

# Agenda of Regular Meeting

## The Board of Trustees Seguin ISD

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A Regular Meeting of the Board of Trustees of Seguin ISD will be held June 20, 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. **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.

3. **Reports/Information Items:**

- A. Introduction of Newly Appointed Administrators 4
- B. Seguin ISD Strategic Plan 2025 Monthly Update 5

4. **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.

5. **Reconvene to Open Meeting,** the Board will take appropriate action on items, if necessary, as discussed in Closed Session

A.	Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).	
<b>6.</b>	<b>Consent Agenda Items - Consider and Possible Approval as Applicable</b>	
	Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.	
A.	Approval of Board Minutes of Special Meeting - May 17, 2023; Regular Meeting - May 23, 2023, Special Meeting - May 31, 2023 and Special Meeting - June 6, 2023.	30
B.	Approval of Tax Collection Reports for May 2023	42
C.	Approval of Proposed Budget Amendments & Financial Statements for May 2023	43
D.	Approval of Donations Received May 2023	51
E.	Approval of Property, Liability, and Fleet Insurance for 2023-24	53
F.	Approval of Agreement with Texas Association of School Boards for Workers' Compensation Coverage for the period July 1, 2023, through June 30, 2024	54
G.	Approval of District-Wide Student Accident/Catastrophic Insurance from the Brokerage Store, Inc.	55
H.	Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 21-04)	56
I.	Approval of District-Wide Special Education Services (RFP #: 21-05)	58
J.	ESC XX Annual Commitment Forms	60
K.	Approval of Credit by Exam Dates for 2023-2024	61
L.	Information Regarding Seguin ISD's Participation in the ESC XIII Regional Day School Program for the Deaf (RDSPD)	62
M.	Personnel Information - Professional Employees	63
N.	Acknowledge Public Information Act Requests May 2023	67
<b>7.</b>	<b>Action Items</b>	
A.	CONSIDERATION AND APPROVAL OF AN AN ORDER BY THE BOARD OF TRUSTEES OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT AUTHORIZING THE ISSUANCE OF “SEGUIN INDEPENDENT SCHOOL DISTRICT UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2023A”; LEVYING A CONTINUING DIRECT ANNUAL AD VALOREM TAX FOR THE PAYMENT OF THE BONDS; PRESCRIBING THE FORM, TERMS, CONDITIONS, AND RESOLVING OTHER MATTERS INCIDENT AND RELATED TO THE ISSUANCE, SALE, AND DELIVERY OF THE BONDS, INCLUDING THE APPROVAL AND DISTRIBUTION OF AN OFFICIAL STATEMENT PERTAINING THERETO; AUTHORIZING THE EXECUTION OF A PAYING	69

AGENT/REGISTRAR AGREEMENT AND A PURCHASE CONTRACT; COMPLYING WITH THE LETTER OF REPRESENTATIONS ON FILE WITH THE DEPOSITORY TRUST COMPANY; DELEGATING THE AUTHORITY TO CERTAIN DISTRICT STAFF TO EXECUTE CERTAIN DOCUMENTS RELATING TO THE SALE OF THE BONDS; AND PROVIDING AN EFFECTIVE DATE	
B. Consideration and Approval to Contract with Pfluger Architects for Interior Design Services	71
C. Adopt a Resolution for the Assignment of Fund Balance	72
D. 2023-2024 Employee Salary Increase Recommendation	75
E. Adoption of 2023-24 Budgets for the General Operating Fund, Child Nutrition Fund, and Debt Service Fund	77
F. Consideration and Possible Approval of Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$2,409,360.00	79
G. 2023-2024 Compensation Handbook Recommendation	80
<b>8. Board Comments and Request</b>	
<b>9. Adjourn</b>	

**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

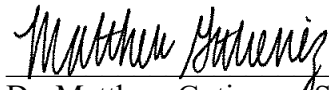
**BUDGET IMPACT/ INFORMATION:**     None

**PAPERWORK IMPACT:**             None

**EXHIBITS:**                 None

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

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



\_\_\_\_\_ Date Submitted: 06/20/23  
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.

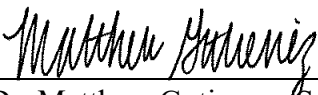
**REFERENCE and COMPLIANCE:**                      AE (LOCAL): Educational Philosophy and TEC §4.001, 4.002

**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

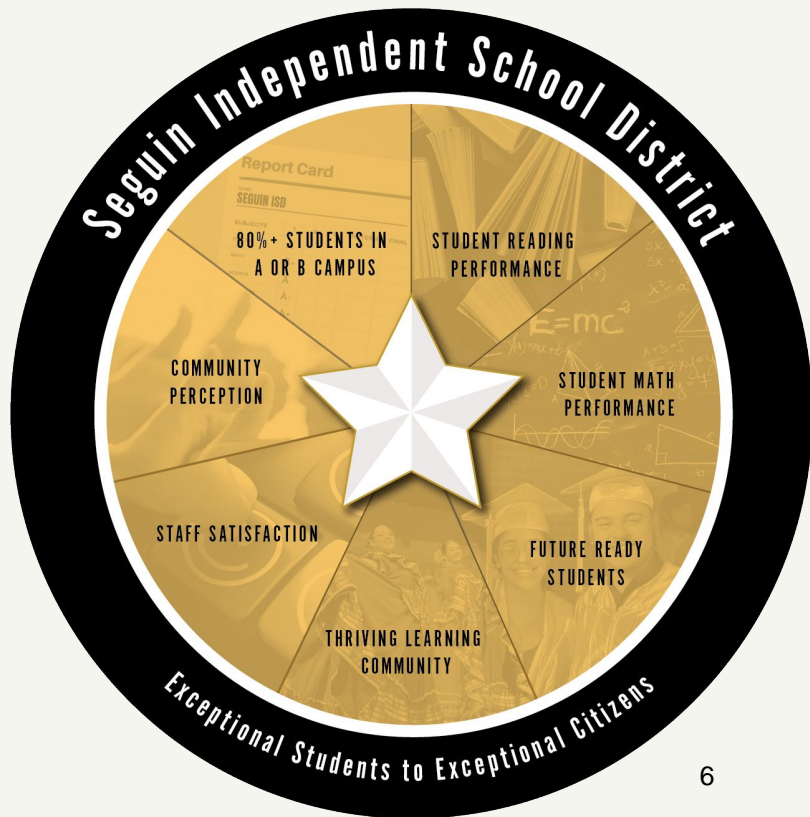
Submitted by:  Date Submitted: 06/20/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614



# Seguin ISD Strategic Plan 2025 Monthly Update

June 20, 2023

Seguin ISD Board of Trustees



# Strategic Priorities

1. Creating Future Ready Students

2. Supporting + Valuing Staff

3. Developing Relationships with Family + Community

4. Building a Thriving Learning Community

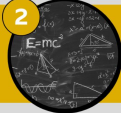
Seguin Independent School District

## STRATEGIC GOALS



### 1 Student Reading Performance

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



### 2 Student Math Performance

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



### 3 Future Ready (College, Career, Military)

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



### 4 Thriving Learning Community

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



### 5 Staff Satisfaction

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



### 6 Community Perception

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



### 7 80% Students in A or B campuses

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

## Performance Objectives

30 total

Short-Term Measures

(12-18 months)

## Strategic Actions

80 total

Align to performance objectives <sup>7</sup>

# Strategic Plan 2025 (2.0) Update

## Fall 2022

43 Strategic Actions

*By December 2022:*

5 Complete

34 On Track

4 Nearly Off Track

0 Off Track

1 N/A

## Spring 2023

19 Strategic Actions

*By May 2023:*

15 Complete

19 On Track

0 Nearly Off Track

0 Off Track

2 N/A

## Fall 2023

16 Strategic Actions



# Strategic Initiatives Dashboard At-A-Glance

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

# Equitable Student Experiences Task Force

Fall 2022

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

April Status

May Status

On Track

On Track

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

On Track

On Track

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

On Track

On Track

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

On Track

On Track

Spring 2023

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

On Track

On Track

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

On Track

On Track

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

On Track

On Track

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

On Track

On Track

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

Fall 2022

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

April Status

On Track

May Status

Complete

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

On Track

Complete

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

On Track

Complete

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

On Track

Complete

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

On Track

Complete

Spring 2023

**3.1.6** Increase enrollment in College Prep Class

On Track

Complete

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

On Track

Complete

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

On Track

Complete

# Curriculum + Blended Learning Task Force

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

# HR + Staff Culture Task Force

Fall 2022

**5.1.1** Embed team building opportunities specific to campus need during the school day.

April Status

May Status

On Track

On Track

**5.1.2** Administer short and specific surveys twice yearly for staff feedback.

On Track

Complete

**5.2.1** Every teacher K-12 will be a part of a weekly campus/departmental PLC

On Track

Complete

**5.2.2** Every teacher K-12 will be a part of a SUPER PLC or Faculty Meeting every month as part of job embedded PL/training.

On Track

Complete

**5.3.2** Critical areas will be provided a stipend for recruitment and retention.

On Track

Complete

**5.3.5** Explore Whole Child Support opportunities during established PLCs.

On Track

Complete

Spring 2023

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

On Track

Complete

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

On Track

Complete

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

On Track

On Track

# Community Engagement Task Force

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

# Whole Child Task Force

Fall 2022

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

April Status

On Track

May Status

On Track

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

On Track

On Track

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

On Track

On Track

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

On Track

On Track

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

On Track

On Track

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

On Track

On Track

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

On Track

On Track

# School Safety + Discipline Task Force

Fall 2022

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

# Facilities Task Force

Fall 2022

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

April Status

On Track

May Status

On Track

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

On Track

On Track

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

On Track

On Track

Spring 2023

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

On Track

On Track

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

On Track

On Track



# Seguin ISD Strategic Plan 2025: Bright Spot

Strategic Actions Progress Highlights

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

**Chairs: Andrea Jaramillo and Steve Gonzalez**

Strategic Priority #1: Creating and Supporting Future Ready Students

## Goal #7 (SGS Goal)

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

## Goal #1 (HB3):

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

## Goal #2 (HB3):

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

## Performance Objective 7.1:

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

## Performance Objective 7.2:

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

## Performance Objective 7.3:

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

## Strategic Actions

**7.1.2** Ongoing PD and support for teachers and paras, students, and parents. Modeling the strategies that teachers and paras will use in the classroom.

