Strategic Plan 2025: Bright Spot

Strategic Actions Progress Highlights

# Task Force: Facilities

**Chair: Tony Hillberg**

Strategic Priority #4: Creating a Thriving Learning Community

## Goal #4

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



### Performance Objective 4.10

Create flexible and adaptable learning spaces that ensure safety and security in an innovative environment that supports teaching and learning.

### Performance Objective 4.11

By 2024, create new facilities evaluations to better track safety, appearance, and cleanliness.

### Performance Objective 4.12

Provide equitable access to learning spaces that support fine arts, academics, college/career readiness and personal wellness for all students.



## Strategic Actions

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

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

**4.11.2** Form a Bond/Facilities Committee to plan next steps to support the strategic plan.

**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.

**4.11.5** Evaluate initial response time and completion data for facilities work orders.

**4.12.3** Upgrade technology infrastructure to support learning.



## Bright Spot

### Bond Updates

#### Highlights

- Sold Bond 2022 - \$40 million with lower interest rates
- Will utilize the money for:
  - Roof repairs at five locations
  - Security perimeter fencing at four locations
- Bond 2019 - land secured for new elementary campus



# Sequin ISD Strategic Plan 2025: Area of Focus

Strategic Actions that Require Re-Focusing

# 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.

## 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.

## 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.



## Area of Focus

STAAR 2.0

Continuing blended learning push while focusing on testing

### Problem Solving Actions

- Balancing blended learning support with STAAR prep
- Purchased new items for students to experience online STAAR practice, including typing
- Continue to look for more appealing resources for students to choose during self-selected instruction rotations

88



# Strategic Goals

## Quarterly Update: Goal 5

### Goal #5

Seguin ISD will improve **staff satisfaction** as determined by the Organizational Health Inventory.



#### Performance Objective 5.1:

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

#### Performance Objective 5.2:

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

#### Performance Objective 5.3:

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

”

**A healthy school is one in which the institutional, administrative, and teacher levels are in harmony; and the school meets functional needs as it successfully copes with disruptive external forces and directs its energies toward its mission.**

*Dr. Wayne K. Hoy - OHI Survey Author*



# OHI Overview

The Organizational Health Inventory (OHI) is a **school climate survey** designed to help school leaders determine the **overall “health” status** of their campus and address areas of concern. The survey measures the **dimensions of organizational effectiveness** to realize strengths and diagnose weaknesses.

The results from each survey are used to compute **subtest or dimension** scores and those scores are used to compute an overall health index score. **The higher the score the healthier the school climate.**

The OHI is incorporated into **Seguin ISD Strategic Goal 5**. The instrument was chosen based on cost-effectiveness, ease of use, and reliability of data collected.

# OHI Administration

The OHI instrument was administered to all Seguin ISD faculty and staff between **February 6-17, 2023**. Staff completed the survey via Google Form during a Faculty Meeting.

There are **three types of OHI Instruments**:

- OHI-E: Elementary schools, 37 questions, five dimensions
- OHI-M: Middle schools, 45 questions, six dimensions
- OHI-S: Secondary schools (high school), 44 questions, seven dimensions

Responses vary along a **four-point scale** defined by the categories “rarely occurs”, “sometimes occurs”, “often occurs”, and “very frequently occurs”.

# OHI Standardized Scores

Standardized score = Norm Referenced

If the score is 200, it is lower than 99% of schools	200.00
If the score is 300, it is lower than 97% of schools	300.00
If the score is 400, it is lower than 84% of schools	400.00
If the score is 500, it is AVERAGE	500.00
If the score is 600, it is higher than 84% of schools	600.00
If the score is 700, it is higher than 97% of schools	700.00
If the score is 800, it is higher than 99% of schools	800.00

# OHI Subtests + District Results

## OHI-E: Elementary Schools

Dimension/Subtest	Summarized Description	2023 District Results
<b>Institutional Integrity</b>	Teachers are protected from unreasonable community and parental demands.	537
<b>Collegial Leadership</b>	The principal is friendly, supportive, open, and guided by norms of equality.	815
<b>Resource Influence</b>	Teachers are given adequate classroom supplies.	444
<b>Teacher Affiliation</b>	Teachers are committed to both their students and their colleagues.	592
<b>Academic Emphasis</b>	The expectation of high achievement is met by students who work hard, are cooperative, seek extra work, and respect other students who get good grades.	357 94

# OHI Subtests + District Results

## OHI-M: Middle Schools

Dimension/Subtest	Summarized Description	2023 District Results
<b>Institutional Integrity</b>	Teachers are protected from unreasonable community and parental demands.	<b>580</b>
<b>Collegial Leadership</b>	The principal is friendly, supportive, open, and guided by norms of equality.	<b>435</b>
<b>Principal Influence</b>	Principals are persuasive with superiors, get additional consideration, and proceed relatively unimpeded by the hierarchy.	<b>501</b>
<b>Resource Support</b>	The extent to which classroom supplies and instructional materials are readily available.	<b>416</b>
<b>Teacher Affiliation</b>	Teachers are committed to both their students and their colleagues.	<b>331</b>
<b>Academic Emphasis</b>	High but achievable academic goals are set for students; the learning environment is orderly and serious; teachers believe in their students' ability to achieve; students work hard and respect those who do well academically.	95 <b>495</b>

# OHI Subtests + District Results

## OHI-S: Secondary Schools (High Schools)

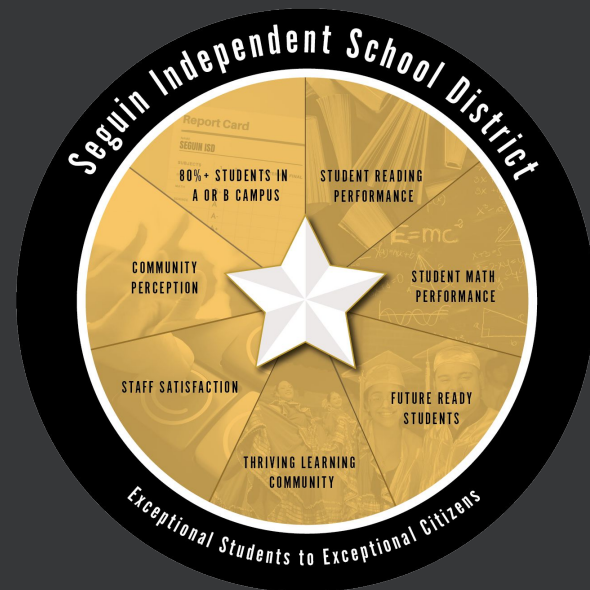
Dimension/Subtest	Description	2023 District Results
<b>Institutional Integrity</b>	Teachers are protected from unreasonable community and parental demands.	<b>482</b>
<b>Initiating Structure</b>	The principal makes his or her attitudes and expectations clear to the faculty.	<b>586</b>
<b>Consideration</b>	Principal behavior that is friendly, supportive, and collegial.	<b>595</b>
<b>Principal Influence</b>	The principal is persuasive, works effectively with the superintendent, simultaneously demonstrates independence in thought and action.	<b>528</b>
<b>Resource Support</b>	The extent to which classroom supplies and instructional materials are readily available.	<b>514</b>
<b>Morale</b>	The sense of trust, confidence, enthusiasm, and friendliness among teachers.	<b>494</b>
<b>Academic Emphasis</b>	High but achievable academic goals are set for students; the learning environment is orderly and serious; teachers believe in their students' ability to achieve; students work hard and respect those who do well academically.	96 <b>477</b>

# OHI Next Steps

<b>May 24 Principal's Learning Network</b>	Review tool and overall campus data
<b>June Leadership Summit</b>	Strategy session to address lower scoring dimensions and develop plan of action



# April Meeting: Dashboard Update, Bright Spot, Area of Focus



# Minutes of Public Hearing

## The Board of Trustees

### Seguin ISD

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A public hearing of the Board of Trustees of Seguin ISD was held Tuesday, February 28, 2023, beginning at 6:00 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent:

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; Perla Romero, Director of Business Services; Nancy Ramirez, Superintendent Secretary and media.

