

Agenda of Regular Meeting

The Board of Trustees Seguin ISD

A Regular Meeting of the Board of Trustees of Seguin ISD will be held July 18, 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. Teacher Incentive Allotment 5
- C. Seguin ISD Bond Construction Update 21

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).	
6.	Consent Agenda Items - Consider and Possible Approval as Applicable	
	Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.	
	A. Approval of Board Minutes of Public Meeting - June 20, 2023; Regular Meeting - June 20, 2023	54
	B. Approval of Proposed Budget Amendments and Financial Statements for June 2023	64
	C. Approval of Investment Report for Fourth Quarter Ended June 30, 2023	72
	D. Adoption of Resolution Stating Review of Investment Policy and Designations of Investment Officers	77
	E. Consideration of Approval of Certified Appraisers for 2023-2024	102
	F. Amendment to 2023-2024 Compensation Handbook	104
	G. Personnel Information - Professional Employees	105
	H. Acknowledge Public Information Act Requests June 2023	109
7.	Action Items	
	A. Approval of an Interlocal Agreement with Communities in Schools for Integrated Student Support (ISS)	111
	B. Approval of the General Contractor for the Baseball & Softball Complex at Seguin High School (RFCSP #: 23-07)	124
	C. Approval of Authorized Representatives for First Commercial Bank, N.A., Lone Star Investment Pool, TexPool, LOGIC, and Texas Class - MBIA	126
	D. Consideration and Adoption of Human Sexuality Instructional Materials Based On School Health Advisory Council Recommendation	127
	E. Review of the 2022-2023 Optional Flexible School Day Program and approval of the 2023-2024 application for Seguin High School and Mercer Blumberg Learning Center at Saegert	131
	F. First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 121, affecting LEGAL and LOCAL Policies	147
	G. Approval of Retention Stipend for Existing Math Instructors at Seguin High School	181
	H. Nominate Candidate for the TASB Board of Directors	182

- I. Designate Official Voting Delegate and Alternate to the 2023 TASB Delegate Assembly in Dallas, Texas on September 29th – October 1, 2023

185

8. **Board Comments and Request**
9. **Adjourn**

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 & COMPLIANCE: DCB (LOCAL), 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)


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

Date Submitted: 07/18/23

INFORMATION ITEM:

Teacher Incentive Allotment

RECOMMENDATION:

That the Board of Trustees receive an update on the Teacher Incentive Allotment program.

RATIONALE:

To provide the board with regular updates and progress reports on the Teacher Incentive Allotment.

REFERENCE and COMPLIANCE:

DEAA (LEGAL), Compensation Plan: Incentives and Stipends

PAPERWORK IMPACT:

None

BUDGET IMPACT INFORMATION:

None

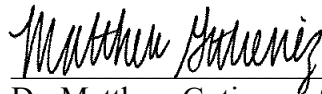
EXHIBITS:

Presentation

RESOURCE PERSONNEL:

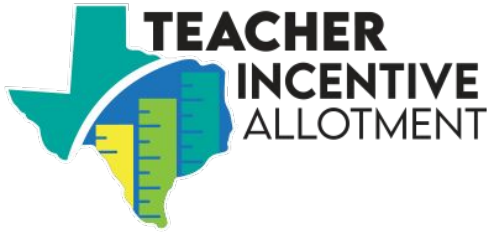
Ofelia Santiago, Teacher Incentive Allotment Director
Danica Murillo, Deputy Chief of Human Resources
Andrea Jaramillo, Deputy Chief of Innovation

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



Date Submitted: 07/18/23

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



Teacher Incentive Allotment

Seguin ISD

School Board Meeting July 18, 2023

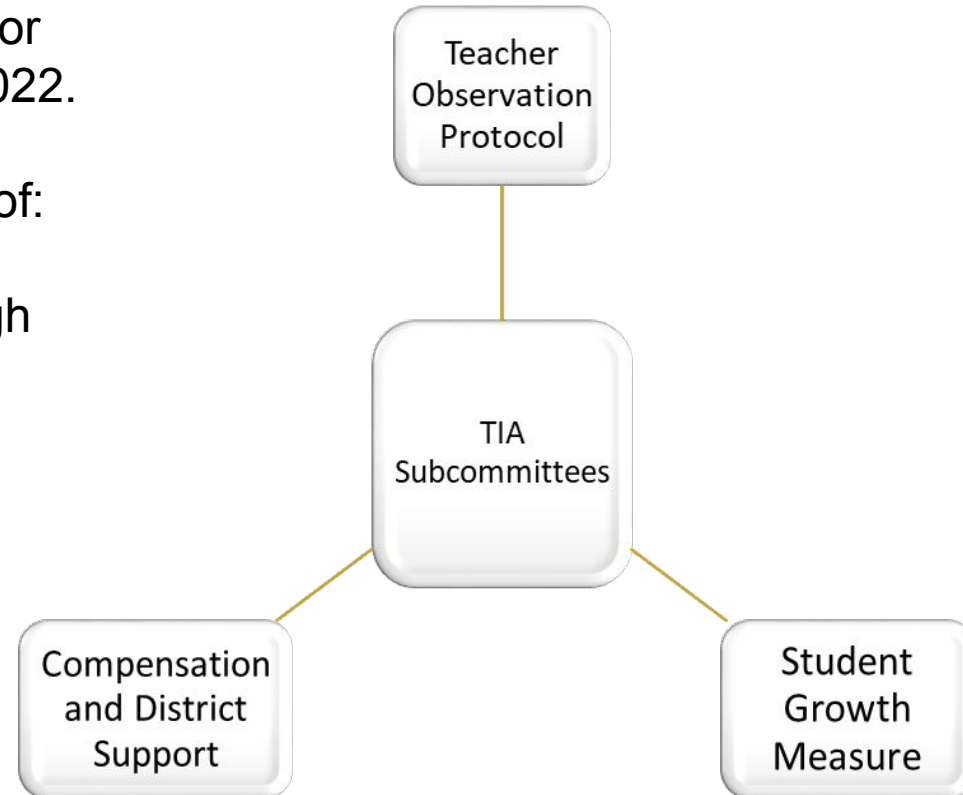


2022-2023 TIA Planning Committee

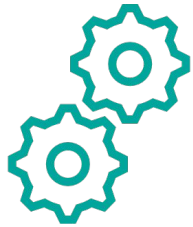
The process of preparing and planning for the TIA Program began in September 2022.

The TIA Planning Committee consisted of:

- Elementary, Middle School, and High School Teachers
- Campus Administrators
- District Administrators
- Superintendent Leadership Team



Cohort F Application Timeline



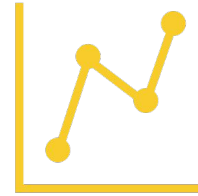
Pre-Application 2021-2022

- System Development
- Stakeholder Engagement



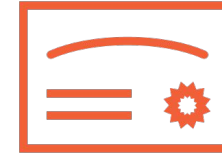
Year 1 2022-2023

- System Application
- TIA Teacher Buy-In Survey



Year 2 2023-2024

- Capture Data



Year 3 2024-2025

- Designate & Compensate for 23-24 school year
- Data Submission
- Full System Approval
- Expansion & Modifications
- TIA Annual Evaluation Surveys
- Annual Program Submission



Post-Approval 2025-2030

- New or Higher Designations
- Expansion and Modifications
- Annual Program Submission
- TIA Annual Evaluation Surveys

District System Components



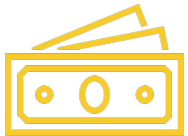
Teacher Observation

Observation based on T-TESS or aligned rubric. District application must show evidence of calibration and data analysis.



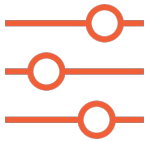
Student Growth

Student growth measured at the individual student level that can be linked to the applicable teacher. District application must show evidence of validity & reliability of development, administration, and scoring.



Spending Plan

Districts must spend at least 90% on teacher compensation for student-facing instructional roles and may reserve up to 10% for supporting the TIA system or in supporting teachers in earning a designation by 8/31 each year.



Optional Components

Districts may consider additional factors in make designations (e.g., mentoring other teachers, teacher leadership, family surveys, student surveys, etc.).

TEA PERFORMANCE STANDARDS



TEA established minimum expectations based on statewide performance expectations. The percentages below are statewide performance standards for each of the three teacher designation levels.

Designation Level	Statewide Percentages	Teacher Observation Performance Standards*	Student Growth Performance Standards
Recognized	Top 33%	3.7 or 74% of possible points	55% met or exceeded
Exemplary	Top 20%	3.9 or 78% of possible points	60% met or exceeded
Master	Top 5%	4.5 or 90% of possible points	70% met or exceeded

**Represents average of all dimensions in T-TESS Domains 2 and 3*

Teachers must have a minimum score of Proficient in all observable dimensions to be eligible for a new designation.

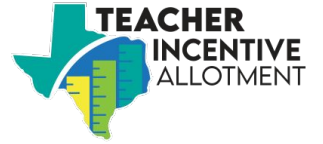


Local Designated System

Who is Eligible to Earn a Distinction?

Phase 1 2023-2024	Phase 2 2024-2025	Phase 3 2025-2026
4th-8th Grade Reading and Math (STAAR tested subjects) English I and English II Algebra I (First Year Testers)	PK-12th Grade teachers (coded 087) who obtain a National Board Certification Pre Kinder-2nd Grade self-contained classroom teachers. 3rd Grade and 5th-12th grade STAAR tested core teachers (coded 087)	TBD: Special Education, CTE, Fine Arts, Non-tested core content teachers

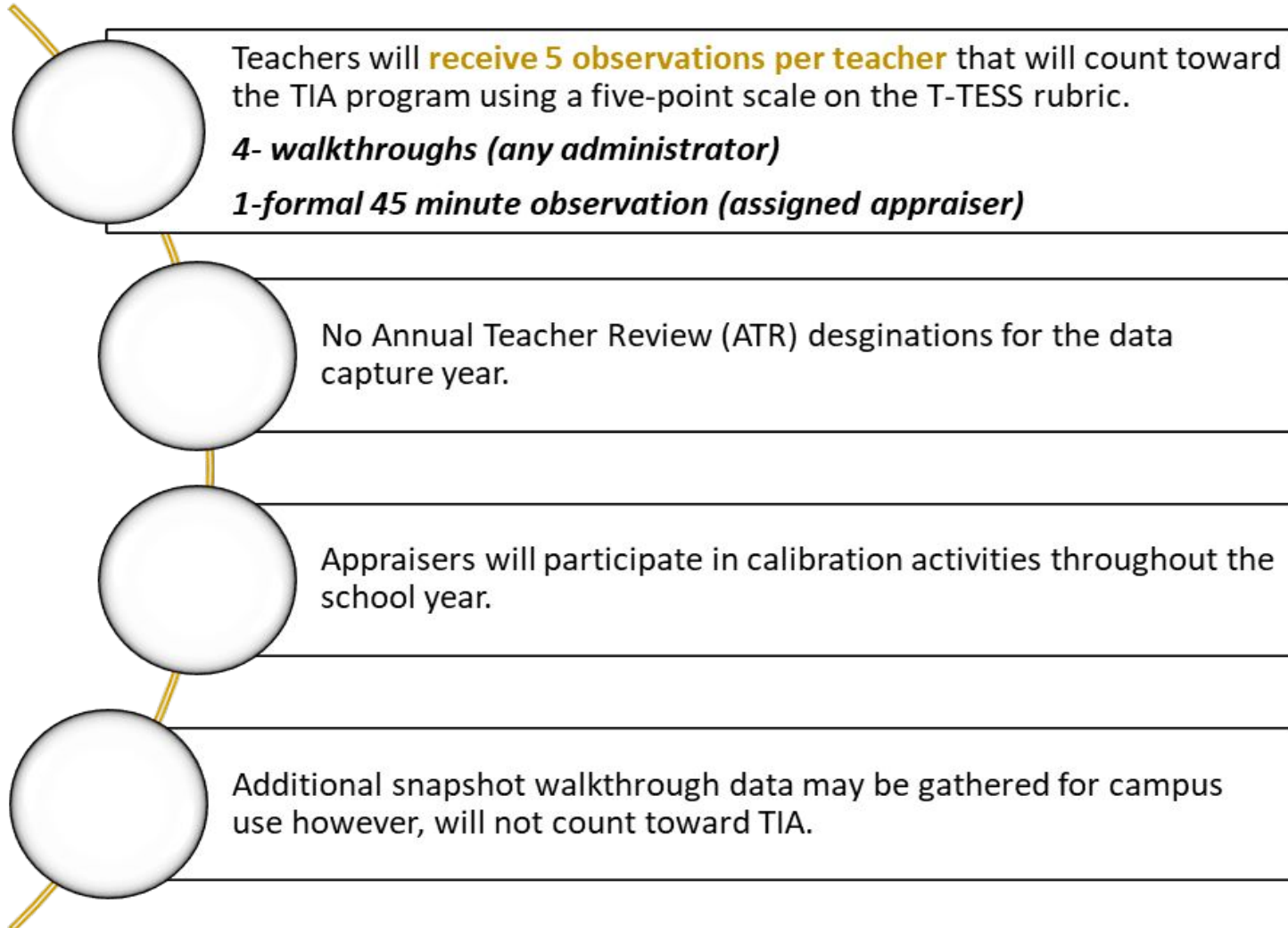
How is a designation earned?



The SISD TIA annual local designation submission includes three measurements:

Measure	Overall Percentage
Teacher Observation Domain 2 and Domain 3 T-TESS Teachers must have a minimum score of Proficient (3) in all observable dimensions to be eligible for a new designation.	40%
Student Growth Measure	50%
Leadership Domain 4 T-TESS	10%

Teacher Observation Protocol: T-TESS



Student Growth Measures

TEA established minimum expectations based on statewide performance expectations.

Recognized Teacher	Exemplary Teacher	Master Teacher
55% of students meet or exceeded expected growth	60% of students meet or exceeded expected growth	70% of students meet or exceeded expected growth

Calculating:

$$\text{Percentage of students} = \frac{\text{Number of students who met or exceeded growth expectation}}{\text{Total number of students with an expected growth score (who completed the final assessment)}}$$

Leadership: T-TESS Domain 4

Measure	Overall Percentage
Leadership Domain 4 T-TESS	10%
<p>Possible Sources of Evidence:</p> <ul style="list-style-type: none">● Goal-setting and tracking systems● parent communication systems● leading and attending professional development● student data goals and monitoring● campus and district school outreach activities● community involvement.	

How will I be compensated?

TEA established minimum guidelines for the district spending plan.

90%	10%
Directly to designated teacher	Funds to support TIA implementation

- 90% compensation for designated teachers
- 10% to district
 - Used to pay for district's portion of TRS and administrative costs for PD or TIA support
- Compensation Schedule
 - All allocated funds disbursed before August 31, 2025

TIA Working Committee 2023-2024



Check out our SISD TIA Web Page-

Web Page under Human Resources- TIA

- **TIA Toolbox** includes:
 - TIA Program Guide
 - FAQs
- National Board Certification Information
- Help Desk



Questions?



