

Agenda of Regular Meeting

The Board of Trustees Seguin ISD

A Regular Meeting of the Board of Trustees of Seguin ISD will be held April 25, 2023, beginning at 6:30 PM in the Board Room, 1221 E Kingsbury, Seguin, TX 78155.

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

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

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

 - A. those wishing to speak shall sign up before the meeting begins stating the concern or noting the agenda item they wish to address; audience participation is limited to five minutes; the Board shall not deliberate any subject that is not on the posted agenda.
4. **Reports/Information Items:**
 - A. Introduction of Newly Appointed Administrators 6
 - B. Ombudsman Board Request: Independent Investigation of Resignations 7
 - C. Secondary Monthly Report 8
 - D. Vogel ES Campus Redesign Update 9
 - E. Seguin ISD Bond Construction Update 35
 - F. Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$230,862 63
 - G. Seguin ISD Strategic Plan 2025 Monthly Update 64
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.
- D. Pursuant to Texas Government Code Section §551.0821 - Discussion of a matter regarding a public school student if personally identifiable information about the student will necessarily be revealed by the deliberation.
- 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 - March 22, 2023; Special Meeting - March 22, 2023; Regular Meeting - March 28, 2023; and Special Meeting - April 5, 2023. 75
 - B. Approval of Tax Collection Reports for March 2023 87
 - C. Approval of Proposed Budget Amendments & Financial Statements for March 2023 88
 - D. Approval of Donations Received March 2023 96
 - E. Approval of Investment Report for the Third Quarter Ended March 31, 2023 98
 - F. Consider Recommendations for Teacher Term Contracts, Probationary Contracts, and Employment Agreements for Teachers and Other Non-Administrative Staff and Termination of Probationary and Term Contracts 103
 - G. Approval of New Employee Agreement for Professionals and Administrators 104
 - H. Information Regarding Purchases Through the DIR Purchasing Cooperative for a total cost of \$56,829 108
 - I. Personnel Information - Professional Employees 109
 - J. Acknowledge Public Information Act Requests March 2023 112
- 8. **Action Items**
 - A. Resolution for Bad Weather Day 114

B. Instructional Materials Allotment (IMA) TEKS Certification	117
C. Resolution Related to the 2023 Commencement Participation	142
D. Approval of the General Contractor for Classroom Expansion at Ball Early Childhood Center (RFCSP #: 23-04)	145
E. Adopt a Resolution for the Assignment of Fund Balance	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 Mercer-Blumberg Learning Center. Principal Jay Law and staff will share information about campus initiatives and how they relate back to the board goals and strategic plan.

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.

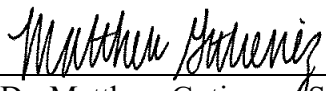
REFERENCE and COMPLIANCE: BJA (LOCAL) 1. h. Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: None

RESOURCE PERSONNEL: Sean Hoffmann, Chief Communications Officer

Submitted by:  Date Submitted: 04/25/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

RECOGNITION ITEM: Student/Staff/Board/Community Recognition

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

- **Superintendent’s Students of the Month from Vogel ES, Briesemeister MS and Mercer-Blumberg Learning Center**
- **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: 04/25/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

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

RECOMMENDATION: The Board acknowledge the newly appointed 2023-2024 Administrative Hires.

RATIONALE: Strategic Priority #4: Create a Thriving Learning Community

REFERENCE and COMPLIANCE: DCB(LOCAL) Term Contracts

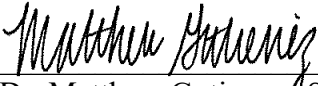
BUDGET IMPACT/ INFORMATION: None

PAPERWORK IMPACT: None

EXHIBITS: None

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

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

 Date Submitted: 04/25/23
Dr. Matthew Gutierrez, Superintendent
1221 E. Kingsbury St., Seguin, TX 78155
(830) 401-8614

INFORMATION ITEM: **Ombudsman Board Request: Independent Investigation of Resignations**

RECOMMENDATION: The board acknowledge the additional efforts made to provide the Human Resources Department valuable feedback on the reasons and circumstances surrounding the rise in professional resignations.

RATIONALE: Strategic Priority #5: Improved Staff Satisfaction


REFERENCE and COMPLIANCE: DC (Legal) Employment Practices

BUDGET IMPACT/ INFORMATION: None

PAPERWORK IMPACT: None

EXHIBITS: None

RESOURCE PERSONNEL: Danica Murillo, Deputy Chief of Human Resources
Cynthia Moreno, Chief Human Resources Officer

Submitted by:  Date Submitted: 04/25/23
(Signature) Dr. Matthew Gutierrez, Superintendent
(Name) 1221 E. Kingsbury St., Seguin, TX 78155
(Address) (830) 401-8614
(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.

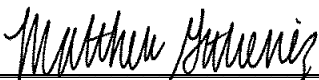
REFERENCE and COMPLIANCE: Strategic Priority #1 Creating and Supporting Future Students

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: 04/25/23
(Signature) Dr. Matthew Gutierrez, Superintendent
(Name) 1221 E. Kingsbury St., Seguin, TX 78155
(Address) (830) 401-8614
(Telephone)

INFORMATION ITEM: **Vogel ES Campus Redesign Update**

RECOMMENDATION: That the Board of Trustees receive an update on Vogel ES campus redesign.

RATIONALE: Using the School Action Fund Cycle 6 grant award of \$192,800, Vogel Elementary School has completed a planning year to redesign the campus with a blended learning model in order to increase student outcomes.

REFERENCE and COMPLIANCE: EHAA(Legal) Basic Instructional Program

PAPERWORK IMPACT: Campus and district TEA implementation plans

BUDGET IMPACT/ INFORMATION: SAF Cycle 6 Grant Funds

EXHIBITS: Vogel ES Campus Redesign Presentation

RESOURCE PERSONNEL: Dr. Matthew Gutierrez, Superintendent
Allison Pape, Innovation Specialist
Rhonda Jubela, Vogel ES Principal

Submitted by: Matthew Gutierrez Date Submitted: 04/25/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614



Vogel ES Campus Redesign

April 25, 2023

Seguin ISD Board of Trustees Regular Meeting



SGS Overview



What is the System of Great Schools?

The Strategy

District-level **problem solving approach**

Includes **four levers**

Used to:

- **Expand** what works
- **Replace** what doesn't
- Pursue all possible options to create **high-quality, best-fit schools**

“We help districts understand and deliver the schools their families want, need, and deserve.”

TEA System of Great School Website

The SGS Strategy Levers



Preconditions: Understand and Align

- Focus on **strategic planning** for the district
- **North Star Goal**: At least 80% of Seguin ISD students will be enrolled in an A or B rated campus by 2025.



Lever 1: Analyze School Performance

- Develop district process for reviewing **campus performance**
- Includes student achievement and additional identified measures



Lever 3: Improve Access

- Ensure **equitable enrollment** process



Lever 2: Expand Great Options

- Create potential opportunities for choice
- Execute at least one **strategic School Action** per year based on campus performance



Lever 4: Central Office

- Provide supports for **campus-level innovation**

Vogel ES Redesign



Part of School Action Fund (SAF) Cycle 6



Total funding = \$192,000 for planning year (2022-2023)



\$500,000 continuation funding over two additional years
(2023-2024 + 2024-2025)



TEA Required Elements

- Effective School Framework (ESF) alignment
- High Quality Instructional Materials (HQIM) with embedded assessments and diagnostic tools
- Implementation of research based instructional strategies (RBIS)
- High Impact Tutoring
- Extended Day or Year

Effective Schools Framework (ESF)



The ESF supports school and district **continuous improvement efforts** by providing the basis for the ESF diagnostic process and the **foundation** for the alignment of resources and supports to the needs each school.

Vogel Redesign

Education Elements Partnership



Education
Elements

Vogel ES Mission, Vision and Guiding Belief

Mission	Vision
Empower students' social and academic growth through engagement and compassion	Inspire lifelong learners
Guiding Belief	
<i>At Vogel Elementary, we believe that everyone can learn by promoting a unified culture of growth and self-efficacy to achieve whole child success.</i>	

Campus Redesign Support: Ed Elements Team



Briana Cash
Senior Design Principal



Corey Ryan
Partner



Blair Thoman
Design Associate

Vogel Redesign Teams



Blended Learning Champions

Focus: Spring 2023 Classroom Pilots

Shyann Atchley, Sara Perry, Briana Green, Christy Hurt, Jessica Roe, Samantha Hamilton



Blended Learning Champions Support

Focus: Provide support to Champions during Spring 2023 Classroom Pilots

Katie Pfenninger, Elizabeth Anderson, Heidi Ulrich



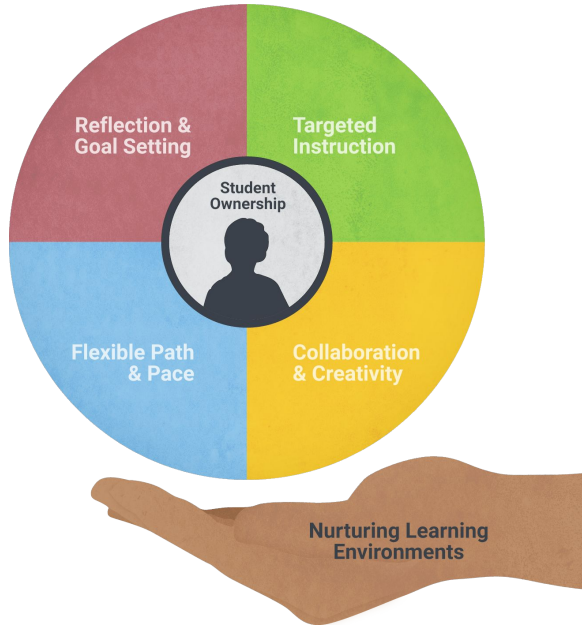
Student Experience Champions

Focus: Support development of the redesigned student experience

Jessica Brown, Sara Kent, Sara Noethen, Susana Moss, Lisa Griffin

20

Ed Elements Definition of Blended Learning



Core Four of Blended Learning

We think of blended learning as the **integration of technology with great teaching.**

We encourage an instructional approach that **empowers students to build ownership of their learning.**

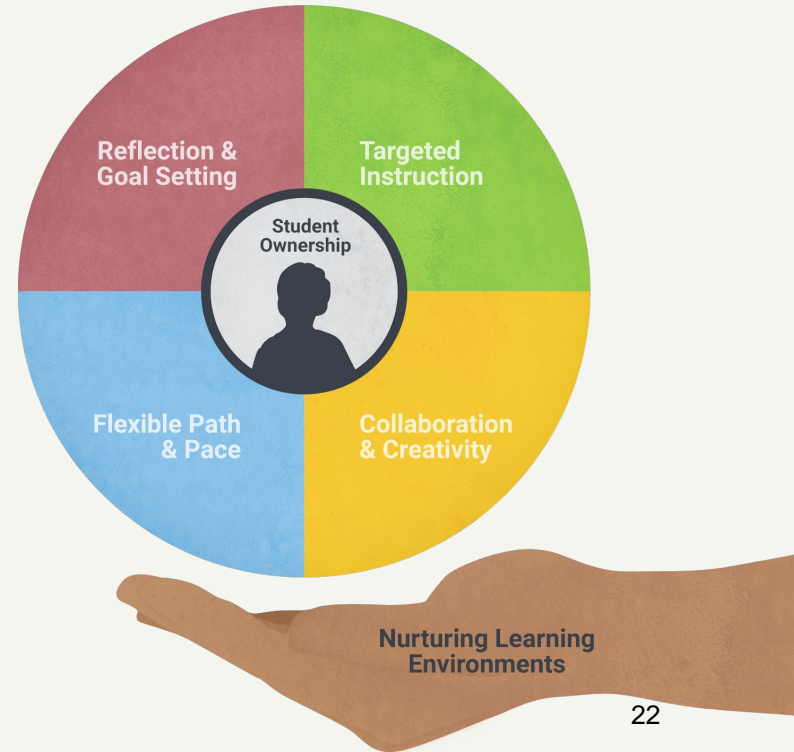
This student-centered approach to learning calls on educators to be **responsive to the needs of their students...**by leveraging both online and offline resources.

Blended Learning in Math or Reading

Reflection and Goal Setting

Students will:

- Set goals based on data
- Reflect on personal goals
- Articulate strengths and weaknesses
- Select stations, based on personal goals



Module 3 Test Reflections

Name: _____

Score: _____

Question and TEK:	Skill:	Right or Wrong?
1. 5.3H	Multi-Step Adding/Subtracting Mixed Numbers	
1. 5.3H	Adding Mixed Numbers	
1. 5.3H	Subtracting Mixed Numbers Decimals to Fractions Simplifying Fractions	
1. 5.3H	Subtracting Mixed Numbers	
1. 5.4H	Adding Multiple Fractions	
1. 5.3H	Multi-Step Adding/Subtracting Mixed Numbers	
1. 5.3H	Fractions on a number line	
1. 5.3H	Adding fractions	

TEKS I need to practice:

Skills I need to practice:

1. _____

2. _____

	8				
	7				
	6				
	5				
2	4	13			
1	3	11	9	10	12
5.3I Multiply fractions and whole numbers	5.3L Divide whole numbers by unit fractions and unit fractions by whole numbers	5.4F Simplify numerical expressions	5.10B Explain the difference between gross and net income	5.10F Balance a simple budget	Spiraled: 5.3G Solve for quotients of decimals to the hundredths
<p>I own this and can work independently. This would be a good goal for my workstations so I don't forget.</p> <hr/> <hr/> <hr/>			<p>I'm almost there but need more practice. This concept would be a good goal for my workstations.</p> <hr/> <hr/> <hr/>		

Brag About It!