#### 1. Call to Order

A. Mr. Guerra called the public hearing to order at 6:01 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.

#### 2. Public Hearing on the Seguin ISD 2021-22 Texas Academic Performance Report (TAPR), PEIMS Financial Standard Report, District Accreditation Status, Report on Violent and Criminal Incidents, and a Report from the Texas Higher Education Coordinating Board on Student Performance in Post-Secondary Institutions.

Mr. Cantu shared the Seguin ISD 2021-22 Texas Academic Performance Report (TAPR) and addressed questions and comments from the Board. Texas Education Code § 39.053 requires each district's Board of Trustees to publish an annual report that includes the TAPR Report, PEIMS Financial Standard Report (2020-2021 Financial Actual Reports), District Accreditation Status, campus performance objectives, a report on Violent and Criminal incidents, and information received under § TEC 51.403(e) from the Texas Higher Education Coordinating Board. An electronic copy of the report may be accessed through the district's website at <https://www.seguin.k12.tx.us/page/required.home>, at campus libraries or offices, and on the TEA website at <https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting/texas-academic-performance-reports>.

#### 2. Adjourn

Mrs. Thomas-Jimenez moved, seconded by Mr. Bright to adjourn the meeting. The meeting adjourned at 6:22 p.m.

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

**Nays: None**

# Minutes of Regular Meeting

## The Board of Trustees

### Seguin ISD

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A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, February 28, 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; Rick Bough, Career and Technical Education Director; Anna Lisa Vargas, Director of College, Career and Military Readiness; Perla Romero, Director of Business Services; Debra Reiley, Ball E.C.C. Principal; Christine Perez, Director of School Leadership; Amanda Hardwick, Secondary RLA/SS Coordinator; Monica Franco, Elementary Coordinator; Nancy Ramirez, Superintendent Secretary and Media.

#### 1. Call to Order

A. Mr. Guerra called the meeting to order at 6:30 p.m. and a quorum was established. 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 Sara Robbins and Abel Davila from Seguin High School, followed by a moment of silence.

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, upcoming key dates and event information since the last board meeting, which included recognizing staff and student achievements and successes from across the district. Dr. Gutierrez thanked all staff for all they do and recognized that our students love our staff. He also encouraged our stakeholders to a vote during the upcoming bond election 2023.

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 Ball Early Childhood Center. Mrs. Reiley, principal, shared examples of campus activities that foster academic achievement and refines instructional focus lined up with the district's goals and initiatives.

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

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

- **Superintendent’s Ball ECC(2) and Middle School Students of the Month**  
Dr. Gutierrez was honored to recognize Vincent Mancinas and Samantha Andrade-Moreno from Ball Early Childhood Center, and Aubrey Pena, seventh grade student at Briesemeister Middle 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.
- **Seguin High School All State Band members**  
Dr. Gutierrez was honored to recognize two All-State musicians, Band student, Sara Robbins, and Mariachi student, Abel Davila. To qualify for the All-State level, the musicians had to excel at the District, Region and Area competitions who compete with more than 70,000 students from across the state and only 2,000 students were selected for the Texas All State performance that was held on February 11 in San Antonio.
- **Superintendent’s Award**  
Dr. Gutierrez was honored to recognize Traci Salazar, Barnes Middle School social studies teacher, as the February recipient of the Superintendent’s Leadership Apple Award for going above and beyond daily duties to cultivate, inspire and empower her students, colleagues and Seguin ISD community.

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

Kasie Tankersley from GVEC addressed the Board regarding the youth programs they support.

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

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

The Board of Trustees received an update from Mrs. Moreno regarding the newly appointed 2022-23 administrative hires.

#### **B. Elementary Istation and Secondary Freckle Data Update**

The Board of Trustees received an update from Ms. Franco and Ms. Hardwick regarding Istation reading data in grades Kindergarten-5<sup>th</sup> and Freckle reading data in grades 6<sup>th</sup>-8<sup>th</sup>.

#### **C. Secondary Monthly Report**

The Board of Trustees received an update regarding Seguin High School, 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

#### **D. Career and Technical Education (CTE) Update and Evaluation**

The Board of Trustees received an update from Mr. Bough on the Career and Technical Education (CTE) program and evaluation of the program.

## **E. Intersession Update**

The Board of Trustees received an update from Ms. Jaramillo 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

## **F. Seguin ISD Bond Construction Update**

The Board of Trustees received an update from Mr. Hillberg on current bond projects, progress and related projects.

## **G. 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.

The Board recessed from 9:08 p.m. until 9:20 p.m.

5. **Closed Meeting** –The Board adjourned into closed session at 9:21 p.m.
  - A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.
    1. Safety Audit Finding
  - B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
  - C. Pursuant to Texas Government Code Section § 551.072 – Discuss the sale, purchase, exchange, lease or value of real property.
6. **Reconvene to Open Meeting** – The Board reconvened at 9:59 p.m. No action was taken.
  - A. Possible action to approve professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of employee(s). No action was taken on this item.
7. **Consent Agenda Items – Consider and Possible Approval:**
  - A. Approval of Board Minutes for:**  
Regular Meeting, January 24, 2023  
Team of 8 Training, February 7, 2023
  - B. Approval of Tax Collection Reports for January 2023**  
The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for January 2023. The Texas Property Tax Code requires the

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

**C. Approval of Proposed Budget Amendments & Financial Statements for January 2023**

The Board of Trustees approved the proposed budget amendments and financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund as of January 31, 2023.

**D. Approval of Donations Received January 2023**

The Board of Trustees approved the donations received by the District during the month of January 2023 in the amount of \$3,250.00 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 Technology Department Fiber Internet Access Services**

The Board of Trustees approved 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. 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 recommendation is considered the best value for the District.

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

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Special Education Services. 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 respondents 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.

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

The Board of Trustees approved the resolution for the application to the Office of the Governor Truancy Prevention Grant. The Office of the Governor Criminal Justice Division has announced funding for Truancy Prevention and Intervention Program grants. Seguin ISD was awarded the grant for two Case Managers for the 2018-19 school year, and continued for the 2019-20, 2020-21, 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.

**H. Information Regarding Purchases Through the Pace Purchasing Cooperative for a total cost of \$61,465**

The Board of Trustees received information regarding the purchases through the Pace Purchasing Cooperative:

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

**I. Acknowledge Public Information Act Request January 2023**

The Board of Trustees received information regarding the Public Information Act requests received since January 12, 2023. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

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

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

**Regular Meeting, January 24, 2023**

**Team of 8 Training, February 7, 2023**

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

**C. Approval of Proposed Budget Amendments & Financial Statements for January 2023**

**D. Approval of Donations Received January 2023**

**E. Approval of Technology Department Fiber Internet Access Services**

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

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

**H. Information Regarding Purchases Through the Pace Purchasing Cooperative for a total cost of \$61,465**

**I. Acknowledge Public Information Act Request January 2023**

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

**Nays: None**

**8. Action Items:**

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

Mrs. Thomas-Jimenez moved, seconded by Ms. Duncan to approve the purchases through the CTPA Purchasing Cooperative:

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

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

**Nays: None**

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

Mrs. Thomas-Jimenez moved, seconded by Mrs. Crettenden to approve to contract with 1<sup>st</sup> Choice Restaurant Equipment for Child Nutrition Equipment.

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

**Nays: None**

**C. Adopt a Resolution for the Assignment of Fund Balance**

Mr. Bright moved, seconded by Mr. Amador to approve the Resolution for the Assignment of Fund Balance as presented.

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

**Nays: None**

**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**

Mrs. Thomas-Jimenez moved, seconded by Mr. Amador to approve the resolution to extend the depository contract with First Commercial Bank, N.A. for the biennium July 1, 2023 through June 30, 2025.

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

**Nays: None**

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

Mrs. Thomas-Jimenez moved, seconded by Mr. Jenkins to 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.

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

**Nays: None**

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

Mr. Jenkins moved, seconded by Ms. Duncan to adopt the resolution stating the review of investment policy and investment strategies for the Seguin Independent School District and naming Investment Officers for the District.

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

**Nays: None**

**G. Consider Appointing a Budget Committee for the Board of Trustees**

Ms. Duncan moved, seconded by Mr. Bright to appoint Denise Crettenden, Carl Jenkins and Joshua Bright for the budget committee.