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

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

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

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



## Bright Spot

Developed definition of blended learning for Seguin ISD.

### Highlights

- District team worked over several weeks to develop a draft definition
- Included technical assistance provider support
- Considered various definitions from different organizations
- Shared draft with campus stakeholders for feedback



# Sequin ISD Strategic Plan 2025: Area of Focus

Strategic Actions that Require Re-Focusing



## Area of Focus

Next steps for launching the definition of blended learning for Seguin ISD.

### Problem Solving Actions

- Intentionally plan next steps to include learning opportunities with district and campus staff
- Use Vogel blended learning redesign as pilot
- Potential slow rollout



# Strategic Goals

## Quarterly Update: Goals 1 + 2



# Seguin ISD Strategic Goal 1

## **Goal #1 (HB3):**

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



## **Performance Objective 1.1:**

By the end of the 2023-2024 school year, Reading performance on STAAR Meets in grades 3-10 will improve from 33% to 48%.

## **Performance Objective 1.2:**

By the end of the 2023-2024 school year, the percentage of students who perform on grade level in ISIP Reading K-2 will improve from 37% to 60%.

## September - May District Growth (Kinder - 2)

September 2022		May 2023		
	Level 3-5 (Greens)	Level 3-5 (Greens)	Growth from September to May in Levels 3-5	
State	46%	42%		
District	42%	45%		
Jefferson	41%	43%	+2	
Koennecke	47%	50%	+3	
McQueeney	44%	53%	+9	
Patlan	36%	41%	+5	
Rodriguez	25%	38%	+13	
Vogel	48%	46%	-2	
Weinert	53%	49%	-4	

September 2022		May 2023		
	Level 3-5 (Greens)	Level 3-5 (Greens)	Growth from September to May in Levels 3-5	
State	37%	38%		
District	36%	43%		
Koennecke	32%	40%	+8	
Patlan	36%	53%	+17	
Rodriguez	39%	37%	-2	



## Changes Over Time (Kinder - 2)

English	State	District
2019 - 2020	64%	59%
2020 - 2021	49%	42%
2021 - 2022	44%	49%
2022 - 2023	42%	45%

Spanish	State	District
2019 - 2020	58%	57%
2020 - 2021	41%	32%
2021 - 2022	35%	43%
2022 - 2023	37%	43%



# Seguin ISD Strategic Goal 2

## **Goal #2 (HB3):**

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



## **Performance Objective 2.1:**

By the end of the 2023-2024 school year, Math performance on STAAR Meets in grades 3-9 will improve from 26% to 36%.

## **Performance Objective 2.2:**

By the end of the 2023- 2024 school year, the percentage of students who perform on grade level in Imagine Math K-2 will increase from 20% to 50%.

# September - May Grade Level Growth

September 2022		May 2023
	On Level	On Level
Kinder	14%	66%
First	33%	71%
Second	47%	78%



	September 2022	May 2023
	On Level	On Level
Jefferson	16%	47%
Koennecke	24%	58%
McQueeney	20%	58%
Patlan	26%	57%
Rodriguez	14%	51%
Vogel	26%	60%
Weinert	25%	55%

# Strategic Plan 2025 Next Steps

- **June 5, 2023:** Strategic Plan 2025 Stepback
- **September/October 2023:** Annual Strategic Data Report shared with Board
- **September 2023:** Begin full review of performance objectives and strategic actions

# Minutes of Special Meeting

## The Board of Trustees

### Seguin ISD

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A Special Meeting of the Board of Trustees of Seguin ISD was held Wednesday, May 17, 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: Sean Hoffmann

Also Present: Nikki Bittings, Chief Student Services Officer; Steve Gonzalez, Chief Technology Officer; Anthony Hillberg, Chief Financial Officer; Andrea Jaramillo, Deputy Chief of Innovation and Learning; Cindy Moreno, Chief Human Resources Officer; Perla Romero, Director of Business Services; Jason Schmidt, Jim Barnes Middle School Principal; Linda Guzman, A.J. Briesemeister Middle School Principal; Celestina De La Garza and Dr. Kelly Hung, Partners with Transcend, Nancy Ramirez, Superintendent Secretary and media.

#### 1. Call to Order

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

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

C. The pledges were led by Mr. Guerra, followed by a moment of silence.

#### 2. Audience with the Board

No one signed up to address the Board.

#### 3. Information:

##### A. Seguin ISD Middle School Redesign Update

The Board and Dr. Gutierrez received an update regarding the campus redesign for A.J. Briesemeister and Jim Barnes Middle School. Seguin ISD joined TEA's System of Great Schools Network in June 2022. The network is a 4-year program that provides district leaders with technical assistance, professional learning communities, and support in applying for grants and other financial resources. Twenty-two districts, enrolling about 550,000 students, participate in the SGS Network and are united by the commitment to ensure that every student has access to a high-quality, best-fit school. The SGS Strategy is a district-level problem solving approach that includes four levers: analyze school performance, expand great options, improve access to options, and create new organizational structures. District leaders use the strategy to expand what works, replace what doesn't, and pursue all possible options to create high-quality, best-fit schools. Using the TCLAS, Decision 9 grant award of \$1,500,000.00, A.J. Briesemeister and Jim Barnes Middle Schools are implementing a three-year school redesign plan to create extraordinary equitable learning experiences in order to increase student outcomes. All Board questions and comments were addressed.

##### B. Seguin ISD Secondary Discipline and Student Code of Conduct

The Board and Dr. Gutierrez received an update regarding Secondary Discipline and Student Code of Conduct. The purpose of this report is to share information regarding process and procedures for behavior and discipline at Seguin ISD Secondary Schools. The District's rule

of discipline are maintained in the Board adopted Student Code of Code and are established to support an environment conducive to teaching and learning.

**4. Action Items:**

**A. Consideration and Approval of a Resolution Canvassing the Returns and Declaring the Results of a Bond Election; and Other Matters In Connection Therewith**

Ms. Duncan moved, seconded by Mr. Jenkins to adopt a resolution canvassing the returns and declaring the results of a bond election. Dr. Gutierrez thanked the board, staff and Seguin ISD community for their support and hard work on the bond election.

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

**Nays: None**

**5. Closed Meeting:** The Board went into closed session at 7: 45p.m.

A. Pursuant to Texas Government Code Section §§§§ 551.071, 551.074, 551.082, and 551.0821 – 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.

1. Consultation with attorney and discussion regarding Board Policy FFI (LEGAL) and (LOCAL) procedures for investigations.
2. Receive results of third-party investigator and consultation with attorney regarding same.
3. Consultation with attorney regarding threatened litigation.

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. Open Session:** The Board reconvened into opens session at 9:27 p.m. No action taken.

**A. Discussion and possible action regarding Board Policy FFI (LEGAL) and (LOCAL) procedures for investigations.**

The Board did not take action.

**7. Adjourn**

Mr. Amador moved, seconded by Ms. Duncan to adjourn the meeting. The meeting adjourned at 9:28 p.m.

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

**Nays: None**

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Secretary/June 20, 2023

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President/June 20, 2023

# Minutes of Regular Meeting

## The Board of Trustees

### Seguin ISD

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A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, May 23, 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, Superintendent

Absent: Cinde Thomas-Jimenez

Also Present: Nikki Bittings, Chief Student Services 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; Tiffany Wehe, Weinert Elementary Principal; Perla Romero, Director of Business Services; Allison Pape, Innovation Specialist; Dr. Jeff Goldhorn, Executive Director Education Service Center, Region 20; 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. The meeting of the Seguin ISD has been duly called and notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.

B. The pledges were led by Garrett Reinhard, senior at Seguin High School, followed by a moment of silence.

C. Superintendent Announcements:

In lieu of a verbal report this month, Dr. Gutierrez shared the May edition of Matador Minute that recognized and congratulated the Matador Class of 2023.

D. Board Member Reports:

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

#### 2. Recognition/Campus Presentations

##### A. Campus Highlight

The presentation was provided courtesy of Weinert Elementary. Tiffany Wehe, principal, shared a video regarding the campus Fine Arts Programs.

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

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

- **Region 20 Superintendent of the Year**  
Dr. Goldhorn recognized Dr. Gutierrez as the Region 20 Service Center, Superintendent of the Year 2023.
- **Best Communities for Music Education Award**

Dr. Gutierrez recognized the Seguin ISD music education program for earning the coveted Best Communities Music Education Award for the fifth straight year in a row.

- **Seguin High School Choir Quartet performance**

The Seguin High School Choir Quartet put on an excellent performance for the Board and community which included, Kaden Legore, Harrison Dean, Koen Sweeney and Gerardo Cortez.

- **Superintendent's Students of the Month from Weinert ES, Barnes MS and Seguin High School**

Dr. Gutierrez was honored to recognize Braeden Wade, fifth grade student at Weinert Elementary School, Trinity DeRemer, seventh grade student at Barnes Middle School, and Garrett Reinhard, senior at Seguin High School, for going above and beyond as leaders and exceptional students in and out of the classroom. They are all excellent role models working hard to achieve their goals while assisting their peers.

- **Superintendent's Award**

Dr. Gutierrez was honored to recognize Jason Rice, Construction Trades Teacher at Seguin High School, as the May recipient of the Superintendent's Leadership Apple Award for going above and beyond daily duties to cultivate, inspire and empower his students, colleagues and Seguin ISD community.