\$3K-\$9K

Recognized Designations represent the top 33% of Texas teachers



\$6K-\$18K

Exemplary Designations represent the top 20% of Texas teachers



\$12K-\$32K

Master Designations represent the top 5% of Texas teachers

THANK YOU!

pbGroup LLC

architecture · interior design · design build

pfluger

planning · architecture · interior design


BOND 2022



SEGUIN INDEPENDENT SCHOOL DISTRICT

Update

Board of Trustees Meeting
July 18, 2023



**NEW
MCQUEENEY
ELEMENTARY
SCHOOL**

1

**JIM BARNES
MIDDLE SCHOOL
ADDITIONS &
RENOVATIONS**

2

**NEW
MCQUEENEY
ELEMENTARY
SCHOOL**



25 Acres

Minor
Clearing
Required

Natural
Low Spot



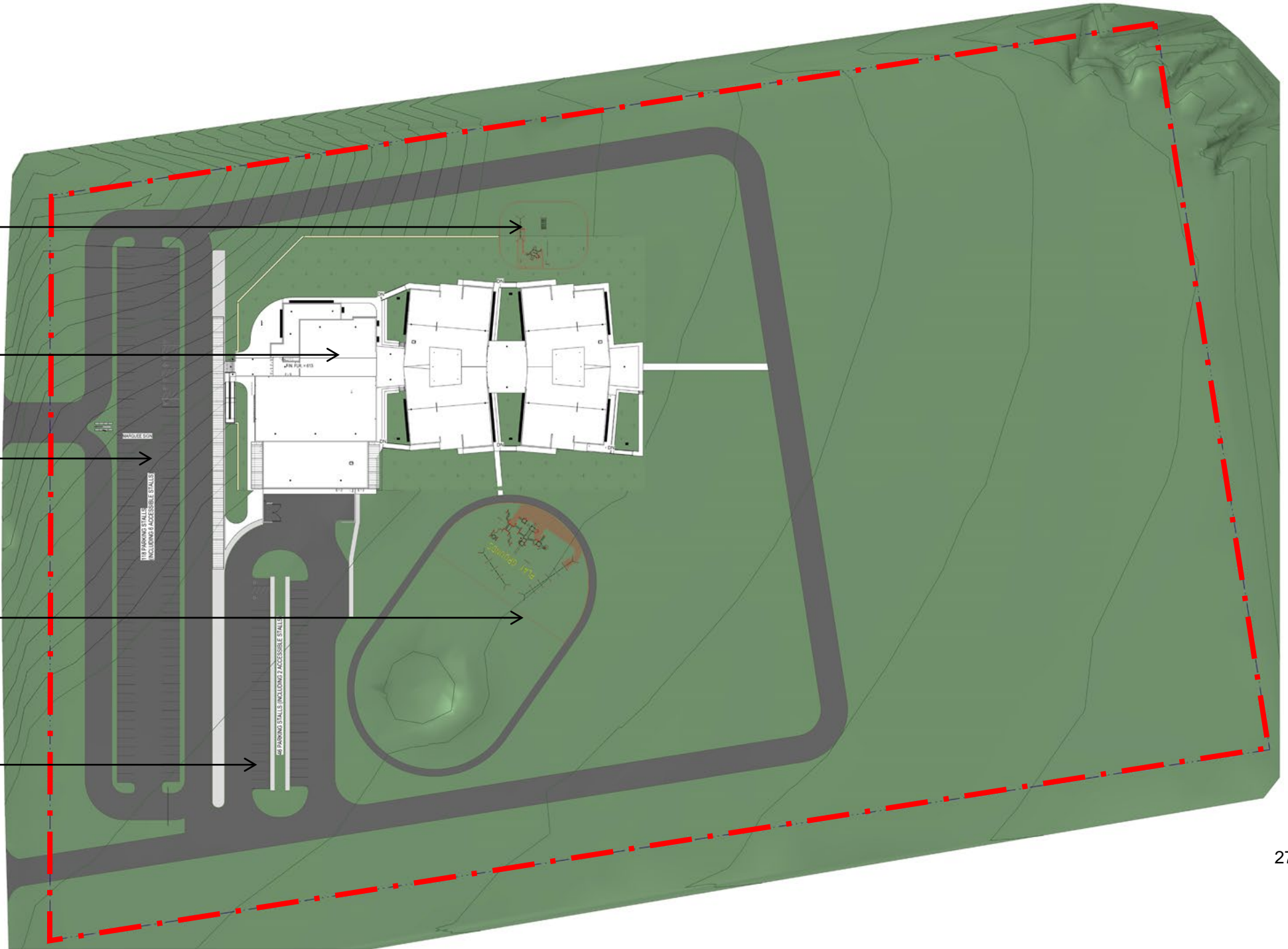
Younger Kids' Playground

99,120 SF

118 Parking Spaces

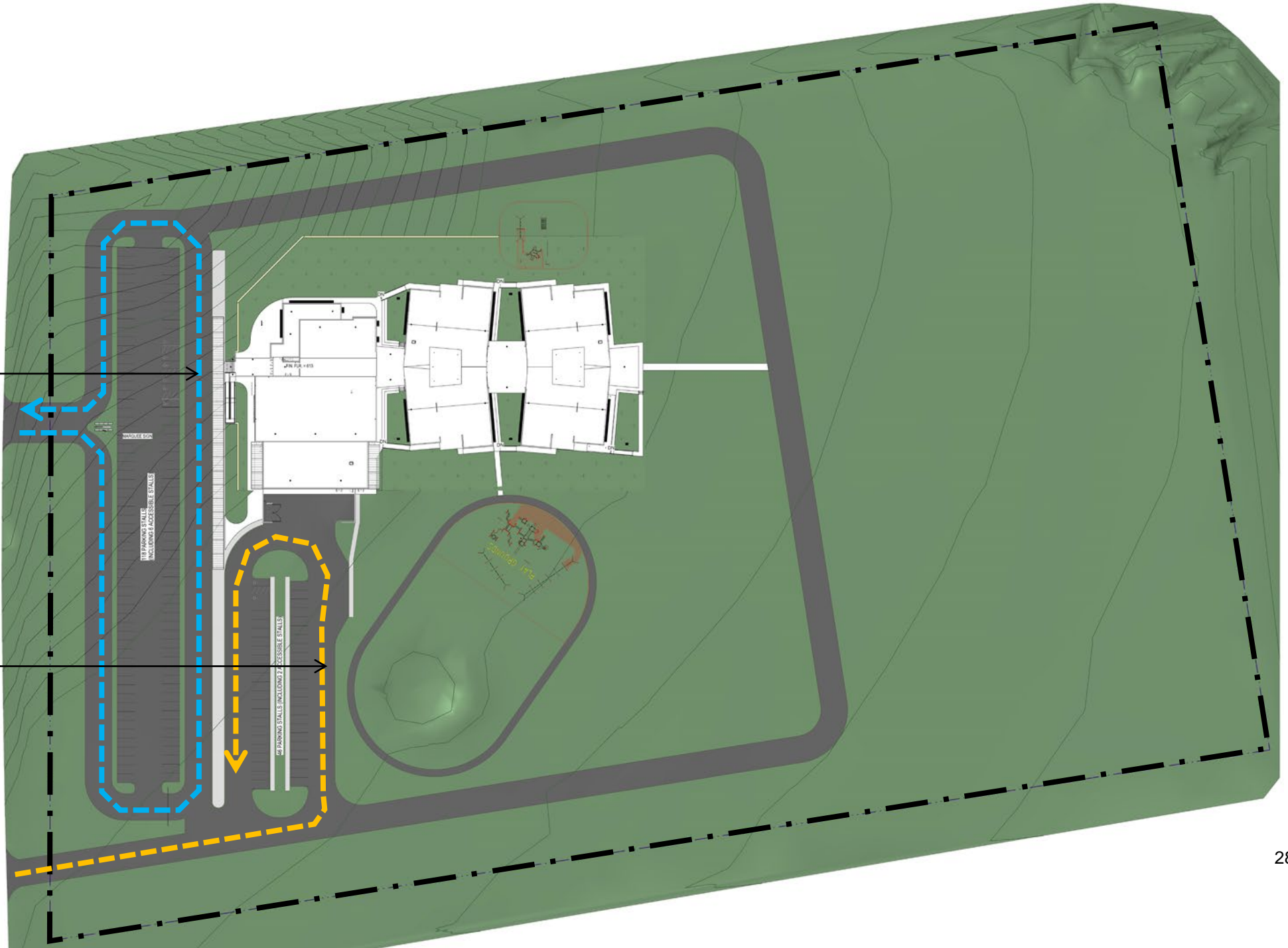
Older Kids' Playground + Walking Path

46 Parking Spaces

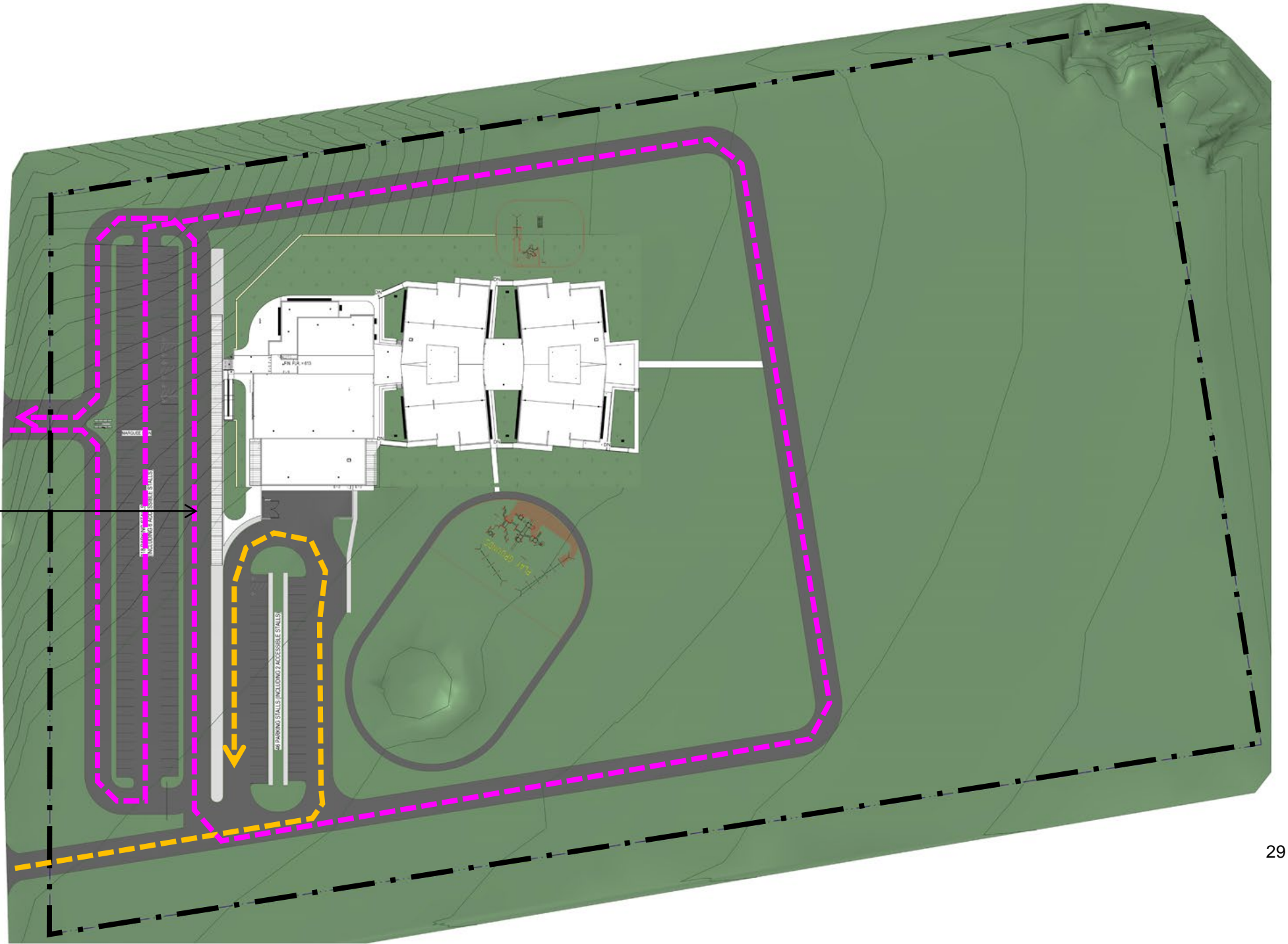


Parent Drop-off
& Pick-Up
(queuing for 64
single- or 128
double-stacked
vehicles)

Bus Drive
(queuing for 18
buses)



Maximum queuing for 180 single- or 360 double-stacked vehicles





DEPARTMENT NAME LEGEND

- ACADEMIC
- ADMINISTRATION
- CIRCULATION
- CUSTODIAL
- FINE ARTS
- FOOD SERVICES
- MEDIA CENTER
- PHYSICAL EDUCATION
- PLANT SERVICES
- RESTROOMS
- SUPPORT

FIRST FLOOR



DEPARTMENT NAME LEGEND

- ACADEMIC
- ADMINISTRATION
- CIRCULATION
- CTE
- FINE ARTS
- FOOD SERVICES
- PHYSICAL EDUCATION
- PLANT SERVICES
- RESTROOMS
- SUPPORT