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

**Nays: None**

**H. Approval of School Calendar for 2023-2024 School Year**

Mrs. Thomas-Jimenez moved, seconded by Mr. Amador to adopt the 2023-24 school calendar.

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

**Nays: Bright**

**I. Approval of Retention Stipend for Existing Employees**

Ms. Duncan moved, seconded by Mr. Bright to approve a one-time \$1,000 retention stipend to existing classroom teachers and \$500 retention stipend for all other employees.

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

**Nays: None**

**J. Personnel Action Professional Employees**

Mrs. Thomas-Jimenez moved, seconded by Mr. Amador to approve and acknowledge the following resignations for the 2022-2023 school year listed below:

**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 an 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 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 staying 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 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, Randee, 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.

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

**Nays: None**

#### **9. Board Comments and Request**

Mrs. Thomas-Jimenez requested louder speakers for the video presentations.

Mr. Guerra had questions regarding the TAPR report and Mr. Cantu addressed during the meeting.

All prior Board requests have been addressed.

#### **10. Adjourn**

Mr. Amador moved, seconded by Mr. Jenkins to adjourn the meeting. The meeting adjourned at 10:33 p.m.

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

**Nays: None**

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Secretary/March 28, 2023

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President/March 28, 2023

# Minutes of Special Meeting

## The Board of Trustees

### Seguin ISD

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A Special Meeting of the Board of Trustees of Seguin ISD was held Tuesday, March 7, 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

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; Danica Murillo, Deputy Chief of Human Resources; Christine Perez, Director of School Leadership; Perla Romero, Director of Business Services; Ronna Johnson, CEO and Founder edVantage Strategy Group; Nancy Ramirez, Superintendent Secretary and media

#### 1. Call to Order

A. Mr. Guerra called the meeting to order at 6:31 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. Thomas-Jimenez, followed by a moment of silence.

#### 2. Audience with the Board

No one signed up to address the Board.

#### 3. Open Session:

A. Discussion with edVantage Training Strategy Group's consultant regarding Trustee roles and opportunities in bond elections.

The Board and Superintendent's Leadership team participated in a training facilitated by CEO and Founder of edVantage Strategy Group, Ronna Johnson to discuss Trustee roles and opportunities regarding bond elections. All board comments and questions were addressed.

The Board recessed from 7:32 p.m. until 7:42 p.m.

#### 4. Closed Meeting: The Board went into closed session at 7:43 p.m.

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

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

The Board reconvened at 8:58 p.m. No action was taken.

**5. Adjourn**

Mr. Amador moved, seconded by Mr. Jenkins to adjourn the meeting. The meeting adjourned at 9:00 p.m.

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

**Nays: None**

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Secretary/March 28, 2023

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President/March 28, 2023

**ACTION ITEM:**

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

**RECOMMENDATION:**

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

Current	\$	5,900,186
Delinquent		67,705
Penalty and Interest		91,963
Total Monthly Collections	\$	<u>6,059,854</u>
Total Tax Collections Year to Date	\$	<u>56,970,656</u>
Delinquent Tax Levy		2,737,122
Percent Collected through February 2023		47.17%
Percent of Tax Levy Collected last year		56.96%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 03/28/23

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

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for February 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 February 28, 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  
Perla Romero, Director of Business Services  
Sally Eckhart, Budget Coordinator

Submitted by:  Date Submitted: 03/28/23  
(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  
February 2023**

	Budget				Actual			Budget Remaining	
	February 1, 2023	Proposed Amendment(s)		February 28, 2023	February 1, 2023	Current Month	February 28, 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	40,500,000		-	40,500,000	34,442,775	4,082,409	38,525,184	1,974,816
Property Taxes-Delinquent	1,565,467	800,000		-	800,000	657,926	51,374	709,299	90,701
Property Taxes-Penalty & Interest	589,549	300,000		-	300,000	149,576	66,190	215,766	84,234
Interest Income	300,000	300,000		-	300,000	555,820	178,309	734,129	-
Other Local Income	106,000	106,000		-	106,000	391,039	22,501	413,540	-
State	27,589,065	33,068,877		-	33,068,877	12,202,442	407,896	12,610,338	20,458,539
Federal	1,167,000	1,167,000		-	1,167,000	472,865	65,538	538,404	628,596
<b>REVENUE</b>	<b>67,241,877</b>	<b>76,241,877</b>		-	<b>76,241,877</b>	<b>48,872,443</b>	<b>4,874,217</b>	<b>53,746,660</b>	<b>23,236,886</b>
<b>EXPENSE</b>									
11 - Instruction	37,553,166	44,201,608		(832,753)	43,368,855	17,448,455	3,149,829	20,598,284	22,770,571
12 - Instructional Resources & Media Svcs	1,023,887	1,061,598		(2,610)	1,058,988	520,540	79,003	599,543	459,445
13 - Curr & Instructional Staff Development	651,794	585,568		(6,000)	579,568	226,537	34,039	260,577	318,991
21 - Instructional Leadership	2,204,014	2,289,613		-	2,289,613	1,196,541	171,258	1,367,799	921,814
23 - School Leadership	4,857,232	5,055,747		4,367	5,060,114	2,519,069	402,247	2,921,315	2,138,799
31 - Guidance & Counseling Services	2,647,822	2,790,384		207,349	2,997,733	1,320,724	222,063	1,542,787	1,454,946
32 - Social Work Services	515,652	671,864		(510)	671,354	363,495	52,465	415,960	255,394
33 - Health Services	759,739	829,347		(10,425)	818,922	349,860	64,628	414,489	404,433
34 - Student Transportation	2,703,871	3,252,547		105,000	3,357,547	1,559,157	242,541	1,801,698	1,555,849
35 - Food Service	-	-		-	-	-	-	-	-
36 - Co-curricular Activities	2,041,009	2,270,058		600	2,270,658	1,137,819	177,414	1,315,233	955,425
41 - General Administration	2,348,125	2,682,540		611,402	3,293,942	2,004,698	312,595	2,317,293	976,649
51 - Plant Maintenance & Operations	6,712,126	8,019,744		(175,000)	7,844,744	4,368,796	537,954	4,906,750	2,937,994
52 - Security & Monitoring Services	535,602	564,997		98,580	663,577	372,351	59,753	432,104	231,473
53 - Data Services	1,976,884	2,158,471		-	2,158,471	1,345,907	137,275	1,483,182	675,289
61 - Community Services	75,270	30,022		-	30,022	9,863	7,738	17,601	12,421
71 - Debt Services	-	665,000		-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	484,250		-	484,250	390,257	85,286	475,543	8,707
99 - Intergovernmental Charges (Appraisal Servs)	635,684	730,684		-	730,684	341,226	-	341,226	389,458
<b>EXPENSE</b>	<b>67,241,877</b>	<b>78,344,042</b>		-	<b>78,344,042</b>	<b>36,140,295</b>	<b>5,736,089</b>	<b>41,876,384</b>	<b>36,467,658</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (2,102,165)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,102,165)</b>	<b>12,732,148</b>	<b>(861,873)</b>	<b>11,870,276</b>	<b>(13,230,771)</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>\$ -</b>	<b>\$ -</b>	<b>\$ (2,102,165)</b>	<b>12,732,148</b>	<b>(861,873)</b>	<b>11,870,276</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	\$ 11,870,276			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	\$ (13,230,771)			Assigned for Special Education Dept Furniture	\$ (20,000)				
				Assigned for SHS Football Helmets	\$ (20,000)				
				Assigned for SHS Band & Mariachi Uniforms & Instruments	\$ (30,250)				
22 - 23 Estimated Year End Result of Activities	\$ (1,360,496)			Assigned for Intercession workday Oct 19, 2022	\$ (60,000)				
* 22 - 23 Estimated Ending Unassigned Fund Balance (Unaudited)	\$ 34,947,494			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)	\$ 34,947,494				
				Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$ 17,387,025				