Based on my Shade My Success, one area that I am doing well in is:

Goal Setting

Based on my Shade My Success, one are I need to grow in is:

Comments about my progress in math, or questions about math for my teacher:

Blended Learning in Math or Reading

Flexible path and pace

Targeted instruction through personalized playlists will include:

- Collaboration with peers
- Independent tasks
- Adaptive software (Math: Zearn + Progress Learning, RLA: iStation + Progress Learning)

The ultimate goal is **Collaboration + Creativity**



Blended Learning Personalized Playlist Examples from B. Green (5th gr BLC)

	Monday	Tuesday	Wednesday	Thursday	Friday
Station Name:					
Activity Choice:					Module 6 Test
TEK:					
<ul style="list-style-type: none"> ● Shade your success goals (from your "5") ● Progress Learning: Once a week ● Complete your MUST do station 			<p><u>Expectations of Personalized Playlists:</u></p> <ol style="list-style-type: none"> 1. You MUST complete the MUST do stations 2. You can CHOOSE which station you complete each day 3. Spend your time wisely, you can work together, but <u>everyone</u> must be working. 4. <u>Do not interrupt the small group table</u> 5. Voice Level 1 6. Finished with your station for today? Log into Zearn or Progress Learning! :) 		

Blended Learning Personalized Playlist Examples from B. Green (5th gr BLC)

Name: _____

Choice Board

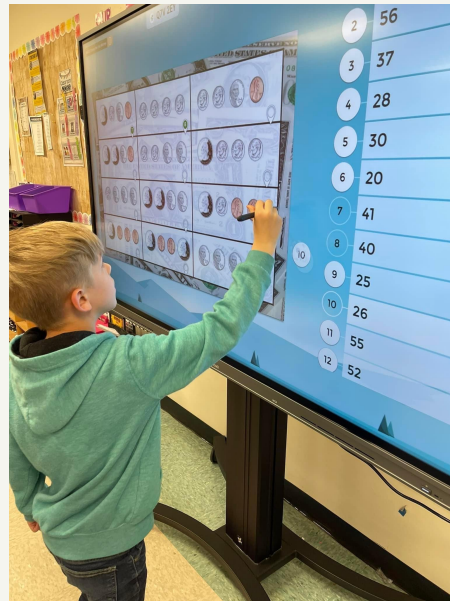
- Targeted Small Group on assigned day

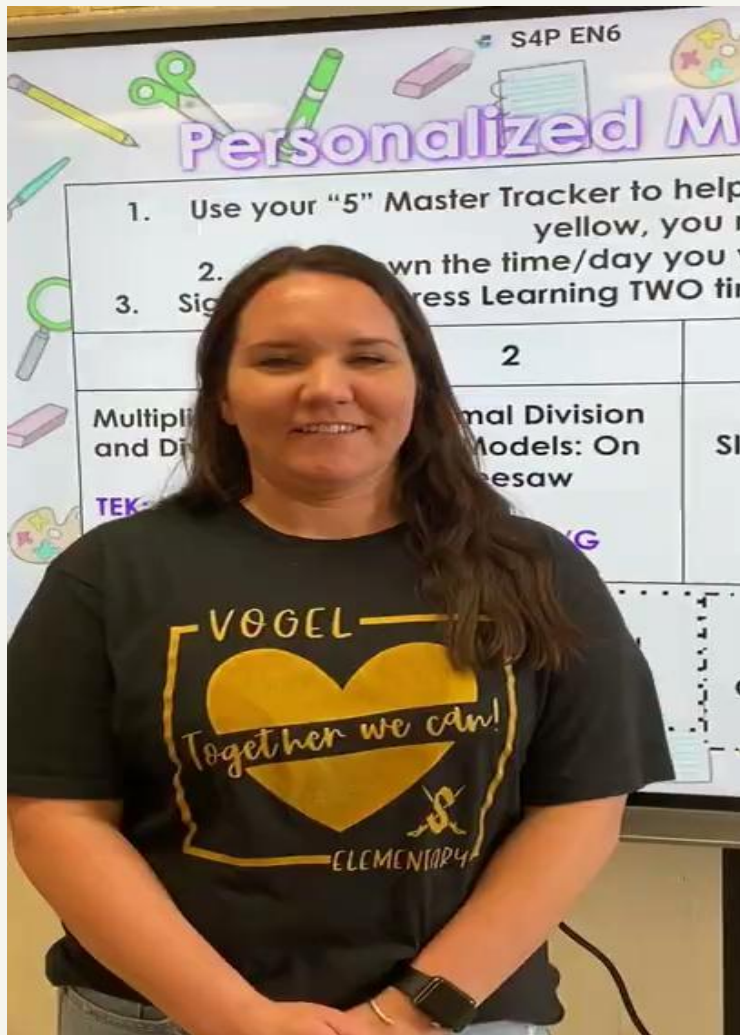
Week of 4/17-4/21

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
STATION ONE	multiplication and Division sort 5.3D/E/F/G	with Mrs. Green	Half-Day with Mrs. Green	order of operations bingo	multiplication and Madison Lesson
STATION TWO	with Mrs. Green	Decimal Division with models: seesaw 5.3E/G	Lines and Orbits Game 5.3K	with Mrs. Green	with Mrs. Green

Blended Learning in Math or Reading

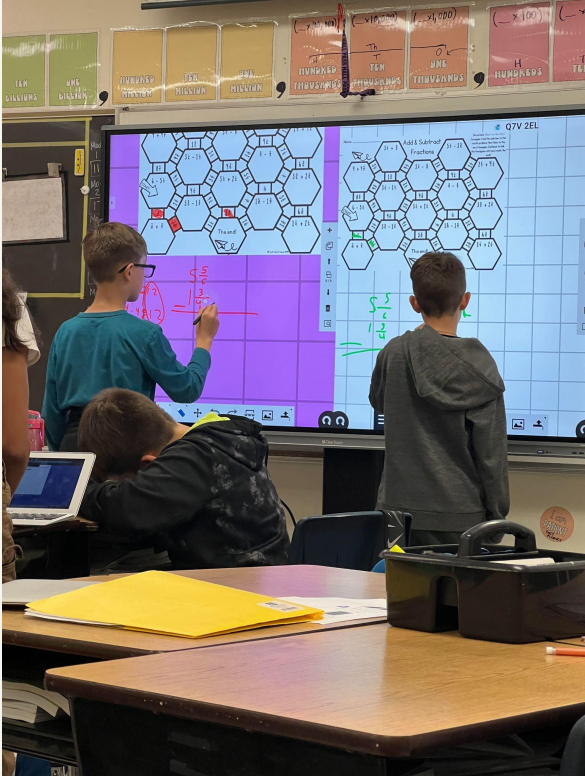
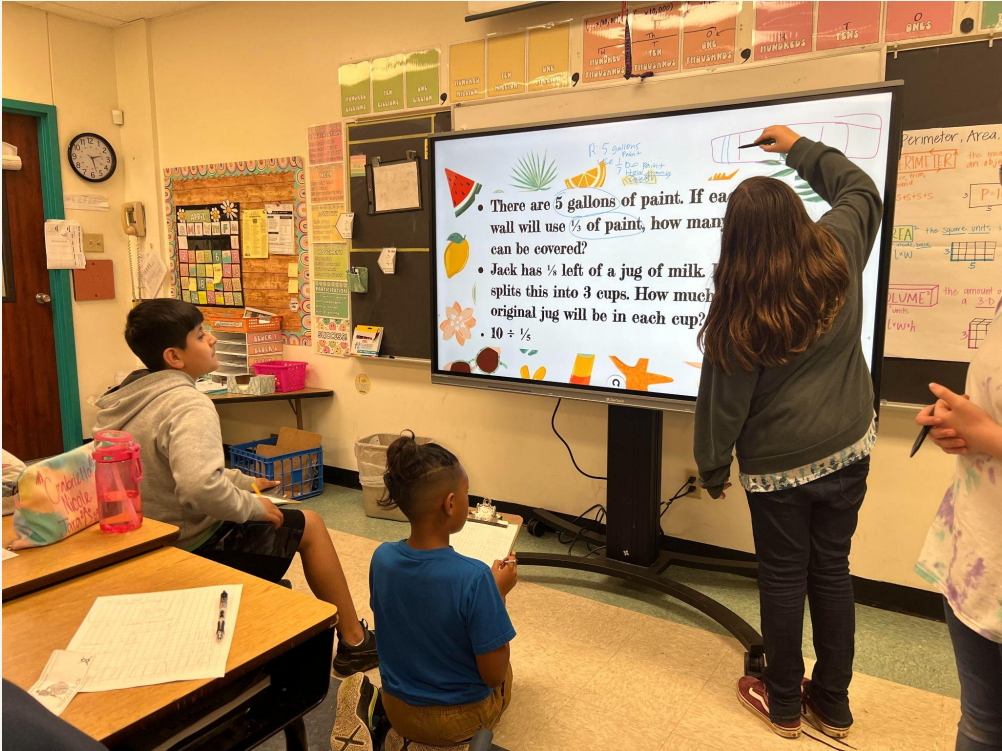
Teachers will **utilize technology to support instruction**, including Clear Touch screens and Apple devices to improve teacher mobility, showcase work, and support interactive learning for students.





Blended Learning Champion Testimonial: Briana Green, 5th grade Math

Blended Learning Creation Corner



Vogel's Agroecology Outdoor Learning Experience

Vogel will have a new specials rotation to include an AGROLE' class. During the 60 minute class, students will rotate through four different areas: chickens, weather, butterfly garden and vegetable garden.

Agroecology is **sustainable farming that works with nature.**



Pictures from
Ms. Brown's
Garden Glow Up Club



2022- 2023 Planning Year

August - October

Weekly meeting with EdElements Team + work time at Central Office

Site Visits:

- San Antonio ISD: two BL campuses
- Clear Creek ISD: BL campus
- Grand Prairie ISD: Fine Arts + Environmental Science campuses

Created Teacher Champion Groups

November - December

Continued meeting + work time

EdElements Site Visit

Student Focus Groups

Foundations training for BLC to being blended learning pilot

Started work on Agrole' student experience

January - March

BLC site visit to Clear Creek ISD

Parent Focus Groups

Ed Elements Site Visit

Clear Touch screens/Apple devices delivered + teachers trained

Teacher Recommitment Meetings

Apple Planning Session

April - June

Presented final plan to SLT + Board of Trustees

May: Community Presentations

May 4: Gate 4 Deliverables Due to TEA

May 30: Continuation Grant Application Deadline

Ed Elements Approach | Phases of Work



Plan + Align

Understand the current and aspirational states of learning in schools and align on a project plan.



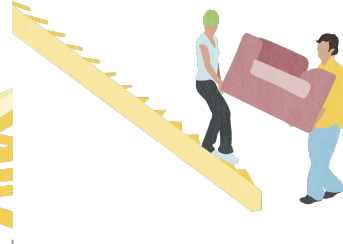
Foundations

Build foundational knowledge around blended learning and nurturing learning environments.



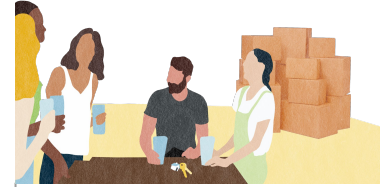
Design

Design and implement instructional models and tools that personalize and blend learning and technology.



Reflect + Iterate

Reflect on school-level data to iterate on each team's approach to implementing blended learning.



Reflect + Plan

Reflect on school-level data to plan a long-term approach to sustaining blended learning.

SEGUIN ISD
CONSTRUCTION BOND UPDATE

April 25, 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



Sequin
exceptional students to exceptional citizens
INDEPENDENT SCHOOL DISTRICT

pfluger

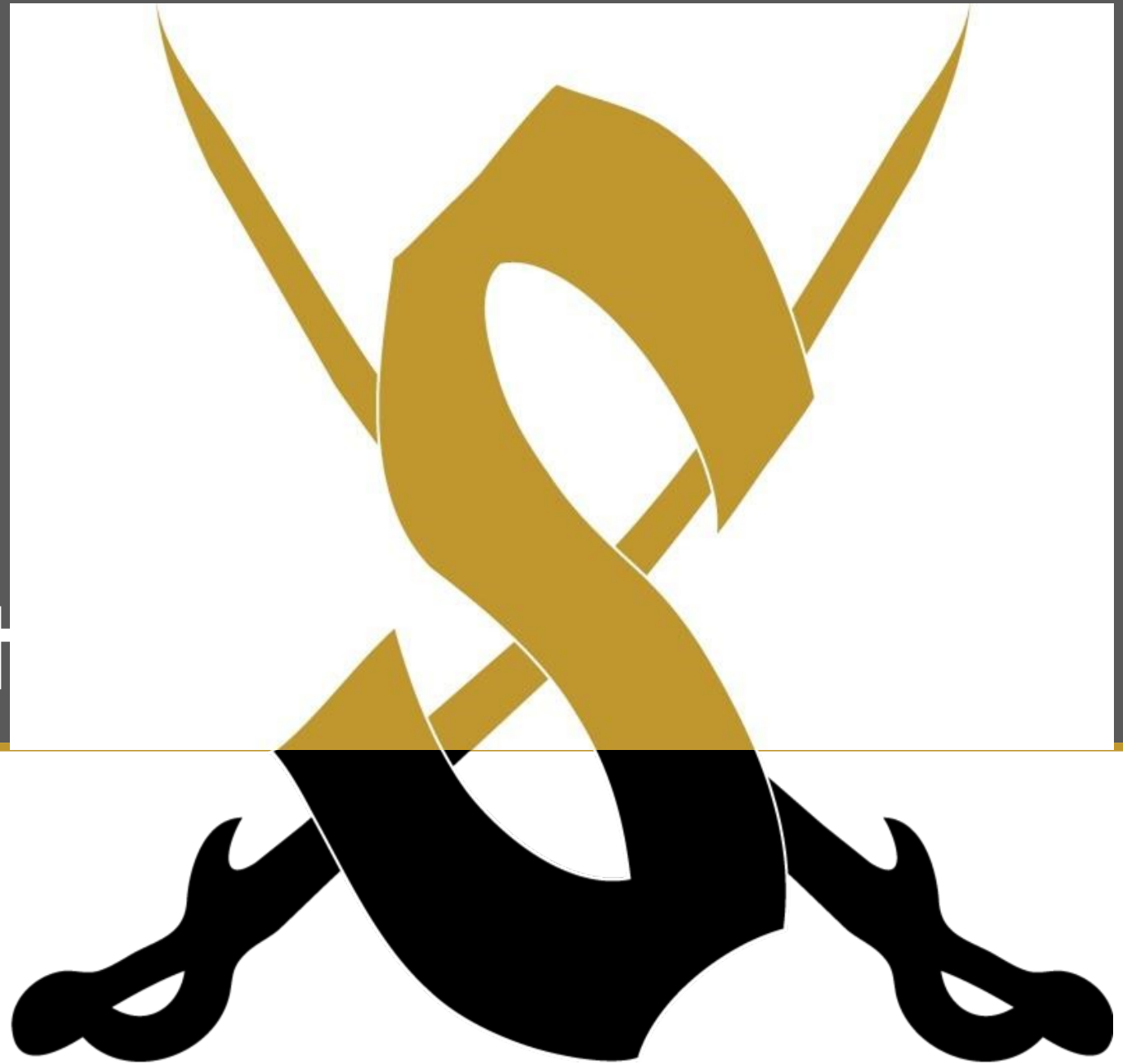
planning · architecture · interior design

pbGroup LLC

architecture · interior design · design build

Seguin ISD Projects Update

Board of Trustees Meeting
April 25, 2023



Projects



AJ Briesemeister
Middle School

**Additions to the
existing building**



**Existing building to
be renovated**

Note: Background shows entire completed project and is not representative of actual current conditions.



Areas to be turned over for SY 2021/22



Next Phase

Note: Background shows entire completed project and is not representative of actual current conditions.

**Target Completion:
August 2022**



**Target Completion:
May 2022**

Note: Background shows entire completed project and is not representative of actual current conditions.

**Target
Completion:
August 2022**



Note: Background shows entire completed project and is not representative of actual current conditions.