SECOND FLOOR



MAIN ENTRY



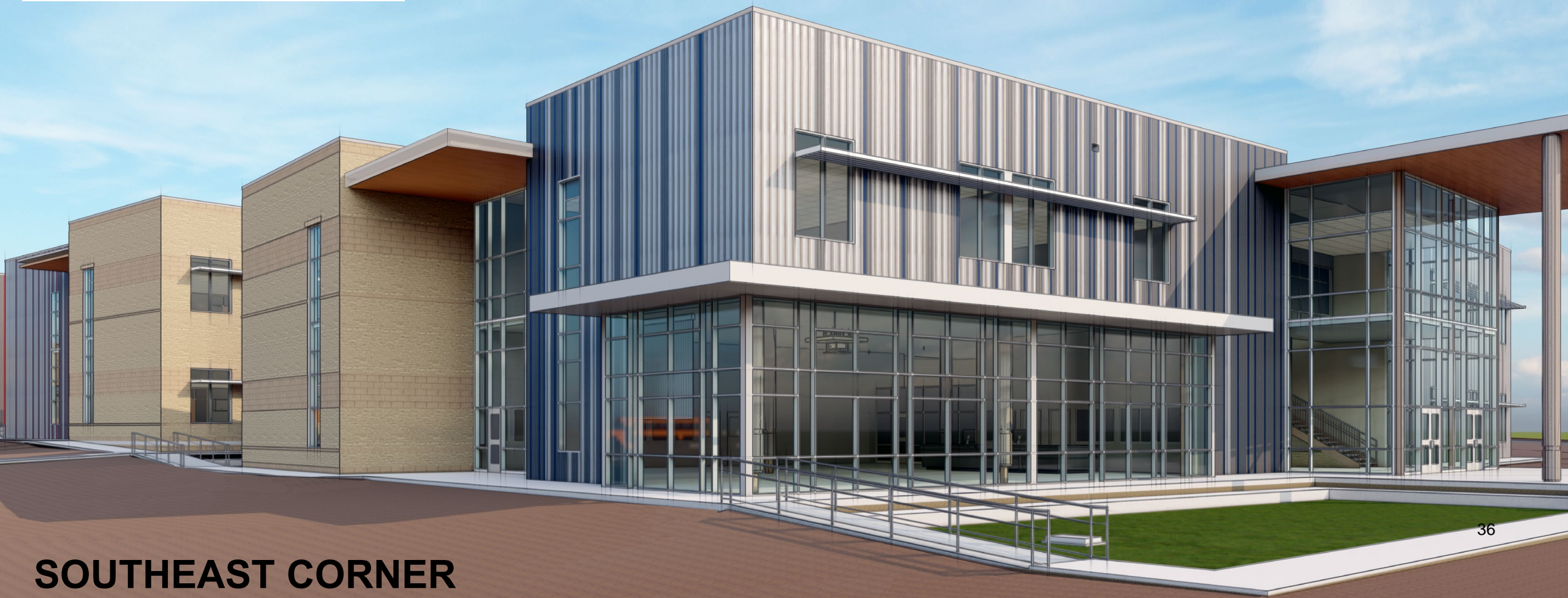
VIEW FROM FRONT PARKING



OUTDOOR LEARNING



OUTDOOR LEARNING



SOUTHEAST CORNER





MAIN CORRIDOR



MAIN CORRIDOR

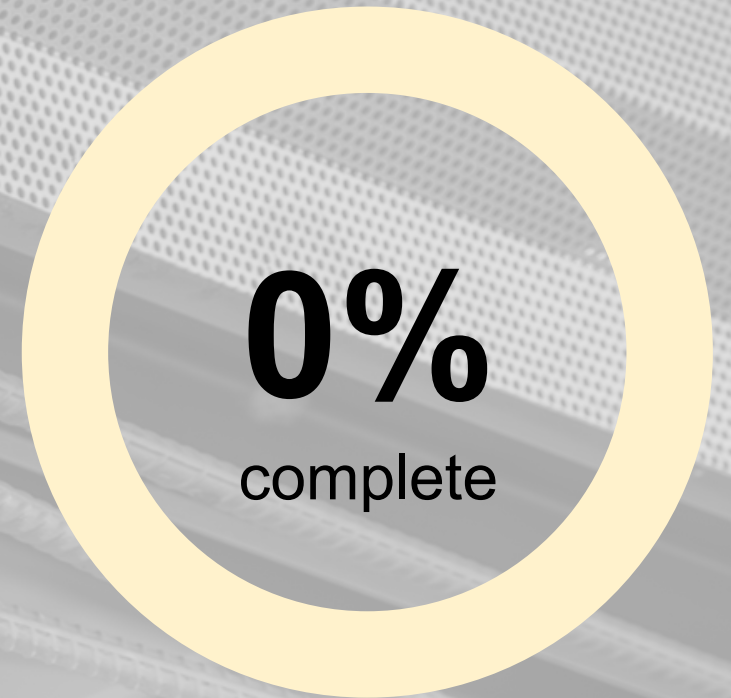
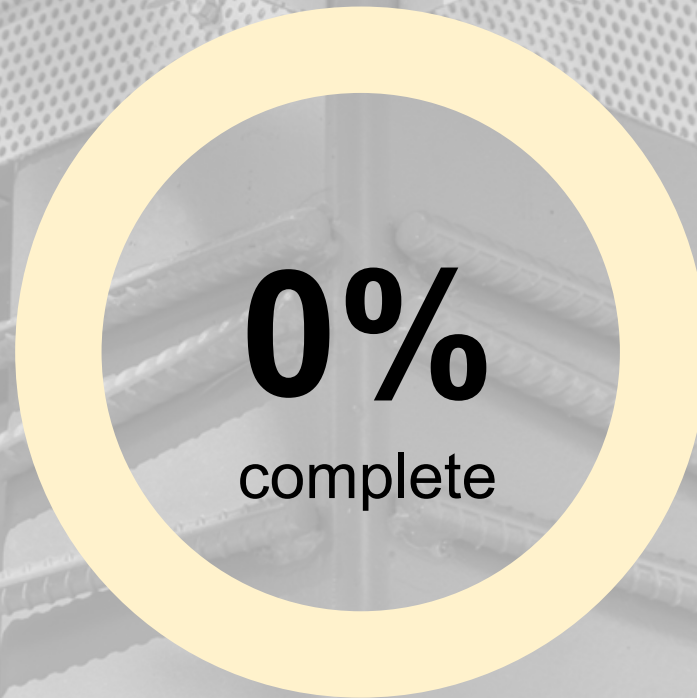
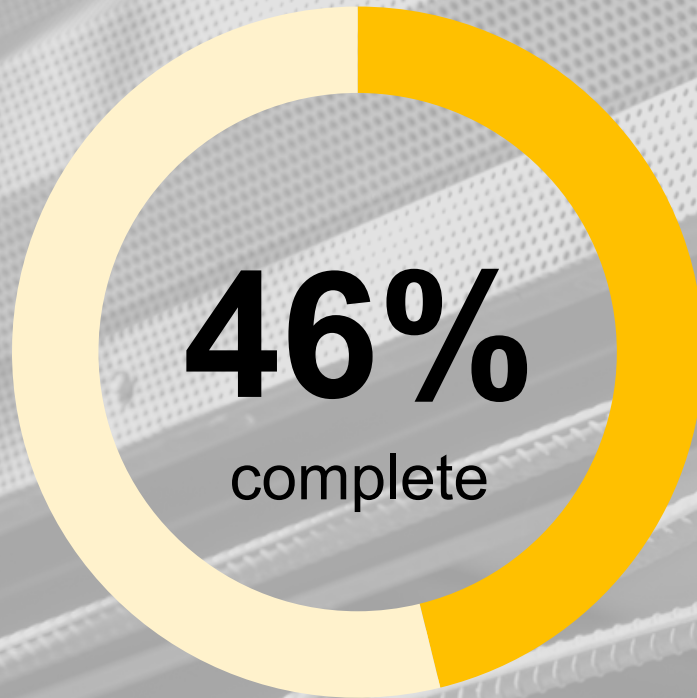


NEW McQUEENEY ELEMENTARY SCHOOL

DESIGN

**BID &
PRECONSTRUCTION**

CONSTRUCTION



JAN 2023 – JAN 2024
(13 MONTHS)

FEB 2024 – APR 2024
(3 MONTHS)

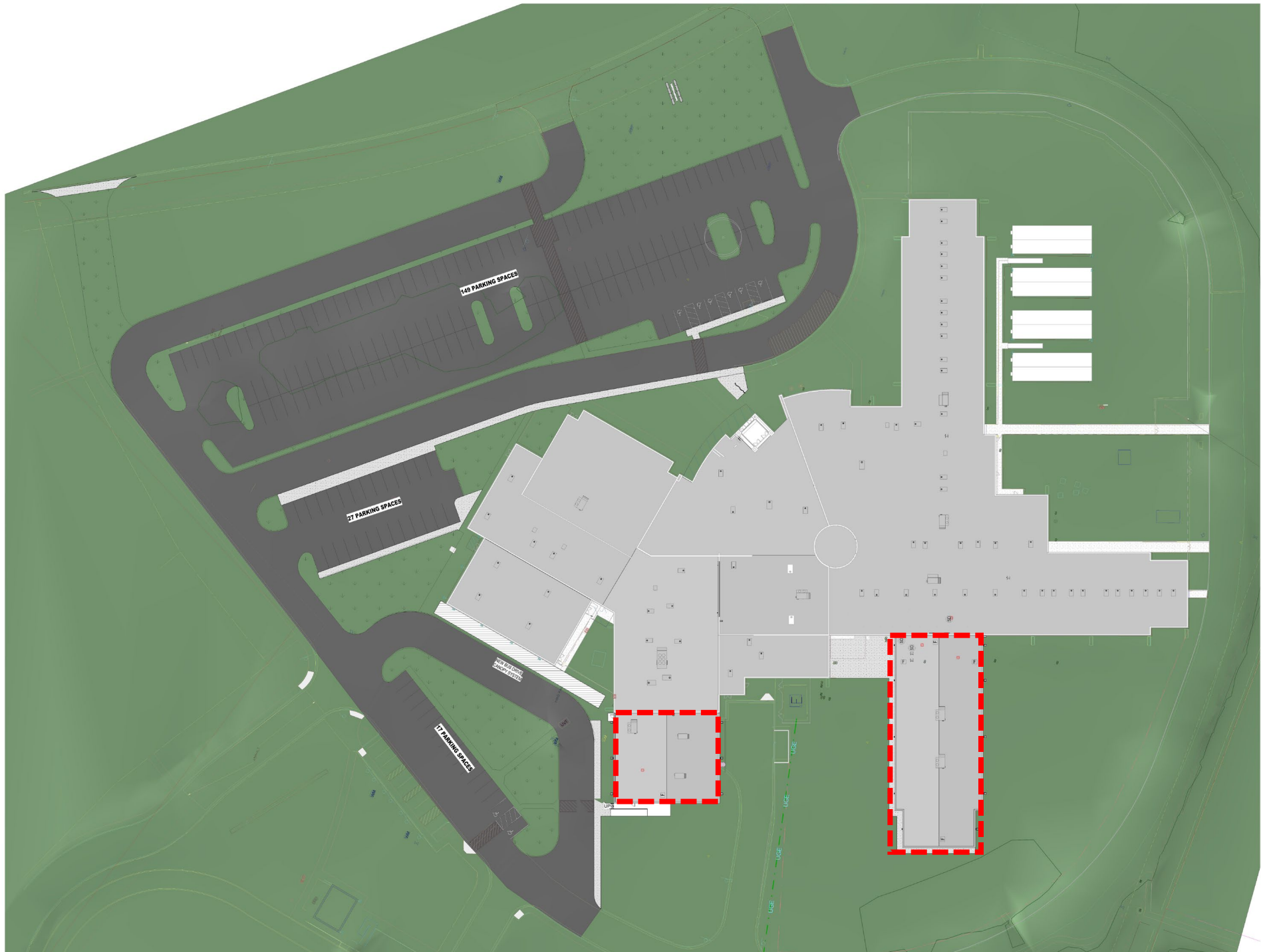
APR 2024 – JUNE 2026
(24 – 27 MONTHS)

A grayscale photograph of a ceiling structure under construction or renovation. The image shows a grid of steel reinforcement bars (rebar) embedded in concrete. Above the rebar, there are perforated metal panels. The perspective is looking up at the ceiling, with a central vertical column of rebar. A large white number '2' is overlaid on the right side of the image.

2

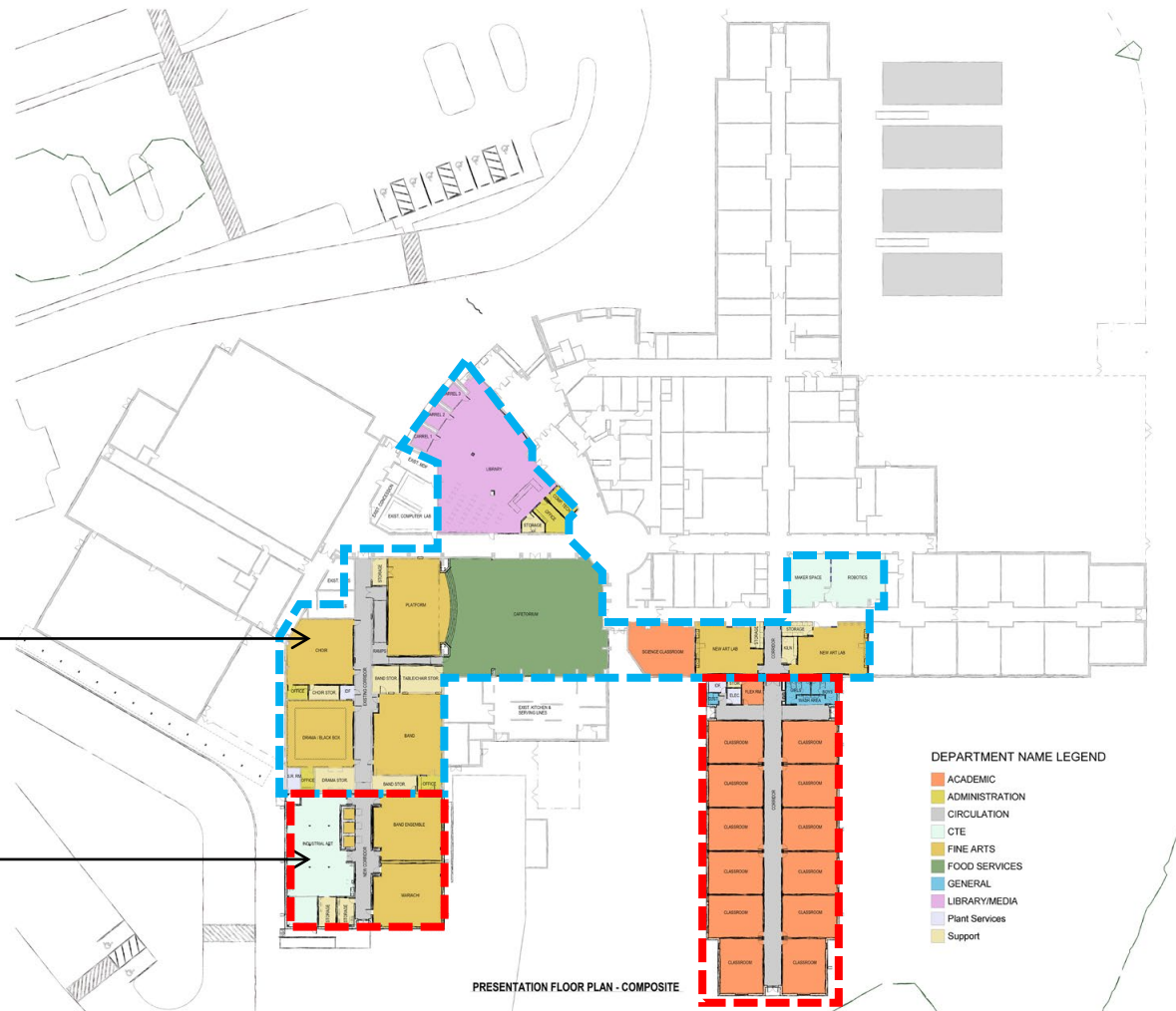
**JIM BARNES
MIDDLE SCHOOL
ADDITIONS &
RENOVATIONS**





Renovations
(27,383 SF)