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

Budget Report - Attachment 1  
28-Mar-2023

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

	Budget					Actual			Budget Remaining
	Adopted Budget	February 1, 2023	Proposed Amendment(s)		February 28, 2023	February 1, 2023	Current Month	February 28, 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	46,902	9,383	56,285	-
Other Local Income	571,000	571,000	-	-	571,000	154,836	23,932	178,768	392,232
State	70,000	70,000	-	-	70,000	14,450	-	14,450	55,550
Federal	4,489,000	4,489,000	-	-	4,489,000	3,212,387	551,907	3,764,293	724,707
<b>REVENUE</b>	<b>5,150,000</b>	<b>5,150,000</b>	<b>-</b>	<b>-</b>	<b>5,150,000</b>	<b>3,428,575</b>	<b>585,221</b>	<b>4,013,796</b>	<b>1,172,488</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	2,847,982	488,456	3,336,438	1,795,112
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	12,000	12,000	-	-	12,000	6,809	636	7,445	4,555
52 - Security & Monitoring Services	750	6,450	-	-	6,450	6,050	44	6,094	356
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
<b>EXPENSE</b>	<b>5,150,000</b>	<b>5,150,000</b>	<b>-</b>	<b>-</b>	<b>5,150,000</b>	<b>2,860,841</b>	<b>489,136</b>	<b>3,349,977</b>	<b>1,800,023</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>567,734</b>	<b>96,085</b>	<b>663,819</b>	<b>(627,534)</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>567,734</b>	<b>96,085</b>	<b>663,819</b>	<b>(627,534)</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	
22 - 23 Actual Year to Date Revenue Over/(Under) Expense	\$	663,819	
22 - 23 Actual Year to Date Other Sources and Uses	\$	-	
22 - 23 Budget Remaining Revenue Over/(Under) Expense	\$	(627,534)	
22 - 23 Estimated Year End Result of Activities	\$	36,285	
<b>22 - 23 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$</b>	<b>2,687,500</b>	

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

Budget Report - Attachment 1  
28-Mar-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**  
**February 2023**

	Budget				Actual			Budget Remaining	
	Adopted Budget	February 1, 2023		February 28, 2023		February 1, 2023	Current Month		February 28, 2023
		Amended Budget	Propagmatic 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	15,336,730	1,817,777	17,154,507	-
Property Taxes-Delinquent	200,000	200,000	-	-	200,000	266,674	16,331	283,005	-
Property Taxes-Penalty & Interest	136,682	136,682	-	-	136,682	57,122	25,773	82,896	53,786
Interest Income	-	-	-	-	-	153,551	70,324	223,875	-
Other Local Income	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	933,678	-	933,678	-
Federal	-	-	-	-	-	-	-	-	-
<b>REVENUE</b>	<b>15,536,682</b>	<b>15,536,682</b>	-	-	<b>15,536,682</b>	<b>16,747,756</b>	<b>1,930,205</b>	<b>18,677,960</b>	<b>53,786</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	9,287,941	3,623,341	12,911,282	2,625,400
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>15,536,682</b>	<b>15,536,682</b>	-	-	<b>15,536,682</b>	<b>9,287,941</b>	<b>3,623,341</b>	<b>12,911,282</b>	<b>2,625,400</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>7,459,815</b>	<b>(1,693,136)</b>	<b>5,766,679</b>	<b>\$ (2,571,614)</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>\$ 7,459,815</b>	<b>\$ (1,693,136)</b>	<b>\$ 5,766,679</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		\$ 5,766,679	
22 - 23 Actual Year to Date Other Sources and Uses		\$ -	
22 - 23 Budget Remaining Revenue Over/(Under) Expense		\$ (2,571,614)	
22 - 23 Estimated Year End Result of Activities		\$ 3,195,065	
<b>22 - 23 Estimated Ending Fund Balance (Unaudited)</b>		<b>\$ 15,956,854</b>	

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

**ACTION ITEM:** **Request for Professional Development Waiver 2023-2024**

**RECOMMENDATION:** The Board of Trustees approves the application to request a waiver for professional development minutes.

**RATIONALE:** This Expedited General Staff Development waiver allows districts to train staff on various educational strategies designed to improve student performance in lieu of a maximum of 2100 minutes of student instruction. The following days are recommended for staff development in the 2023-2024 proposed calendar: There are 171 student days on the proposed calendar that exceed the 75600 required minutes by at least 1350 minutes. The waiver provides more flexibility in the schedule.

**Proposed Staff Development Dates**

September 20, 2023 - ½ Day PD  
November 1, 2023 – ½ Day  
January 3, 2024 – Full Day PD  
February 19, 2024 – Full Day  
February 28, 2024 – ½ Day  
March 10, 2024 – ½ Day


**REFERENCE and COMPLIANCE:** EB(LEGAL) School Year

**PAPERWORK IMPACT:** None

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Mark Cantú, Deputy Superintendent and Chief Innovation Officer  
Steve Gonzalez, Chief Technology Officer

Submitted by:  Date Submitted: 03/28/23  
(Signature) Dr. Matthew Gutierrez, Superintendent  
(Name) 1221 E. Kingsbury St., Seguin, TX 78155  
(Address) (830) 401-8614  
(Telephone)

**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: Cheryl Koury. 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:

(Signature)

(Name)

(Address)

(Telephone)



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

Date Submitted: 03/28/23

**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
Cheryl Koury	Instructional Consultant: TTESS for Special Education teachers Master schedule & instructional planning	<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

**INFORMATION ITEM:** **Acknowledge Public Information Act Requests February 2023**

**RECOMMENDATION:** That the Board of Trustees acknowledge Public Information Act requests received since Feb. 16, 2023.

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

**REFERENCE and COMPLIANCE:** GB (LEGAL) Public Information Program

**PAPERWORK IMPACT:** None

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** Feb. 16-March 8, 2023 Public Information Act request roster

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

Submitted by: Matthew Gutierrez Date Submitted: 03/28/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) 830 401-8642

Seguin ISD PIA requests received from Feb. 16-March 8, 2023				
<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
022323 037	Rebecca Davenport	Historical photos of Jefferson ES exterior landscape.	Completed	Response provided
02/28/23 038	Aaron Alexis, SmartProcure	District employee directory information	Completed	Document provided

**ACTION ITEM:**

**Approval of the General Contractor for Roof Replacements at Administration Buildings and High School (D-Wing) (RFCSP #: 23-03)**

**RECOMMENDATION:**

That the Board of Trustees authorize the Superintendent to execute a contract with Advantage USAA, Inc as the General Contractor of the roof replacement projects at Administration Buildings and High School (D-Wing) (RFCSP #: 23-03).

**RATIONALE:**

A Requests for Competitive Sealed Proposals (RFCSP#: 23-03) was issued on February 2, 2023, for roof replacements at Administration Buildings and High School (D-Wing). The bid was competitively solicited in compliance with Board Policy and Sections 2269.151-.155 of the Government Code.

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

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

**REFERENCE and COMPLIANCE:**

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

**BUDGET IMPACT / INFORMATION:**

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

**EXHIBITS:**

Bid Tabulation & Recommendation

**RESOURCE**  
**PERSONNEL:**

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

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



Date Submitted: 03/28/23

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

## Seguin ISD Bid Tabulation Summary Roofing (RFCSP: 23-03)

<b>TYPE</b>	<b>PROJECT TITLE</b>
RFCSP	Roofing
<b>NUMBER</b>	<b>ISSUING DEPARTMENT</b>
23-03	Maintenance

	<b>DATE 1</b>	<b>DATE 2</b>
<b>POSTING</b>	02/05/23	02/12/23
<b>PRE-BID</b>	02/16/23	N/A
<b>CLOSING</b>	03/01/23	N/A
<b>BOARD</b>	03/28/23	N/A

RESPONDENT (Rank Order)	PRICE (Grand Total)	AVERAGE SCORE									TOTAL <i>(*rounded averages)</i>
		(% deviation x 0.5)									
		MAX 20	MAX 8	MAX 2	MAX 10	MAX 5	MAX 5	MAX 5	MAX 5	MAX 60	
	PRICE (SCORE)	EXPERIENCE	EXPERIENCE WITH SISD	LAST 5 PROJECTS	PROJECT TEAM	SAFETY	OVERALL GRASP	SUB LIST			
Advantage USAA, Inc	\$ 4,379,100	20	8	2	10	5	5	5	5	60	
CS Advantage USAA	\$ 4,750,000	18	8	2	10	5	5	5	5	58	
LD Tebben Co, Inc	\$ 5,490,596	14	8	2	10	5	5	5	5	54	
Port Enterprises, LTD	\$ 5,040,945	16	8	2	10	5	5	5	5	57	
Rain Seal Master Roofing & Sheet Metal, Inc	\$ 5,080,000	16	8	2	10	5	5	5	5	56	
Tri-Lam Roofing & Waterproofing, Inc	\$ 5,226,200	15	8	2	10	5	5	5	5	56	
										-	
										-	

RECOMMENDATION	SCORE	PRICE	JUSTIFICATION FOR THIS RECOMMENDATION
Advantage USAA, Inc	60	\$ 4,379,100	The evaluation team, consisting of four staff members representing various areas of District operations, considers the Advantage USAA, Inc proposal to be the best value for this project. Advantage USAA, Inc's pricing and experience with Seguin ISD were key factors leading to this recommendation.