Area to be finished
over the SY 2022/23

Next Phase



Note: Background shows entire completed project and is not representative of actual current conditions.



Areas to be finished over Spring 2023



Note: Background shows entire completed project and is not representative of actual current conditions.



Note: Background shows entire completed project and is not representative of actual current conditions.

**Anticipated
Completion:
Summer/Fall
2023**



**Anticipated
Completion:
Summer 2023**

FINE ARTS WING



FINE ARTS CORRIDOR



FINE ARTS CORRIDOR



MAIN CORRIDOR (OUTSIDE ART)



ART ROOM

FINE ARTS WING



ATHLETICS / LIBRARY



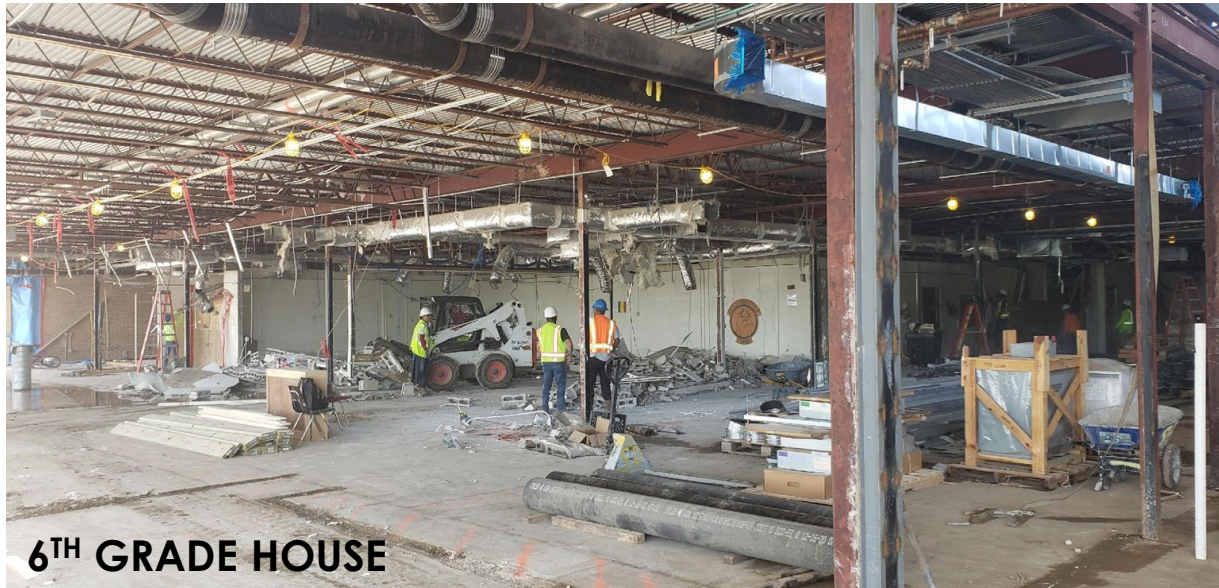
MAIN ENTRY CORRIDOR / 6TH GRADE HOUSE



MAIN ENTRY CORRIDOR



MAIN ENTRY CORRIDOR



6TH GRADE HOUSE



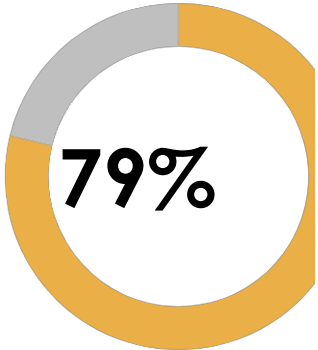
MAIN ENTRY CORRIDOR

EXTERIOR / ROOF



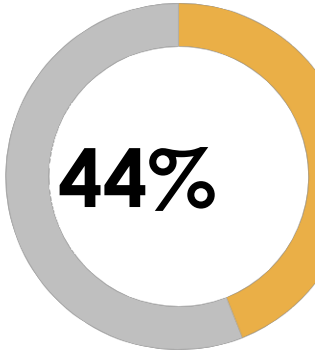
Schedule

Target
Completion
Summer/Fall 2023



Contingency

\$950,000
- \$535,278
\$414,722



General Contractor:



Questions?



pfluger
pbGroup LLC

Thank you

BOND 2022

BOND 2022

PROJECTS	ESTIMATED BUDGET
Safety & Security	\$15,000,000
McQueeney ES	\$54,000,000
Barnes MS	\$24,300,000
Agriscience	\$8,975,000
Transportation	\$3,807,000
Property Acquisition	\$2,000,000
Various Campus Projects:	-
Roof replacements (7 campuses)	\$9,468,000
Furniture	\$7,500,000
Plumbing & HVAC	\$3,000,000
Buses (18-20)	\$2,500,000
Technology Infrastructure	\$450,000
TOTAL	\$131,000,000⁵⁸

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>(MBLC, DAS)</small>							Design & quotes = 9 months						Install = 3 mth													
Plumbing & HVAC	TBD																									
Buses (18-20)	TBD																									
Technology Infrastructure	TBD																									

BOND

2023

BOND 2023

**NO TAX RATE
INCREASE!!**

QUESTIONS?

INFORMATION ITEM: **Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$230,862**

RECOMMENDATION: The following purchases were made through the BuyBoard Purchasing Cooperative:
*Alert Services: Reference #610-20 First Aid, Emergency Medical, and Athletic Trainer Supplies and Equipment - \$230,862

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

Additional information regarding these purchases is provided below:
* Alert Services provides air purifiers and HEPA filters.

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

BUDGET IMPACT / INFORMATION: Funds are provided by the COVID-19 Health Support Grant, Cycle 2.

EXHIBITS: None

RESOURCE PERSONNEL: Anthony Hillberg, Chief Financial Officer, CPA, RTSBA
Perla Romero, Director of Business Services
Jennifer Raske Martinez, Purchasing Coordinator, CTSBO

Submitted by:
(Signature)



Date Submitted: 04/25/23

(Name)
(Address)
(Telephone)

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

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.

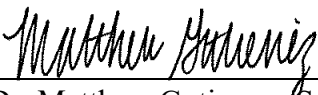
REFERENCE and COMPLIANCE: AE (LOCAL): Educational Philosophy and TEC §4.001, 4.002

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

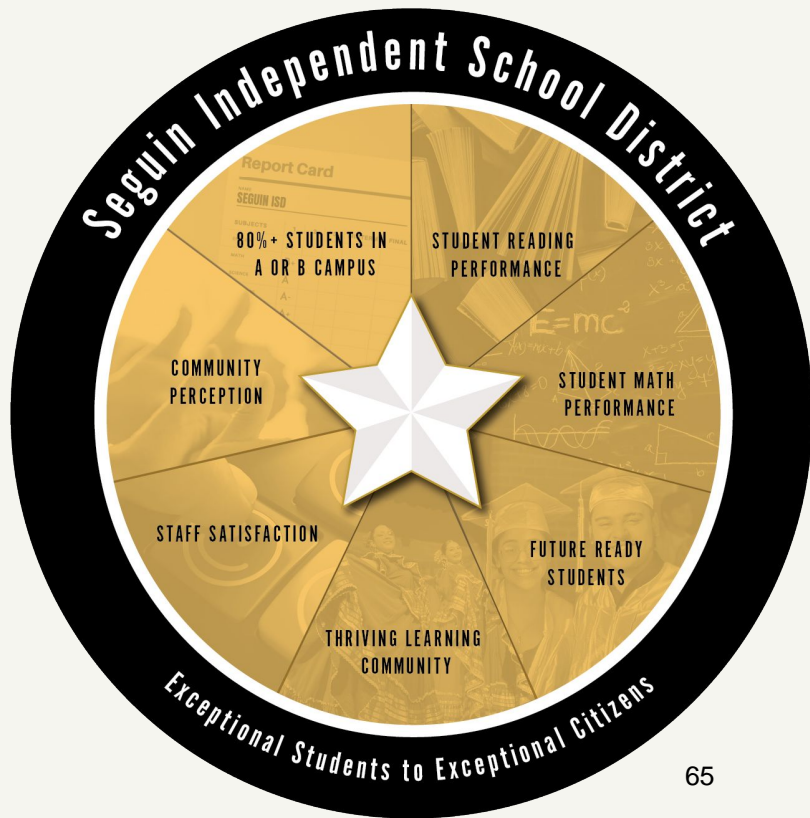
Submitted by:  Date Submitted: 04/25/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614



Seguin ISD Strategic Plan 2025 Monthly Update

April 25, 2023

Seguin ISD Board of Trustees



Strategic Priorities

1. Creating Future Ready Students

2. Supporting + Valuing Staff

3. Developing Relationships with Family + Community

4. Building a Thriving Learning Community

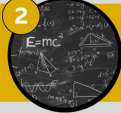
Seguin Independent School District

STRATEGIC GOALS



1 Student Reading Performance

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



2 Student Math Performance

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



3 Future Ready (College, Career, Military)

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



4 Thriving Learning Community

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



5 Staff Satisfaction

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



6 Community Perception

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



7 80% Students in A or B campuses

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

Performance Objectives

30 total

Short-Term Measures

(12-18 months)

Strategic Actions

80 total

Align to performance objectives⁶⁶

Monthly Stepbacks

- Bellwether meets with Task Force Chairs monthly to conduct stepbacks
- Review progress on actions and update status
- Each task force identifies bright spot and area of challenges
- SLT then determines monthly spotlights for Board meetings



RSSP

Resilient Schools
Support Program

BELLWETHER
EDUCATION PARTNERS



Emily Shisler, Academic and
Program Strategy Specialist



Seguin ISD Strategic Plan 2025: Bright Spot

Strategic Actions Progress Highlights

Task Force: School Safety + Discipline

Chair: Nikki Bittings

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 4.8

By the end of the 2022–2023 school year, Seguin ISD will increase attendance from 92.65% to 93.0%.

Performance Objective 4.9

By the end of the 2022–2023 school year, Seguin ISD will decrease out of class placements (Suspension/DAEP) by 10%.



Strategic Actions

4.8.1 Seguin ISD will develop, facilitate, and support strategies to increase student attendance and district and campus committees will identify students with attendance issues and incorporate early interventions.

4.8.2 Student Support Team will conduct monthly campus liaison meetings to support student attendance.

4.8.3 Maintain efficient and clear districtwide process regarding attendance.

4.9.1. Seguin ISD will implement a school wide discipline management program that aims to improve student behavior plus strengthen learner engagement through a strategic system of clearly defined expectations.

4.9.2. Seguin ISD will provide training and additional support for teachers and administrators regarding diversity and disciplinary practices including resources and suggestions on alternative disciplinary practices (CHAMPS, ACHIEVE, Trust Based Relational Intervention or TBRI, Culturally Relevant Teaching, Restorative Practices, etc).

4.10.1 Seguin ISD will provide ongoing safety training and support.



Bright Spot

AJB is seeing positive growth in attendance and decrease in discipline referrals.

Highlights

- Invited the AJB administrative team to present their action plan at the Behavior Coordinator/Associate Principal/Assistant Principal Academy
- Campus leaders responded well to receiving information from their peers



Sequin ISD Strategic Plan 2025: Area of Focus

Strategic Actions that Require Re-Focusing

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.



Area of Focus

Finding land for a future middle school site is proving to be a challenge within the estimated budget.

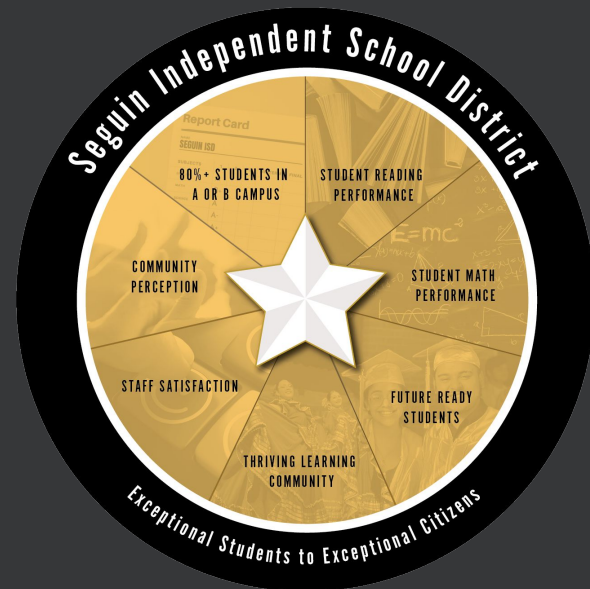
Problem Solving Actions

- \$2 million was set aside in Bond 2022 for future middle school site
- Criteria for the potential site is limiting options (i.e. size needed, strategic location, utilities, access to roads)
- Various options could support purchasing land at a price above available bond funds

73



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



Minutes of Public Hearing

The Board of Trustees

Seguin ISD

A public hearing of the Board of Trustees of Seguin ISD was held Wednesday, March 22, 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 and Dr. Matthew Gutierrez, Superintendent

Absent: Carl Jenkins and Cinde Thomas-Jimenez

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 to Present and Discuss the Seguin ISD District of Innovation Plan Renewal

Mr. Cantu shared information regarding the current District of Innovation Plan and the proposed District of Innovation Plan Renewal with the Board, including a timeline of events. All Board questions and comments were addressed. There were no questions from the community.

2. Adjourn

The meeting adjourned at 6:14 p.m.

Secretary/April 25, 2023

President/April 25, 2023

Minutes of Special Meeting

The Board of Trustees

Seguin ISD

A Special Meeting of the Board of Trustees of Seguin ISD was held Wednesday, March 22, 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 and Dr. Matthew Gutierrez

Absent: Cinde Thomas-Jimenez

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; Jennifer Powell, Eichelbaum Wardell Hansen Powell & Munoz, P.C., 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. Duncan, followed by a moment of silence.

2. Audience with the Board

Shane Fountain signed up to address the Board regarding high school policy.

3. Action Item:

A. Approval of Proposed Seguin ISD District of Innovation Plan Renewal

Mr. Amador moved, seconded by Mrs. Crettenden to approve the renewal of a local innovation plan to maximize the opportunity to educate all students in Seguin ISD. House Bill 1842, passed in the 84th Texas Legislative Session, provides an opportunity for Texas public school districts to modify state requirements at the local level to better meet the needs of their unique student populations. As a District of Innovation, Seguin ISD is able to implement educational initiatives at the local level. The current District of Innovation Plan expires March 27, 2023.

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

Nays: None

4. Closed Meeting: The Board went into closed session at 6:41 p.m.

A. Pursuant to Texas Government Code Section §§§ 551.071, 551.082, and 551.0821 – Level Three Parent Complaint and Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding the parent complaint or other posted agenda items.

- 5. Reconvene to Open Meeting:** The Board reconvened at 7:18 p.m. No action was taken. Mr. Guerra turned over the proceedings to Ms. Powell, district attorney.

The Board went back into closed session at 7:20 p.m. Pursuant to Texas Government Code Section §§§ 551.071, 551.082, and 551.0821 for the purpose of hearing a parent complaint involving students.