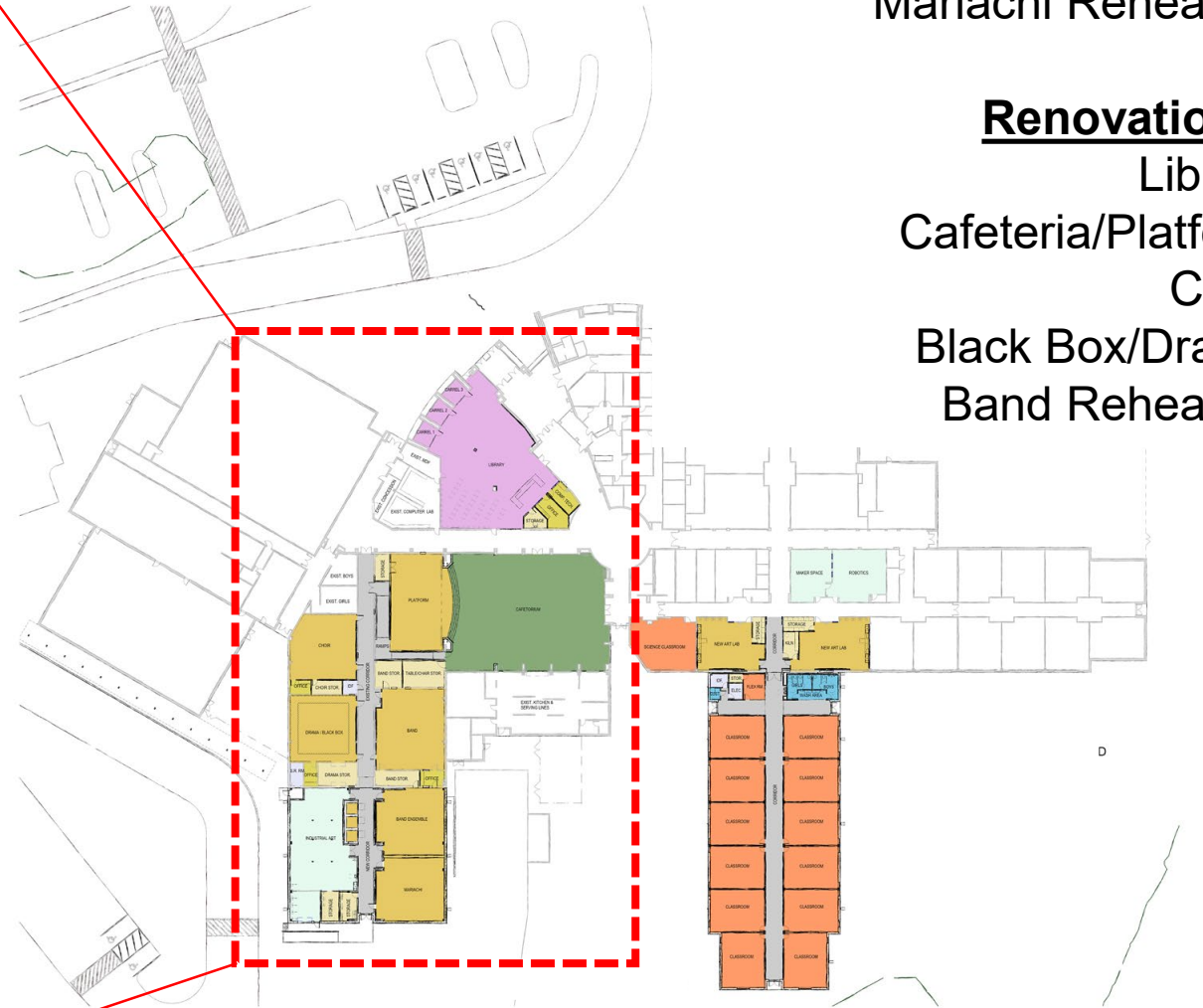
New Additions
(20,559 SF)

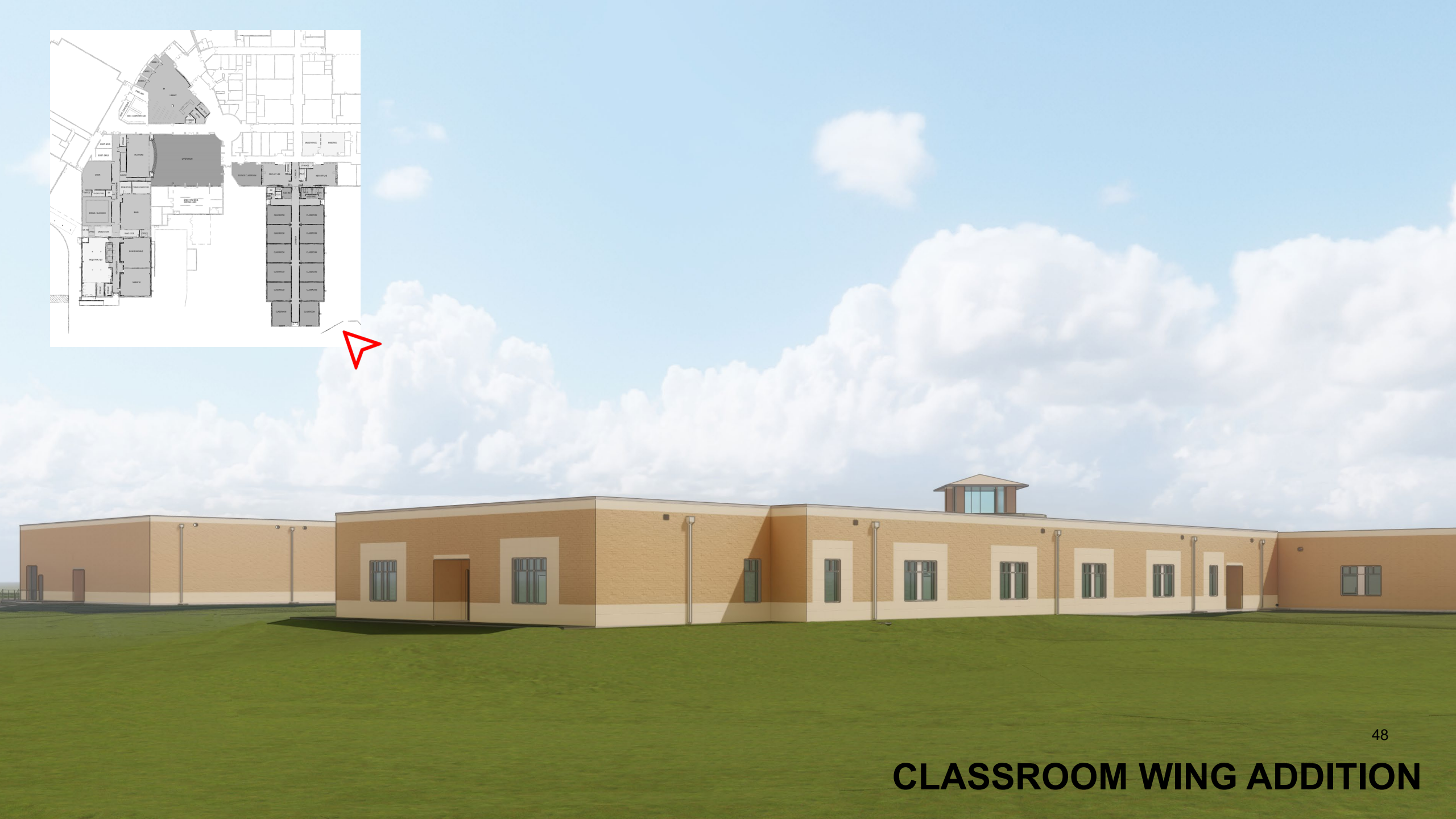
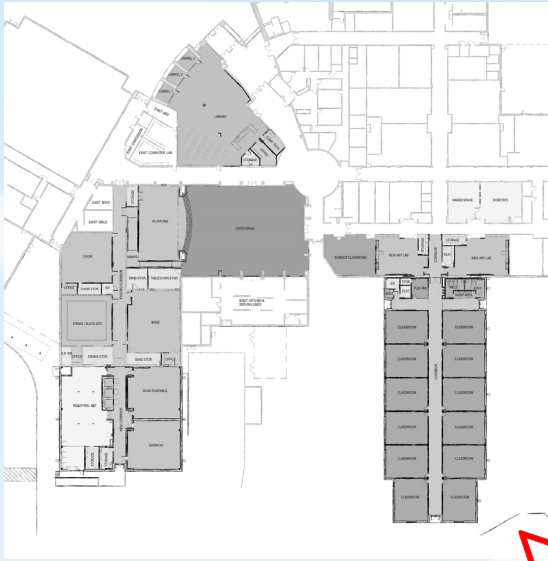


PRESENTATION FLOOR PLAN - COMPOSITE

New Addition:
Industrial Arts
Band Ensemble
Mariachi Rehearsal

Renovations:
Library
Cafeteria/Platform
Choir
Black Box/Drama
Band Rehearsal





CLASSROOM WING ADDITION



CAFETERIA RENOVATION





BARNES MIDDLE SCHOOL – ADDITIONS & RENOVATIONS

DESIGN

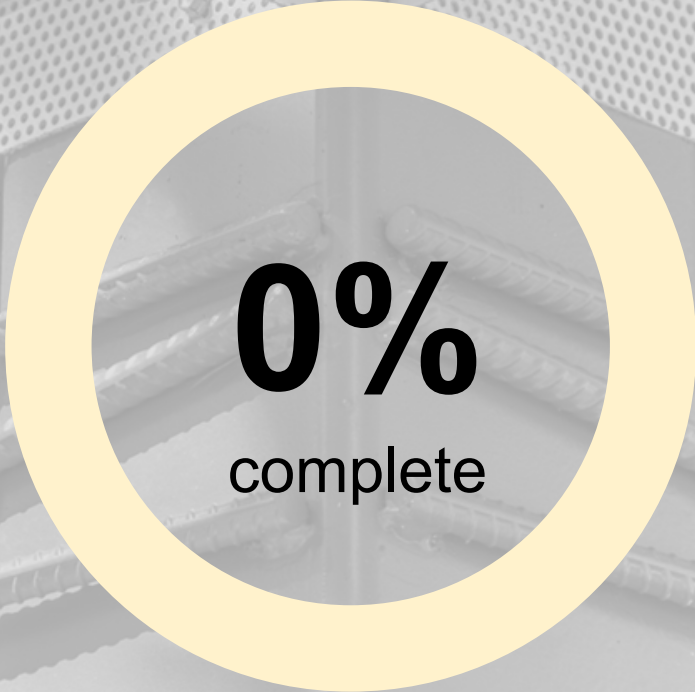
**BID &
PRECONSTRUCTION**

CONSTRUCTION



46%

complete



0%

complete



0%

complete

JAN 2023 – JAN 2024
(13 MONTHS)

FEB 2024 – APR 2024
(3 MONTHS)

APR 2024 – SEPT 2025
(18 MONTHS / 2 FULL SUMMERS)

Questions?

pbGroup LLC

architecture · interior design · design build

pfluger

planning · architecture · interior design

Minutes of Public Meeting

The Board of Trustees

Seguin ISD

A Public Meeting of the Board of Trustees of Seguin ISD was held Tuesday, June 20, 2023, beginning at 6:00 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

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

Absent: Nikki Bittings, Steve Gonzalez, and Dr. Matthew Gutierrez

Also Present: Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Andrea Jaramillo, Deputy Chief Innovation and Learning; Cindy Moreno, Chief Human Resources Officer; Perla Romero, Director of Business Services, and Nancy Ramirez, Superintendent Secretary.

1. Call to Order

A. Mr. Guerra called the public meeting to order at 6:01 p.m. and a quorum was established.

2. Public Meeting to Discuss the Budget for the 2023-24 School Year.

The Board met to discuss the Budget for the 2023-2024 school year. All questions and comments from the board were addressed. There were no questions from the public.

3. Adjourn

The meeting adjourned at 6:06 p.m.

Secretary/July 18, 2023

President/July 18, 2023

Minutes of Regular Meeting

The Board of Trustees

Seguin ISD

A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, June 20, 2023, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador, Joshua Bright, Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Carl Jenkins, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez, Superintendent (arrived at 6:41 p.m.)

Absent: Nikki Bittings

Also Present: Steve Gonzalez, Chief Technology Officer (arrived at 6:41 p.m.), Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Andrea Jaramillo, Deputy Chief Innovation and Learning; Cindy Moreno, Chief Human Resources Officer; Perla Romero, Director of Business Services; Nancy Ramirez, Superintendent Secretary and media.

1. Call to Order

A. Mr. Guerra called the 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 Mr. Guerra, followed by a moment of silence.

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, upcoming key dates and event information since the last board meeting, which included recognizing staff and student achievements and successes from across the district. Dr. Gutierrez also shared information regarding the Summer meal program.

D. Board Member Reports:

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

2. Audience with the Board

Edith Zeisloft signed up to address the Board regarding the School Health Advisory Council.

3. Reports/Information Items:

A. Introduction of Newly Appointed Administrators

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

- **Jason Mummert – Director of School Leadership**
- **Diana Farris – Seguin High School Academic Dean**
- **Maegen Medrano – Rodriguez Assistant Principal**
- **Patricia Garcia - Rodriguez Academic Dean**

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.

The Board recessed from 7:09 p.m. until 7:19 p.m.

4. **Closed Meeting** –The Board went into closed session at 7:20 p.m.
 - A. Pursuant to Texas Government Code Section §§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.
 - B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
 - C. Pursuant to Texas Government Code Section § 551.072 - Discuss the sale, purchase, exchange, lease, or value of real property.
5. **Reconvene to Open Meeting** –The Board reconvened at 8:05 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).

6. **Consent Agenda Items – Consider and Possible Approval:**

A. Approval of Board Minutes for:

Special Meeting, May 17, 2023
Regular Meeting, May 23, 2023
Special Meeting, May 31, 2023
Special Meeting, June 6, 2023

B. Approval of Tax Collection Reports for May 2023

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for May 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 May 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 May 31, 2023.

D. Approval of Donations Received May 2023

The Board of Trustees approved the donations received by the District during the month of April 2023 in the amount of \$4,370.00 from various business and individuals. District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval."

E. Approval of Property, Liability, and Fleet Insurance for 2023-24

The Board of Trustees approved the renewal of property, liability, and fleet insurance coverage with the Texas Association of School Boards (TASB) with a premium of \$481,772. 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.

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

The Board of Trustees approved 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. 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.

G. Approval of District-Wide Student Accident/Catastrophic Insurance from the Brokerage Store, Inc.

The Board of Trustees approved 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. 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.

H. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts and Services (RFP #:21-04)

The Board of Trustees approved to contract with each of the recommended respondents, for Facilities Maintenance, Electrical Equipment, Parts, and Services. 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. 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.

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

The Board of Trustees approved to contract with each of the recommended respondents, for Special Education Services. A Request for Proposals (RFP#: 21-05) was issued on August 7, 2020 for Special Education Services. The bid was competitively solicited in compliance with Board Policy. Of the 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.

J. ESC XX Annual Commitment Forms

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

K. Approval of Credit by Exam Dates for 2023-2024

The Board of Trustees approved the Credit by Exam dates below:

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

L. Information Regarding Seguin ISD’s Participation in the ESC XIII Regional Day School Program for the Deaf (RDSPD)

The Board of Trustees received 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.

M. 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
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

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, 5th 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, 1st 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.

Ms. 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, Koenecke 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/MBLC, 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, 1st 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 1st 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, 4th 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.