- **Seguin High School student, published poet**

Jamie Thomas, junior at Seguin High School was unable to attend the meeting. She was to be recognized for her accomplishment of becoming a published author while still in school.

- **Seguin High School student athletes who medaled in the 2023 UIL 5A State Track & Field Championship Meet**

Dr. Gutierrez recognized senior Christian Ramirez for earning a gold medal for taking first place in the 400-meter wheelchair race, a bronze medal for third place in the 100-meter race and seventh in State for shot put. He also recognized sophomore Daisha Shular for earning a silver medal for taking second place in the 100-meter dash at the State Meet.

- **Superintendent's Student Advisory Team**

Dr. Gutierrez recognized the students from the Superintendent's Student Advisory Team for their hard work and participation during the 2022-2023 school year.

- **35 Year Employee Service Award**

Dr. Gutierrez recognized Debra Reiley for 35 years of service with Seguin ISD. She started as a kindergarten teacher at Burges Elementary in 1988. Ten years later, she started teaching at Weinert Elementary as a

kindergarten teacher for 18 years. In 2016, she moved to Ball E.C.C. to serve as an instructional coach, assistant principal and has been the principal at Ball E.C.C. for the last three years.

**3. Audience with the Board**

Glenda Moreno addressed the Board regarding Superintendent of the Year for ESC-20. Mary Hamann, City of Seguin, addressed the Board regarding the potential Jim Barnes and Koennecke safe sidewalk project.

Letty Machado addressed the Board regarding the process of filing bullying grievance.

**4. Reports/Information Items:**

**A. Introduction of Newly Appointed Administrators**

The Board of Trustees acknowledged the newly appointed 2023-2024 Administrative Hires:

- Dr. Cristobal Saldana – Seguin High School Associate Principal
- Jason Mummert – Director of School Leadership

**B. 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.

**C. Seguin ISD Bond Construction Update**

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

**5. Closed Meeting** –The Board went into closed session at 7:53p.m.

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

1. Safety Audit Findings (closed session)

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 8:32 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:**

Special Meeting, April 12, 2023

Special Meeting, April 18, 2023

Regular Meeting, April 25, 2023

Special Meeting, May 8, 2023

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

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for April 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 April 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 April 30, 2023.

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

The Board of Trustees approved the donations received by the District during the month of April 2023 in the amount of \$3,425.00 from various business and individuals. District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval."

**E. Seguin Independent School District Purchasing Cooperative Management Fees Report 2022-2023**

The Board of Trustees received information that the Seguin ISD has membership in, and has paid any associated management fees, to purchasing cooperatives as indicated on the exhibit.

**F. Personnel Information-Professional Employees**

The Board of Trustees recognized and acknowledged the new hires for the 2023-2024 school year and the resignations listed below:

**New Hire Elections:**

Name	Campus	Effective
Aldridge, Allison	Vogel Elementary	8/2/2023
Brodbeck, Taylor	McQueeney Elementary	8/2/2023
Chapin, Charlotte	AJB Middle School	8/2/2023
Currie, Chelsea	Jefferson Elementary	8/2/2023
Day, Leslie	Matador Special Services	7/31/2023
Garcia, Ernesto	Seguin High School	8/2/2023
Harvey, Kimberly	McQueeney Elementary	8/2/2023
Hawthorne, Brixx	Seguin High School	8/2/2023
Kohutek, Joshua	Matador Special Services	7/31/2023
Larko, Kambra	Vogel Elementary	8/2/2023
Leavitt, Marty	Matador Special Services	8/2/2023
Long, Elisa	Matador Special Services	8/2/2023
Mac Diarmid, Sean	Jefferson Elementary	8/2/2023
Perez, Maria	Vogel Elementary	8/2/2023

Rodriguez, Yvonne	Weinert Elementary	8/2/2023
Smith, Michelle	Ball Early Childhood	8/2/2023
Toto, Emmaleigh	Seguin High School	8/2/2023
Whitehead, Bianca	AJB Middle School	8/2/2023

**Resignations:**

**Alperin, Howard, DAEP, effective 5/26/2023**

Mr. Alperin, English Teacher, has resigned due to personal reasons. Mr. Alperin has 1 year with Seguin ISD.

**Benavides, AnaMar, Patlan Elementary, effective 5/26/2023**

Ms. Benavides, Bilingual Interventionist, has resigned and accepted a position with New Braunfels ISD. Ms. Benavides has 5 months with Seguin ISD.

**Cowey, Kambri, Patlan Elementary, effective 5/26/2023**

Ms. Cowey, Reading Interventionist, has resigned due to relocation. Ms. Cowey has 1 year with Seguin ISD.

**Doherty, Cynthia, McQueeney Elementary, effective 5/26/2023**

Ms. Doherty, 5<sup>th</sup> Grade Math Teacher, has resigned and accepted a position with a new school district. Ms. Doherty has 4 years with Seguin ISD.

**Garcia, Jennifer, Jefferson Elementary, effective 5/26/23**

Ms. Garcia, Special Education Teacher. Has resigned due to certification requirements. Ms. Garcia has 2 years with Seguin ISD.

**Garcia, Patricia, Seguin High School, effective 5/26/23**

Ms. Garcia, Math Teacher, has resigned due to personal reasons. Ms. Garcia has 2 ½ years with Seguin ISD.

**Hubertus, Savannah, AJB Middle School, effective 5/26/2023**

Ms. Hubertus, History Teacher, has resigned to move closer to family. Ms. Hubertus has 1 year with Seguin ISD.

**Johnson, Kimberli, Seguin High School, effective 6/13/2023**

Ms. Johnson, Counselor, has resigned to pursue a career outside of education. Ms. Johnson has 5 years with Seguin ISD.

**Lackorn, Brandon, Vogel Elementary, effective 5/26/2023**

Mr. Lackorn, 5<sup>th</sup> Grade Teacher, has resigned due to personal reasons. Mr. Lackorn has 1 year with Seguin ISD.

**Martinez, Alexandra, Patlan Elementary, effective 5/26/2023**

Ms. Martinez, 4<sup>TH</sup> Grade Teacher, has resigned due to certification requirements. Ms. Martinez has 1 year with Seguin ISD.

**Robbins, Steven, Vogel Elementary, effective 5/26/2023**

Mr. Robbins, Music Teacher, has resigned due to personal reasons. Mr. Robbins has 1 year with Seguin ISD.

**Salazar, Edward, Matador Special Services, effective 6/20/2023**

Mr. Salazar, Counselor, has resigned to move closer to home. Mr. Salazar has 1 year with Seguin ISD.

**Wiley, Marilyn, McQueeney Elementary, effective 5/26/2023**

Ms. Wiley, 3rd Grade Teacher, has resigned due to personal reasons.  
Ms. Wiley has 6 years with Seguin ISD.

**G. Acknowledge Public Information Act Request April 2023**

The Board of Trustees received information regarding the Public Information Act requests received since April 13, 2023. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

**Mr. Bright moved, seconded by Mr. Amador to approve Consent Action Items:**

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

**Special Meeting, April 12, 2023**

**Special Meeting, April 18, 2023**

**Regular Meeting, April 25, 2023**

**Special Meeting, May 8, 2023**

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

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

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

**E. Seguin Independent School District Purchasing Cooperative Management Fees Report 2022-2023**

**F. Personnel Information-Professional Employees**

**G. Acknowledge Public Information Act Request April 2023**

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

**Nays: None**

**8. Action Items:**

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

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

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

**Nays: None**

**B. Approval of the General Contractor for Fencing at Koennecke, Patlan, Rodriguez, and Vogel (RFP #: 23-05)**

Ms. Duncan moved, seconded by Mrs. Crettenden to authorize the Superintendent to execute a contract with Dawson Construction as the General Contractor of the fencing project at Koennecke, Patlan, Rodriguez, and Vogel (RFP #: 23-05).

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

**Nays: None**

**C. Approval of the General Contractor for the Welding Shop at Seguin High School (RFP #: 23-06)**

Mr. Bright moved, seconded by Ms. Duncan to authorize the Superintendent to execute a contract with Azteca Designs Inc. as the General Contractor of the Welding Shop project at Seguin High School (RFP #: 23-06).

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

**Nays: None**

**D. Possible Action to Approve Superintendent's Evaluation Instrument**

Mr. Amador moved, seconded by Ms. Duncan to approve the Superintendent's Evaluation Instruction.

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

**Nays: None**

**9. Board Comments and Request**

There were no new requests from the Board. All prior Board requests have been addressed.

**10. Adjourn**

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

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

**Nays: None**

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Secretary/June 20, 2023

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President/June 20, 2023

# Minutes of Special Meeting

## The Board of Trustees

### Seguin ISD

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A Special Meeting of the Board of Trustees of Seguin ISD was held Wednesday, May 31, 2023, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador, Joshua Bright (arrived at 6:34 p.m.), Denise Crettenden, Linda Duncan, Alejandro R. Guerra, and Dr. Matthew Gutierrez

Absent: Carl Jenkins and Cinde Thomas-Jimenez

Also Present: Nikki Bittings, Chief Student Services 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; Sandi Rhodes, Superintendent Secretary Back up and Media.

#### 1. Call to Order

A. Mr. Guerra called the meeting to order at 6:35 p.m. and a quorum was established.

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

C. The pledges were led by Mrs. Crettenden, followed by a moment of silence.

#### 2. Audience with the Board

Hilmar Starcke, Mark Herbold, Marvin D. Taylor, and Ryan Powell addressed the Board regarding the real property agenda item.