**ACTION ITEM:** **Seguin ISD and Luling ISD Shared Services Arrangement (SSA) Agreement**

**RECOMMENDATION:** That the Board of Trustees approves the Shared Services Arrangement Agreement between Seguin ISD and Luling ISD and authorizes Dr. Matthew Gutierrez to sign this document on behalf of the board.

**RATIONALE:** Multi-County Educational Services SSA (Seguin-Luling Partnership) A Shared Services Arrangement is a partnership between one or more local education agencies to share personnel or specialized services when one entity cannot justify the cost of employing specialized staff. The arrangement benefits all parties in that the services of the specialized staff members are shared between the parties based on student need. The parties form an educational cooperative that employees and oversees the provision of the specialized services.

In this case, the services provided would be special education and related services. Seguin ISD would be the fiscal agent of the arrangement and would manage all funding brought in to the cooperative. The services of special education personnel such as cooperative administrators, clerks, Educational Diagnosticians, Licensed Specialists in School Psychology, Speech Therapists, Physical Therapists, Occupational Therapists, etc., would be shared by the member districts of the cooperative based on the proportionate share of students served by the cooperative.

Under the authority of Texas Government Code Section 791.001 et seq., Seguin Independent School District and Luling Independent School District would agree to cooperatively operate their special education programs as the Seguin-Luling Special Education Shared Services Arrangement.

**REFERENCE and COMPLIANCE:** Texas Government Code Section 791.001 et seq.

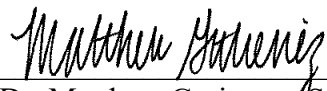
**PAPERWORK IMPACT:** SSA Agreement

**BUDGET IMPACT/ INFORMATION:** Seguin ISD will become the fiscal agent for the cooperative.

**EXHIBITS:** Shared Services Arrangement Agreement

**RESOURCE PERSONNEL:** Halcy Martin-Dean, Director of Special Education  
Mark Cantu, Deputy Superintendent & Chief Innovation Officer  
Andrea Jaramillo, Deputy Chief of Innovation & Learning  
Tony Hillberg, Chief Financial Officer

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

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

Date Submitted: 03/28/2023

**Seguin and Luling  
SPECIAL EDUCATION  
SHARED SERVICES ARRANGEMENT AGREEMENT**

SEGUIN INDEPENDENT SCHOOL DISTRICT, and LULING INDEPENDENT ("Member Districts"), hereby agree to cooperatively operate their special education programs under the authority of Texas Government Code Section 791.001 et seq., as the SEGUIN LULING SPECIAL EDUCATION SHARED SERVICES ARRANGEMENT ("the Shared Services Arrangement," "SSA," or "the Co-op"). Member Districts agree that:

**1. General Covenants and Provisions**

1.1 The purpose of this Agreement is to create a cooperative arrangement whereby the Member Districts may provide for the efficient delivery of legally required special education and related services to eligible students with disabilities.

1.2 The Member Districts do not intend by entering this agreement, or otherwise, to create a separate or additional legal entity.

1.3 The Shared Service Arrangement's administrative offices will be located in Seguin, Texas.

1.4 The special education program will be operated in compliance with federal and state law, including the Individuals with Disabilities Education Act, 20 U.S.C. § 1401 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.; Chapter 29 of the Texas Education Code; implementing regulations for all applicable statutes; section 1.3 of the Financial Accounting and Reporting Module of the Financial Accountability System Resource Guide (FARSC) and the Shared Services Arrangement policies or operating guidelines approved by all Member Districts.

1.5 Any SSA policies inconsistent with the provisions contained herein shall be deemed null and void.

1.6 Each Member District retains the responsibility for providing services and programs pursuant to Section 504 of the Rehabilitation Act. Notwithstanding, the Co-op will comply with Section 504 of the Rehabilitation Act as indicated in Section 1.3.

1.7 The SSA will take financial responsibility for students who are enrolled in the Regional Day School Program for the Deaf (RDSPD). The Co-op provides services for (DHH) (VI) students 0-3. The Co-op will provide transportation for students to and from the RDSPD. Individual member districts will retain responsibility for ensuring students are transported to a centralized location for transportation to the RDSPD. The Director of the Co-op may attend RDSPD meetings on behalf of the Co-op.

1.8 It is agreed that Child Find requirements will be a collaborative effort between the SSA and Member Districts. Child Find documentation will be retained in the SSA office. However, the Member Districts acknowledge that Child Find remains the legal responsibility of the Member District in which a student lives.

## **2. Management**

2.1 The Shared Service Arrangement will be governed by a Management Board (the "SSA Board") composed of the superintendents of the Member Districts as the representatives of the boards of trustees of the Member Districts. Each superintendent or the superintendent's designee shall attend the regularly scheduled SSA Board meetings. Superintendents shall keep their respective Member District boards advised of SSA Board actions.

2.2 The superintendent of the Fiscal Agent, as designated in 4.1, will initially serve as chairperson of the SSA Board. The special education director will initially serve as secretary of the SSA Board. The secretary will record and prepare minutes of each SSA Board meeting.

2.3 Actions related to the services contemplated herein shall require the approval of a majority of the Management Board. The determination of centralized programs are not within the jurisdiction of the Management Board.

2.4 The SSA Board shall meet four (4) times annually for conducting and reviewing the administration and operation of the shared services arrangement. Annual meeting dates will be designated annually by the Special Education Director. The Board may determine that a meeting is not necessary by each Member District Superintendent submitting to the Director a written resolution stating that there is no official business warranting a Management Board meeting. In no event, however, should there be less than two (2) Management Board meetings during a school year. The Director has discretion to call additional meetings of the Co-op.

2.5 The SSA Director, through the Fiscal Agent, on behalf of the Co-op, may purchase goods and services necessary to administer and operate the SSA.

2.6 Additional powers and duties of the SSA Board shall be determined by SSA policy.

2.7 The SSA Management Board may adopt operating procedures for the Co-op's operation.

2.8 If a School District requests to become a Member District of the Co-op, such must be unanimously approved by the entire Co-op Management Board, subject to approval by each Member District's Board of Trustees. It is agreed and understood that any District seeking to join the Co-op may be assessed a fee to be determined by the Co-op Management Board prior to obtaining membership. This provision does not contemplate or endorse the membership of a virtual school.

2.10 The SSA Management Board may by a majority vote of its membership, revoke the membership of a Member District for intentional non-compliance with the terms of the Agreement or for intentional non-compliance with the procedures of the Co-op, or disruption of operations of the Co-op resulting in unnecessary costs and expense including legal costs. The Member Districts further agree that any fund balance, including all deferred revenue, remaining in the Co-op's operating fund, shall remain with the Co-op. It is agreed and understood that the Member District subject to revocation shall pay costs and fees, up to an amount not to exceed \$10,000.00, related to, resulting from, or associated with their withdrawal including, but not limited to, non-renewal proceedings, legal costs, legal fees, or expenses pertaining to the dragging of an agreement reflecting the reconfiguration.