The Board reconvened at 9:20 p.m.

A. Possible Action on Level Three Complaint

The Board did not take any vote or other action in closed meeting. The Board has heard the parent complaint.

Ms. Duncan moved, seconded by Mr. Amador that the administration further investigate the allegations made by the student through the use of a neutral third party to be determined by the Board President in conjunction with the Superintendent.

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

Nays: None

6. Adjourn

Mr. Amador moved, seconded by Mr. Jenkins to adjourn the meeting. The meeting adjourned at 9:21 p.m.

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

Nays: None

Secretary/April 25, 2023

President/April 25, 2023

Minutes of Regular Meeting

The Board of Trustees

Seguin ISD

A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, March 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; Lesli Mahaffey, Koennecke Elementary Principal; Halcy Martin-Dean, Director of Special Education; Perla Romero, Director of Business Services; Allison Seidenberger, Director of ACE Grant; 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 Ryland Ramos, seventh grade student at Barnes, 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. He also encouraged our stakeholders to a vote during the upcoming bond election 2023. Dr. Gutierrez recognized Mr. Cantu for all he has done for the district in the past five years of service as he is poised to lead a new statewide program with the Texas Education Agency and Education Service Center Region 20 as the Director for the Center for District Effectiveness where he will provide support for public schools across the state.

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 Koennecke Elementary. Mrs. Mahaffey, principal and her staff and students shared information regarding Positive Action lessons and how they are used to teach writing and 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 Students of the Month from Koennecke ES, Barnes MS and Seguin High School**
Dr. Gutierrez was honored to recognize Kaden Spaw, third grade student at Koennecke Elementary School, Ryland Ramos, seventh grade student at Barnes Middle School, Ava Haiyasoso-Gonzalez and Anna Vu Seniors at Seguin High School for going above and beyond as leaders and exceptional students in and out of the classroom. They are all excellent role models working hard to achieve their goals while assisting their peers.
- **Seguin High School gold medal recipients, UIL State Mariachi Festival**
Dr. Gutierrez was honored to recognize Taytum Rangel, Gerardo Cortez, Isaiah Juarez, Valeria Gonzalez, Moises Estrada, Adam Vela, Abel Davila, and Angel Salazar who were all awarded a gold medal at the UIL State Mariachi Festival on February 25 for their outstanding performance.
- **Superintendent’s Award**
Dr. Gutierrez was honored to recognize Krista Moreno, community member and advocate for Seguin ISD as the March recipient of the Superintendent’s Leadership Apple Award for going above and beyond daily duties to cultivate, inspire and support the students, staff and Seguin ISD community.

3. Audience with the Board

Jerry and Melissa Belmarez addressed the Board regarding bullying.
Rene and Gabriela Belmarez addressed the Board regarding bullying.

4. Reports/Information Items:

A. 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.

B. Matador Special Services Department (MSSD) Overview

The Board of Trustees received an overview from Mrs. Martin-Dean of the special education program from the Matador Special Services Department (MSSD). 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.

C. Seguin ISD Bond Construction Update

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

D. ACE Program Update

The Board of Trustees received an update from Mrs. Seidenberger, Director of ACE Grant on the ACE program that included examples of how the opportunities successfully impact student achievement.

E. 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 8:45 p.m. until 8:55 p.m.

- 5. Closed Meeting** –The Board adjourned into closed session at 8:56 p.m.
- A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.
 - B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
 - C. Pursuant to Texas Government Code Section § 551.072 – Discuss the sale, purchase, exchange, lease or value of real property.
- 6. Reconvene to Open Meeting** – The Board reconvened at 10:02 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:**
Public Hearing, February 28, 2023
Regular Meeting, February 28, 2023
Special Meeting, March 7, 2023
 - B. Approval of Tax Collection Reports for February 2023**
The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for February 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 February 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 February 28, 2023.
 - D. Request for Professional Development Waiver 2023-2024**
The Board of Trustees approved the application to request a waiver for professional development minutes. 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

E. 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: 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.

F. Acknowledge Public Information Act Request February 2023

The Board of Trustees received information regarding the Public Information Act requests received since February 16, 2023. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

Mrs. Thomas-Jimenez moved, seconded by Mr. Bright to approve Consent Action Items:

A. Approval of Board Minutes for:

Public Hearing, February 28, 2023

Regular Meeting, February 28, 2023

Special Meeting, March 7, 2023

B. Approval of Tax Collection Reports for February 2023

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

D. Request for Professional Development Waiver 2023-2024

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

F. Acknowledge Public Information Act Request February 2023

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

Nays: None

8. Action Items:

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

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

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

Nays: None

B. Seguin ISD and Luling ISD Shared Services Arrangement (SSA) Agreement

Ms. Duncan moved, seconded by Mrs. Thomas-Jimenez to approve the Shared Services Arrangement Agreement between Seguin ISD and Luling ISD and authorizes Dr. Matthew Gutierrez to sign the document on behalf of the Board. 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.

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

C. Resolution Against Vouchers, Education Savings Accounts, Taxpayers Savings Grants, and Other Mechanisms That Reduce Public Education Funding

Mrs. Thomas-Jimenez moved, seconded by Mr. Bright to approve the resolution against vouchers, Education Savings Accounts, Taxpayers Savings Grants, and other mechanisms that reduce public education funding. Any diversion of public dollars to private entities in the form of education savings accounts and similar voucher schemes reduces public education funding

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

D. Consider Recommendations for Term Contracts, Probationary Contracts, and Employment Agreements for Administrative Personnel

Mrs. Thomas-Jimenez moved, seconded by Mrs. Crettenden to approve contract renewals, employment agreements, and/or extensions for administrative personnel as recommended.

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 Ms. Duncan to recognize and approve the following new hires and resignations for the 2022-2023 school year listed below:

New Hire Elections:

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

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, 2nd 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

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

Nays: None

F. Discussion and Possible Action to Grant Superintendent Hiring Authority for Certified Personnel During Recruiting Season

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

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

Nays: None

9. Board Comments and Request

The Board recognized Mr. Cantu for all he has done for the district and thanked him for his years of service with Seguin ISD.

All prior Board requests have been addressed.

10. Adjourn

Mr. Amador moved, seconded by Mrs. Thomas-Jimenez to adjourn the meeting. The meeting adjourned at 10:23 p.m.

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

Nays: None

Secretary/April 25, 2023

President/April 25, 2023

Minutes of Special Meeting

The Board of Trustees

Seguin ISD

A Special Meeting of the Board of Trustees of Seguin ISD was held Wednesday, April 5, 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; Dr. Mark Cantu, Deputy Superintendent and Chief Innovation Officer; Sean Hoffmann, Chief Communications Officer; Christine Perez, Director of School Leadership, Sandi Rhodes, Superintendent Secretary Back up and Nancy Ramirez, Superintendent Secretary

1. Call to Order

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

2. Audience with the Board

No one signed up to address the Board.

3. Open Session:

A. Discussion Regarding Superintendent's Evaluation Instrument

The Board held a discussion with Dr. Cantu regarding the superintendent's evaluation process, timeline and instrument. All Board comments and questions were addressed.

The Board recessed from 7:15 p.m. until 7:20 p.m.

4. Closed Meeting: The Board went into closed session at 7:21 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.

B. Pursuant to Texas Government Code Section § 551.0821 – Discussion of a matter regarding public school student if personally identifiable information about the student will necessarily be revealed by the deliberation.

The Board did not take any action.

5. Adjourn

Mr. Amador moved, seconded by Mr. Bright to adjourn the meeting. The meeting adjourned at 8:37 p.m.

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

Secretary/April 25, 2023

President/April 25, 2023

ACTION ITEM:

Approval of Tax Collection Reports for March 2023

RECOMMENDATION:

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

Current	\$	1,243,410
Delinquent		37,831
Penalty and Interest		83,088
Total Monthly Collections	\$	<u>1,364,328</u>
Total Tax Collections Year to Date	\$	<u>58,334,984</u>
Delinquent Tax Levy		2,723,728
Percent Collected through March 2023		51.84%
Percent of Tax Levy Collected last year		67.29%

EXHIBITS:

None

RESOURCE PERSONNEL:

Anthony Hillberg, Chief Financial Officer, CPA, RTSBA
Perla Romero, Director of Business Services
Sally Eckhart, Budget Coordinator

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)

Date Submitted: 04/25/23

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

ACTION ITEM: **Approval of Proposed Budget Amendments & Financial Statements for March 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 March 31, 2023.

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


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

PAPERWORK IMPACT: None

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

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

RESOURCE PERSONNEL: Anthony Hillberg, Chief Financial Officer, CPA, RTSBA
Perla Romero, Director of Business Services
Sally Eckhart, Budget Coordinator

Submitted by:  Date Submitted: 4/25/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Seguin Independent School District
Proposed Budget Amendments and Financial Statements
General Operating Fund
March 2023

	Budget				Actual			Budget Remaining	
	March 1, 2023	Proposed Amendment(s)		March 31, 2023	March 1, 2023	Current Month	March 31, 2023		
	Adopted Budget	Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
REVENUE									
Local									
Property Taxes-Current	35,924,796	40,500,000	-	-	40,500,000	38,525,184	860,377	39,385,561	1,114,439
Property Taxes-Delinquent	1,565,467	800,000	-	-	800,000	709,299	27,789	737,088	62,912
Property Taxes-Penalty & Interest	589,549	300,000	-	-	300,000	215,766	58,251	274,017	25,983
Interest Income	300,000	300,000	-	-	300,000	734,129	190,537	924,666	-
Other Local Income	106,000	106,000	-	-	106,000	413,540	24,004	437,544	-
State	27,589,065	33,068,877	-	-	33,068,877	12,610,338	754,223	13,364,560	19,704,317
Federal	1,167,000	1,167,000	-	-	1,167,000	538,404	1,459,410	1,997,814	-
REVENUE	67,241,877	76,241,877	-	-	76,241,877	53,746,660	3,374,591	57,121,251	20,907,650
EXPENSE									
11 - Instruction	37,553,166	43,368,855		27,264	43,396,119	20,598,284	3,278,307	23,876,592	19,519,527
12 - Instructional Resources & Media Svcs	1,023,887	1,058,988		(667)	1,058,321	599,543	70,999	670,542	387,779
13 - Curr & Instructional Staff Development	651,794	579,568		(12,356)	567,212	260,577	31,308	291,885	275,327
21 - Instructional Leadership	2,204,014	2,289,613		(2,070)	2,287,543	1,367,799	166,191	1,533,990	753,553
23 - School Leadership	4,857,232	5,060,114		(6,092)	5,054,022	2,921,315	411,153	3,332,469	1,721,554
31 - Guidance & Counseling Services	2,647,822	2,997,733		(546)	2,997,187	1,542,787	447,151	1,989,938	1,007,249
32 - Social Work Services	515,652	671,354		-	671,354	415,960	52,967	468,927	202,427
33 - Health Services	759,739	818,922		-	818,922	414,489	66,356	480,845	338,077
34 - Student Transportation	2,703,871	3,357,547		-	3,357,547	1,801,698	256,420	2,058,118	1,299,429
35 - Food Service	-	-		-	-	-	-	-	-
36 - Co-curricular Activities	2,041,009	2,270,658		(7,949)	2,262,709	1,315,233	185,659	1,500,892	761,817
41 - General Administration	2,348,125	3,293,942		2,416	3,296,358	2,317,293	314,952	2,632,245	664,113
51 - Plant Maintenance & Operations	6,712,126	7,844,744		-	7,844,744	4,906,750	561,835	5,468,585	2,376,159
52 - Security & Monitoring Services	535,602	663,577		-	663,577	432,104	55,822	487,926	175,651
53 - Data Services	1,976,884	2,158,471		-	2,158,471	1,483,182	114,107	1,597,289	561,182
61 - Community Services	75,270	30,022		-	30,022	17,601	1,376	18,977	11,045
71 - Debt Services	-	665,000		-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	484,250	200,000	-	684,250	475,543	3,255	478,798	205,452
99 - Intergovernmental Charges (Appraisal Servs)	635,684	730,684		-	730,684	341,226	189,383	530,609	200,075
EXPENSE	67,241,877	78,344,042	200,000	-	78,544,042	41,876,384	6,207,243	48,083,627	30,460,415
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ (2,102,165)	\$ (200,000)	\$ -	\$ (2,302,165)	\$ 11,870,276	\$ (2,832,653)	\$ 9,037,623	\$ (9,552,764)
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ (2,102,165)	\$ (200,000)	\$ -	\$ (2,302,165)	\$ 11,870,276	\$ (2,832,653)	\$ 9,037,623	\$ (9,552,764)
Additional Information to the Reader									
PRELIMINARY ESTIMATE - Fund Balance:					PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):				
22 - 23 Beginning Fund Balance - Restricted - Grants		\$ 468,865			Amended Budget Expense (official test will use actuals at year end)				78,544,042
22 - 23 Beginning Unassigned Fund Balance		\$ 35,839,125							
22 - 23 Actual Year to Date Revenue Over/(Under) Expense	\$ 9,037,623				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	\$ (9,552,764)				Assigned for Special Education Dept Furniture				\$ (20,000)
					Assigned for SHS Football Helmets				\$ (20,000)
					Assigned for SHS Band & Mariachi Uniforms & Instruments				\$ (30,250)
					Assigned for Intersession workday Oct 19, 2022				\$ (60,000)
					Assigned for Early Education Allotment				\$ (468,865)
					Assigned for 22-23 QZAB Payment (6 of 15)				\$ (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 Welding Shop Upgrades				\$ (200,000)
					Assigned for Covid 19 Funding Reserve				\$ (6,000,000)
					Total Non-Operating Expenses				\$ (8,302,165)
					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)				\$ 35,792,849
					Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement				\$ 18,232,380

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
 Budget Amendment Detail For General Operating Fund
 March, 2023

Budget Report - Attachment 1
 25-Apr-2023

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

BUA 10 Fund balance assignment as approved by the Board 2/28/23
 Function 81

Welding Shop upgrades \$ 200,000

Total Expenditures Increase (Decrease) \$ 200,000

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

	Budget					Actual			Budget Remaining
	Adopted Budget	March 1, 2023	Proposed Amendment(s)		March 31, 2023	March 1, 2023	Current Month	March 31, 2023	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
REVENUE									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	56,285	11,581	67,865	-
Other Local Income	571,000	571,000	-	-	571,000	178,768	22,259	201,027	369,973
State	70,000	70,000	-	-	70,000	14,450	-	14,450	55,550
Federal	4,489,000	4,489,000	-	-	4,489,000	3,764,293	598,429	4,362,723	126,277
REVENUE	5,150,000	5,150,000	-	-	5,150,000	4,013,796	632,269	4,646,066	551,800
EXPENSE									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service	5,137,250	5,131,550	-	(6,500)	5,125,050	3,336,438	581,356	3,917,794	1,207,256
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	12,000	12,000	-	6,500	18,500	7,445	657	8,102	10,398
52 - Security & Monitoring Services	750	6,450	-	-	6,450	6,094	44	6,139	311
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
EXPENSE	5,150,000	5,150,000	-	-	5,150,000	3,349,977	582,057	3,932,035	1,217,965
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	663,819	50,212	714,031	(666,165)
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ -	\$ -	\$ -	\$ -	663,819	50,212	714,031	(666,165)