#### 3. Action Item:

**A. Consideration and Possible Action, Including Adoption of a Resolution Approving the Purchase of Approximately 42 Acres of Real Property Located at 407 Patricia Park Court, Seguin, Texas and Delegate Authority to the Superintendent to Negotiate and Execute the Necessary Documents to Effectuate the Purchase of Said Property**

The Board held a discussion with Mr. Hillberg and Dr. Gutierrez regarding the real property located at 407 Patricia Park Court, Seguin, Texas. Mr. Bright moved, seconded by Mr. Amador to table the action item and requested an updated resolution with language clarifying the intentions of the district instead of executing the sale agreement.

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

**Nays: None**

The Board recessed from 7:36 p.m. until 7:50 p.m.

#### 4. Budget Workshop:

A. 2023-2024 Budget Development Update

The Board received information from Ms. Romero regarding the 2023-24 budget development including but not limited to the general operating fund, potential salary increase scenarios, and summary of state and federal programs. All board questions and comments were addressed.

**5. Closed Session:** The Board did not go into closed session.

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.

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. Adjourn**

Mr. Bright moved, seconded by Mr. Amador to adjourn the meeting. The meeting adjourned at 7:58 p.m.

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

**Nays: None**

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Secretary/June 20, 2023

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President/June 20, 2023

# Minutes of Special Meeting

## The Board of Trustees

### Seguin ISD

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A Special Meeting of the Board of Trustees of Seguin ISD was held Tuesday, June 6 2023, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador, Joshua Bright, Linda Duncan, Alejandro R. Guerra, and Cinde Thomas-Jimenez

Absent: Denise, Crettenden, Carl Jenkins and Dr. Matthew Gutierrez

Also Present: Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Perla Romero, Director of Business Services; Nancy Ramirez, Superintendent Secretary and Media.

#### 1. Call to Order

A. Mr. Guerra called the meeting to order at 6:33 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

Hilmar Starcke addressed the Board regarding the real property agenda item.

#### 3. Action Item:

A. Consideration and Possible Action, Including Adoption of a Resolution to Make an Offer to Purchase Approximately 42 Acres of Real Property Located at 407 Patricia Park Court, Seguin, Texas from GREEN DOG DEVELOPMENT, LLC.

Mrs. Thomas-Jimenez moved, seconded by Mr. Amador to adopt the resolution authorizing the Superintendent to make an offer to purchase approximately 42 acres of real property located at 407 Patricia Park Court, Seguin, Texas at a price of \$1,971,000.

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

**Nays: None**

#### 4. Adjourn

Mr. Amador moved, seconded by Mr. Bright to adjourn the meeting. The meeting adjourned at 6:45 p.m.

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

**Nays: None**

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Secretary/June 20, 2023

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President/June 20, 2023

**ACTION ITEM:**

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

**RECOMMENDATION:**

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

Current	\$	781,214
Delinquent		47,805
Penalty and Interest		71,765
Total Monthly Collections	\$	<u>900,783</u>
Total Tax Collections Year to Date	\$	<u>59,786,509</u>
Delinquent Tax Levy		2,704,086
Percent Collected through May 2023		59.82%
Percent of Tax Levy Collected last year		78.08%

**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: 06/20/23

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

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for May 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 May 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: 06/20/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

## Function Codes

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

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

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

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

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

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

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

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

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

35 – Food Service – Expenditures for food service operations

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

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

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

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

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

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

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

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

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

**Sequin Independent School District  
Proposed Budget Amendments and Financial Statements  
General Operating Fund  
May 2023**

	Budget					Actual			Budget Remaining
	Adopted Budget	May 1, 2023	Proposed Amendment(s)		May 31, 2023	May 1, 2023	Current Month	May 31, 2023	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current	35,924,796	40,500,000		-	40,500,000	39,707,041	540,743	40,247,784	252,216
Property Taxes-Delinquent	1,565,467	800,000		-	800,000	752,917	34,254	787,171	12,829
Property Taxes-Penalty & Interest	589,549	300,000		-	300,000	319,443	50,510	369,953	-
Interest Income	300,000	300,000		-	300,000	1,098,922	171,650	1,270,572	-
Other Local Income	106,000	106,000		-	106,000	449,100	10,020	459,120	-
State	27,589,065	33,068,877		-	33,068,877	15,137,801	1,355,720	16,493,521	16,575,356
Federal	1,167,000	1,167,000	41,200	-	1,208,200	2,118,659	167,413	2,286,072	-
<b>REVENUE</b>	<b>67,241,877</b>	<b>76,241,877</b>	<b>41,200</b>	<b>-</b>	<b>76,283,077</b>	<b>59,583,884</b>	<b>2,330,310</b>	<b>61,914,194</b>	<b>16,840,400</b>
<b>EXPENSE</b>									
11 - Instruction	37,553,166	43,404,401		(21,589)	43,382,812	27,006,426	3,135,453	30,141,879	13,240,933
12 - Instructional Resources & Media Svcs	1,023,887	1,058,321		-	1,058,321	746,612	82,275	828,887	229,434
13 - Curr & Instructional Staff Development	651,794	557,781		(11,855)	545,926	317,691	48,121	365,811	180,115
21 - Instructional Leadership	2,204,014	2,287,643		(4,000)	2,283,643	1,698,304	145,816	1,844,119	439,524
23 - School Leadership	4,857,232	5,060,365		240	5,060,605	3,759,722	428,785	4,188,507	872,098
31 - Guidance & Counseling Services	2,647,822	2,996,543		294	2,996,837	2,210,279	209,458	2,419,737	577,100
32 - Social Work Services	515,652	673,960		-	673,960	521,536	55,306	576,842	97,118
33 - Health Services	759,739	819,412		-	819,412	546,242	67,438	613,680	205,732
34 - Student Transportation	2,703,871	3,357,547		-	3,357,547	2,345,109	241,651	2,586,760	770,787
35 - Food Service	-	-		-	-	-	-	-	-
36 - Co-curricular Activities	2,041,009	2,256,359		(2,340)	2,254,019	1,675,620	192,800	1,868,420	385,599
41 - General Administration	2,348,125	3,296,358	325,000	-	3,638,858	2,892,618	357,614	3,250,231	388,627
51 - Plant Maintenance & Operations	6,712,126	7,845,744		(50,000)	7,795,744	6,026,867	560,624	6,587,491	1,208,253
52 - Security & Monitoring Services	535,602	665,166		52,000	717,166	547,066	62,940	610,005	107,161
53 - Data Services	1,976,884	2,158,471	136,200	19,750	2,314,421	1,720,491	203,826	1,924,317	390,104
61 - Community Services	75,270	26,037		-	26,037	20,043	1,060	21,103	4,934
71 - Debt Services	-	665,000		-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	684,250		-	684,250	339,347	2,725	342,072	342,178
99 - Intergovernmental Charges (Appraisal Servs)	635,684	730,684		-	730,684	530,609	189,383	719,992	10,692
<b>EXPENSE</b>	<b>67,241,877</b>	<b>78,544,042</b>	<b>461,200</b>	<b>-</b>	<b>79,005,242</b>	<b>53,569,580</b>	<b>5,985,274</b>	<b>59,554,854</b>	<b>19,450,388</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (2,302,165)</b>	<b>\$ (420,000)</b>	<b>\$ -</b>	<b>\$ (2,722,165)</b>	<b>\$ 6,014,304</b>	<b>\$ (3,654,964)</b>	<b>\$ 2,359,340</b>	<b>\$ (2,609,988)</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (2,302,165)</b>	<b>\$ (420,000)</b>	<b>\$ -</b>	<b>\$ (2,722,165)</b>	<b>\$ 6,014,304</b>	<b>\$ (3,654,964)</b>	<b>\$ 2,359,340</b>	<b>\$ -</b>

Additional Information to the Reader			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
22 - 23 Beginning Fund Balance - Restricted - Grants	\$	468,865	
22 - 23 Beginning Unassigned Fund Balance	\$	35,839,125	
22 - 23 Actual Year to Date Revenue Over/(Under) Expense	\$	2,359,340	
22 - 23 Actual Year to Date Other Sources and Uses		-	
22 - 23 Budget Remaining Revenue Over/(Under) Expense	\$	(2,609,988)	
22 - 23 Estimated Year End Result of Activities	\$	(250,648)	
<b>* 22 - 23 Estimated Ending Unassigned Fund Balance (Unaudited)</b>	<b>\$</b>	<b>36,057,342</b>	
<b>PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):</b>			
Amended Budget Expense (official test will use actuals at year end)			79,005,242
<b>Less: Non-Operating Expenses/Fund Balance Assignments</b>			
Assigned for MS Retention/Recruitment Stipends	\$	(200,000)	
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 Holdworth & SAFE contracts/services	\$	(325,000)	
Assigned for Cardonex training & software	\$	(95,000)	
Assigned for Covid 19 Funding Reserve	\$	(6,000,000)	
Total Non-Operating Expenses	\$	(8,722,165)	
22 - 23 Budgeted Operating Expense (official test will use actuals at year end)	\$	70,283,077	
25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)			25%
22 - 23 Minimum Unassigned Fund Balance	\$	17,570,769	
<b>* 22 - 23 Estimated Ending Unassigned Fund Balance (Unaudited)</b>	<b>\$</b>	<b>36,057,342</b>	
Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$	18,486,573	

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

Budget Report - Attachment 1  
 20-Jun-2023

Revenues:

BUA 120		
Function 00		
E-Rate reimbursement budgeted to purchase devices and software	\$	41,200
Total Revenue Increase (Decrease)		<u>\$ 41,200</u>

Expenditures:

BUA 120		
Function 53		
E-Rate reimbursement budgeted to purchase devices and software	\$	41,200
BUA 171		
Function 41		
Holdworth Partnership agreement (2023-2026)		300,000
State & Federal Education (SAFE) services (2023-24)		25,000
Function 53		
Cardonex master scheduling training (2022-2025)		24,000
Cardonex master scheduling software (2022-2025)		71,000
Total Expenditures Increase (Decrease)		<u>\$ 461,200</u>