N. Acknowledge Public Information Act Requests May 2023

The Board of Trustees received information regarding the Public Information Act requests received since May 11, 2023. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

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

A. Approval of Board Minutes for:

Special Meeting, May 17, 2023

Regular Meeting, May 23, 2023

Special Meeting, May 31, 2023

Special Meeting, June 6, 2023

B. Approval of Tax Collection Reports for May 2023

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

D. Approval of Donations Received May 2023

E. Approval of Property, Liability, and Fleet Insurance for 2023-24

F. Approval of Agreement with Texas Association of School Boards for Workers'

Compensation Coverage for the period July 1, 2023, through June 30, 2024

G. Approval of District-Wide Student Accident/Catastrophic Insurance from the Brokerage Store, Inc.

H. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts and Services (RFP #:21-04)

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

J. ESC XX Annual Commitment Forms

K. Approval of Credit by Exam Dates for 2023-2024

L. Information Regarding Seguin ISD's Participation in the ESC XIII Regional Day School Program for the Deaf (RDSPD)

M. Personnel Information – Professional Employees

N. Acknowledge Public Information Act Requests May 2023

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

Nays: None

7. Action Items:

A. CONSIDERATION AND APPROVAL OF AN ORDER BY THE BOARD OF TRUSTEES OF THE SEGUIN INDEPENDENT SCHOOL DISTRICT AUTHORIZING THE ISSUANCE OF "SEGUIN INDEPENDENT SCHOOL DISTRICT UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 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

Mr. Jenkins moved, seconded by Ms. Duncan to 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. 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.

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

Nays: None

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

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

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

Nays: None

C. Adopt a Resolution for the Assignment of Fund Balance

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

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

Nays: None

D. 2023-2024 Employee Salary Increase Recommendation

Mrs. Thomas-Jimenez moved, seconded by Mrs. Crettenden to approve the 2023-2024 salary increase as recommended for all active district employees. All returning teachers, librarians, and nurses will receive a minimum increase of 4% as compared to the prior year Bachelor's pay table step. Employees who have a Master's degree will continue to receive \$1,000 above the step amount reflected on the Bachelor's pay table. Counselors will continue to receive \$3,500 above the step amount reflected on the Bachelor's pay table. 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 pay table 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.

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

Nays: None

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

Mr. Bright moved, seconded by Mrs. Thomas-Jimenez to adopt the 2023-24 proposed budget for the General Operating Fund, Child Nutrition Fund, and Debt Service Fund as presented.

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

Nays: None

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

Mr. Amador moved, seconded by Mr. Jenkins to approve the purchases that were made through the BuyBoard Purchasing Cooperative:

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

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

G. 2023-2024 Compensation Handbook Recommendation

Ms. Duncan moved, seconded by Mrs. Thomas-Jimenez to approve the 2023-2024 compensation handbook as recommended for all active district employees. 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.

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

8. Board Comments and Request

Mrs. Thomas-Jimenez and Dr. Gutierrez held a brief discussion regarding a statewide election on the vouchers.

All prior Board requests have been addressed.

9. Adjourn

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

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

Secretary/July 18, 2023

President/July 18, 2023

ACTION ITEM: **Approval of Proposed Budget Amendments & Financial Statements for June 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 June 30, 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:
(Signature)
(Name)
(Address)
(Telephone)



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

Date Submitted: 07/18/23

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
June 2023**

	Budget					Actual			Budget Remaining
	Adopted Budget	June 1, 2023	Proposed Amendment(s)		June 30, 2023	June 1, 2023	Current Month	June 30, 2023	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
REVENUE									
Local									
Property Taxes-Current	35,924,796	40,500,000			40,500,000	40,247,784	569,049	40,816,833	-
Property Taxes-Delinquent	1,565,467	800,000			800,000	787,171	37,336	824,507	-
Property Taxes-Penalty & Interest	589,549	300,000			300,000	369,953	59,079	429,032	-
Interest Income	300,000	300,000	1,000,000		1,300,000	1,270,572	161,429	1,432,001	-
Other Local Income	106,000	106,000			106,000	459,120	15,820	474,940	-
State	27,589,065	33,068,877	(5,000,000)		28,068,877	16,493,521	8,871,749	25,365,270	2,703,607
Federal	1,167,000	1,208,200	1,000,000		2,208,200	2,286,072	211,139	2,497,211	-
REVENUE	67,241,877	76,283,077	(3,000,000)		73,283,077	61,914,194	9,925,601	71,839,795	2,703,607
EXPENSE									
11 - Instruction	37,553,166	43,382,812	(2,225,232)	(10,805)	41,146,775	30,141,879	8,662,079	38,803,958	2,342,817
12 - Instructional Resources & Media Svcs	1,023,887	1,058,321			1,058,321	828,887	181,227	1,010,114	48,207
13 - Curr & Instructional Staff Development	651,794	545,926		(1,205)	544,721	365,811	38,209	404,020	140,701
21 - Instructional Leadership	2,204,014	2,283,643	(154,000)		2,129,643	1,844,119	202,954	2,047,073	82,570
23 - School Leadership	4,857,232	5,060,605			5,060,605	4,188,507	707,683	4,896,190	164,415
31 - Guidance & Counseling Services	2,647,822	2,996,837			2,996,837	2,419,737	440,974	2,860,712	136,125
32 - Social Work Services	515,652	673,960		(130)	673,830	576,842	81,357	658,199	15,631
33 - Health Services	759,739	819,412			819,412	613,680	178,104	791,783	27,629
34 - Student Transportation	2,703,871	3,357,547	(110,315)		3,247,232	2,586,760	433,673	3,020,433	226,799
35 - Food Service	-	-			-	-	-	-	-
36 - Co-curricular Activities	2,041,009	2,254,019		14,640	2,268,659	1,868,420	159,391	2,027,812	240,847
41 - General Administration	2,348,125	3,638,858	(510,453)		3,128,405	3,250,231	(519,070)	2,731,162	397,243
51 - Plant Maintenance & Operations	6,712,126	7,795,744			7,795,744	6,587,491	620,671	7,208,161	587,583
52 - Security & Monitoring Services	535,602	717,166		(2,500)	714,666	610,005	48,710	658,715	55,951
53 - Data Services	1,976,884	2,314,421			2,314,421	1,924,317	301,507	2,225,824	88,597
61 - Community Services	75,270	26,037			26,037	21,103	3,328	24,432	1,606
71 - Debt Services	-	665,000			665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	684,250			684,250	342,072	(286,722)	55,350	628,900
99 - Intergovernmental Charges (Appraisal Servs)	635,684	730,684			730,684	719,992	-	719,992	10,692
EXPENSE	67,241,877	79,005,242	(3,000,000)		76,005,242	59,654,854	11,254,075	70,808,928	5,196,314
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ (2,722,165)	\$ -	\$ -	\$ (2,722,165)	\$ 2,359,340	\$ (1,328,473)	\$ 1,030,867	(2,492,707)
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ (2,722,165)	\$ -	\$ -	\$ (2,722,165)	\$ 2,359,340	\$ (1,328,473)	\$ 1,030,867	

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:			
22 - 23 Beginning Fund Balance - Restricted - Grants	\$	468,865	
22 - 23 Beginning Unassigned Fund Balance	\$	35,839,125	76,005,242
22 - 23 Actual Year to Date Revenue Over/(Under) Expense	\$	1,030,867	
22 - 23 Actual Year to Date Other Sources and Uses		-	
22 - 23 Budget Remaining Revenue Over/(Under) Expense	\$	(2,492,707)	
22 - 23 Estimated Year End Result of Activities	\$	(1,461,840)	
* 22 - 23 Estimated Ending Unassigned Fund Balance (Unaudited)	\$	<u>34,846,150</u>	
PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):			
Amended Budget Expense (official test will use actuals at year end)			76,005,242
Less: Non-Operating Expenses/Fund Balance Assignments			
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 Teacher Incentive Allotment Program Development	\$	(130,000)	
Assigned for Welding Shop Upgrades	\$	(390,000)	
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	\$	(9,042,165)	
22 - 23 Budgeted Operating Expense (official test will use actuals at year end)	\$	66,963,077	
25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)		25%	
22 - 23 Minimum Unassigned Fund Balance	\$	16,740,769	
* 22 - 23 Estimated Ending Unassigned Fund Balance (Unaudited)	\$	<u>34,846,150</u>	
Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$	<u>18,105,380</u>	

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

Budget Report - Attachment 1
 25-Jul-2023

Revenues:

BUA 483		
Function 00		
Increase Interest Earning Revenue	\$	1,000,000
Decrease State Aid Revenue	\$	(5,000,000)
Increase SHARS reimbursement revenue	\$	1,000,000
Total Revenue Increase (Decrease)	\$	<u>(3,000,000)</u>

Expenditures:

BUA 483		
Function 11		
Reduce Expenditures to match revenue	\$	2,225,232
Function 21		
Reduce Expenditures to match revenue	\$	154,000
Function 34		
Reduce Expenditures to match revenue	\$	110,315
Function 41		
Reduce Expenditures to match revenue	\$	510,453
Total Expenditures Increase (Decrease)	\$	<u>3,000,000</u>

Other Sources:

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

	Budget					Actual			Budget Remaining
	Adopted Budget	June 1, 2023	Proposed Amendment(s)		June 30, 2023	June 1, 2023	Current Month	June 30, 2023	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
REVENUE									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	92,055	12,881	104,936	-
Other Local Income	571,000	571,000	-	-	571,000	252,126	228	252,355	318,645
State	70,000	70,000	-	-	70,000	34,943	-	34,943	35,057
Federal	4,489,000	5,389,000	-	-	5,389,000	5,620,175	38,419	5,658,594	-
REVENUE	5,150,000	6,050,000	-	-	6,050,000	5,999,300	51,529	6,050,828	353,702
EXPENSE									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service	5,137,250	7,008,268	-	-	7,008,268	4,945,189	372,804	5,317,993	1,690,275
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	12,000	18,500	-	-	18,500	9,527	7,614	17,140	1,360
52 - Security & Monitoring Services	750	6,450	-	-	6,450	6,227	-	6,227	223
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
EXPENSE	5,150,000	7,033,218	-	-	7,033,218	4,960,942	380,417	5,341,360	1,691,858
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ (983,218)	\$ -	\$ -	\$ (983,218)	1,038,357	(328,889)	709,468	(1,338,156)
Other Sources	-	-	-	-	-				
Other Uses	-	-	-	-	-				
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ (983,218)	\$ -	\$ -	\$ (983,218)	\$ 1,038,357	\$ (328,889)	\$ 709,468	

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:			
<i>22 - 23 Beginning Fund Balance (Unaudited)</i>			
Unassigned	\$	2,590,077	
Non Spendable-Inventory	\$	61,139	
Total 22 - 23 Beginning Fund Balance (Unaudited)	\$	2,651,216	
22 - 23 Actual Year to Date Revenue Over/(Under) Expense	\$	709,468	
22 - 23 Actual Year to Date Other Sources and Uses	\$	-	
22 - 23 Budget Remaining Revenue Over/(Under) Expense	\$	(1,338,156)	
22 - 23 Estimated Year End Result of Activities	\$	(628,687)	
22 - 23 Estimated Ending Fund Balance (Unaudited)	\$	2,022,528	

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

Budget Report - Attachment 1
25-Jul-2023

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

Seguin Independent School District
Proposed Budget Amendments and Financial Statements
Debt Service Fund
June 2023

	Budget				Actual			Budget Remaining	
	Adopted Budget	June 1, 2023	Proposed Amendment(s)		June 30, 2023	June 1, 2023	Current Month		June 30, 2023
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
REVENUE									
Local									
Property Taxes-Current	15,200,000	17,951,682	-	-	17,951,682	17,921,028	253,393	18,174,421	-
Property Taxes-Delinquent	200,000	325,000	-	-	325,000	312,370	15,199	327,569	-
Property Taxes-Penalty & Interest	136,682	200,000	-	-	200,000	148,202	25,869	174,071	25,929
Interest Income	-	-	-	-	-	465,240	83,488	548,728	-
Other Local Income	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	933,678	-	933,678	-
Federal	-	-	-	-	-	-	-	-	-
REVENUE	15,536,682	18,476,682	-	-	18,476,682	19,780,518	377,948	20,158,467	25,929
EXPENSE									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service									
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations									
52 - Security & Monitoring Services									
53 - Data Services									
61 - Community Services									
71 - Debt Services	15,536,682	18,476,682	-	-	18,476,682	12,911,682	5,239,850	18,151,531	325,151
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
EXPENSE	15,536,682	18,476,682	-	-	18,476,682	12,911,682	5,239,850	18,151,531	325,151
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	6,868,837	(4,861,901)	2,006,936	\$ (299,222)
Other Sources	-	-	-	-	-	-	-	2,308	
Other Uses	-	-	-	-	-	-	-	-	
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,308.36	
RESULT OF ACTIVITIES	\$ -	\$ -	\$ -	\$ -	\$ -	6,868,837	(4,861,901)	2,009,244	

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:			
22 - 23 Beginning Fund Balance (Unaudited)	\$	12,761,789	
Total 22 - 23 Beginning Fund Balance (Unaudited)	\$	12,761,789	
22 - 23 Actual Year to Date Revenue Over/(Under) Expense	\$	2,006,936	
22 - 23 Actual Year to Date Other Sources and Uses	\$	2,308	
22 - 23 Budget Remaining Revenue Over/(Under) Expense	\$	(299,222)	
22 - 23 Estimated Year End Result of Activities	\$	1,710,022	
22 - 23 Estimated Ending Fund Balance (Unaudited)	\$	14,471,811	

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

Budget Report - Attachment 1
25-Jul-2023

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

ACTION ITEM: Approval of Investment Report for the Fourth Quarter Ended June 30, 2023

RECOMMENDATION: That the Board of Trustees approve the Investment Report for the Fourth Quarter Ended June 30, 2023.

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

This report is designed to allow the Board of Trustees to review the investment activity for the Fourth Quarter Ended June 30, 2023. The District's earnings rates, investment position, and yield information are presented for the period.