### **3. Personnel**

3.1 The chief administrator of the SSA will be the Special Education Director ("Director" or "SSA Director"), who will be recommended for employment to the board of trustees of the Fiscal Agent district by the SSA Board. The Director shall serve under a contract with the Fiscal Agent district and be subject to the personnel policies of the Fiscal Agent district. Administrative decisions regarding daily operations of the instructional program and approved budgeted expenditures consistent with SSA policy are within the authority of the Director. These duties include but are not limited to: allocation of funds, assignment of personnel, recruiting personnel, training of personnel, recommending of personnel, recommendation regarding purchase or lease of personnel, retaining independent contractors, centralized programs, and leasing of equipment.

3.2 The Director shall serve as Fiscal Agent's deputy officer for public records for purposes of the Texas Public Information Act and the Local Government Records Act and will

send to each Member District any records requests submitted to the Co-op, and the corresponding records in the possession of the Co-op. Each Member District retains responsibility for records requests made pursuant to the Texas Public Information Act, Family Educational Rights and Privacy Act (FERPA) or Individuals with Disabilities Education Act (IDEA) that are submitted directly to the Member District.

3.3 SSA personnel, which may include the Director, LSSPs, diagnosticians, speech language pathologists (SLP), Speech Language pathology Assistants, homebound teachers, Visually Impaired (VI) teachers, Deaf Hard of Hearing (DHH) teachers, special education counselors, behavioral specialists, instructional assistants, material specialists, aides and SSA office personnel are employed by the Fiscal Agent and are subject to the personnel policies of the Fiscal Agent, including but not limited to all policies governing contracts, at-will employment, standards of conduct, leave and other benefits. All personnel of the Member Districts who may provide services described by this Agreement are subject to SSA policies. The Fiscal Agent may consider recommendations from the Management Board when employing SSA personnel, but retains final hiring and termination authority regarding employment of SSA personnel.

3.4 Personnel who provide special education services but who are employed by a Member District and serve under contract with that district are subject to the policies of that district, including all personnel policies, those governing leave and other benefits, as well as to all SSA policies. The Management Board may provide input on the employment of such personnel of the Member Districts, but the individual Member Districts retain final hiring and termination authority regarding their respective employees

3.5 The SSA reserves the right to adopt an annual salary schedule (or determine extra days on a contract plus stipend) for itinerant and/or SSA personnel that will supersede any salary schedule adopted by the Fiscal Agent. Should said right be exercised, the Fiscal Agent shall adopt the SSA salary schedule for the employment of itinerant and/or SSA personnel. Such option shall be exercised no later than forty-five (45) days prior to the date on which the Fiscal Agent adopts its salary schedule. The Fiscal Agent shall adopt its salary schedule prior to the 45<sup>th</sup> day before the first instructional day of the succeeding school year. The Fiscal Agent may allow for the Co-op to provide stipends when funded by the Co-op without Fiscal Agent Board of Trustees' approval.

3.6 Member District employment contracts subject to this Agreement shall incorporate by reference SSA policies and each Member District employee shall be provided with access to SSA policies.

3.7 Any hearing on an employee grievance, termination, or nonrenewal is the responsibility of, and will be held in accordance with the policies of the district with whom the employee has a contract.

3.8 SSA personnel shall be evaluated pursuant to the evaluation policies and procedures of the Fiscal Agent. However, each Member District shall have the right to provide appropriate input into the evaluation process concerning SSA personnel performance of duties related to each Member District.

#### **4. Fiscal Agent**

4.1 SEGUIN INDEPENDENT SCHOOL DISTRICT will serve as the Fiscal Agent for the Shared Services Arrangement. SEGUIN INDEPENDENT SCHOOL DISTRICT acknowledges that it is an accredited Texas independent school district and that it offers grades kindergarten through 12.

4.2 Except as otherwise provided herein, the Fiscal Agent is responsible for applying for, receiving, collecting, expending, and distributing all funds, regardless of source, in accordance with the budget adopted by the SSA Board. The Fiscal Agent shall provide accounting services, reports, SSA records, suitable facilities for special education administrative and support staff, and shall perform any other responsibilities required by SSA policies. It is agreed and understood that the Fiscal Agent assumes no responsibility for a Member District's failure to maintain its effort. The Co-op will fund utilities, insurance and janitorial services for the building in which the Co-op operates.

4.3 The Fiscal Agent will account for salaries and expenses of personnel who perform duties for more than one Member District ("itinerant staff"); SSA operating expenses; IDEA, Part B funds; Elementary and Secondary Education Act, Chapter I funds. The Fiscal Agent will maintain personnel records and payroll systems for itinerant staff and SSA office staff.

4.4 Except as otherwise provided herein, the Fiscal Agent shall be responsible for financial matters on behalf of the Co-op including applications, reports and/or accounting for Cooperative-wide personnel; Cooperative operating expense; IDEA, Part B funds; and Elementary and Secondary Education Act. ESSER funds are the responsibility of each Member District.

4.5 The Director, on behalf of the Fiscal Agent, may negotiate contracts with outside service providers for special education and related services for students with disabilities in accordance with law and SSA policies. The Fiscal Agent shall certify compliance with the

Americans with Disabilities Act ("ADA"), Family Educational Rights and Privacy Act ("FERPA"), criminal history background check requirements, and any other applicable legal requirements by each service provider.

4.6 The Fiscal Agent must notify other Member Districts and the Texas Education Agency (TEA) of any intention to withdraw as Fiscal Agent of the SSA by November 1 preceding the end of the last fiscal year it intends to serve as Fiscal Agent. After a satisfactory independent audit of the SSA's accounts, the transfer of Fiscal Agent status will become effective July 1.

4.7 Should the Fiscal Agent cease for any reason to serve, the SSA Board will by majority vote of a quorum appoint another Member District as Fiscal Agent. Serving as Fiscal Agent will require the Member District's approval of its Board of Trustees.

4.8 The Fiscal Agent agrees to provide each Member District, upon request, with an accounting of the prior year's budget and how much state and local funds were expended on behalf of that Member District.

4.9 The Co-op accounts will be audited by the independent auditor for the Fiscal Agent at the Co-op's expense.

4.10 Each Member District is responsible for the receipt of Medicaid funds and appropriate expenditures.

## **5. Member Districts' General Obligations**

5.1 Each Member District acknowledges that federal funds received from the State earmarked for special education services flow directly to the Fiscal Agent. Each Member District is solely responsible for effectuating the then current process for ensuring that federal funds flow to the Fiscal Agent. In the event a Member District seeks funds as a single Member, then that Member will be responsible for submitting all federal funds received to the Fiscal Agent. Member Districts agree that any other funds assessed under SSA policies or other legal requirements will be remitted within thirty (30) calendar days of receiving a statement from the Fiscal Agent. All payments will be made from current revenues available to the Member Districts.

5.2 Each Member District shall pool its 25% IDEA Part-B formula funds ("set-aside" funds) with the set-aside funds of all other Member Districts, to be applied for payment of

related services and residential costs associated with the residential placement of any student residing within a Member District of the SSA.

The Director will comply with the procedures of 19 T.A.C. § 89.1092 when contracting for educational placements for a student served by a Member District.

Additionally, the Member District of residence of a residentially-placed student shall apply its local tax share per average daily attendance for payment of residential costs of such student, as per 19 T.A.C. § 89.1092. The Member District in which the student resides shall be responsible for any additional costs as determined by the Texas Education Agency. In the event that the Texas Education Agency does not approve the residential placement of the student, the Member District in which the student resides shall be responsible for all costs of the residential placement.

5.3 Each Member District agrees to cooperate with the Fiscal Agent in maintaining the proper fiscal, personnel, and student records for the SSA operations.

5.4 A Member District may withdraw from the SSA by providing the other Member Districts with written notice of its proposed action at least 30 days on or before the December 31st preceding the end of the school year which the Member District intends to be its final year in the SSA. Upon receipt, the SSA's Fiscal Agent shall submit such written notice-of-intent-to-withdraw to the Texas Education Agency, if any such notice is required. Upon delivery of such notice, the member's withdrawal from the SSA shall be effective on the following June 30th, at the end of the SSA's fiscal year. The withdrawing Member District shall return to the SSA any supplies, equipment, or fixtures in its possession that was purchased with SSA funds, prior to or by the effective June 30th final day of the withdrawing member's participation in the SSA. The member school districts further agree that any uncommitted surplus funds, after charges and liabilities, remaining in the SSA's operating fund as of the June 30th date set forth above, shall be calculated, and the withdrawing member shall receive a proportionate share, as calculated pursuant to the formula set forth in Section 6.2 herein, of such remaining balance, in full and complete payment for, and settlement of, any legal and equitable rights and interests, if any, such withdrawing member may have in the SSA's property or assets. Additionally, a withdrawing Member District shall pay all costs and fees related to, resulting from or associated with its withdrawal, including, but not limited to non-renewals, legal costs, insurance or any other expenses or obligations.