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:			
22 - 23 Beginning Fund Balance (Unaudited)			
Unassigned	\$	2,590,077	
Non Spendable-Inventory	\$	61,139	
Total 22 - 23 Beginning Fund Balance (Unaudited)	\$	2,651,216	
22 - 23 Actual Year to Date Revenue Over/(Under) Expense			
	\$	714,031	
22 - 23 Actual Year to Date Other Sources and Uses			
	\$	-	
22 - 23 Budget Remaining Revenue Over/(Under) Expense			
	\$	(666,165)	
22 - 23 Estimated Year End Result of Activities	\$	47,865	
22 - 23 Estimated Ending Fund Balance (Unaudited)	\$	2,699,081	

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

Budget Report - Attachment 1
25-Apr-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
March 2023

	Budget				Actual			Budget Remaining	
	Adopted Budget	March 1, 2023	Proposed Amendment(s)		March 31, 2023	March 1, 2023	Current Month		March 31, 2023
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
REVENUE									
Local									
Property Taxes-Current	15,200,000	15,200,000	-	-	15,200,000	17,154,507	383,032	17,537,539	-
Property Taxes-Delinquent	200,000	200,000	-	-	200,000	283,005	10,042	293,047	-
Property Taxes-Penalty & Interest	136,682	136,682	-	-	136,682	82,896	24,836	107,732	28,950
Interest Income	-	-	-	-	-	223,875	76,823	300,698	-
Other Local Income	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	933,678	-	933,678	-
Federal	-	-	-	-	-	-	-	-	-
REVENUE	15,536,682	15,536,682	-	-	15,536,682	18,677,960	494,734	19,172,694	28,950
EXPENSE									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service									
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations									
52 - Security & Monitoring Services									
53 - Data Services									
61 - Community Services									
71 - Debt Services	15,536,682	15,536,682	-	-	15,536,682	12,911,282	400	12,911,682	2,625,000
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
EXPENSE	15,536,682	15,536,682	-	-	15,536,682	12,911,282	400	12,911,682	2,625,000
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	5,766,679	494,334	6,261,012	\$ (2,596,050)
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ -	\$ -	\$ -	\$ -	5,766,679	494,334	6,261,012	\$ -

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:			
22 - 23 Beginning Fund Balance (Unaudited)	\$	12,761,789	
Total 22 - 23 Beginning Fund Balance (Unaudited)	\$	12,761,789	
22 - 23 Actual Year to Date Revenue Over/(Under) Expense	\$	6,261,012	
22 - 23 Actual Year to Date Other Sources and Uses	\$	-	
22 - 23 Budget Remaining Revenue Over/(Under) Expense	\$	(2,596,050)	
22 - 23 Estimated Year End Result of Activities	\$	3,664,962	
22 - 23 Estimated Ending Fund Balance (Unaudited)	\$	16,426,751	

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

ACTION ITEM:

Approval of Donations Received March 2023

RECOMMENDATION:

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

RATIONALE:

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

REFERENCE and COMPLIANCE:

CDC (LOCAL) - Other Revenues: Gifts and Solicitations

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

None

EXHIBITS:

Proposed Donations

RESOURCE PERSONNEL:

Dr. Matthew Gutierrez, Superintendent
Anthony Hillberg, Chief Financial Officer, CPA, RTSBA
Perla Romero, Director of Business Services
Sally Eckhart, Budget Coordinator

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



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

Date Submitted: 04/25/23

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

Donor	Purpose	Campus Receiving Donation	Date Rcvd	Amount	Board Approval
Spirit of Joy Lutheran Church	Donated funds to Book Fair	Ball ECC	03/06/23	\$ 540.00	Pending
Stautzenberger, Thalia	Donated funds to Music program	Patlan Elementary	03/27/23	\$ 1,000.00	Pending
Stautzenberger, Thalia	Donated funds for End of School Year Event, 1st grade	Patlan Elementary	03/27/23	\$ 50.00	Pending

NOTE: This listing includes only documented, unsolicited donations received by the District during March 2023. Additional donations may have been received by campuses and subsequently deposited by the campus or student group without providing detailed documentation to the Business Department.

ACTION ITEM: **Approval of Investment Report for the Third Quarter Ended March 31, 2023**

RECOMMENDATION: That the Board of Trustees approve the Investment Report for the Third Quarter Ended March 31, 2023.

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

This report is designed to allow the Board of Trustees to review the investment activity for the Third Quarter Ended March 31, 2023. The District's earnings rates, investment position, and yield information are presented for the period.

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

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


PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: None

EXHIBITS: Investment Report

RESOURCE PERSONNEL: Anthony Hillberg, Chief Financial Officer, CPA, RTSBA
Perla Romero, Director of Business Services

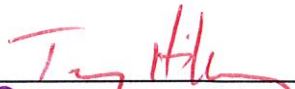


Submitted by:
(Signature)
(Name)
(Address)
(Telephone)


Date Submitted: 04/25/23
Dr. Matthew Gutierrez, Superintendent
1221 E. Kingsbury St., Seguin, TX 78155
(830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
THIRD QUARTER ENDED MARCH 31, 2023**

<u>INVENTORY OF INVESTMENTS</u>	Weighted Average Maturity 1.0 Day	<u>Balance 3/31/2023</u>
GENERAL OPERATING FUND 199		
TexPool - Local Maintenance		871,490
Lone Star		34,536,885
Logic		436,134
MBIA		9,163,885
TOTAL GENERAL OPERATING FUND		<u>\$ 45,008,395</u>
	Weighted Average Maturity	
CHILD NUTRITION FUND 240		
Lone Star		<u>\$ 2,760,316</u>
	Weighted Average Maturity	
INTEREST & SINKING FUND 599		
TexPool		1,121,356
Lone Star		17,838,428
TOTAL INTEREST & SINKING FUND		<u>\$ 18,959,784</u>
	Weighted Average Maturity	
2019 SCHOOL BUILDING FUND 620		
Lone Star		<u>\$ 11,367,883</u>
OAK PARK MALL ENTERPRISE FUND 711		
TexPool		<u>\$ 267,236</u>
WORKER'S COMPENSATION SELF-INSURANCE FUND 753		
TexPool		820,711
Lone Star		3,105,647
TOTAL WORKERS' COMPENSATION FUND		<u>\$ 3,926,359</u>
	Weighted Average Maturity	
STUDENT ACTIVITY TRUST & AGENCY FUND 865		
TexPool		<u>\$ 153,819</u>
	Weighted Average Maturity	
GRAND TOTALS		<u><u>\$ 82,443,790</u></u>

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

Anthony Hillberg, Chief Financial Officer 
 Perla Romero, Director of Business Services 
 Dr. Matthew Gutierrez, Superintendent 

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
THIRD QUARTER ENDED MARCH 31, 2023**

<u>INVESTMENT TRANSACTIONS</u>	<u>QUARTER BEGINNING BALANCE 1/1/2023</u>	<u>NET CHANGE</u>	<u>QUARTER ENDING BALANCE 3/31/2023</u>
GENERAL OPERATING FUND 199			
TexPool	893,682	(22,192)	871,490
Lone Star	25,664,268	8,872,618	34,536,885
Logic	431,117	5,017	436,134
MBIA	9,057,651	106,234	9,163,885
TOTAL GENERAL OPERATING FUND	\$ 36,046,718	\$ 8,961,677	\$ 45,008,395
CHILD NUTRITION FUND 240			
Lone Star	\$ 2,710,198	\$ 50,118	\$ 2,760,316
INTEREST AND SINKING FUND 599			
TexPool	1,109,142	12,214	1,121,356
Lone Star	11,127,787	6,710,641	17,838,428
TOTAL INTEREST AND SINKING FUND	\$ 12,236,929	\$ 6,722,855	\$ 18,959,784
SCHOOL BUILDING FUND 620			
Lone Star	\$ 15,182,696	\$ (3,814,813)	\$ 11,367,883
OAK PARK MALL FUND 711			
TexPool	\$ 234,027	\$ 33,209	\$ 267,236
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	811,772	8,939	820,711
Lone Star	2,956,748	148,900	3,105,647
TOTAL WORKERS' COMPENSATION FUND	\$ 3,768,519	\$ 157,839	\$ 3,926,359
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 188,512	\$ (34,693)	\$ 153,819
GRAND TOTALS	\$ 70,367,598	\$ 15,891,005	\$ 82,443,790

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
THIRD QUARTER ENDED MARCH 31, 2023**

<u>YIELD ON INVESTMENTS</u>	<u>AVERAGE BALANCE</u>	<u>INTEREST INCOME</u>	<u>YIELD</u>
GENERAL OPERATING FUND 199			
TexPool - Local Maintenance	884,391	9,699	4.448%
Lone Star	34,359,941	401,471	4.739%
Logic	432,752	5,017	4.702%
MBIA	9,110,989	106,234	4.729%
TOTAL GENERAL OPERATING FUND	\$ 44,788,072	\$ 522,422	4.731%
CHILD NUTRITION FUND 240			
Lone Star	\$ 2,628,013	\$ 30,680	4.734%
INTEREST AND SINKING FUND 599			
TexPool	1,113,222	12,214	4.450%
Lone Star	16,539,825	193,300	4.740%
TOTAL INTEREST & SINKING FUND	\$ 17,653,047	\$ 205,514	4.721%
2019 SCHOOL BUILDING FUND 620			
Lone Star	\$ 12,824,178	\$ 149,151	4.717%
OAK PARK MALL ENTERPRISE FUND 711			
TexPool	\$ 248,892	\$ 2,736	4.458%
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	814,758	8,939	4.450%
Lone Star	3,008,287	35,080	4.729%
TOTAL WORKER'S COMPENSATION FUND	\$ 3,823,044	\$ 44,019	4.670%
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 184,390	\$ 2,020	4.443%
TOTAL INTEREST FOR ALL FUNDS	\$ 82,149,637	\$ 956,541	4.722%

SEGUIN INDEPENDENT SCHOOL DISTRICT
THIRD QUARTER ENDED MARCH 31, 2023

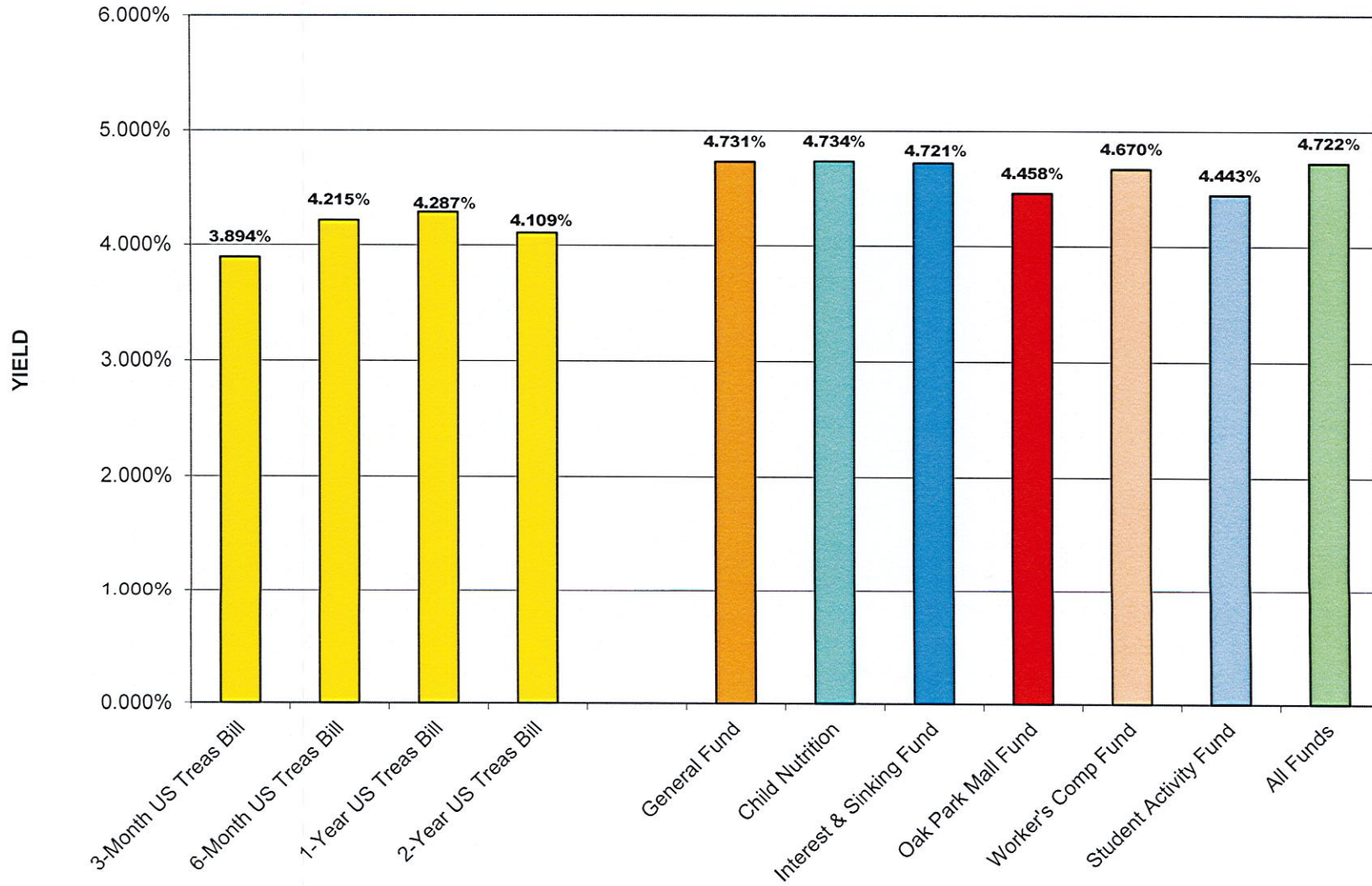


Exhibit - Investment Report

ACTION ITEM:

Consider Recommendations for Teacher Term Contracts, Probationary Contracts, and Employment Agreements for Teachers and Other Non-Administrative Staff and Termination of Probationary and Term Contracts

RECOMMENDATION:

That the Board approves the Superintendent's recommendations for probationary contract, term contract renewals, employment agreements for teachers and other non-administrative staff contracts and termination of probationary contracts.

RATIONALE:

According to Board Policy DC (LEGAL) Employment Practices, contracts and employment agreements for teachers and other professional are considered annually and must be approved by the Board.

REFERENCE and COMPLIANCE:

DC(LEGAL) DC(LOCAL) Employment Practices
Strategic Priority 4: Create a Thriving Learning Community

BUDGET IMPACT/ INFORMATION:

This item will have little effect on the 2023-2024 budget.