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

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

PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: None

EXHIBITS: Investment Report

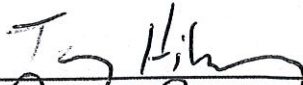
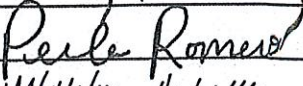
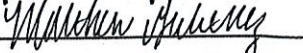
RESOURCE PERSONNEL: Anthony Hillberg, Chief Financial Officer, CPA, RTSBA
Perla Romero, Director of Business Services

Submitted by: _____ Date Submitted: 07/18/23
(Signature) Matthew Gutierrez
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FOURTH QUARTER ENDED JUNE 30, 2023**

<u>INVENTORY OF INVESTMENTS</u>	Weighted Average Maturity 1.0 Day	Balance <u>6/30/2023</u>
GENERAL OPERATING FUND 199		
TexPool - Local Maintenance		880,032
Lone Star		26,698,619
Logic		441,754
MBIA		<u>9,282,717</u>
TOTAL GENERAL OPERATING FUND		\$ 37,303,122
Weighted Average Maturity		
CHILD NUTRITION FUND 240		
Lone Star		<u>\$ 2,914,229</u>
Weighted Average Maturity		
INTEREST & SINKING FUND 599		
TexPool		1,135,259
Lone Star		<u>13,570,538</u>
TOTAL INTEREST & SINKING FUND		\$ 14,705,797
Weighted Average Maturity		
COMBINED SCHOOL BOND FUNDS 62X		
Lone Star		<u>\$ 48,040,673</u>
OAK PARK MALL ENTERPRISE FUND 711		
TexPool		<u>\$ 272,813</u>
WORKER'S COMPENSATION SELF-INSURANCE FUND 753		
TexPool		830,887
Lone Star		<u>3,273,363</u>
TOTAL WORKERS' COMPENSATION FUND		\$ 4,104,250
Weighted Average Maturity		
STUDENT ACTIVITY TRUST & AGENCY FUND 865		
TexPool		<u>\$ 155,726</u>
Weighted Average Maturity		
GRAND TOTALS		<u>\$ 107,496,609</u>

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

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

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FOURTH QUARTER ENDED JUNE 30, 2023**

<u>INVESTMENT TRANSACTIONS</u>	<u>QUARTER BEGINNING BALANCE 4/1/2023</u>	<u>NET CHANGE</u>	<u>QUARTER ENDING BALANCE 6/30/2023</u>
GENERAL OPERATING FUND 199			
TexPool	871,490	8,542	880,032
Lone Star	34,536,885	(7,838,267)	26,698,619
Logic	436,134	5,620	441,754
MBIA	9,163,885	118,833	9,282,717
TOTAL GENERAL OPERATING FUND	\$ 45,008,395	\$ (7,705,272)	\$ 37,303,122
CHILD NUTRITION FUND 240			
Lone Star	\$ 2,760,316	\$ 153,913	\$ 2,914,229
INTEREST AND SINKING FUND 599			
TexPool	1,121,356	13,903	1,135,259
Lone Star	17,838,428	(4,267,890)	13,570,538
TOTAL INTEREST AND SINKING FUND	\$ 18,959,784	\$ (4,253,987)	\$ 14,705,797
COMBINED SCHOOL BOND FUNDS 62X			
Lone Star	\$ 11,367,883	\$ 36,672,790	\$ 48,040,673
OAK PARK MALL FUND 711			
TexPool	\$ 267,236	\$ 5,577	\$ 272,813
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	820,711	10,176	830,887
Lone Star	3,105,647	167,716	3,273,363
TOTAL WORKERS' COMPENSATION FUND	\$ 3,926,359	\$ 177,891	\$ 4,104,250
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 153,819	\$ 1,907	\$ 155,726
GRAND TOTALS	\$ 82,443,790	\$ (11,619,971)	\$ 107,496,609

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FOURTH QUARTER ENDED JUNE 30, 2023**

<u>YIELD ON INVESTMENTS</u>	<u>AVERAGE BALANCE</u>	<u>INTEREST INCOME</u>	<u>YIELD</u>
GENERAL OPERATING FUND 199			
TexPool - Local Maintenance	873,484	10,783	4.952%
Lone Star	28,824,022	372,099	5.178%
Logic	437,971	5,620	5.147%
MBIA	9,223,835	118,833	5.167%
TOTAL GENERAL OPERATING FUND	\$ 39,359,313	\$ 507,334	5.170%
CHILD NUTRITION FUND 240			
Lone Star	\$ 2,863,642	\$ 37,071	5.192%
INTEREST AND SINKING FUND 599			
TexPool	1,126,148	13,903	4.952%
Lone Star	18,102,670	234,127	5.188%
TOTAL INTEREST & SINKING FUND	\$ 19,228,818	\$ 248,030	5.174%
COMBINED SCHOOL BOND FUNDS 62X			
Lone Star	\$ 48,697,266	\$ 5,620	5.147%
OAK PARK MALL ENTERPRISE FUND 711			
TexPool	\$ 270,107	\$ 3,335	4.953%
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	824,218	10,176	4.952%
Lone Star	3,174,399	41,068	5.189%
TOTAL WORKER'S COMPENSATION FUND	\$ 3,998,617	\$ 51,244	5.140%
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 154,476	\$ 1,907	4.952%
TOTAL INTEREST FOR ALL FUNDS	\$ 114,572,239	\$ 854,541	2.992%

**SEGUIN INDEPENDENT SCHOOL DISTRICT
FOURTH QUARTER ENDED JUNE 30, 2023**

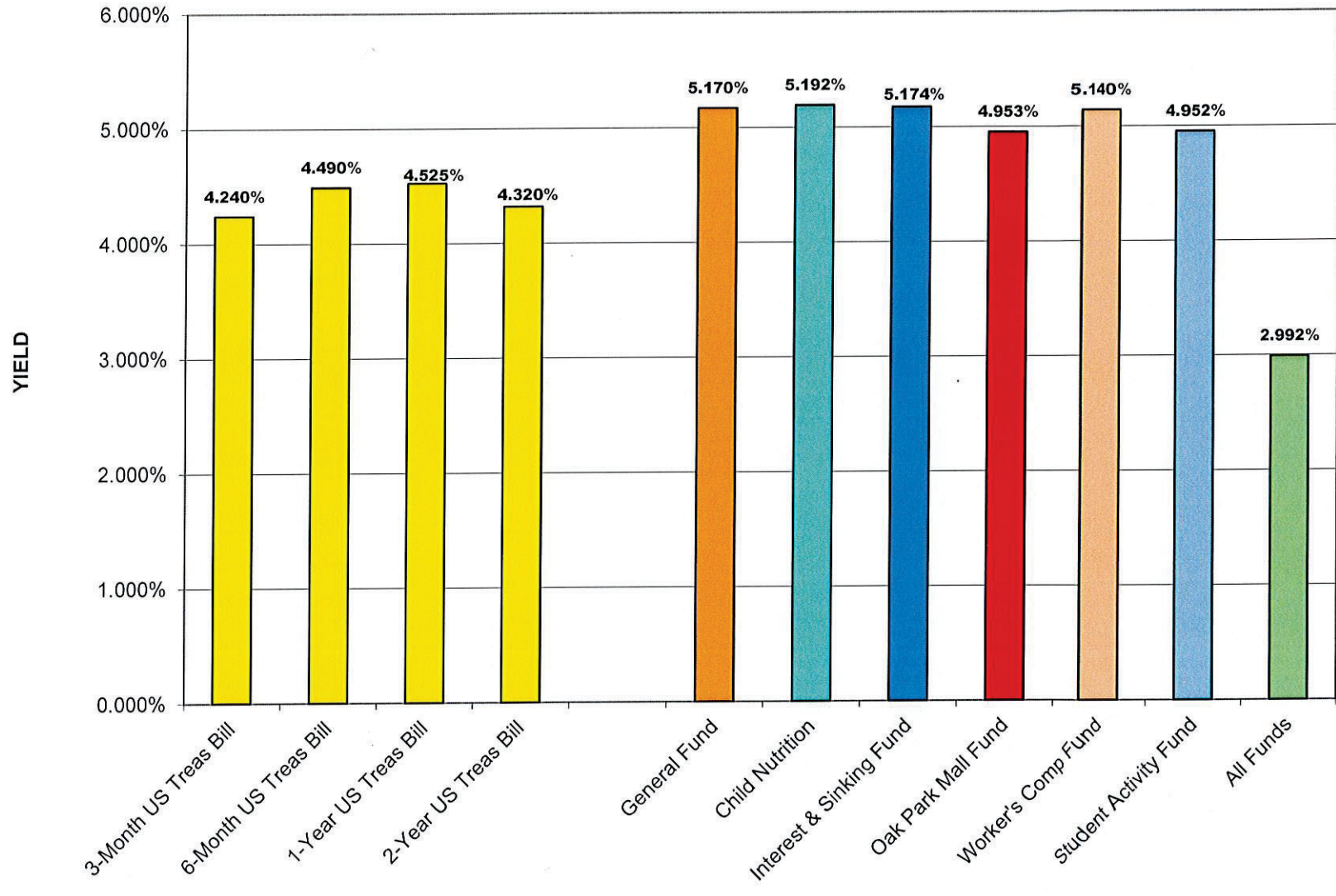


Exhibit - Investment Report

ACTION ITEM:

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

RECOMMENDATION:

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

RATIONALE:

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

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

REFERENCE and COMPLIANCE:

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

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

None

EXHIBITS:

Exhibit 1 - Resolution
Exhibit 2 - Board Policy

RESOURCE PERSONNEL:

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

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 07/18/23

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

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

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

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

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

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

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

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

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

Adopted this 18th Day of July 2023.

Signature of President, Board of Trustees

Attest:

Signature of Secretary, Board of Trustees

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

Definitions

Bond Proceeds	"Bond proceeds" means the proceeds from the sale of bonds, notes, and other obligations issued by a district, and reserves and funds maintained by a district for debt service purposes.
Investment Pool	"Investment pool" means an entity created under the Texas Government Code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield.
Pooled Fund Group	"Pooled fund group" means an internally created fund of a district in which one or more institutional accounts of a district are invested.
Separately Invested Asset	"Separately invested asset" means an account or fund of a district that is not invested in a pooled fund group. <i>Gov't Code 2256.002(1), (6), (9), (12)</i>
Pledged Revenue	"Pledged revenue" means money pledged to the payment of or as security for: <ol style="list-style-type: none">1. Bonds or other indebtedness issued by a district;2. Obligations under a lease, installment sale, or other agreement of a district; or3. Certificates of participation in a debt or obligation described by item 1 or 2. <i>Gov't Code 2256.0208(a)</i>
Repurchase Agreement	"Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations, described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds), at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement. <i>Gov't Code 2256.011(b)</i>
Hedging	"Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering

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

Eligible Entity

“Eligible entity” means a political subdivision that has:

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

Eligible Project

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

Gov’t Code 2256.0207(a)

Corporate Bond

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

Written Policies

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

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

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(LEGAL)

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

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

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

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

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

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

Gov't Code 2256.005(d)

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

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

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

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

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

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

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

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

Gov't Code 2256.008(g)

Standard of Care

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

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

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

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

Gov't Code 2256.006

Personal Interest

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

OTHER REVENUES
INVESTMENTS

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

Gov't Code 2256.005(i)

Quarterly Reports

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

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

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

Gov't Code 2256.023

Selection of Broker

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

Gov't Code 2256.025

Bond Proceeds

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

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

Gov't Code 2256.0208(b)

Authorized Investments

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

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

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

Obligations of
Governmental
Entities

The following are authorized investments:

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

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

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

Gov't Code 2256.009(a)

*Unauthorized
Obligations*

The following investments are not authorized:

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

Gov't Code 2256.009(b)

Certificates of
Deposit and Share
Certificates

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

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

Gov't Code 2256.010(a)

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

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

Gov't Code 2256.010(b)

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

Repurchase
Agreements

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

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

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

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

Gov't Code 2256.011

Securities Lending
Program

A securities lending program is an authorized investment if:

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

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

Gov't Code 2256.0115

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Banker's
Acceptances

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

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

Gov't Code 2256.012

Commercial Paper

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

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

Gov't Code 2256.013

Mutual Funds

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

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

Gov't Code 2256.014(a)

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

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

Gov't Code 2256.014(b)

Limitations

A district is not authorized to:

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

Gov't Code 2256.014(c)

Guaranteed
Investment
Contracts

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

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

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

To be eligible as an authorized investment:

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

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

Gov't Code 2256.015

Investment Pools

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

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

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Corporate Bonds

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

A district is not authorized to:

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

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

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

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

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

Gov't Code 2256.0204

Hedging
Transactions

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

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

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

An eligible entity may:

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

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

Gov't Code 2256.0206

Prohibited
Investments

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

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

Loss of Required
Rating

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

**Sellers of
Investments**

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

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

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

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

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

Business
Organization

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

Gov't Code 2256.005(k)

Donations

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

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

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

**Electronic Funds
Transfer**

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

Investment Authority

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

**Approved
Investment
Instruments**

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

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

Safety

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

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

**Investment
Management**

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

**Liquidity and
Maturity**

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

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

Diversity

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

**Monitoring Market
Prices**

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

**Monitoring Rating
Changes**

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

Funds/Strategies

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

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

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

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

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

Annual Review

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

Annual Audit

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

ACTION ITEM:**Consideration of Approval of Certified Appraisers for 2023-2024****RECOMMENDATION:**

That the Board of Trustees approve the following administrators as certified appraisers for the Texas Teachers Evaluation Support System (T-TESS) or to conduct formal goal setting known as the Annual Teacher Review in the 2023-2024 school year:

Barnes Middle School	Briesemeister Middle School
Jason Schmidt, Principal	Linda Guzman, Principal
Tori Beutnagel, Associate Principal	Robert Arriola, Associate Principal
Andrew Mason, Assistant Principal	Tracee Gonzales, Academic Dean
Cheryl Schriewer, Academic Dean	Natalie McFadden, Assistant Principal
	Erica Villarreal, Assistant Principal
Seguin High School	Learning and Leadership
Christine Perez, Principal	Andrea Jaramillo, Deputy Chief
Dr. Cristobal Saldana, Associate Principal	Jason Mummert, Director of School Leadership
Diana Farris, Academic Dean	Cyndi Perez, RTI Specialist
Bianca Duvall, Assistant Principal	Monica Franco, Elementary Coordinator
David Lopez, Assistant Principal	Richard Bough, Director of CTE
Angel Guadarrama, Assistant Principal	Nilda Vella, Secondary Science Coordinator
DeAna Brock, Assistant Principal	Kathy Kober, Math Coordinator
Ball Early Childhood Center	Pete Silvius, Director of Whole Child
Debra Reiley, Principal	Amanda Hardwick, ELAR Coordinator
Maria Guerra, Assistant. Principal	
Koennecke Elementary	Jefferson Elementary
Lesli Mahaffey, Principal	Christopher Podorsky, Principal
	Cecilia Reyes, Assistant Principal
Human Resources	Patlan Elementary
Cindy Moreno, Chief HRO	Annaliza Rangel, Principal
Danica Murillo, Deputy Chief	Tanya Webb, Assistant Principal
Shantill Vann, New Teacher Specialist	Lisandra Black, Academic Dean
Ofelia Santiago, Director TIA	
McQueeney Elementary	Rodriguez Elementary
Trisha Eckols, Principal	Yolanda Grijalva, Principal
Sharon Johnson, Assistant Principal	Maegen Medrano, Assistant Principal
Weinert Elementary	Vogel Elementary
Tiffany Wehe, Principal	Rhonda Jubela, Principal
Jessica Castro, Assistant Principal	Emilie Rohde, Assistant Principal
Information Systems and Instructional Technology	Saegert MBLC Learning Center and District Alternative School
Stephen Gonzalez, Chief Technology Officer	Jay Law, Principal
Don Hastings, Director	Aaron Hannah, Principal, DAEP
Matador Special Services	Matador Special Services
Halcy Martin Dean, Director of Special Education	Sharon Feuge, SPED Administrator
Rebecca Bloxham, Special Education Coordinator	Dawn Lynn, Specialist
Allison Higginbotham, Coordinator	Sandra Reyes, Student Services

REFERENCE & COMPLIANCE:

DNA (LEGAL)(LOCAL), Performance Appraisal: Evaluation of Teachers

PAPERWORK IMPACT:

Approval of this item will have little effect on paperwork.

BUDGET IMPACT/ INFORMATION:

This item will have little impact on the budget.

RESOURCE PERSONNEL:

Cynthia J. Moreno, Chief Human Resources Officer

Submitted by:
(Signature)



Date Submitted: 07/18/23

(Name)

Dr. Matthew Gutierrez, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614

ACTION ITEM: **Amendment to 2023-2024 Compensation Handbook**

RECOMMENDATION: The Board approve the amendment of the Pay Classifications.