5.5 Unless otherwise provided herein, title to and ownership of all property of whatever type or nature, both real and personal, acquired, purchased, encumbered, or committed to by the SSA with SSA funds, whether through purchase, lease, time payment, or any other acquisition agreement, regardless of whether the source of such SSA funds was from local, state,

federal, or private sources, are the property of the SSA, and not that of individual Member Districts. All property of whatever nature, both personal and real, individually purchased with Member District funds or otherwise acquired by individual Member Districts from local resources shall remain that Member District's property, regardless of its use by the SSA for SSA educational services.

## **6. Fiscal Practices**

6.1 The SSA will operate on a budget prepared by the Director and approved by the SSA Board. Any Member District exceeding budget allocations without the proper budget amendments will be solely responsible for those expenditures. This includes, but is not limited to, a member district overcommitting funds in an ARD Committee meeting.

6.2 Co-op costs will be shared proportionately among member Districts based on a ratio that compares each Member District's special education enrollment to the total number of special education students enrolled in all Member Districts based on the most recent October PEIMS snapshot count.. The Co-op will utilize best efforts to maintain a fund balance.

6.3 The SSA's accounts will be audited annually by the independent auditor for the Fiscal Agent at the Fiscal Agent's expense.

6.4 Repayments to the Texas Education Agency due to a violation of federal rules on Maintenance of Effort ("MOE") by any school district shall be the responsibility of the Member District that violated the MOE requirement. The Member District agrees to submit payment to the Fiscal Agent in the amount equal to the repayment due TEA. Upon receipt of the payment, the Fiscal Agent will submit to TEA the amount of repayment due from IDEA-Part B funds. Should TEA find that a member District is in violation of the MOE requirements, then the Member District will submit any amount assessed by the Agency to the Agency within 10 business days in an effort to avoid any withholding of e-grant funds or other penalty.

## **7. Dissolution**

7.1 Dissolution of this Agreement shall require the affirmative vote of a simple majority of the Member Districts. Upon dissolution, the SSA's funds and any other remaining assets, after any charges and liabilities, will be divided among the Member Districts, prorated in

the same manner as administrative costs as provided by § 6.2. The dissolution will take effect at the end of the fiscal year.

7.2 Upon dissolution, Cooperative equipment and supplies shall be distributed to the Fiscal Agent and the Member District by making a reasonable estimate of the market value of the items and allocating them, to the greatest extent necessary and reasonable, on a pro rata basis according to the contributions made by the Fiscal Agent and Member District for the school year in which dissolution occurs. As feasible, the Member District's preference for particular items shall be considered in making this division and distribution.

7.3 Agreements pertaining to purchase of real property shall supersede any provisions herein.

## **8. Risk of Loss**

8.1 Except as otherwise provided herein, each Member District bears its own risk of loss. "Loss" includes, but is not limited to, damage to or loss of personal or real property, costs of administrative hearings, litigation expenses, awards of actual damages, court costs, attorneys fees, and settlement costs.

8.2 Each Member District will insure its owned or leased vehicles used in the transportation of students with disabilities for the statutory maximum limits of school district liability for motor vehicle accidents.

## **9. Transportation**

9.1 Each Member District bears responsibility for providing or contracting for the transportation of each of its transportation-eligible students to each facility at which services are provided.

9.2 Each Member District will insure its owned or leased vehicles used in the transportation of students with disabilities for the statutory maximum limits of school district liability for motor vehicle accidents.

## **10. Legal Responsibilities**

10.1 The Member District wherein the student resides shall be solely responsible for the provision of a FAPE except for transfer students to a multi-district class as set forth in 2.8. For Member Districts that accept transfers and become the LEA, the LEA shall be responsible for the provision of a FAPE.

10.2 The Member District wherein the student resides is responsible for legal costs, court costs and attorney's fees, resulting from litigation directly involving that student.

10.3 If the SSA is a named party in a legal action, the Member District wherein the student resides remains responsible for legal costs, court costs and attorney's fees, resulting from litigation directly involving such student including reimbursement to the SSA for any legal costs incurred by the SSA.

10.4 Each Member District shall be responsible for legal fees incurred due to complaints, grievances, or litigation arising from an employee with whom the district has a contract or with whom the district has an employment relationship.

10.5 The legal responsibilities stated herein shall survive the expiration of this contract should litigation arise from events that occurred during the term of the contract.

10.6 The Member Districts of this Shared Services Arrangement contract agree to negotiate in good faith in an effort to resolve any dispute related to the contract that may arise from the Member Districts. If the dispute cannot be resolved by negotiations, the dispute shall be submitted to mediation before resort to litigation. If the need for mediation arises a mutually acceptable mediator shall be chosen by the parties to the dispute who shall share the cost of mediation services based upon an equal split between the Member Districts. Mediation is a voluntary dispute resolution process in which the parties to the dispute meet with an impartial person, called a mediator, who will help to resolve the dispute informally and confidentially. Mediators facilitate the resolution of disputes but cannot impose binding decisions. The parties to the dispute must agree before any settlement is binding.

## **11. Centralized Programs**

11.1 It is agreed that centralized program classes may be designated to locations as determined by the Director. The Director will periodically review the need for such centralized program classes in making such determinations. Multi-district classes are subject to approval and authorization by the Management Board acting on behalf of the Board of Trustees of the Member District in which such centralized program of class is proposed to be located. The basis for development of multi-district classes will be the severity of the students' disabilities, the ability

of the Member Districts to provide specialized services, and the number of students in the districts requiring a specific program. The Director will establish criteria for placement in multi-district programs. It is further agreed that any centralized program placement is contingent upon ARDC decision and is the LRE for the student.

11.2 Teachers and para-educators who are assigned to the centralized program classrooms are employees of the Fiscal Agent.

11.3 It is further agreed that the student will enroll in the district where the program is located. The receiving district will be the LEA for all purposes including responsibility for FAPE and accountability. The district hosting the centralized program will receive the ADA on behalf of the student enrolled.

11.4 Except as otherwise provided herein, the Member District where the student resides will be the LEA for all purposes.

11.5 The costs and expenses for the operation of the centralized program classes will be a part of the Co-op budget and calculated as part of the administrative costs paid by each Member District.

11.6 It is further agreed that Member Districts and the Fiscal Agent will comply with any Admission, Review and Dismissal (ARD) Committee recommendations regarding student placement determinations for centralized program classes which are made consistent with the IDEA and the provision of FAPE.

11.7 The centralized programs contemplated by this section are not limited to specific programs and will be determined by the Director based on an identified need.

## **12. The Agreement**

12.1 This Agreement will be automatically renewed by each Member District annually unless notice of withdrawal or dissolution is given under the terms of this Agreement.

12.2 This Agreement will supersede all previous agreements among the parties in relation to the operation of the SSA and responsibilities under any prior Shared Services Arrangement agreement.

12.3 This Agreement will apply to and bind the representatives and successors in interest of the parties to this Agreement.

12.4 This Agreement is governed by the laws of the State of Texas.

12.5 If any provision of this Agreement becomes or is held violative of any law or unenforceable, then the invalidity of that provision will not invalidate the remaining provisions. The Member Districts agree that all remaining provisions of this Agreement will remain in effect.

12.6 Citations of and references to any specific federal or state statute or administrative regulation in this Agreement include any amendment to or successor of that statute or regulation.

12.7 The effectiveness of this agreement is conditioned upon the approval of the Texas Commissioner of Education, pursuant to Education Code § 29.007 if such approval is required by law.