Other Sources:

Total Other Sources Increase (Decrease)		<u>\$ -</u>
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**Seguin Independent School District  
Proposed Budget Amendments and Financial Statements  
Child Nutrition Fund  
May 2023**

	Budget					Actual			Budget Remaining
	Adopted Budget	May 1, 2023	Proposed Amendment(s)		May 31, 2023	May 1, 2023	Current Month	May 31, 2023	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	79,090	12,966	92,055	-
Other Local Income	571,000	571,000	-	-	571,000	225,775	26,351	252,126	318,874
State	70,000	70,000	-	-	70,000	34,943	-	34,943	35,057
Federal	4,489,000	4,489,000	900,000	-	5,389,000	4,995,036	625,139	5,620,175	-
<b>REVENUE</b>	<b>5,150,000</b>	<b>5,150,000</b>	<b>900,000</b>	<b>-</b>	<b>6,050,000</b>	<b>5,334,844</b>	<b>664,456</b>	<b>5,999,300</b>	<b>353,931</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service	5,137,250	6,108,268	900,000	(900,000)	6,108,268	4,471,421	473,768	4,945,189	1,163,079
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	12,000	18,500	-	-	18,500	8,800	727	9,527	8,973
52 - Security & Monitoring Services	750	6,450	-	-	6,450	6,183	44	6,227	223
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>5,150,000</b>	<b>6,133,218</b>	<b>900,000</b>	<b>(900,000)</b>	<b>6,133,218</b>	<b>4,486,403</b>	<b>474,539</b>	<b>4,960,942</b>	<b>1,172,276</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (983,218)</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ (83,218)</b>	<b>\$ 848,441</b>	<b>\$ 189,917</b>	<b>\$ 1,038,357</b>	<b>\$ (818,345)</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (983,218)</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ (83,218)</b>	<b>\$ 848,441</b>	<b>\$ 189,917</b>	<b>\$ 1,038,357</b>	<b>\$ (818,345)</b>

<b>Additional Information to the Reader</b>	
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>	
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	
	\$ 1,038,357
22 - 23 Actual Year to Date Other Sources and Uses	
	\$ -
22 - 23 Budget Remaining Revenue Over/(Under) Expense	
	\$ (818,345)
22 - 23 Estimated Year End Result of Activities	\$ 220,012
<b>22 - 23 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$ 2,871,228</b>

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

Budget Report - Attachment 1  
20-Jun-2023

Revenues:

BUA 168 Function 00 Increase revenues to cover Food and Non-Food costs	\$ 900,000
Total Revenue Increase (Decrease)	<u>\$ 900,000</u>

Expenditures:

BUA 168 Function 35 Increase expenditures to cover Food and Non-Food costs	\$ 900,000
Total Expenditures Increase (Decrease)	<u>\$ 900,000</u>

Other Sources:

Total Other Sources Increase (Decrease)	<u>\$ -</u>
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**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**Debt Service Fund**  
**May 2023**

	Budget				Actual			Budget Remaining		
	Adopted Budget	May 1, 2023	Proposed Amendment(s)		May 31, 2023	May 1, 2023	Current Month		May 31, 2023	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date	
<b>REVENUE</b>										
Local										
Property Taxes-Current	15,200,000	15,200,000	2,751,682	-	17,951,682	17,680,557	240,471	17,921,028	30,654	
Property Taxes-Delinquent	200,000	200,000	125,000	-	325,000	298,820	13,551	312,370	12,630	
Property Taxes-Penalty & Interest	136,682	136,682	63,318	-	200,000	126,947	21,255	148,202	51,798	
Interest Income	-	-	-	-	-	379,291	85,949	465,240	-	
Other Local Income	-	-	-	-	-	-	-	-	-	
State	-	-	-	-	-	933,678	-	933,678	-	
Federal	-	-	-	-	-	-	-	-	-	
	<b>REVENUE</b>	<b>15,536,682</b>	<b>15,536,682</b>	<b>2,940,000</b>	<b>-</b>	<b>18,476,682</b>	<b>19,419,293</b>	<b>361,225</b>	<b>19,780,518</b>	<b>95,082</b>
<b>EXPENSE</b>										
11 - Instruction										
12 - Instructional Resources & Media Svcs										
13 - Curr & Instructional Staff Development										
21 - Instructional Leadership										
23 - School Leadership										
31 - Guidance & Counseling Services										
32 - Social Work Services										
33 - Health Services										
34 - Student Transportation										
35 - Food Service										
36 - Co-curricular Activities										
41 - General Administration										
51 - Plant Maintenance & Operations										
52 - Security & Monitoring Services										
53 - Data Services										
61 - Community Services										
71 - Debt Services	15,536,682	15,536,682	2,940,000	-	18,476,682	12,911,682	-	12,911,682	5,565,000	
81 - Facilities Acquisition & Construction										
99 - Intergovernmental Charges (Appraisal Servs)										
	<b>EXPENSE</b>	<b>15,536,682</b>	<b>15,536,682</b>	<b>2,940,000</b>	<b>-</b>	<b>18,476,682</b>	<b>12,911,682</b>	<b>-</b>	<b>12,911,682</b>	<b>5,565,000</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,507,612</b>	<b>\$ 361,225</b>	<b>\$ 6,868,837</b>	<b>\$ (5,469,919)</b>	
Other Sources	-	-	-	-	-	-	-	2,308		
Other Uses	-	-	-	-	-	-	-	-		
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,308.36</b>		
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,507,612</b>	<b>\$ 361,225</b>	<b>\$ 6,871,145</b>		

<b>Additional Information to the Reader</b>			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
22 - 23 Beginning Fund Balance (Unaudited)	\$	12,761,789	
Total 22 - 23 Beginning Fund Balance (Unaudited)	\$	12,761,789	
22 - 23 Actual Year to Date Revenue Over/(Under) Expense	\$	6,868,837	
22 - 23 Actual Year to Date Other Sources and Uses	\$	2,308	
22 - 23 Budget Remaining Revenue Over/(Under) Expense	\$	(5,469,919)	
22 - 23 Estimated Year End Result of Activities	\$	1,401,227	
<b>22 - 23 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$</b>	<b>14,163,016</b>	

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

Budget Report - Attachment 1  
20-Jun-2023

Revenues:

BUA 772		
Function 00		
Increase revenue to cover Bond Defeasance costs	\$ 2,940,000	
Total Revenue Increase (Decrease)		<u>\$ 2,940,000</u>

Expenditures:

BUA 772		
Function 71		
Increase expenditures to cover Bond Defeasance costs	\$ 2,940,000	
Total Expenditures Increase (Decrease)		<u>\$ 2,940,000</u>

Other Sources:

Total Other Sources Increase (Decrease)		<u>\$ -</u>
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**ACTION ITEM:**

**Approval of Donations Received May 2023**

**RECOMMENDATION:**

That the Board of Trustees approve donations received by the District during the month of May 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:**

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: 06/20/23

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

<b>Donor</b>	<b>Purpose</b>	<b>Campus Receiving Donation</b>	<b>Date Rcvd</b>	<b>Amount</b>	<b>Board Approval</b>
Georgia-Pacific (SEF)	Campus use	McQueeney Elementary	05/25/23	\$ 2,000.00	Pending
Spirit of Joy Lutheran Church	Library books	Ball ECC	05/22/23	\$ 120.00	Pending
Guadalupe Healthcare Network	Campus use	Mercer Blumberg Learning Center	05/05/23	\$ 2,000.00	Pending
Hanson, Howard	Supplies and materials	SISD MSSD	05/05/23	\$ 50.00	Pending
Parker's Building Supply (US LBM)	Donated funds for Get Active Day	SISD MSSD	05/05/23	\$ 200.00	Pending

NOTE: This listing includes only documented, unsolicited donations received by the District during May 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 Property, Liability, and Fleet Insurance for 2023-24**

**RECOMMENDATION:** That the Board of Trustees approve the renewal of property, liability, and fleet insurance coverage with the Texas Association of School Boards (TASB) with a premium of \$481,772.

**RATIONALE:** The cost is \$95,626 higher than 2022-2023. Coverages under the plan include the following: property, school liability, privacy & information security, auto (liability and physical damage), and violent acts. Part of the increase in cost is due to adjusting the renewal date from September 1 to July 1 to coincide with the Workers' Compensation term dates.


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

**PAPERWORK IMPACT:** None

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

**EXHIBITS:** None

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

Submitted by:  Date Submitted: 06/20/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**ACTION ITEM:**

**Approval of Agreement with Texas Association of School Boards for Workers' Compensation Coverage for the period July 1, 2023, through June 30, 2024**

**RECOMMENDATION:**

That the Board of Trustees approve the agreement with the Texas Association of School Boards, Inc. (TASB) Risk Management Fund to provide coverage for the District's workers' compensation fund for the period July 1, 2023 through June 30, 2024.

**RATIONALE:**

TASB is proposing to provide coverage at an annual cost of \$109,726 under an aggregate deductible contribution plan. The annual aggregate deductible (claims liability) is \$356,317. Once the aggregate deductible is exceeded, TASB is responsible for claims payments in excess of the established aggregate deductible at 100%. There are no additional fees for this service. Benefits of this plan include lower exposure liability levels for the district, access to online training programs, and access to risk consultants.

**REFERENCE and COMPLIANCE:**

CRE (LEGAL) Insurance and Annuities Management Workers' Compensation

**BUDGET IMPACT / INFORMATION:**

Funds are provided by the Workers' Compensation Internal Service 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)  
(Name)  
(Address)  
(Telephone)



Date Submitted: 06/20/23

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

**ACTION ITEM:** **Approval of District-Wide Student Accident/Catastrophic Insurance from the Brokerage Store, Inc.**

**RECOMMENDATION:** That the Board of Trustees approve the renewal of Student Accident/Catastrophic insurance from The Brokerage Store for the 2023-24 school year in accordance with the option granted in April 2021.