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

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

BUDGET IMPACT/ INFORMATION: None

PAPERWORK IMPACT: None

EXHIBITS: Amended pages of the 2023-2024 SISD Compensation Handbook

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

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



Date Submitted: 07/18/23

Dr. Matthew Gutierrez, Superintendent
1221 E. Kingsbury St., Seguin, TX 78155
(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
Alexander, Robin	Weinert Elementary	7/26/2023
Alicea, Olga	Patlan Elementary	8/2/2023
Alley, Savannah	Matador Special Services	7/31/2023
Altgelt, Justin	Barnes Middle School	8/2/2023
Canal, Diana	Rodriguez Elementary	8/2/2023
Dean, Perry	Seguin High School	8/2/2023
Dziuk, Lori	McQueeney Elementary	8/2/2023
Finch, Laura	Vogel Elementary	8/2/2023
Garcia, Guillermo	Koennecke Elementary	8/2/2023
Gutierrez, Ray	AJB Middle School	8/2/2023
Hale, Cynthia	AJB Middle School	8/2/2023
Hall, Royce	DAEP	8/2/2023
Long, Amanda	Ball Early Childhood	8/2/2023
Marsh, Renelle	Seguin High School	8/2/2023
McDaniel, James	Seguin High School	8/2/2023
McKillip, Austin	Seguin High School	8/2/2023
Mendoza, Ernesto	Seguin High School	8/2/2023
Mergele, Jennifer	Seguin High School	8/2/2023
Moravits, Rosalinda	Rodriguez Elementary	8/2/2023
Parker, Andrea	Barnes Middle School	8/2/2023
Peterson, Lauren	AJB Middle School	8/2/2023
Pron, Cheryl	Matador Special Services	8/2/2023

Rivera, Tania	Seguin High School	8/2/2023
Scheele, Curtis	DAEP	8/2/2023
Shumate, Victoria	Seguin High School	8/2/2023
Tillman, Shaylor	AJB Middle School	8/2/2023
Vernon, Scott	Vogel Elementary	8/2/2023
Waggoner, Victoria	Jefferson Elementary	8/2/2023
Williams, Jha’Nann	AJB Middle School	8/2/2023
Wood, Whitney	Barnes Middle School	8/2/2023

**BOARD’S
ACKNOWLEDGEMENT
RESIGNATIONS:**

Almaraz, Liza, Seguin High School, effective 6/15/2023

Ms. Almaraz, PE Teacher/Coach, has resigned due to personal reasons.

Ms. Almaraz has 6 years with Seguin ISD.

Alvear, Iliana, Patlan Elementary, effective 6/14/2023

Ms. Alvear, 2nd Grade Teacher, has resigned due to certification requirements,

Ms. Alvear has 1 year with Seguin ISD.

Balderas, Christina, Seguin High School, effective 6/20/2023

Ms. Balderas, English Teacher, has resigned due to personal reasons.

Ms. Balderas has 6 years with Seguin ISD.

Bergamini, Jessie, Seguin High School, effective 6/20/2023

Ms. Bergamini, English Teacher, has resigned due to personal reasons.

Ms. Bergamini has 1 year with Seguin ISD.

Bowers, Victoria, AJB Middle School, effective 6/26/2023

Ms. Bowers, Special Education Teacher, has resigned to accept a position with a new school district.

Ms. Bowers has 4 months with Seguin ISD.

Brandenberger, Barry, AJB Middle School, effective 6/29/2023

Mr. Brandenberger, Math Teacher, has resigned to accept a position with Hays CISD.

Mr. Brandenberger has 16 years with Seguin ISD.

Cantu, Cynthia, Weinert Elementary, effective 6/15/2023

Ms. Cantu, RN, has resigned to pursue a new career path.

Ms. Cantu has 2 years with Seguin ISD.

De Leon, Sergio, Barnes Middle School, effective 6/29/2023

Mr. De Leon, Mariachi Director, has resigned to accept a position as Head Mariachi Director with SAISD.

Mr. De Leon has 3 years with Seguin ISD.

Duong, Andrew, Seguin High School, effective 6/12/2023

Mr. Duong, Math Teacher/Coach, has resigned to accept a position closer to home.

Mr. Duong has 2 years With Seguin ISD.

Elley, Sara, Vogel Elementary, effective 6/19/2023

Ms. Elley, Assistant Principal, has resigned to accept a position closer to home.

Ms. Elley has 1 year with Seguin ISD.

Garza, Amanda, Seguin High School, effective 6/28/2023

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

Ms. Garza has 14 years years with Seguin ISD.

Goytia, Allyson, Patlan Elementary, effective 6/14/2023

Ms. Goytia, 3rd grade Dual Language, has resigned due to certification requirements.

Ms. Goytia has 1 year with Seguin ISD.

Key, Jennifer, McQueeney Elementary, effective 6/8/2023

Ms. Key, 5th Grade Teacher, has resigned to accept a position with a new school district.

Ms. Key has 2 years with Seguin ISD.

Kirchner, Kendall, Rodriguez Elementary, effective 6/6/2023

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

Ms. Kirchner has 10 years with Seguin ISD.

Mates, Tahnika, Patlan Elementary effective 6/14/2023

Ms. Mates, KG Teacher, has resigned due to certification requirements.

Ms. Mates has 1 year with Seguin ISD.

McKnight, Dwight, Jefferson Elementary, effective 6/14/2023

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

Mr. McKnight has 7 months.

Nance, Janet, Barnes Middle School, effective 6/6/2023

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

Ms. Nance has 14 years with Seguin ISD.

Peters, Shelby, Weinert Elementary, effective 6/12/2023

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

Ms. Peters has 3 years with Seguin ISD.

Ray, Shelly, Barnes Middle School, effective 6/28/2023

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

Ms. Ray has 4 years with Seguin ISD.

Rodriguez, Christopher, Seguin High School/DEAP, effective 6/8/2023

Mr. Rodriguez, History Teacher, has resigned due to relocation.

Mr. Rodriguez has 4 years with Seguin ISD.

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

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


BUDGET IMPACT/ INFORMATION: None

PAPERWORK IMPACT: This item will result in follow up communication with the employee.

EXHIBITS: Information Sheet

RESOURCE PERSONNEL: Cynthia Moreno, Chief Human Resource Officer

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

 Date Submitted: 07/18/23
Dr. Matthew Gutierrez, Superintendent
1221 E. Kingsbury St., Seguin, TX 78155
(830) 401-8614

Seguin ISD PIA requests received from June 6-July 5, 2023				
<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
06/06/23 059	Janie Jordan, Data Research Partners	Seguin ISD employees' first and last names, e-mail addresses, title/position, and primary campus/department location.	Completed	Document provided
06/27/23 060	John McCormick, the McCormick Law Firm	25 items related to Sandra Reyes and the Student Support Coordinator position.	In progress	

ACTION ITEM:

Approval for an Interlocal Agreement with Communities in Schools for Integrated Student Support (ISS)

RECOMMENDATION:

This purchase is formalized by an Interlocal Agreement for Integrated Student Support (ISS) at a cost of \$294,678.44 for the annual payment. The district has contracted with Communities in Schools (CIS) since 2017. The renewed agreement will continue the ISS services at the same served campuses of the prior year. In addition, the agreement is extended to serve Rodriguez Elementary & Weinert Elementary .

RATIONALE:

Communities in Schools of South Central Texas is a non-profit organization with a 24-year history of partnering with local school districts to provide integrated support services to students needing additional support to stay in school and achieve in life. The Texas Education Agency monitors the program performance of CIS.

The Interlocal Agreement, attached, is a continuation of the agreement approved by the School Board on July 25, 2017. The program will continue support services as follows: two site coordinators at Seguin High School, one site coordinator at each of the two Middle Schools, one site coordinator at Jefferson Elementary, Patlan Elementary, Rodriguez Elementary, and Weinert Elementary.

REFERENCE and COMPLIANCE:

CH(LEGAL) and CH (LOCAL) Purchasing and Acquisition
EHBC (LEGAL) Special Programs Compensatory/Accelerated Services
FFB (LEGAL) Student Welfare Crisis Intervention

BUDGET IMPACT / INFORMATION:

Funds are provided by the General Operating Fund and Title Funds.

EXHIBITS:

Exhibit 1 - 2023-2024 CIS Service Delivery Agreement
Exhibit 2 - 2023-2024 CIS Service Delivery Agreement Additions

RESOURCE PERSONNEL:

Nikki Bittings, Chief Student Services Officer
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: 07/18/23



SERVICE DELIVERY AGREEMENT

This Service Delivery Agreement, by and between the Seguin Independent School District (hereinafter referred to as SISD), and Communities In Schools of South Central Texas, Inc., (hereinafter referred to as CIS), sets out to establish the relationships and responsibilities of both parties in the implementation of a CIS program on the campuses of Seguin High School, Jim Barnes Middle School, A.J. Briesemeister Middle School, Jefferson Elementary School and Patlan Elementary School. Dr. Matthew Gutierrez, Superintendent of SISD, and Christine Douglas, Chief Executive Officer of CIS, ratify and affirm the provisions, relationships and responsibilities set out herein by their execution of this Agreement.

WHEREAS it is the intent of all parties hereto to bring CIS resources onto campus settings to facilitate the academic and personal success of students who may be experiencing the effects of at-risk environments by providing the full range of CIS services to those students; and

WHEREAS it is the intent of all parties hereto to maintain a cooperative, interactive and supportive relationship among and between the parties for the benefit of students served;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties to this Service Delivery Agreement agree to the following:

- A. All parties hereto mutually agree as follows:
1. The term of this Service Delivery Agreement shall be from August 1, 2023 through July 31, 2024, and, upon annual evaluation and recommendation by both parties, extended for one additional calendar year beginning the first day of August, 2024. This Service Delivery Agreement may also be canceled by either party for any reason thirty days after written notification is provided to the other party. The decision to continue or terminate this Service Delivery Agreement will be made on or before June 15, of each year of this contract.
 2. CIS will follow national, state and local CIS policies and ethical standards for service provision under applicable State and local laws and will, in cases where written SISD or campus policies concerning service delivery are more restrictive than CIS policies, follow the written SISD or campus policy concerning student service delivery, except as otherwise herein noted or mutually agreed in writing.

3. CIS maintains and retains case management files on all assigned SISD students. These files contain all relevant data requisite to the case and to program criteria. National and State CIS requirements will be addressed. Case management files and/or information contained within such files will be exchanged among SISD and CIS professional staff on an "as needed" basis.
4. The CIS Site Coordinator, the direct supervisor, and the SISD school Principal shall proceed in a joint collaboration to ensure the successful operation of the CIS program. Communication among these entities will be ongoing, including scheduled meetings to address case management and other programmatic issues.
5. The Communities In Schools Site Coordinator, in consultation with the Principal at each SISD-CIS campus site, will develop a Student Support Plan for each school year, which will be referenced in the campus improvement plan for each respective SISD campus site. The CIS Student Support Plan will provide all parties with an outline of activities to be undertaken by CIS during the school year and will be based on the school-wide goals and needs of students and families.

B. CIS agrees to undertake the following:

1. CIS will provide two full time staff persons (campus Site Coordinator) and resources to Seguin High School, and one to each of the other mutually agreed upon SISD campus site, for the benefit of students. CIS staff members and any volunteers or part time staff of CIS will constitute a multi-disciplinary team in the provision of all CIS services. All staff will have the qualifications and training necessary to provide the services of the Communities In Schools program.
2. CIS, under its Total Quality Standards and this Agreement, will provide to identified students a program of services which includes: a) Counseling and Supportive Guidance; b) Academic Enhancement Activities; c) Parental and Family Involvement Activities; d) Health Education and Social Service Referrals; e) Career Awareness Activities and College Engagement activities; and f) Educational Enrichment Opportunities. CIS staff should not be engaged in other duties (administrative, clerical, or otherwise) that would normally be assigned to SISD employees, without the approval of the CIS Chief Executive Officer. Site Coordinators will provide services to all the students in the school campus and will work intensively to provide direct services to between 75 and 150 students each.

The CIS model relies heavily upon a two-tiered approach: (i) *school-wide prevention services*, which are coordinated with campus administration to provide education and

tools to prepare youth and families to make healthy and informed decisions; and (ii) *early intervention services*, which consist of a thorough assessment of student behavior,

attendance, and academic needs and strengths. The assessment can identify possible abuse, drug and alcohol use, family crisis, or mental health concerns. CIS staff members consult with school staff, parents, and school administration to identify youth that will benefit from additional support and engage those students in an individualized service plan. Occasional re-evaluation and re-assessment is conducted to monitor progress. The CIS framework does not rely solely on the skills of the Site Coordinator, but on accessing community resources that specialize in areas of grief and loss counseling, substance abuse, mental health assessment and services, and basic needs. CIS has working relationships with numerous community agencies and programs that collaborate to provide student and family support through schools.

3. All CIS Site Coordinators will be hired by CIS with the concurrence of the Campus Principal. All CIS personnel assigned to SISD campus sites remain employees of CIS and will receive direct supervision from their direct supervisor who is responsible for their performance and demeanor. Input from the Principal of the school campus will be obtained for the Site Coordinator's annual performance evaluation. Any questions or concerns regarding the performance of any CIS Site Coordinator should be directed as soon as possible to the Chief Program Officer or to the Supervisor assigned to the Site Coordinator.

All CIS personnel are subject to the rules, regulations and policies of the school site to which they are assigned, within the guidelines of applicable laws and licensing regulations. All grievances and disciplinary actions involving CIS employees will be processed in accordance with policies set forth in the CIS Board approved Employee Handbook. Performance evaluations of CIS staff will be completed by the CIS direct supervisor assigned and will include input from end of year evaluations completed by teachers, administrative school staff, and the Principal of the school site. Professional Liability insurance will be provided by CIS for each of its staff.

Salaries and benefits of all CIS personnel will be paid by Communities In Schools. All CIS personnel will work the days and hours expected of the school calendar for the district where they are assigned. Time and leave records will be maintained by the CIS Administrative office. CIS staff will be required to attend staff meetings of CIS away from their campus, once a month. Attendance at conferences and/or ongoing training will also be required but is not expected to exceed more than 6 days per year.

4. CIS will provide management, administrative, logistical and technical support to each campus as needed, to ensure the success of service delivery initiatives. The CIS Chief Program Officer, under the direction of the CIS Chief Executive Officer and the Board of Directors is responsible for oversight of CIS project activities.

CIS will provide office supplies, student supplies, printers, resources to be used with students, emergency student needs as available, and other needs to be used by CIS staff in the provision of CIS services on the campus.

5. CIS will confer with the school Principal and to appropriate legal authorities (as appropriate), situations presented to its staff which involve the following issues: a) Violation of SISD's Student Code of Conduct; b) Suicide threats; c) Violent behavior; d) Child abuse; e) Sexual abuse or harassment. CIS will assist in the resolution of any such case as requested to do so by the Principal. CIS will notify the appropriate SISD Counselor of any student with suicidal ideation to coordinate services and follow district policies.
6. CIS agrees to provide SISD with a copy of CIS's annual independent audit within one month following receipt of the audit report. The CIS Chief Executive Officer will be available to present two progress reports annually to the SISD Board of Trustees, as requested by the Superintendent.
7. CIS will provide SISD with service delivery data and performance outcomes, in October of each year, for the previous year, in a timely manner, following compilation of such data and ratification by the Texas Education Agency.
8. CIS agrees to reserve a position on the CIS Board of Directors for the Superintendent of SISD or her designee. The CIS Board of Directors meets every month on the third Tuesday of the month at 7:30 am. Every school district is encouraged to designate a liaison to attend board meetings to enhance communication and understanding of both parties.