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.

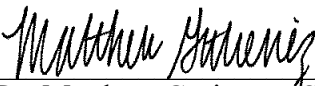
EXHIBITS:

Contract and Employment Agreement Recommendations for Teachers

RESOURCE PERSONNEL:

Cynthia J. Moreno, Chief Human Resources Officer

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



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

Date Submitted: 04/25/23

ACTION ITEM: **Approval of New Employee Agreement for Professionals and Administrators**

RECOMMENDATION: The Board of Trustees approve the adoption of a new employee agreement for professionals and administrators of Seguin ISD.

RATIONALE: Our existing employee agreements are outdated and did not provide the flexibility needed for our school district's administrative functions. The proposed agreement was recommended by the Law Offices of Eichelbaum Wardell Hansen Powell and Munoz.

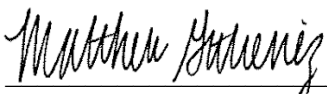
REFERENCE & COMPLIANCE: DCE(LEGAL) DCE(LOCAL) Employment Practices: Other Types of Contracts

PAPERWORK IMPACT: Minimal

BUDGET IMPACT/ INFORMATION: This item will have little impact on the budget.

EXHIBITS: Employment Agreement

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

Submitted by:  Date Submitted: 04/25/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, Texas 78155
(Telephone) (830) 401-8614

STATE OF TEXAS

COUNTY OF _____

Date given to employee _____

Date returned by employee _____

EMPLOYMENT AGREEMENT

The BOARD OF TRUSTEES (the "Board") of the _____ INDEPENDENT SCHOOL DISTRICT, employs the undersigned Employee, _____, and Employee accepts employment on the following terms and conditions:

1. Employee shall be employed beginning on _____ and ending on _____. Employee shall work according to the hours and dates set by the District.
2. The Board shall pay Employee a monthly salary for the position to which Employee is assigned according to the salary approved by the Board for the budget year that includes the term of this agreement. Employee's salary includes consideration for all duties and responsibilities contemplated by the job description for the position to which Employee is assigned or reassigned.
3. Employee may qualify to receive an incentive payment under an awards program established by the Board or under state or federal law, provided District participates in and receives grants under that program. Employee is not entitled to receive an incentive payment as part of the compensation specified in paragraph 2, and any incentive payment will be provided only as payment for performance related to improving student achievement or as otherwise provided in the Board's plan.
4. Employee shall be subject to assignment, reassignment, or reclassification by the Superintendent or designee at any time during the agreement term. Employee's salary shall not be reduced by any reassignment during the term of the agreement without providing notice and an opportunity for a due process hearing before the Board.
5. This agreement is conditioned on Employee's satisfactorily providing the certification, valid state license, if any is required, service records, and other records required by law, the Texas Education Agency, the State Board for Educator Certification, any other licensing authority, or the District. Misrepresentation or fraud by Employee in any of these records or the employment application shall be good cause for dismissal.
6. Employee represents that he or she has made written disclosure to the District of any conviction, including a no-contest or guilty plea or deferred adjudication, for a felony and for any offense involving moral turpitude. Employee agrees that District is authorized to obtain a state or national report of criminal history at any time during employment.
7. Failure to submit valid certification or license for the assignment, if any is required, to the Superintendent by the first day of assigned duties for the term covered by this agreement or to maintain valid certification or license throughout the term of the agreement **voids the agreement**, and the District may respond as it deems appropriate under the circumstances.

8. Employee shall comply with and be subject to state and federal law and District policies, rules, regulations, and administrative directives, as they exist at the time the agreement begins or may be amended during the term of the agreement. Employee shall faithfully and with reasonable care, skill, and diligence perform to the satisfaction of the District all duties set forth in the job description or as assigned. In addition to the duties set forth in Employee's job description, if Employee is employed as a classroom teacher, as part of Employee's planning and noninstructional duties, Employee is responsible for lesson plan design, including preparing unit or weekly lesson plans that outline, in a brief and general manner, the information to be presented during each period at the secondary level or in each subject or topic at the elementary level.
9. Employee shall satisfactorily submit or account for all reports, records, school equipment, or other required items at the end of the agreement term. Employee agrees that the last salary payment under this agreement is conditioned upon receipt from Employee of all such items, within the time specified by the District. Employee further agrees that the District may withhold from the salary payment(s) the value of any school equipment, other than textbooks, electronic textbooks, or technological equipment, that is damaged, stolen, misplaced, or not returned, as well as any other fees, charges, or overpayments owed to the District. Employee further agrees that Employee will otherwise repay any amounts owed that exceed the amount that can be deducted from the Employee's salary payment(s).
10. The Board may dismiss Employee during the term of this agreement by giving 60 days' notice in writing that the agreement will terminate in 60 days. The Board may dismiss Employee during the term of this agreement without 60 days' notice by giving Employee reasonable notice in writing of its intent to terminate the agreement, including a statement of the cause for proposing to terminate the agreement, and providing an opportunity for a due process hearing before the Board.
11. This agreement shall be renewed only by vote of the Board and written notice to the Employee of that action. If the Board does not act prior to the expiration of the agreement, the agreement shall not continue in force, and employment shall cease on the last day of the term set out in this agreement. This agreement is not a "term contract" subject to the provisions of Subchapter E, Chapter 21, of the Texas Education Code. No right to tenure or any other contractual obligation or other expectancy of continued employment or claim of entitlement is created beyond the agreement term.
12. After Employee has begun service under this agreement, Employee may resign from the agreement by giving the District 60 days' written notice. Release under any other circumstance after service has begun shall be only with District approval, pursuant to local policy. If released from the agreement, Employee shall receive any due and owing salary amount at the next regular payroll disbursement.
13. If Board terminates this agreement or if Employee resigns during the term of the agreement, employment ceases as of the effective date of that action, and Board's financial obligation to Employee after that date extends only to earned salary due and owing under this agreement.
14. This agreement is subject to all applicable federal and state laws, rules, and regulations. Invalidity of any portion of this agreement under the laws of the State of Texas or of the United States shall not affect the validity of the remainder of the agreement.

15. The parties agree to waive attorney fees under Chapter 271 of the Texas Local Government Code to the extent that attorney fees would otherwise be available under that law.
16. All procedures referenced in this contract or in Board policies relating to the resolution of any dispute arising from or related to the employment relationship are mandatory and shall constitute contractual adjudication procedures under Chapter 271 of the Texas Local Government Code. No District employee has the authority to waive a procedure required by this contract or Board policy.
17. The parties agree that this agreement combines all prior agreements and representations concerning employment of Employee into one document. This agreement supersedes all prior agreements and representations concerning employment. No amendments to this agreement shall be binding unless authorized by the Board, reduced to writing, and signed by both parties.

I have read this agreement and agree to abide by its terms and conditions:

Employee's Signature _____ Date _____

_____ INDEPENDENT SCHOOL DISTRICT

By: _____ Date _____

President, Board of Trustees

NOTE – EXPIRATION OF OFFER: This offer of employment will expire unless this agreement is signed by Employee and returned to the Superintendent on or before _____, 20___. Failure to return the signed agreement by this date constitutes a rejection of the employment offer and any current employment shall expire on its own terms at the end of existing agreement term. This agreement is not binding until the Board has taken the requisite action and all parties have signed it.

INFORMATION ITEM: **Information Regarding Purchases Through the DIR Purchasing Cooperative for a total cost of \$56,829**

RECOMMENDATION: The following purchases were made through the DIR Purchasing Cooperative:
 * Reference #DIR-CPO-4864 Cybersecurity Software Products and Services - \$56,829

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

Additional information regarding these purchases is provided below:
 * The vendor provides firewall support.

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

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

EXHIBITS: None

RESOURCE PERSONNEL: Anthony Hillberg, Chief Financial Officer, CPA, RTSBA
 Perla Romero, Director of Business Services
 Jennifer Raske Martinez, Purchasing Coordinator, CTSBO

Submitted by:
 (Signature)



Date Submitted: 04/25/23

(Name)
(Address)
(Telephone)

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

INFORMATION ITEM: Personnel Information - Professional Employees

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

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

Name	Campus	Effective
Albrecht, Madelyn	Koennecke Elementary	8/2/2023
Haliburton, Casey	Barnes Middle School	8/2/2023
Hernandez, Kaylyn	Vogel Elementary	8/2/2023
Martinez, Erin	Vogel Elementary	8/2/2023
Torres, Khloe	Rodriguez Elementary	8/2/2023

**BOARD’S
ACKNOWLEDGEMENT
RESIGNATIONS:**

Arzola, Leann, Patlan Elementary, effective 6/02/2023

Ms. Arzola, 1st Grade Teacher, has resigned due to personal reasons. Ms. Arzola has 1 year with Seguin ISD.

Buerger, Summer, Barnes Middle School, effective 6/2/2023

Ms. Buerger, 7th Grade Science Teacher, has resigned due to personal reasons.

Ms. Buerger has 1 year with Seguin ISD.

Cantu, Mark, LLI, effective 4/15/2023

Mr. Cantu, Deputy Superintendent, has resigned and accept a position with ESC Region 20.

Mr. Cantu has 4 years with Seguin ISD.

Dunn, LeeAnn, Rodriguez Elementary, effective 6/13/2023

Ms. Dunn, Assistant Principal, has resigned and elected to retire. Ms. Dunn has 16 years with Seguin ISD.

Fletcher, Madison, AJB Middle School, effective 6/2/2023

Ms. Fletcher, ELA Teacher, has resigned to stay home with new baby.

Ms. Fletcher has 2 years with Seguin ISD.

Hirsch, Andrew, Barnes Middle School, effective 6/2/2023

Mr. Hirsch, Special Education/Behavior Teacher, has resigned to move closer to family.

Mr. Hirsch has 2 years with Seguin ISD.

Kelley, Amanda, McQueeney Elementary, effective 6/2/2023

Ms. Kelley, 2nd Grade Teacher, has resigned and accepted a position with a new school district.

Ms. Kelley has 4 years with Seguin ISD.

Klesel, Sarah, McQueeney Elementary, effective 6/2/2023

Ms. Klesel, GT Facilitator/STEM Lab Teacher, has resigned to accept a position with Flatonia ISD.

Ms. Klesel has 17 years with Seguin ISD.

Lopez, Kristen, Seguin High School, effective 3/23/2023

Ms. Lopez, RLA Teacher, has resigned due to personal reasons.

Ms. Lopez has 8 months with Seguin ISD.

Lopez, Martina, Rodriguez Elementary, effective 6/2/2023

Ms. Lopez 1st Grade Bilingual/Dual Language Teacher has resigned due to personal reasons.

Ms. Lopez has 1 year with Seguin ISD.

Martinez, Carolina, Rodriguez Elementary, effective 6/2/2023

Ms. Martinez, 4th Grade Bilingual Teacher, has resigned to take a year off.

Ms. Martinez has 9 years with Seguin ISD.

McGrath, Tiffany, Jefferson Elementary, effective 6/2/2023

Ms. McGrath, 4th Grade Teacher, has resigned due to personal reasons.

Ms. McGrath, has 2 years with Seguin ISD.

Miles, Jacqueline, Jefferson Elementary, effective 6/2/2023

Ms. Miles, 5th Grade Teacher, has resigned due to professional reasons.

Ms. Miles has 1 year with Seguin ISD.

Regalado, Blanca, LLI (ACE), effective 4/5/2023

Ms. Regalado, Family Engagement Compliance Coordinator, has resigned due to personal reasons.

Ms. Regalado has 1 year with Seguin ISD.

Rockwell, Vicki, Jefferson Elementary, effective 6/2/2023

Ms. Rockwell, 3rd Grade Teacher, has resigned and accepted a position with a new school district.

Ms. Rockwell has 1 year with Seguin ISD.

Schwartz, Brittanie, McQueeney Elementary, effective 6/2/2023

Ms. Schwartz, 4th Grade Teacher, has resigned due to personal reasons.

Ms. Schwartz has 1 year with Seguin ISD.

Spencer, Johann, Jefferson Elementary, effective 6/2/2023

Ms. Spencer, 3rd Grade Teacher, has resigned due to personal reasons.

Ms. Spencer has 1 year with Seguin ISD.

Steffen, Sarah, Rodriguez Elementary, effective 6/2/2023

Ms. Steffen, 5th Grade Teacher, has resigned and accepted a position with a new school district.

Ms. Steffen has 2 ½ years with Seguin ISD.

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

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

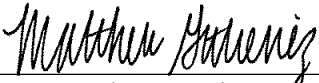
BUDGET IMPACT/ INFORMATION: None

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: 04/25/23
Dr. Matthew Gutierrez, Superintendent
1221 E. Kingsbury St., Seguin, TX 78155
(830) 401-8614

Seguin ISD PIA requests received from March 9-April 12, 2023				
<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
03/21/23 041	Jerald Reiner, Equitable Advisors	Spreadsheet of retirees as of March 21, 2023.	Completed	Document provided
03/25/23 042	Joeseoph Elliott	Compliance training contracts taken by teachers and other required staff covering topics such as bloodborne pathogen safety, bullying prevention, FERPA, sexual harassment, and more. The current payment amount for the training contract, the contract term or length, any renewal or extension clauses included in the contract.	Completed	Document provided
032723 043	Anna Moreno, Bond 2023	Voter contact list file	Completed	Document provided
03/28/23 044	Sarah Butrymowicz, MuckRock News	Copies of any contracts, MOUs or other written agreements between the district and/or any district schools and South Texas Pregnancy Care Center.	Completed	Response provided
03/29/23 045	Rickey Thomas	A digital copy of the most recent Seguin ISD demographic update.	Completed	Document provided
03/29/23 046	Carlos Moreno, Bond 2023	A list of parent mailing addresses, email addresses and phone numbers.	Completed	Document provided
04/03/23 047	Gianfranco Setzu, TEA	Employment documents for former employee Bryant Shephard	In progress	
04/03/23 048	Carlos Moreno, Bond 2023	Employees phone numbers and email addresses	In progress	

ACTION ITEM: **Resolution for Bad Weather Day**

RECOMMENDATION: The Board of Trustees approves the resolution to pay employees for January 31, 2023 and forego using the May 31, 2023 bad weather day.

RATIONALE: Strategic Priority #5: Increase staff satisfaction and employee morale.

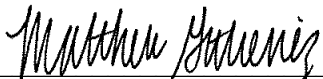
REFERENCE and COMPLIANCE: DEA(LOCAL) Compensation and Benefits: Compensation Plan

BUDGET IMPACT/ INFORMATION: None

PAPERWORK IMPACT: None

EXHIBITS: Resolution

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

Submitted by:  Date Submitted: 04/25/23
 (Signature) Dr. Matthew Gutierrez, Superintendent
 (Name) 1221 E. Kingsbury St., Seguin, TX 78155
 (Address) (830) 401-8614
 (Telephone)

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SEGUIN INDEPENDENT SCHOOL DISTRICT**

WHEREAS, due to a severe winter storm which left ice over the entire district, Seguin ISD was closed on January 31, 2023.