**RATIONALE:** The District awarded the student accident insurance to The Brokerage Store through a bid process in April 2021. This is the optional third year of the multi-year rate guarantee for group UIL and catastrophic coverage. This year includes an additional service for felonius assault for students and staff which increased the total cost to \$50,275.00.

**REFERENCE and COMPLIANCE:** FFD (LEGAL) Student Welfare-Student Insurance

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** Funds are provided by the 2023-24 General Operating Fund Budget.

**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)  
(Name)  
(Address)  
(Telephone)



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

Date Submitted: 06/20/23

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

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

**RATIONALE:** A Request for Proposals (RFP#: 21-04) was issued on August 7, 2020 for Facilities Maintenance, Electrical Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the two responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents will be added to the list of approved vendors for this RFP: Aladdin Cleaning & Restoration, Inc and Skelton Enterprises, Inc. The list of previously approved vendors is available on the Bids page of the District [website](#). All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

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

**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Vendor Recommendation Form

**RESOURCE PERSONNEL:** Anthony Hillberg, Chief Financial Officer, CPA, RTSBA  
Perla Romero, Director of Business Services  
James Pizana, Director of Maintenance and Operations  
Jennifer Raske Martinez, Purchasing Coordinator, CTSBO

Submitted by: \_\_\_\_\_ Date Submitted: 06/20/23  
(Signature) *Matthew Gutierrez*  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

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

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

**BID CLOSING DATE:** JUNE 30, 2023

**ISSUING DEPARTMENT(S):** MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
Skelton Enterprises, Inc	Commercial fire alarm services	<b>Y</b>
Aladdin Cleaning & Restoration, Inc	Cleaning and restoration services	<b>Y</b>

**Note:**

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

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

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

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

**RATIONALE:** A Request for Proposals (RFP#: 21-05) was issued on August 7, 2020 for Special Education Services. The bid was competitively solicited in compliance with Board Policy. Of the three 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: Crystal Halsey, LLC, Linguabilities, and Texas Therapy Specialists, LLC. The list of previously approved vendors is available on the Bids page of the District [website](#). All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.

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

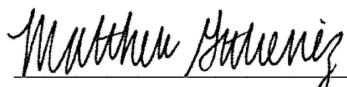
**PAPERWORK IMPACT:** None

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

**EXHIBITS:** Vendor Recommendation Form

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

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

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

Date Submitted: 06/20/23

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

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

VENDOR	SERVICES PROVIDED	Recommended
Crystal Halsey, LLC	Speech-Language Pathologist	<b>Y</b>
Linguabilities	Online Therapy and Education Services	<b>Y</b>
Texas Therapy Specialists, LLC	Speech-Language Therapy Services	<b>Y</b>

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

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

**ACTION ITEM:**

**ESC XX Annual Commitment Forms**

**RECOMMENDATION:**

That the Board of Trustees approves the ESC commitment forms.

**RATIONALE:**

Region Service Centers provide instructional and administrative services on an annual contract basis. The recommended commitment forms for the 2023-2024 school year have been prepared. Cost of all services does not exceed \$211,000.

Administrative Services

- Business Management Cooperatives
- General Supplies & Educational Technology
- Commodity Processing Cooperative
- Commercial Food Service Purchasing

Curriculum and Instruction

- TEKS Resource System for Continuing Districts
- Bilingual /ESL Coop
- G/T Services Coop
- College Preparatory Course Partnership
- Elevate20 Cooperative (formally Professional Development Series)
- Career and Technical Education (CTE) Support Coop

Information Services

- TSDS PEIMS Cooperative
- Adobe Licensing
- Securly Bundle (Filter+Aware+Classroom)
- Infosec IQ
- StormWinds Technical Training
- CyberVision 20 Cooperative

Special Programs

- School Health Cooperative
- School Safety Cooperative

School and Administrative Support

- School Counselor Cooperative
- Eduphoria SchoolObjects Aware Premium + Strive Package

**REFERENCE and COMPLIANCE:**

GNB(LEGAL), EF(LOCAL), CH(LOCAL)  
Strategic Priority #1 Creating and Supporting Future Students

**PAPERWORK IMPACT:**

Submission of commitment forms and Purchase Orders

**BUDGET IMPACT:**

Expenses to participate in these cooperatives and programs are budgeted within each applicable central office department as well as IMA funds

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Steve Gonzalez, Chief Technology Officer

Submitted by: Matthew Gutierrez Date Submitted 06/20/23  
 (Signature) \_\_\_\_\_  
 (Name) Dr. Matthew Gutierrez, Superintendent  
 (Address) 1221 E. Kingsbury St., Seguin TX 78155  
 (Telephone) (830) 401-8614

**ACTION ITEM:** **Approval of Credit by Exam Dates for 2023-2024**

**RECOMMENDATION:** That the Board approve the Credit by Exam dates.

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

<b>Required Timeline as per 19 TAC §74.24</b>	<b>Seguin ISD Exam Dates</b>
<b>July 1 - September 30</b>	July 31 – August 11, 2023
<b>October 1 – December 31</b>	October 30 – November 10, 2023
<b>January 1 - March 31</b>	February 26 – March 8, 2024
<b>April 1 - June 30</b>	May 13 – May 24, 2024

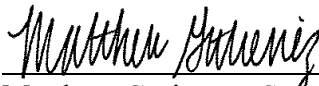
**REFERENCE and COMPLIANCE** EHDB (LOCAL), EHDC (LOCAL), and EHDC (LEGAL)  
**Strategic Goal #4** – Seguin ISD will build a thriving learning community as indicated on a numerical score of 80 or higher on the balanced scorecard.

**PAPERWORK IMPACT:** Minimal

**BUDGET IMPACT/ INFORMATION:** Students will not be assessed a fee for the test; Seguin ISD will pay the exam fee.

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Cynthia Borden, Director of Federal & State Accountability  
Andrea Jaramillo, Deputy Chief of Innovation and Learning

Submitted by:  Date Submitted: 06/20/23  
(Signature) \_\_\_\_\_  
(Name) Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**INFORMATION ITEM:** **Information Regarding Seguin ISD's Participation in the ESC XIII Regional Day School Program for the Deaf (RDSPD)**

**RECOMMENDATION:** That the Board of Trustees receives information regarding Seguin ISD's ongoing participation in the ESC XIII Regional Day School Program for the Deaf at an annual cost of \$423,679.

**RATIONALE:** The Matador Special Services department desires to continue participation in the ESC XIII Regional Day School Program for the Deaf. This program enables the District to efficiently provide instruction for nine (9) hearing impaired students. In addition to instructional services, the program provides these students with diagnostic and evaluation services, as well as, interpreters and equipment required for use by each student.


**REFERENCE and COMPLIANCE:** GNB (LEGAL) Relations with Educational Entities, Regional Education Service Centers

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** Funds are provided using federal funds received through the IDEA-B program.

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Halcy Dean, Director of Matador Special Services  
Anthony Hillberg, Chief Financial Officer, CPA, RTSBA  
Perla Romero, Director of Business Services  
Jennifer Martinez, Purchasing Coordinator, CTSBO

Submitted by:  Date Submitted: 06/20/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**ACTION ITEM:**

**Personnel Information - Professional Employees**

**RECOMMENDATION:**

The Board of Trustees recognizes and acknowledges the new professional hires for the 2023 – 2024 school year and the resignations listed below.

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

Name	Campus	Effective
Farris, Diana	Seguin High School	7/3/2023
Garcia, Ramiro	AJB Middle School	8/2/2023
Jandt, Sarah	Seguin High School	8/2/2023
Johnson, Jo Anne	Barnes Middle School	8/2/2023
Laird, Kristen	Patlan Elementary	8/2/2023
Leal, Matthew	Seguin High School	8/2/2023
Linton, Kyla	Seguin High School	8/2/2023
Martinez, Angelina	AJB Middle School	8/2/2023
Nixon, Raylynn	Matador Special Services	7/31/2023
Ramos, Martha	Patlan Elementary	8/2/2023
Schutz, Deborah	Matador Special Services	7/31/2023
Stevens, James	Seguin High School	8/2/2023
Volpe, Tanner	Jefferson Elementary	8/2/2023
Willoughby, Stacy	Vogel Elementary	8/2/2023

**BOARD’S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**Alaniz, Lucas, Seguin High School, effective 5/26/2023**

Mr. Alaniz, History Teacher, has resigned to accept a position with a new school district.

Mr. Alaniz has 8 years with Seguin ISD.

**Anderson, Jolynn, Koennecke Elementary, effective 5/26/2023**

Ms. Anderson, PE Teacher has resigned to accept a position with a new school district.

Ms. Anderson has 4 years with Seguin ISD.

**Behal, Jessie, Seguin High School, effective 5/26/2023**

Ms. Behal, English Teacher, has resigned to accept a position with a new school district.

Ms. Behal has 1 year with Seguin ISD.

**Blackford, Elizabeth, Patlan Elementary, effective 5/26/2023**

Ms. Blackford, 5<sup>th</sup> Grade Teacher, has resigned to accept a position with New Braunfels ISD.

**Bland, Mandy, Barnes Middle School, effective 5/26/2023**

Ms. Bland, Math Teacher, has resigned to accept a position with a new school district.

Ms. Bland has 1 year with Seguin ISD.

**Boothe, Karen, Barnes Middle School, effective 5/26/2023**

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

Ms. Boothe has 7 years with Seguin ISD.

**Carter, David, McQueeney Elementary, effective 5/26/2023**

Mr. Carter, Special Education Teacher, has resigned to accept a position closer to home.

Mr. Carter has 2 years with Seguin ISD.

**Cazares, Susana, Vogel Elementary, effective 5/26/2023**

Ms. Cazares, 1<sup>st</sup> Grade Teacher, has resigned to accept a position with a new school district.