12.8 It is understood and agreed that this Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

12.9 It is agreed and understood that the terms of this Agreement shall not be modified absent written agreement of all parties.

12.10 Neither the Fiscal Agent nor the Member District shall be liable for failure to perform or delay in performing any obligation under this Agreement if the failure or delay is caused by any circumstance beyond its reasonable control, including, but not limited to, acts of god, war, civil commotion or industrial dispute. If such delay or failure continues for at least seven (7) days, the party not affected by such delay or failure shall be entitled to terminate this Agreement by notice in writing to the other.

12.11 It is agreed and understood that any service contemplated herein is contingent upon federal, state and local limitations governing COVID-19 or other pandemics. To the extent that this requires closures or other disruption of educational services, the Cooperative will provide notice of any disruption to services to the Management Board within 48 hours of the limitation announcement by the governing entity. Each Member District agrees to fully cooperate with CDC guidelines and any federal, state or local orders applicable to Member Districts regarding any pandemic.

12.12 Nothing contained in this Agreement shall be construed as a waiver of any immunity or legal defense held by any Member District or the Fiscal Agent.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

SEGUIN INDEPENDENT SCHOOL DISTRICT

BY: \_\_\_\_\_  
Board President

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

LULING INDEPENDENT SCHOOL DISTRICT

BY: \_\_\_\_\_  
Board President

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

**ACTION ITEM:** **Resolution Against Vouchers, Education Savings Accounts, Taxpayers Savings Grants, And Other Mechanisms That Reduce Public Education Funding**

**RECOMMENDATION:** Recommend that the Board of Trustees approve the resolution against vouchers, Education Savings Accounts, Taxpayers Savings Grants, and other mechanisms that reduce public education funding.

**RATIONALE:** Any diversion of public dollars to private entities in the form of education savings accounts and similar voucher schemes reduces public education funding.

**REFERENCE and COMPLIANCE:** N/A

**PAPERWORK IMPACT:** No significant impact.

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

**EXHIBITS:** Board Resolution

**RESOURCE PERSONNEL:** Dr. Matthew Gutierrez, Superintendent

Submitted by: \_\_\_\_\_ Date Submitted: 03/28/23  
(Signature) Matthew Gutierrez  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**BOARD OF TRUSTEES  
SEGUIN INDEPENDENT SCHOOL DISTRICT**

**RESOLUTION  
VOUCHERS, EDUCATION SAVINGS ACCOUNTS, TAXPAYER SAVINGS GRANTS,  
AND OTHER MECHANISMS THAT REDUCE PUBLIC EDUCATION FUNDING**

STATE OF TEXAS                   §  
  §  
COUNTY OF GUADALUPE       §

WHEREAS, Article 7, Section 1 of the Texas Constitution requires that the Texas Legislature “establish and make suitable provision for the support and maintenance of an efficient system of public free schools;”

WHEREAS, Texas public school districts accept every student;

WHEREAS, education savings accounts and other voucher schemes give private schools, not parents, the right to choose;

WHEREAS, Texas public schools adhere to state-mandated academic and financial accountability standards;

WHEREAS, private schools are not required to meet the same academic standards as public schools, and they do not report test results, graduation rates, and other performance measures to the public;

WHEREAS, school choice already exists in the Texas via public school districts, charter schools, inter- and intra-district transfers, home schools, virtual schools, and private schools;

WHEREAS, education savings accounts and similar voucher schemes eliminate public accountability of schools and tax dollars;

WHEREAS, using tax dollars to pay for tuition at private and religious schools would grow into a costly entitlement program;

WHEREAS, a taxpayer-funded voucher program would reduce the amount of state funds available for all schools, harming many rural Texas communities where families have few, if any, private school options; and

WHEREAS, Texas parents who accept a voucher would lose out on a long list of important parental rights outlined in Texas state education code and in federal law, especially protections for students receiving special education services;

NOW, THEREFORE, BE IT RESOLVED that the SEGUIN ISD Board of Trustees calls on the Texas Legislature to reject any diversion of public dollars to private entities in the form of education savings accounts and similar voucher schemes.

PASSED AND APPROVED on this 28<sup>th</sup> day of March, 2023.

**[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: \_\_\_\_\_

**ACTION ITEM:** **Consider Recommendations for Term Contracts, Probationary Contracts, and Employment Agreements for Administrative Personnel**

**RECOMMENDATION:** That the Board approve contract renewals, employment agreements, and/or extensions for administrative personnel as recommended.

**RATIONALE:** As stated in Board Policy DC (Local), General Provisions: All term contracts shall be in writing in a form approved by the School Board setting forth the length of the contract and other terms and conditions of employment.

Employment agreements are currently in use for Chief Officer administrators whose duties are not covered by Chapter 21 of the Texas Education Code.

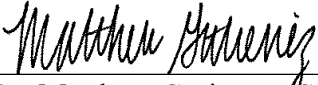
**REFERENCE and COMPLIANCE:** DC (LEGAL) DC (LOCAL) Employment Practices  
Strategic Priority 3: Create the conditions in Seguin ISD to recruit, retain and engage employees.

**PAPERWORK IMPACT:** For contract renewals, employment agreements, and/or extensions that are approved, employees will receive an electronic and/or a written contract or employment agreement. For contract renewals, employment agreements, and/or extensions that are not approved, employees will be notified in writing.

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** Contract Listing

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

Submitted by:  Date Submitted: 03/28/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, Texas 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:**

Name	Campus	Effective
Mendoza, Raul	Seguin High School	7/3/2023

**BOARD’S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**Anderson, Megan, Vogel Elementary, effective 6/2/2023**

Ms. Anderson, KG Teacher, has resigned to stay home with child. Ms. Anderson has 3 years with Seguin ISD.

**Ceynow, Yvonne, Barnes Middle School, effective 6/16/2023**

Ms. Ceynow, RLA Department Head/Instructional Coach, has resigned to go to a new school district.

Ms. Ceynow has 8 years with Seguin ISD.

**Coulter, Emily, Vogel Elementary, effective 6/2/2023**

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

Ms. Coulter has 1 year with Seguin ISD.

**Davis, Darius, Matador Special Services, effective 3/2/2023**

Mr. Davis, Behavior Specialist, has resigned due to medical reasons. Mr. Davis has 6 months with Seguin ISD.

**Esquivel, Hector, Seguin High School, effective 7/31/2023**

Dr. Esquivel, Principal, has resigned and elected to retire.

Dr. Esquivel has 8 years with Seguin ISD.

**Riley, Lauren, Barnes Middle School, effective 6/2/2023**

Ms. Riley, ELA Teacher, has resigned to go to a new school district. Ms. Riley has 1 year with Seguin ISD.

**Saldivar, Alyssandra, Seguin High School, effective 6/2/2023**

Ms. Saldivar, Math Teacher, has resigned to go to a new school district.

Ms. Saldivar has 1 year with Seguin ISD.

**Stager, Patricia, Seguin High School, effective 6/30/2023**

Ms. Stager, Testing/Data Coordinator, has resigned due to relocation. Ms. Stager has 10 years with Seguin ISD.

**Trenton, Michaela, Barnes Middle School, effective 6/2/2023**

Ms. Trenton, ELAR Teacher, has resigned due to personal reasons.  
Ms. Trenton has 1 year with Seguin ISD.

**Wolfe, Donna, DAEP, effective 6/2/2023**

Ms. Wolfe, Science Teacher, has resigned due to personal reasons.  
Ms. Wolfe is a retired rehired teacher.

**Yoder, Joaquina, Rodriguez Elementary, effective 6/2/2023**

Ms. Yoder, Special Education Teacher, has resigned due to relocation.

Ms. Yoder has 3 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:  
(Signature)  
(Name)  
(Address)  
(Telephone)

 Date Submitted: 03/28/23  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

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

**RECOMMENDATION:** Discussion and possible action to grant ability to Superintendent to have final hiring authority of all contractual personnel beginning on March 28, 2023 and ending on August 31, 2023.

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

**REFERENCE and COMPLIANCE:** Strategic Goal #4: Seguin ISD will build a thriving learning community.

**PAPERWORK IMPACT:** Minimal

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** None

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

Submitted by: Matthew Gutierrez Date Submitted: 03/28/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614