WHEREAS, through circumstances beyond their control, Seguin ISD employees were forced to miss work at Seguin ISD during the school closure;

WHEREAS, Board Policy DEA (Local) allows the Board to authorize payment of employees during a closure for which the workdays are not scheduled to be made up at a later date;

WHEREAS, the Board of Trustees of Seguin ISD recognizes its obligation to be good stewards of public resources and concludes that payment of employees during the closure, as provided by this resolution, is in the best interest of the school district, serves the appropriate public purpose of positively impacting employee morale, and ensures effective district operations.

NOW THEREFORE BE IT RESOLVED BY THE BOARD THAT:

- 1) The Board determines that the District will not require employees to make up workdays missed as a result of this emergency closure;
- 2) Employees will be compensated for their regular duty schedule during the closure in accordance with the eligibility requirements and restrictions detailed below:
 - a. Any employee who had previously requested and been approved for paid or unpaid leave on January 31, 2023 will be charged the appropriate leave day and/or will have their pay docked for those pre-approved absences during the closure;
 - b. Any employee who was required to work during the closure but was absent from duty for a reason not related to the winter storm will be charged a leave day and/or have their pay docked in accordance with District policy;
 - c. All other Seguin ISD employees who were not able to work due to the closure or, if required to work during the closure were not able to report to work due to the severe winter storm, will be compensated for their regular duty schedule.
 - d. Eligible nonexempt employees paid on an hourly, not salaried, basis will be paid on an average daily rate of pay, as determined by the Superintendent, even though they did not work those days.
- 3) In accordance with Board Policy DEA (LOCAL), the Superintendent, or designee, is authorized to properly compensate those non-exempt auxiliary employees who reported to work as designated, and who performed duties assigned by their supervisor on January 31, 2023, when the District was closed due to severe weather. Any such additional compensation shall be paid, according to the terms and conditions approved by the Superintendent, or designee. This compensation is in recognition of the valuable safety-related duties performed by those employees, despite the district's closure due to bad weather, and the benefits accrued by the District for the same.
- 4) The Board hereby authorizes the Superintendent or designee to take any steps deemed necessary and appropriate to fulfill the purposes of this resolution.

CERTIFICATE FOR RESOLUTION

I hereby certify that the foregoing resolution was presented to the Board of Trustees of the Seguin Independent School District during a regularly scheduled meeting on April 25, 2023. A quorum of the Board of Trustees being then present, it was then duly moved and seconded that the resolution be adopted, and such resolution was then adopted according the following vote:

Ayes: _____

Nays: _____

Abstentions: _____

To certify which, witness my hand and the official seal of the District this _____ day of April, 2023.

President, Board of Trustees

ACTION ITEM: **Instructional Materials Allotment (IMA) TEKS Certification**

RECOMMENDATION: That the Board of Trustees approve the Instructional Materials Allotment TEKS Certification for the 2023-2024 school year.

RATIONALE: Districts are required to certify annually to the State Board of Education and to the Commissioner that for each subject area in the required curriculum students have access to the instructional materials that cover all of the Texas Essential Knowledge and Skills (TEKS). Districts will be unable to submit any requisitions or disbursements of IMA funds until the certification has been approved and submitted to the Texas Education Agency.

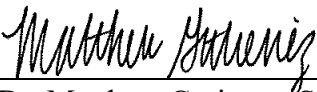
REFERENCE and COMPLIANCE: EF(LEGAL) Instructional Resources

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: Submission of this form will enable Seguin ISD to access state allotted IMA funds in the Educational Materials System (EMAT) to order instructional materials for the 2023-2024 school year.

EXHIBITS: IMA Certification Form

RESOURCE PERSONNEL: Steve Gonzalez, Chief Technology Officer
Jennifer Raske Martinez, Purchasing Coordinator

Submitted by:  Date Submitted: 04/25/23
(Signature) _____
(Name) Dr. Matthew Gutierrez Superintendent
(Address) 1221 E. Kingsbury St., Seguin TX 78155
(Telephone) (830) 401-8614

TEKS Certification 2023-24 Form

TEKS Certification 2023-24 Form	1
Survey Pre-Work:	3
Instructions to Complete the TEKS Certification Process for 2023-24	3
Additional Supports	4
Review Terminology	4
About the Qualtrics Survey	4
TEKS Certification and Allotment Survey	5
Background Information	5
District Information	5
Reading Language Arts TEKS Certification	6
Scope and Sequence - All Grade Levels RLA	6
English Reading Language Arts K-5 TEKS Coverage Certification	6
English Reading Language Arts K-5 Instructional Materials	6
Spanish Reading Language Arts K-5 TEKS Coverage Certification	7
Spanish Reading Language Arts K-5 Instructional Materials	7
English Reading Language Arts 6-8 TEKS Coverage Certification	9
English Reading Language Arts 6-8 Instructional Materials	9
English Reading Language Arts 9-12 TEKS Coverage Certification	9
English Reading Language Arts 9-12 Instructional Materials	10
Mathematics TEKS Certification	11
Mathematics K-5 TEKS Coverage Certification	11
Mathematics K-5 Instructional Materials	11
Mathematics 6-8 TEKS Coverage Certification	12
Mathematics 6-8 Instructional Materials	12
Mathematics 9-12 TEKS Coverage Certification	13
Mathematics 9-12 Instructional Materials	13
Social Studies TEKS Certification	14
Social Studies K-5 TEKS Coverage Certification	14
Social Studies K-5 Instructional Materials	14
Social Studies 6-8 TEKS Coverage Certification	15
Social Studies 6-8 Instructional Materials	15
Social Studies 9-12 TEKS Coverage Certification	16
Social Studies 9-12 Instructional Materials	16
Science TEKS Certification	18
Science K-5 TEKS Coverage Certification	18
Science K-5 Instructional Materials	18
Science 6-8 TEKS Coverage Certification	19

Science 6-8 Instructional Materials	19
Science 9-12 TEKS Coverage Certification	20
Science 9-12 Instructional Materials	20
Phonics Informational Questions	21
Children’s Internet Protection	21
Additional Informational Questions (Optional)*	21
TEKS Certification and Allotment Survey Ratification [Printed and uploaded PDF]	23
Other Certified Subject Areas:	24

Survey Pre-Work:

TEKS Certification 2023–24 Form

In accordance with [Texas Education Code §31.004](#), local education agencies (LEAs) are required to certify annually to the State Board of Education (SBOE) and the commissioner that students have access to instructional materials covering all Texas Essential Knowledge and Skills (TEKS) for all required subjects, except physical education.

Additionally, in accordance with Texas Administrative Code [19 TAC §66.105](#), LEAs are required to certify that they protect against access to obscene or harmful content in compliance with the requirements for certification under the Children's Internet Protection Act, 47 USC §254(h)(5)(B) and (C). The TEKS Certification 2023–24 Survey includes a section to allow LEAs to certify they meet this requirement.

In response to feedback from last year's process, the agency refined the TEKS Certification Process and will utilize the following tools:

TEKS Certification 2023-24 Form:

Printable, hard copy of the survey to be completed offline and presented to the board of trustees or governing body for ratification and signatures.

TEKS Certification 2023-24 Survey:

Web-based application where LEAs will submit their responses, collected on the TEKS Certification 2023-24 Form, and where LEAs will upload the signature page of the Form.

This year's TEKS Certification Process requires:

- The completion of the TEKS Certification 2023-24 Form,
- Ratification by the LEA's board of trustees or governing body in an open, public-noticed meeting; and
- Submission of the TEKS Certification 2023-24 Survey and upload of the signature page of the ratified TEKS Certification 2023-24 Form.

TEA recommends that LEAs complete these steps by **May 1, 2023**. The TEKS Certification 2023-24 Survey can be accessed beginning on March 20, 2023, on the [Instructional Materials webpage](#).

The state online instructional materials ordering system, EMAT, will close for annual maintenance on March 31, 2023, and is scheduled to reopen on May 15, 2023. **Completion of the TEKS Certification Process is required to regain access to allotment funds when EMAT reopens in May of 2023.**

TEKS Certification 2023–24 Survey submissions received after May 15, 2023, will typically be processed within five business days, then access to EMAT provided.

Instructions to Complete the TEKS Certification Process for 2023-24

1. **Review the TEKS Certification 2023-24 Form.**
2. **Gather information:** The form may require consultation with content area leads or other LEA staff.
3. **Complete TEKS Certification 2023-24 Form:** Complete the TEKS Certification 2023–24 Form by hand or digitally.
4. **Obtain needed signatures:** Ratify the **TEKS Certification 2023-24 Form** by the LEA's board of trustees or governing body in an upcoming, open board meeting.
5. **Submit TEKS Certification 2023-24 Survey:** Complete the online TEKS Certification 2023–24 Survey by answering the questions. Inside the survey you will upload the signature page of the signed Allotment and TEKS

Certification 2023–24 Form from Step 4. The survey will be open for submissions beginning Monday, March 20, 2023, and will be located on the [Instructional Materials website](#).

Additional Supports

- The TEA will be hosting a webinar to review the TEKS Certification 2023–24 Process on *Monday, March 20, at 2:00 p.m. CDT*. You can find the registration link [here](#).
- The TEA will host office hours on *Tuesday, March 28, at 11:00 a.m. CDT*. Registration link for office hours can be found [here](#).
- For questions about the TEKS Certification 2023–24 form, survey, or process, please submit a [Help Desk ticket](#).

Review Terminology

Additional Supports

- **Scope and Sequence:** A document that provides a brief outline of the standards and a recommended teaching order for a particular course/grade-level over the course of a school year.
- **Full-subject materials** (often referred to as Tier 1 or core materials): Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.
- **Supplemental materials** (may be used in Tier 1, Tier 2, or Tier 3 settings): Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

About the Qualtrics Survey

Within the Qualtrics survey, you will be given a list of commonly known publishers and products. Should your district use a district-developed product, or the product is not listed, you will be asked to write in the name of the publisher and product.

TEKS Certification 2023–24 Form

Background Information

QUESTION 1.0: Name of person completing this form

QUESTION 1.1: Your email address

QUESTION 1.2: Select the role that best describes your position at your district or charter: [Single Select]

- Instructional Material Coordinator
- Curriculum Director
- Principal
- Administrative Assistant
- Superintendent
- Other

LEA Information

QUESTION 2.0: Region #

QUESTION 2.1: District or Charter Name and County District Number

QUESTION 2.2: Superintendent's Name

QUESTION 2.3: Superintendent's email address

QUESTION 2.4: School board president's or governing body's name

QUESTION 2.5: School board president's or governing body's email address

QUESTION 2.6: Date of the school board meeting at which the TEKS Certification Form was presented and approved

Reading Language Arts TEKS Certification

Scope and Sequence - All Grade Levels RLA

QUESTION 3.0: Do you manage the scope and sequence of your reading language arts content at a LEA (district or charter) level? Please indicate your LEA’s approach to managing the scope and sequence of the reading language arts content in each of the following grade bands. [Single select for each grade band]

		Do not manage scope and sequence at a LEA level	Use product-specific scope and sequence	Use LEA-developed scope and sequence	Use Texas Resource System (TRS) scope and sequence	N/A
QUESTION 3.1:	Kindergarten – 2nd Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUESTION 3.2:	3rd –5th Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUESTION 3.3:	6th –8th Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUESTION 3.4:	9th - 12th Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

English Reading Language Arts K-5 TEKS Coverage Certification

QUESTION 4.0: For school year 23–24 will your LEA make materials available for use that cover 100% of the **K–5 English RLA TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.) [Single Select]

- Yes
- No

English Reading Language Arts K-5 Instructional Materials

QUESTION 5.0:

Share the **full-subject** publisher/ product that teachers in your LEA will use regularly (once a week or more, on average) for **K-5 English RLA** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades K–2 English RLA full- subject publisher/ product used:

Grades 3–5 English RLA full- subject publisher/ product used:

QUESTION 5.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **K-5 English RLA** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades K–2 English RLA supplemental publisher/ product used:

Grades 3–5 English RLA supplemental publisher/ product used:

Spanish Reading Language Arts K-5 TEKS Coverage Certification

QUESTION 6.0: For school year 23–24 will your LEA make materials available for use that cover 100% of the **K-5 Spanish RLA TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.) [Single select]

Yes

No

Spanish Reading Language Arts K-5 Instructional Materials

QUESTION 7.0: Share the **full-subject** publisher/ product that teachers in your LEA will use regularly (once a week or more, on average) for **K-5 Spanish RLA** instruction to ensure coverage of 100% of the TEKS. [Single select for each grade band]

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades K–2 Spanish RLA full- subject publisher/ product used:

Grades 3–5 Spanish RLA full- subject publisher/ product used:

QUESTION 7.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **K-5 Spanish RLA** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades K–2 Spanish RLA supplemental publisher/ product used:

Grades 3–5 Spanish RLA supplemental publisher/ product used:

English Reading Language Arts 6-8 TEKS Coverage Certification

QUESTION 8.0: For school year 2023–24 will your LEA make materials available for use that cover 100% of the **English 6-8 RLA TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials) [Single select]

- Yes
- No

English Reading Language Arts 6-8 Instructional Materials

QUESTION 9.0: Share the **full-subject** publisher/ product that teachers in your LEA will use regularly (once a week or more, on average) for **English 6-8 RLA** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 6-8 English RLA full- subject publisher/ product used:

QUESTION 9.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **English 6-8 RLA** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades 6-8 English RLA supplemental publisher/ product used:

English Reading Language Arts 9-12 TEKS Coverage Certification

QUESTION 10.0 For school year 2023-24 will your LEA make materials available for use that cover 100% of the **English 9-12 RLA TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.)