Ms. Cazares has 10 years with Seguin ISD.

**Evans, Emiley, Seguin High School, effective 5/26/2023**

Ms. Evans, Piano/Music Teacher, has resigned to accept a Head Choir Director position at New Braunfels Middle School.

Ms. Evans has 1 year with Seguin ISD.

**Hale, Cynthia, AJB Middle School, effective 5/26/2023**

Ms. Hale, ELA Teacher, has resigned due to personal reasons.

Ms. Hale has 11 years with Seguin ISD.

**Johnson, Domanique, Seguin High School, effective 5/26/2023**

Mr. Johnson, Defensive Coordinator, has resigned due to personal reasons.

Mr. Johnson has 1 year with Seguin ISD.

**McCann, Kelley, Seguin High School, effective 5/26/2023**

Ms. McCann, Math Teacher, has resigned and elected to retire.

Ms. McCann has 22 years with Seguin ISD.

**Nance, Heather, Vogel Elementary, effective 5/26/2023**

Ms. Nance, KG Teacher, has resigned due to relocation with husband's job.

Ms. Nance has 5 years with Seguin ISD.

**Navarro, Julio, Seguin High School, effective 5/26/2023**

Mr. Navarro, A/V, Speech & Debate Coach, Journalism, has resigned due to personal reasons.

Mr. Navarro has 8 months with Seguin ISD.

**Noriega, Antonio, Koennecke Elementary, effective 5/26/2023**

Mr. Noriega, Music Teacher, has resigned to explore other career opportunities.

Mr. Noriega has 6 years with Seguin ISD.

**O'Quinn, Tracy, Seguin High School, effective 6/1/2023**

Ms. O'Quinn, French and Spanish Teacher, has resigned to pursue a position in Educational Technology and Adult Education.

Ms. O'Quinn has 1 year with Seguin ISD.

**Parker, Audrey, Student Services/MBLCL, effective 5/31/2023**

Ms. Parker, Director of Nursing, has resigned due to personal reasons.

Ms. Parker has 3 years with Seguin ISD

**Dr. Parrott, Samuel, Seguin High School, effective 5/26/2023**

Dr. Parrott, Head Choir Director and Dual Credit Music Appreciation Teacher, has resigned and accepted an administrator position with Austin ISD.

Dr. Parrott has 8 years with Seguin ISD.

**Peters, Joshua, Seguin High School, effective 6/20/2023**

Mr. Peters, Assistant Principal, has resigned due to personal reasons.

Mr. Peters has 4 years with Seguin ISD.

**Post, Tracy, AJB Middle School, effective 5/26/2023**

Ms. Post, Math Teacher, has resigned to accept a position with a new school district.

Ms. Post has 8 years with Seguin ISD.

**Randolph, Ryan, Seguin High School, effective 6/20/2023**

Mr. Randolph, Associate Principal, has resigned due to personal reasons.

Mr. Randolph has 4 years with Seguin ISD.

**Rubio, Kristina, Rodriguez Elementary, effective 5/26/2023**

Ms. Rubio, 1<sup>st</sup> Grade Teacher, has resigned due to personal reasons.

Ms. Rubio has 3 years with Seguin ISD.

**Smith, Brittny, Jefferson Elementary, effective 5/26/2023**

Ms. Smith 1<sup>st</sup> Grade Teacher, has resigned and to accept a position with Navarro ISD.

Ms. Smith has 1 year with Seguin ISD.

**Smith, Melissa, Seguin High School, effective 5/26/2023**

Ms. Smith, Science Teacher/Cheer Coach, has resigned due to personal reasons.

Ms. Smith has 2 years with Seguin ISD.

**Tamez, Blanca, Barnes Middle School, effective 5/26/2023**

Ms. Tamez Art Teacher has resigned due to relocation out of state.

Ms. Tamez has 2 years with Seguin ISD.

**Teague, Melissa, Weinert Elementary, effective 5/26/2023**

Ms. Teague, 4<sup>th</sup> Grade Teacher, has resigned to accept a position with a new school district.

Ms. Teague has 5 years with Seguin ISD.

**Tipton, Ruthie, Jefferson Elementary, effective 5/26/2023**

Ms. Tipton, 2 Grade Teacher, has resigned due to relocation closer to home.

Ms. Tipton has 3 years with Seguin ISD.

**Vera, Graciela, Seguin High School, effective 5/26/2023**

Ms. Vera, Spanish Teacher, has resigned due to personal reasons.

Ms. Vera has 4 years with Seguin ISD.

**Wood, Darin, Seguin High School, effective 5/26/2023**

Mr. Wood, Art Teacher, has resigned due to personal reasons.

Mr. Wood has 1 year 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: 06/20/23

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

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

**RECOMMENDATION:** That the Board of Trustees acknowledge Public Information Act requests received since May 11, 2023.

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

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

**PAPERWORK IMPACT:** None

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** May 11-June 6, 2023 Public Information Act request roster

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

Submitted by: Matthew Gutierrez Date Submitted: 06/20/23  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

Seguin ISD PIA requests received from May 11-June 6, 2023				
<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
05/11/23 054	Norma Cantu with Brim, Robinette & Brim	Sam Ramos investigation documents	Completed	Cost estimate sent to requester on 05/22/23. Documents provided
05/13/23 055	Toni Ward, PC Planning	Directory information for current eighth through eleventh grade students.	Completed	Documents provided
05/15/23 056	Deric Eldridge, RBFCU	A list of all full time employees first name, last name, email, phone number, job title, and building location.	Completed	Documents provided
05/24/23 057	Justin Wander, U.S. Marines	Junior and senior directory information.	Completed	Document provided
06/05/23 058	Michael Baron, Baron- Long Construction	Bid tab sheet for Ball classroom edition project.	Completed	Document provided

**ACTION ITEM:**

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

**RECOMMENDATION:**

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

**RATIONALE:**

On May 6, 2023, voters approved issuance of school building bonds of \$7,500,000 for the purpose of designing, constructing, renovating, improving, upgrading, updating, acquiring, and equipping a baseball and softball complex at Seguin High School. Bonds are to be sold in a single issue for the voter approved amount.

The District intends to negotiate the rate and close the transaction by Thursday, August 4, 2023. The District's Bond Counsel, McCall, Parkhurst & Horton LLP, has provided the parameter sale bond order.

**REFERENCE and COMPLIANCE:**

BAA (LEGAL) Board Legal Status-Powers and Duties

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT /  
INFORMATION:**

None

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Anthony Hillberg, Assistant Superintendent of Business Services  
Perla Romero, Director Of Business Services

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 06/20/23

Dr. Matthew Gutierrez, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

**ACTION ITEM:**

**Consideration and Approval to Contract with Pfluger Architects for Interior Design Services**

**RECOMMENDATION:**

That the Board of Trustees delegate all necessary authority to the Superintendent to negotiate and execute a contract with Pfluger Architects for interior design services associated with Furniture, Fixtures, and Equipment at the following campuses: Jefferson, Koennecke, Patlan, Rodriguez, Vogel, Weinert, Saegert (DAS & MBLC), and Barnes.

**RATIONALE:**

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

**REFERENCE and COMPLIANCE:**

CH (LEGAL) Purchasing and Acquisition

**BUDGET IMPACT / INFORMATION:**

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

**EXHIBITS:**

None.

**RESOURCE PERSONNEL:**

Anthony Hillberg, Chief Financial Officer, CPA, RTSBA  
James Pizana, Director of Maintenance and Operations  
Perla Romero, Director of Business Services  
Jennifer Raske Martinez, Purchasing Coordinator, CTSBO

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



Date Submitted: 06/20/23

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

**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: 06/20/23

**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:

Welding Project .....	<u>190,000</u>
<i>(Additional funding to cover original scope authorized February 2023 for \$200,000)</i>	
<b>Subtotal .....</b>	<b><u>\$190,000</u></b>

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

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


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

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

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

**ACTION ITEM:**

**2023-2024 Employee Salary Increase Recommendation**

**RECOMMENDATION:**

That the Board of Trustees approve the 2023-2024 salary increase as recommended for all active district employees.

**RATIONALE:**

All returning teachers, librarians, and nurses will receive a minimum increase of 4% as compared to the prior year Bachelor’s payable step.

Employees who have a Master’s degree will continue to receive \$1,000 above the step amount reflected on the Bachelor’s payable. Counselors will continue to receive \$3,500 above the step amount reflected on the Bachelor’s payable.

The starting teacher salary will increase from \$54,000 to \$57,000. New teachers hired to the district for the 23-24 school year will be placed on the newly adopted teacher payable based on confirmed years of service.

Maintenance, custodial, transportation, and clerical staff will receive a 4% increase. Campus administration and other professional staff will receive a 3.5% increase to the prior year base pay. Child nutrition employees will receive a one-dollar and fifty cent (\$1.50) per hour increase.

**REFERENCE and COMPLIANCE:**

DEAA (LEGAL) (LOCAL) Compensation Plan, Incentives and Stipends

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

General Operating Fund.


**EXHIBITS:**

Salary Recommendation Data

**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: 06/20/23

**SEGUIN ISD**  
**Salary Recommendation Data**  
**2023-24 School Year**

Recommendation			
% Increase	Average Hourly Increase	Average Annual Increase	GOF Budget Impact
Teacher Paytable	4.00%	\$ 2,798	\$ 1,880,280
Campus Admin	3.50%	\$ 2,539	\$ 178,682
Other Professional	3.50%	\$ 2,611	\$ 269,849
Clerical	4.00%	\$ 0.79	\$ 340,077
Maintenance & Custodial	4.00%	\$ 0.76	\$ 149,666
Transportation	4.00%	\$ 0.78	\$ 66,752
*Child Nutrition	8.24%	\$ 1.50	n/a
			\$ 2,885,306

\*The Child Nutrition Fund has no impact on the General Operating Fund Budget. Administration is recommending a fixed hourly increase of \$1.50 for campus staff in order to be more competitive in this industry.

**ACTION ITEM:**

**Adoption of 2023-24 Budgets for the General Operating Fund, Child Nutrition Fund, and Debt Service Fund**

**RECOMMENDATION:**

That the Board of Trustees adopt the 2023-24 proposed budget for the General Operating Fund, Child Nutrition Fund, and Debt Service Fund as presented.

**RATIONALE:**

The official budget consists of three separate funds: The General Operating Fund, Child Nutrition Fund, and Debt Service Fund. Each of these budgets must be approved by the Board of Trustees at the functional level. Subsequent amendments involving changes to functional levels must be duly approved by the Board of Trustees.

**REFERENCE and COMPLIANCE:**

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

**BUDGET IMPACT / INFORMATION:**

2023-24 General Fund revenue and expense of \$69,920,325 reflects a decrease from the prior year. The District is currently projecting a Maintenance and Operations (M&O) tax rate of \$0.8646 per \$100 valuation (The final M&O tax rate is mandated by the State and will be published upon notification to Seguin ISD).

2023-24 Child Nutrition Fund revenue and expense of \$6,610,000 represents an increase over the prior year.

2023-24 Debt Service Fund revenue of \$15,914,000 is exclusively intended to fund debt service payments. The District expects to adopt an Interest and Sinking (I&S) tax rate of \$0.3850 per \$100 valuation (I&S rate is unchanged from the prior year).

**EXHIBITS:**

2023-24 Proposed Budget

**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: 06/20/23

**SEGUIN INDEPENDENT SCHOOL DISTRICT**  
**2023 - 24**  
**PROPOSED BUDGET**

	General Operating Fund (GOF)				Child Nutrition Fund				Debt Service Fund				Combined Total All Funds				
	2022-23 Current Budget	Per Pupil	2023-24 PROPOSED Budget	Per Pupil	2022-23 Current Budget	Per Pupil	2023-24 PROPOSED Budget	Per Pupil	2022-23 Current Budget	Per Pupil	2023-24 PROPOSED Budget	Per Pupil	2022-23 Current Budget	Per Pupil	2023-24 PROPOSED Budget	Per Pupil	
<b>REVENUE</b>																	
Property Taxes	41,600,000	5,929	41,967,558	5,802	-	-	-	-	15,536,682	2,214	15,914,000	2,200	57,136,682	8,144	57,881,558	8,002	
Other Local Sources	326,000	46	981,000	136	591,000	84	463,500	64	-	-	-	-	917,000	131	1,444,500	200	
State Sources	33,068,877	4,713	25,804,767	3,568	70,000	10	121,500	17	-	-	-	-	33,138,877	4,723	25,926,267	3,584	
Federal Sources	1,247,000	178	1,167,000	161	4,489,000	640	6,025,000	833	-	-	-	-	5,736,000	818	7,192,000	994	
<b>TOTAL REVENUE</b>	<b>76,241,877</b>	<b>10,867</b>	<b>69,920,325</b>	<b>9,667</b>	<b>5,150,000</b>	<b>734</b>	<b>6,610,000</b>	<b>914</b>	<b>15,536,682</b>	<b>2,214</b>	<b>15,914,000</b>	<b>2,200</b>	<b>96,928,559</b>	<b>13,815</b>	<b>92,444,325</b>	<b>12,781</b>	
<b>EXPENDITURES</b>																	
11 Instruction	42,687,779	6,084	38,323,483	5,298	-	-	-	-	-	-	-	-	42,687,779	6,084	38,323,483	5,298	
12 Instr Resources/Media Svcs	1,058,988	151	1,055,793	146	-	-	-	-	-	-	-	-	1,058,988	151	1,055,793	146	
13 Curr & Inst Staff Develop	579,568	83	577,483	80	-	-	-	-	-	-	-	-	579,568	83	577,483	80	
21 Instructional Leadership	2,259,613	322	2,062,583	285	-	-	-	-	-	-	-	-	2,259,613	322	2,062,583	285	
23 School Leadership	5,034,597	718	4,800,008	664	-	-	-	-	-	-	-	-	5,034,597	718	4,800,008	664	
31 Guidance & Counseling	2,995,916	427	2,586,821	358	-	-	-	-	-	-	-	-	2,995,916	427	2,586,821	358	
32 Social Work Services	671,354	96	641,559	89	-	-	-	-	-	-	-	-	671,354	96	641,559	89	
33 Health Services	818,922	117	818,922	113	-	-	-	-	-	-	-	-	818,922	117	818,922	113	
34 Student Transportation	3,427,547	489	3,248,950	449	-	-	-	-	-	-	-	-	3,427,547	489	3,248,950	449	
35 Food Services	-	-	-	-	5,131,550	731	6,583,500	910	-	-	-	-	-	5,131,550	731	6,583,500	910
36 Extra-curricular Activities	2,200,058	314	2,097,243	290	-	-	-	-	-	-	-	-	2,200,058	314	2,097,243	290	
41 General Administration	3,260,520	465	3,021,512	418	-	-	-	-	-	-	-	-	3,260,520	465	3,021,512	418	
Statutorily Req - Public Notice	5,667	1	5,067	1	-	-	-	-	-	-	-	-	5,667	1	5,067	1	
Statutorily Req - Lobbying	1,650	0	1,650	0	-	-	-	-	-	-	-	-	1,650	0	1,650	0	
51 Plant Maintenance	7,844,744	1,118	7,381,576	1,021	12,000	2	19,500	3	-	-	-	-	7,856,744	1,120	7,401,076	1,023	
52 Security Services	543,577	77	543,577	75	6,450	1	7,000	1	-	-	-	-	550,027	78	550,577	76	
53 Data Processing Services	2,090,671	298	1,993,392	276	-	-	-	-	-	-	-	-	2,090,671	298	1,993,392	276	
61 Community Services	30,022	4	30,022	4	-	-	-	-	-	-	-	-	30,022	4	30,022	4	
71 Debt Service--Principal	-	-	-	-	-	-	-	-	10,000,000	1,425	7,550,000	1,044	10,000,000	1,425	7,550,000	1,044	
Debt Service--Interest	-	-	-	-	-	-	-	-	5,522,682	787	8,350,000	1,154	5,522,682	787	8,350,000	1,154	
Debt Service--Fees	-	-	-	-	-	-	-	-	14,000	2	14,000	2	14,000	2	14,000	2	
81 Facilities Constr/Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
99 Other Governmental Charges	730,684	104	730,684	101	-	-	-	-	-	-	-	-	730,684	104	730,684	101	
<b>TOTAL EXPENDITURES</b>	<b>76,241,877</b>	<b>10,867</b>	<b>69,920,325</b>	<b>9,667</b>	<b>5,150,000</b>	<b>734</b>	<b>6,610,000</b>	<b>914</b>	<b>15,536,682</b>	<b>2,214</b>	<b>15,914,000</b>	<b>2,200</b>	<b>96,928,559</b>	<b>13,815</b>	<b>92,444,325</b>	<b>12,781</b>	
<b>BUDGETARY SURPLUS</b>																	

22-23 Enrollment :	7,016
23-24 Projected Enrollment:	7,233

**\* NOTE TO READER:**

- All expenses associated with fund balance assignments have been removed from the "Current Budget Amount(s)" as reflected above.
- Allocations for special or supplemental instruction are included in the proposed GOF budget as follows:
  - Special Education **7,102,561**
  - Dyslexia **392,172**
  - State Compensatory Education **3,403,012**
  - Bilingual Education **576,513**
  - Career & Technology **1,743,050**
  - Early Education **910,380**
  - Gifted & Talented **267,218**
  - College, Career, or Military Readiness **96,848**

**ACTION ITEM:**

**Consideration and Possible Approval of Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$2,409,360.00**

**RECOMMENDATION:**

The following purchases were made through the BuyBoard Purchasing Cooperative:

\*Longhorn Bus Sales, LLC: Reference #630-20 School Buses, Options, and Parts - \$2,409,360.00

**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:

\* Longhorn Bus Sales, LLC provided thirteen (13) regular buses and three (3) Special Needs buses.

**REFERENCE and COMPLIANCE:**

CH(LEGAL) and CH (LOCAL) Purchasing and Acquisition

**BUDGET IMPACT / INFORMATION:**

Funds are provided by the Capital Improvement (Bond) Fund.

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

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

Submitted by:  
(Signature)



Date Submitted: 06/20/23

(Name)  
(Address)  
(Telephone)

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

**ACTION ITEM:**                      **2023-2024 Compensation Handbook Recommendation**

**RECOMMENDATION:**            The Board approves the 2023-2024 compensation handbook as recommended for all active district employees.

**RATIONALE:**                      Strategic Priority #4: Create a Thriving Learning Community  
Strategic Priority #5: Improve Staff Satisfaction

**Recommendation:**

Starting teacher salary is \$57,000. New teachers hired to the district for the 23-24 school year will be placed on the teacher pay scale based on confirmed years of service.

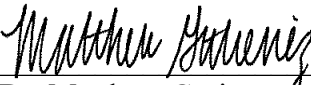
**REFERENCE and COMPLIANCE:**      DEAA (LEGAL) and DEAA (LOCAL) Compensation Plan, Incentives and Stipends

**BUDGET IMPACT/ INFORMATION:**            None

**PAPERWORK IMPACT:**                None

**EXHIBITS:**                              2023-2024 SISD Compensation Handbook

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

Submitted by:                                            Date Submitted: 06/20/23  
(Signature)                              Dr. Matthew Gutierrez, Superintendent  
(Name)                                      1221 E. Kingsbury St., Seguin, TX 78155  
(Address)                                   (830) 401-8614  
(Telephone)