- Yes
- No

English Reading Language Arts 9-12 Instructional Materials

QUESTION 11.0 Share the full-**subject** publisher/ product that teachers in your LEA will use regularly (once a week or more, on average) for **English 9-12 RLA** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 9 - 12 English RLA full- subject publisher/ product used:

QUESTION 11.1 Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **English 9-12 RLA** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades 9-12 English RLA supplemental publisher/ product used:

Mathematics TEKS Certification

QUESTION 12.0: Do you manage the scope and sequence of your mathematics content at a LEA (district or charter) level? Please indicate your LEA’s approach to managing the scope and sequence of the mathematics content in each of the following grade bands. [Single Select for each grade band]

		Do not manage scope and sequence at a LEA level	Use product-specific scope and sequence	Use LEA-developed scope and sequence	Use Texas Resource System (TRS) scope and sequence	N/A
Question 12.1:	Kindergarten – 2nd Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 12.2:	3rd –5th Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 12.3:	6th –8th Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 12.4:	9th - 12th Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mathematics K-5 TEKS Coverage Certification

QUESTION 13.0: For school year 2023-24 will your LEA make materials available for use that cover 100% of the **K–5 Mathematics TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.) [Single Select]

Yes

No

Mathematics K-5 Instructional Materials

QUESTION 14.0: Share the **full-subject** publisher/ product that teachers in your LEA will use regularly (once a week or more, on average) for **K–5 Mathematics** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades K–5 Mathematics full- subject publisher/ product used:

QUESTION 14.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **K-5 Mathematics** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades K–5 Mathematics supplemental publisher/ product used:

Mathematics 6-8 TEKS Coverage Certification

QUESTION 15.0 For school year 2023-24 will your district make materials available for use that cover 100% of the **6-8 Mathematics TEKS**? (This includes teacher- or LEA-developed materials. You may select “yes” even if not all classrooms use the same materials). [Single Select]

- Yes
- No

Mathematics 6-8 Instructional Materials

QUESTION 16.0: Share the **full-subject** publisher/product that teachers in your LEA or charter will regularly use (once a week or more, on average) for **6-8 Mathematics** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 6-8 Mathematics full- subject publisher/ product used:

QUESTION 16.1: Share the **supplemental** publisher/product that teachers in your LEA or charter will regularly use (once a week or more, on average) for **6-8 Mathematics** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Mathematics 9-12 TEKS Coverage Certification

QUESTION 17.0: For School Year 2023-24 will your LEA make materials available for use that cover 100% of the **9-12 Mathematics TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.) [Single Select]

- Yes
- No

Mathematics 9-12 Instructional Materials

QUESTION 18.0: Share the **full-subject** publisher/product that teachers in your LEA or charter will regularly use (once a week or more, on average) for **9-12 Mathematics** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 9-12 Mathematics full- subject publisher/ product used:

QUESTION 18.1: Share the **supplemental** publisher/product that teachers in your LEA or charter will regularly use (once a week or more, on average) for **9-12 Mathematics** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades 9-12 Mathematics supplemental publisher/ product used:

Social Studies TEKS Certification

QUESTION 19.0: Do you manage the scope and sequence of your social studies content at a LEA (district or charter) level? Please indicate your LEA’s approach to managing the scope and sequence of the social studies content in each of the following grade bands. [Single Select for each grade band]

		Do not manage scope and sequence at a LEA level	Use product-specific scope and sequence	Use LEA-developed scope and sequence	Use Texas Resource System (TRS) scope and sequence	N/A
Question 19.1:	Kindergarten – 2nd Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 19.2:	3rd –5th Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 19.3:	6th –8th Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 19.4:	9th - 12th Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Social Studies K-5 TEKS Coverage Certification

QUESTION 20.0: For school year 2023-24 will your LEA make materials available that cover 100% of the Grades K–5 Social Studies TEKS? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.)

- Yes
- No

Social Studies K-5 Instructional Materials

QUESTION 21.0: Share the **full-subject** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **K-5 Social Studies** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades K-5 Social Studies full- subject publisher/ product used:

QUESTION 21.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **K-5 Social Studies** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades K-5 Social Studies supplemental publisher/ product used:

Social Studies 6-8 TEKS Coverage Certification

QUESTION 22.0: For school year 2023-24 will your LEA make materials available that cover 100% of the **6-8 Social Studies TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.)

Yes

No

Social Studies 6-8 Instructional Materials

QUESTION 23.0: Select **full-subject** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **6-8 Social Studies** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 6-8 Social Studies full- subject publisher/ product used:

QUESTION 23.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **6-8 Social Studies** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades 6-8 Social Studies supplemental publisher/ product used:

Social Studies 9-12 TEKS Coverage Certification

QUESTION 24.0: For school year 2023-24 will your LEA make materials available that cover 100% of the **9-12 Social Studies TEKS**? (This includes teacher- or LEA-developed materials. You may select “yes” even if not all classrooms use the same materials.)

- Yes
- No

Social Studies 9-12 Instructional Materials

QUESTION 25.0: Share the **full-subject** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **9-12 Social Studies** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 9 - 12 Social Studies full- subject publisher/ product used:

QUESTION 25.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **9-12 Social Studies** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band

Grades 9 - 12 Social Studies supplemental publisher/ product used:



Science TEKS Certification

QUESTION 26.0: Do you manage the scope and sequence of your science content at a LEA (district or charter) level? Please indicate your LEA’s approach to managing the scope and sequence of the science content in each of the following grade bands. [Single select for each grade band]

		Do not manage scope and sequence at a LEA level	Use product-specific scope and sequence	Use LEA-developed scope and sequence	Use Texas Resource System (TRS) scope and sequence	N/A
Question 26.1:	Kindergarten – 2nd Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 26.2:	3rd –5th Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 26.3:	6th –8th Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 26.4:	9th – 12th Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Science K-5 TEKS Coverage Certification

QUESTION 27.0: For school year 2023-24 will your LEA make materials available that cover 100% of the **K–5 Science TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.)

- Yes
 No

Science K-5 Instructional Materials

QUESTION 28.0: Share the **full-subject** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **K-5 Science** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades K-5 Social Science full- subject publisher/ product used:

QUESTION 28.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **K-5 Science** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades K-5 Science supplemental publisher/ product used:

Science 6-8 TEKS Coverage Certification

QUESTION 29.0: For school year 2023-24 will your LEA make materials available that cover 100% of the **6-8 Science TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.)

Yes

No

Science 6-8 Instructional Materials

QUESTION 30.0: Share the **full-subject** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **6-8 Science** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 6 - 8 Science full- subject publisher/ product used:

QUESTION 30.1: Share the **supplemental** publisher/product that teachers in your district or charter will regularly use (once a week or more, on average) for **6-8 Science** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades 6 - 8 Science supplemental publisher/ product used:

Science 9-12 TEKS Coverage Certification

QUESTION 31.0: For school year 2023-24 will your LEA make materials available that cover 100% of the **9-12 Science TEKS**? (This includes teacher- or district-developed materials. You may select "yes" even if not all classrooms use the same materials.)

- Yes
- No

Science 9-12 Instructional Materials

QUESTION 32.0: Share the **full-subject** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **9-12 Science** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 9 – 12 Science full- subject publisher/ product used:

QUESTION 32.1: Share the **supplemental** publisher/product that teachers in your district or charter will regularly use (once a week or more, on average) for **9-12 Science** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades 9 - 12 Science supplemental publisher/ product used:

Phonics Informational Questions

QUESTION 33.0 Share the full-**subject** publisher/ product that teachers in your district will use regularly (once a week or more, on average) for Grades **K-3 Phonics RLA** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades K-3 Phonics RLA full- subject publisher/ product used:

Children’s Internet Protection

The Children's Internet Protection Act

The Children’s internet protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. (You may find more information on the FCC website.)

In accordance with Texas Administrative Code 19 TAC §66.105, school districts or charter schools are required to certify that they protect against access to obscene or harmful content in compliance with the requirements for certification under the Children's Internet Protection Act, 47 USC §254(h)(5)(B) and (C).

QUESTION 34.0: Does your district or charter school protect against access to obscene or harmful content in compliance with the requirements for certification under the Children's Internet Protection Act, 47 USC §254(h)(5)(B) and (C).?

- Yes
- No

Additional Informational Questions (Optional)*

QUESTION 35.0 Has your district or charter ever used the Texas Resource Review (TRR) to make decisions about which instructional materials to use?*

- Yes
- No

QUESTION 35.1 If **“Yes” is selected:** In which subject area(s) have you used the TRR to obtain information about the quality of products? *

- English Reading Language Arts
- Spanish Reading Language Arts
- Prekindergarten
- Math

QUESTION 36.0 **How likely is it you would recommend TRR to other educators? 0 (Not at all likely) to 10 (Extremely Likely)***

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

QUESTION 37.0

Assessment Platform: Select the assessment platform (if any) your district leverages for unit/module, diagnostic, or interim, and for which type of assessments.

Product	Interim	Diagnostic	Unit/Module Formatives
Eduphoria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DMCA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Texas Formative Assessment Resource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STAAR Interim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text" value="Insert here"/>			
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text" value="Insert here"/>			
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text" value="Insert here"/>			

[TEKS Certification and Allotment Survey Ratification \[Printed and uploaded PDF\]](#)

In accordance with Texas Education Code [§31.04](#), school districts and open-enrollment charter schools are required to certify annually to the State Board of Education and the commissioner that, for each subject in the required curriculum other than physical education, students have access to instructional materials that cover all the Texas Essential Knowledge and Skills (TEKS) for the coming school year. Additionally, in accordance with Texas Administrative Code [19 TAC §66.105](#), school districts or charter schools are required to certify that they protect against access to obscene or harmful content in compliance with the requirements for certification under the Children's Internet Protection Act, 47 USC §254(h)(5)(B) and (C).

These certifications must be ratified by local school boards of trustees or governing bodies in public, noticed meetings. Districts and open-enrollment charter schools will be unable to order instructional materials through EMAT until the certifications have been received by the Texas Education Agency (TEA).

Other Certified Subject Areas:

Please select each subject in the required curriculum below for which your LEA provides each student with instructional materials that cover all elements of the essential knowledge and skills:

[multiple select]

- Career & Technical Education
- Fine Arts
- Health
- Technology Applications
- English Language Proficiency Standards
- Languages other than English

District County Number (6-digit ID):

District or Charter Name:

Date of Ratification by Local School Board of Trustees or Governing Body:

Signature of the Board President and Secretary or Governing Board Officer

Board President

Date

Board Secretary

*After ratification, LEAs will submit this form to the TEA through an electronic TEKS Certification 2023–24 Survey. The survey will be available on the [TEA State-Adopted Instructional Materials webpage](#) beginning on **Monday, March 20, 2023.***

ACTION ITEM: **Resolution Related to the 2023 Commencement Participation**

RECOMMENDATION: Recommend that the Board of Trustees approve the resolution related to the 2023 Commencement Participation.

RATIONALE: The Spring 2023 STAAR reporting timelines established by the Texas Education Agency have been extended to allow an established team of educators the opportunity to provide their expert opinions and verify that the cut points and related scale scores are appropriate for the redesigned STAAR assessments. The EOC scale scores and performance levels will be released on May 31, 2023. There are a small number of seniors who need to successfully complete EOC assessments for graduation, yet results will not be available prior to commencement activities and ceremonies.


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
Cynthia Borden, Director of State and Federal Accountability

Submitted by:  Date Submitted: 04/25/23
(Signature) Dr. Matthew Gutierrez, Superintendent
(Name) 1221 E. Kingsbury St., Seguin, TX 78155
(Address) (830) 401-8614
(Telephone)

**SEGUIN INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES RESOLUTION RELATED TO
COMMENCEMENT PARTICIPATION**

WHEREAS, Section 74.11 of the Texas Administrative Code outlines High School Graduation Requirements to include coursework and End of Course (EOC) assessments as specified in Chapter 101;

WHEREAS, the Seguin Independent School District's Board of Trustees has established FMH(LOCAL), which states, to be eligible to participate in commencement activities and ceremonies, a student shall meet all state and local graduation requirements, including all applicable state testing. Once the student has met all requirements for graduation, the student may participate in the next scheduled commencement ceremony;

WHEREAS, the Spring 2023 STAAR reporting timelines established by the Texas Education Agency have been extended to allow an established team of educators the opportunity to provide their expert opinions and verify that the cut points and related scale scores are appropriate for the redesigned STAAR assessments; the EOC scale scores and performance levels will be released on May 31, 2023; and

WHEREAS, there are a small number of seniors who need to successfully complete EOC assessments for graduation, yet results will not be available prior to commencement activities and ceremonies.

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Seguin ISD, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, formally exempts students who have completed required coursework, but are awaiting their Spring 2023 EOC scores from FMH(LOCAL) for the 2023 commencement activities and ceremonies, thereby allowing these students to participate in the graduation ceremony with students receiving high school diplomas. This resolution does not exempt students from Section 74.11 of the Texas Administrative Code.

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: **Approval of the General Contractor for Classroom Expansion at Ball Early Childhood Center (RFCSP #: 23-04)**

RECOMMENDATION: That the Board of Trustees authorize the Superintendent to execute a contract with Koehler Company as the General Contractor of the construction project at Ball Early Childhood Center (RFCSP #: 23-04).

RATIONALE: A Requests for Competitive Sealed Proposals (RFCSP#: 23-04) was issued on March 3, 2023, for the classroom expansion at Ball Early Childhood Center. 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 (2019 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: 04/25/23

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

**Seguin ISD
Bid Tabulation Summary
BALL CLASSROOM EXPANSION (RFCSP: 23-04)**

TYPE	PROJECT TITLE
RFCSP	BALL CLASSROOM EXPANSION
NUMBER	ISSUING DEPARTMENT
23-04	Maintenance

	DATE 1	DATE 2
POSTING	03/08/23	03/15/23
PRE-BID	03/10/23	N/A
CLOSING	04/11/23	N/A
BOARD	04/25/23	N/A

RESPONDENT (Rank Order)	DOCUMENTS RECEIVED	ADDENDUM	PRE-BID MEETING	SURETY	PRICE (Grand Total)	AVERAGE SCORE									TOTAL <i>(*rounded averages)</i>
						(% deviation x 0.5)	MAX	MAX	MAX	MAX	MAX	MAX	MAX	MAX	
						20	8	2	10	5	5	5	5	60	
All Pro General Contractors	Y	Y	Y	Y	\$ 2,457,700	18	7	-	8	5	5	5	5	53	
Baron-Long Construction, LTD	Y	Y	N	Y	\$ 2,339,000	19	8	-	10	5	5	5	5	57	
Dawson Construction	Y	Y	Y	Y	\$ 2,475,000	17	8	-	10	5	5	5	5	56	
Geofill	Y	Y	Y	Y	\$ 2,285,909	19	7	-	10	5	5	5	5	56	
Koehler Company	Y	Y	Y	Y	\$ 2,445,500	18	8	2	10	5	5	5	5	58	
KW	Y	Y	Y	Y	\$ 2,425,000	18	7	-	10	5	5	5	5	55	
WR Griggs Construction	Y	Y	N	Y	\$ 2,240,000	20	8	-	9	5	5	4	5	56	
														-	

RECOMMENDATION	SCORE	PRICE	JUSTIFICATION FOR THIS RECOMMENDATION
Koehler Company	58	\$ 2,445,500	The evaluation team, consisting of four staff members representing various areas of District operations, considers the Koehler Company proposal to be the best value for this project. Koehler Company's experience with Seguin ISD was a key factor leading to this recommendation.

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

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

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

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

PAPERWORK IMPACT: None

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

EXHIBITS: Resolution

RESOURCE PERSONNEL: Anthony Hillberg, Chief Financial Officer, CPA, RTSBA
Perla Romero, Director of Business Services

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



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

Date Submitted: 04/25/23

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

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

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

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

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

FUND BALANCE POLICY

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

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

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

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

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

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

Teacher Incentive Allotment Program Development.....	<u>130,000</u>
Subtotal.....	<u>\$130,000</u>

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

Trustees voting in favor of the Resolution:

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

Board Secretary

Dated: _____