C. SISD agrees to undertake the following:

1. SISD agrees to provide on each CIS-served school campus, office space for the Site Coordinator(s) which is appropriate for the provision of services to individual students and small groups of students and which allows for confidentiality. Phone service (including the phone instrument), a desktop computer with access to school district email accounts and to software that contains student information including grades, testing scores, etc., access to secure internet and access to copy machines are also needed to facilitate the efficient delivery of services.
2. SISD agrees to pay CIS the following amounts for Site Coordinators at the following campuses:

Seguin High School	\$43,784.56
Seguin High School Second Site Coordinator	\$25,755.63
A.J. Briesemeister Middle School	\$43,784.56
Jim Barnes Middle School	\$43,784.56
Jefferson Elementary School	\$43,784.56
Patlan Elementary School	\$43,784.56

The total amount of this payment for services rendered is **\$244,678.44** which may be paid to CIS in one payment of \$244,678.44 on September 1, 2023 or in two payments of \$122,339.22 each on September 1, 2023 and March 1, 2024. Should this agreement be terminated during the specified time period according to agreed-upon terms listed under A-1, Page 1, CIS agrees to reimburse the remaining balance within one week of the termination date.


3. SISD agrees that the CIS campus Site Coordinator will be included as a part of the school administrative team in the provision of services to students. CIS Site Coordinators will not be asked to act as substitute teachers on the school campus.
4. In accordance with established policies of SISD and the Texas Education Agency, CIS professional staff will have access to relevant student data which may impact or demonstrate the effectiveness of CIS service delivery. Such information will remain confidential for all purposes.
5. SISD will include CIS as one of the resources in its District Improvement Plan and as agreed upon by the CIS Chief Executive Officer, as required by the Texas Education Agency.
6. DPS has changed how it grants Clearinghouse access to schools and contractors for the purposes of reviewing criminal history under TEC§22.0834, due to requirements resulting from a recent FBI Audit. This shift in access criteria places the burden of fingerprinting contractors and/or contracted service providers on public school districts. As such, it is the responsibility of each school district to complete a fingerprint check on each CIS employee assigned to your schools through our contract for services. This may include not only our Site Coordinators but other professionals assigned to your district to potentially include clinical counselors, Interns, or our Project Success staff at high schools. We will collaborate with you to complete the fingerprinting process for each of these CIS employees on your campuses, and we agree to pay for these services.
7. SISD will inform the CIS Chief Executive Officer and Site Coordinators of all policy changes or developments which may affect the provisions of this Agreement and/or the effectiveness of CIS service delivery.
8. In accordance with established policies of Seguin ISD, the Texas Education Agency, and the Texas Education Code § 33.154(a)(7)(B), Seguin ISD will provide to CIS and its professional staff necessary student information and data for each student whose parent or legal guardian has authorized in writing that educational records be shared with CIS. Such information and data may include records regarding a student's academic achievement, promotion, attendance, disciplinary referrals, free/reduced price lunch status, or health-related information, in accordance with the written authorization obtained from the student's parent or legal guardian. Such information will remain confidential for all purposes.

This Service Delivery Agreement constitutes the full and total understanding and agreement of said parties, and any modifications, amendments or alteration hereof must be agreed in writing by all parties hereto.

This Agreement is and will be governed by the laws of the State of Texas.

IN WITNESS WHEREOF this Agreement is signed this ___ day of _____, 2023.

Dr. Matthew Gutierrez, Superintendent
Seguin Independent School District



Christine Douglas, Chief Executive Officer
Communities In Schools of South Central Texas,
Inc.



SERVICE DELIVERY AGREEMENT

This Service Delivery Agreement, by and between the Seguin Independent School District (hereinafter referred to as SISD), and Communities In Schools of South Central Texas, Inc., (hereinafter referred to as CIS), sets out to establish the relationships and responsibilities of both parties in the implementation of a CIS program on the campuses of Rodriguez Elementary School and Weinert Elementary School. Dr. Matthew Gutierrez, Superintendent of SISD, and Christine Douglas, Chief Executive Officer of CIS, ratify and affirm the provisions, relationships and responsibilities set out herein by their execution of this Agreement.

WHEREAS it is the intent of all parties hereto to bring CIS resources onto campus settings to facilitate the academic and personal success of students who may be experiencing the effects of at-risk environments by providing the full range of CIS services to those students; and

WHEREAS it is the intent of all parties hereto to maintain a cooperative, interactive and supportive relationship among and between the parties for the benefit of students served;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties to this Service Delivery Agreement agree to the following:

- A. All parties hereto mutually agree as follows:
 1. The term of this Service Delivery Agreement shall be from August 1, 2023 through July 31, 2026, and, upon annual evaluation and recommendation by both parties, extended for one additional calendar year beginning the first day of August, 2026. This Service Delivery Agreement may also be canceled by either party for any reason thirty days after written notification is provided to the other party. The decision to continue or terminate this Service Delivery Agreement will be made on or before June 15, 2026.
 2. CIS will follow national, state and local CIS policies and ethical standards for service provision under applicable State and local laws and will, in cases where written SISD or campus policies concerning service delivery are more restrictive than CIS policies, follow the written SISD or campus policy concerning student service delivery, except as otherwise herein noted or mutually agreed in writing.

3. CIS maintains and retains case management files on all assigned SISD students. These files contain all relevant data requisite to the case and to program criteria. National and State CIS requirements will be addressed. Case management files and/or information contained within such files will be exchanged among SISD and CIS professional staff on an "as needed" basis.
4. The CIS Site Coordinator, the direct supervisor, and the SISD school Principal shall proceed in a joint collaboration to ensure the successful operation of the CIS program. Communication among these entities will be ongoing, including scheduled meetings to address case management and other programmatic issues.
5. The Communities In Schools Site Coordinator, in consultation with the Principal at each SISD-CIS campus site, will develop a Student Support Plan for each school year, which will be referenced in the campus improvement plan for each respective SISD campus site. The CIS Student Support Plan will provide all parties with an outline of activities to be undertaken by CIS during the school year and will be based on the school-wide goals and needs of students and families.

B. CIS agrees to undertake the following:

1. CIS will provide one full time staff person to each of the other mutually agreed upon SISD campus sites, for the benefit of students. CIS staff members and any volunteers or part time staff of CIS will constitute a multi-disciplinary team in the provision of all CIS services. All staff will have the qualifications and training necessary to provide the services of the Communities In Schools program.
2. CIS, under its Total Quality Standards and this Agreement, will provide to identified students a program of services which includes: a) Counseling and Supportive Guidance; b) Academic Enhancement Activities; c) Parental and Family Involvement Activities; d) Health Education and Social Service Referrals; e) Career Awareness Activities and College Engagement activities; and f) Educational Enrichment Opportunities. CIS staff should not be engaged in other duties (administrative, clerical, or otherwise) that would normally be assigned to SISD employees, without the approval of the CIS Chief Executive Officer. Site Coordinators will provide services to all the students in the school campus and will work intensively to provide direct services to between 75 and 150 students each.

The CIS model relies heavily upon a two-tiered approach: (i) *school-wide prevention services*, which are coordinated with campus administration to provide education and tools to prepare youth and families to make healthy and informed decisions; and (ii) *early intervention services*, which consist of a thorough assessment of student behavior, attendance, and academic needs and strengths. The assessment can identify possible abuse, drug and alcohol use, family crisis, or mental health concerns. CIS staff members consult with school staff, parents, and school administration to identify youth that will benefit from additional support and engage those students in an individualized service

plan. Occasional re-evaluation and re-assessment is conducted to monitor progress. The CIS framework does not rely solely on the skills of the Site Coordinator, but on accessing community resources that specialize in areas of grief and loss counseling, substance abuse, mental health assessment and services, and basic needs. CIS has working relationships with numerous community agencies and programs that collaborate to provide student and family support through schools.

3. All CIS Site Coordinators will be hired by CIS with the concurrence of the Campus Principal. All CIS personnel assigned to SISD campus sites remain employees of CIS and will receive direct supervision from their direct supervisor who is responsible for their performance and demeanor. Input from the Principal of the school campus will be obtained for the Site Coordinator's annual performance evaluation. Any questions or concerns regarding the performance of any CIS Site Coordinator should be directed as soon as possible to the Chief Program Officer or to the Supervisor assigned to the Site Coordinator.

All CIS personnel are subject to the rules, regulations and policies of the school site to which they are assigned, within the guidelines of applicable laws and licensing regulations. All grievances and disciplinary actions involving CIS employees will be processed in accordance with policies set forth in the CIS Board approved Employee Handbook. Performance evaluations of CIS staff will be completed by the CIS direct supervisor assigned and will include input from end of year evaluations completed by teachers, administrative school staff, and the Principal of the school site. Professional Liability insurance will be provided by CIS for each of its staff.

Salaries and benefits of all CIS personnel will be paid by Communities In Schools. All CIS personnel will work the days and hours expected of the school calendar for the district where they are assigned. Time and leave records will be maintained by the CIS Administrative office. CIS staff will be required to attend staff meetings of CIS away from their campus, once a month. Attendance at conferences and/or ongoing training will also be required but is not expected to exceed more than 6 days per year.

4. CIS will provide management, administrative, logistical and technical support to each campus as needed, to ensure the success of service delivery initiatives. The CIS Chief Program Officer, under the direction of the CIS Chief Executive Officer and the Board of Directors is responsible for oversight of CIS project activities.

CIS will provide office supplies, student supplies, printers, resources to be used with students, emergency student needs as available, and other needs to be used by CIS staff in the provision of CIS services on the campus.

5. CIS will confer with the school Principal and to appropriate legal authorities (as appropriate), situations presented to its staff which involve the following issues: a) Violation of SISD's Student Code of Conduct; b) Suicide threats; c) Violent behavior; d) Child abuse; e) Sexual abuse or harassment. CIS will assist in the resolution of any such

case as requested to do so by the Principal. CIS will notify the appropriate SISD Counselor of any student with suicidal ideation to coordinate services and follow district policies.

6. CIS agrees to provide SISD with a copy of CIS's annual independent audit within one month following receipt of the audit report. The CIS Chief Executive Officer will be available to present two progress reports annually to the SISD Board of Trustees, as requested by the Superintendent.
7. CIS will provide SISD with service delivery data and performance outcomes, in October of each year, for the previous year, in a timely manner, following compilation of such data and ratification by the Texas Education Agency.
8. CIS agrees to reserve a position on the CIS Board of Directors for the Superintendent of SISD or her designee. The CIS Board of Directors meets every month on the third Tuesday of the month at 7:30 am. Every school district is encouraged to designate a liaison to attend board meetings to enhance communication and understanding of both parties.

C. SISD agrees to undertake the following:

1. SISD agrees to provide on each CIS-served school campus, office space for the Site Coordinator(s) which is appropriate for the provision of services to individual students and small groups of students and which allows for confidentiality. Phone service (including the phone instrument), a desktop computer with access to school district email accounts and to software that contains student information including grades, testing scores, etc., access to secure internet and access to copy machines are also needed to facilitate the efficient delivery of services.
2. SISD agrees to pay CIS the following amounts for Site Coordinators at the following campuses:

Rodriguez Elementary School	\$25,000.00
Weinert Elementary School	\$25,000.00

The total amount of this payment for services rendered is **\$50,000** which may be paid to CIS in one payment of \$50,000 on September 1, 2023 or in two payments of \$25,000 each on September 1, 2023 and March 1, 2024. Should this agreement be terminated during the specified time period according to agreed-upon terms listed under A-1, Page 1, CIS agrees to reimburse the remaining balance within one week of the termination date.

3. SISD agrees that the CIS campus Site Coordinator will be included as a part of the school administrative team in the provision of services to students. CIS Site Coordinators will not be asked to act as substitute teachers on the school campus.


4. In accordance with established policies of SISD and the Texas Education Agency, CIS professional staff will have access to relevant student data which may impact or demonstrate the effectiveness of CIS service delivery. Such information will remain confidential for all purposes.
5. SISD will include CIS as one of the resources in its District Improvement Plan and as agreed upon by the CIS Chief Executive Officer, as required by the Texas Education Agency.
6. DPS has changed how it grants Clearinghouse access to schools and contractors for the purposes of reviewing criminal history under TEC§22.0834, due to requirements resulting from a recent FBI Audit. This shift in access criteria places the burden of fingerprinting contractors and/or contracted service providers on public school districts. As such, it is the responsibility of each school district to complete a fingerprint check on each CIS employee assigned to your schools through our contract for services. This may include not only our Site Coordinators but other professionals assigned to your district to potentially include clinical counselors, Interns, or our Project Success staff at high schools. We will collaborate with you to complete the fingerprinting process for each of these CIS employees on your campuses, and we agree to pay for these services.
7. SISD will inform the CIS Chief Executive Officer and Site Coordinators of all policy changes or developments which may affect the provisions of this Agreement and/or the effectiveness of CIS service delivery.
8. In accordance with established policies of Seguin ISD, the Texas Education Agency, and the Texas Education Code § 33.154(a)(7)(B), Seguin ISD will provide to CIS and its professional staff necessary student information and data for each student whose parent or legal guardian has authorized in writing that educational records be shared with CIS. Such information and data may include records regarding a student's academic achievement, promotion, attendance, disciplinary referrals, free/reduced price lunch status, or health-related information, in accordance with the written authorization obtained from the student's parent or legal guardian. Such information will remain confidential for all purposes.

This Service Delivery Agreement constitutes the full and total understanding and agreement of said parties, and any modifications, amendments or alteration hereof must be agreed in writing by all parties hereto.

This Agreement is and will be governed by the laws of the State of Texas.

IN WITNESS WHEREOF this Agreement is signed this ___ day of _____, 2023.

Dr. Matthew Gutierrez, Superintendent
Seguin Independent School District



Christine Douglas, Chief Executive Officer
Communities In Schools of South Central Texas,
Inc.

ACTION ITEM:

Approval of the General Contractor for the Baseball & Softball Complex at Seguin High School (RFCSP #: 23-07)

RECOMMENDATION:

That the Board of Trustees authorize the Superintendent to negotiate and possibly execute a contract with Koehler Company as the General Contractor of the Baseball & Softball Complex project at Seguin High School (RFCSP #: 23-07).

RATIONALE:

A Requests for Proposals (RFCSP#: 23-07) was issued on May 23, 2023, for the Baseball & Softball Complex at Seguin High School. The bid was competitively solicited in compliance with Board Policy and Sections 2269.151-.155 of the Government Code.

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

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

REFERENCE and COMPLIANCE:

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

BUDGET IMPACT / INFORMATION:

Funds to be provided by the General Operating Fund.

EXHIBITS:

Bid Tabulation & Recommendation

RESOURCE PERSONNEL:

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

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



Date Submitted: 07/18/23

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

Seguin ISD
Bid Tabulation Summary
BASEBALL & SOFTBALL COMPLEX (RFCSP: 23-07)

TYPE	PROJECT TITLE
RFCSP	BASEBALL & SOFTBALL COMPLEX
NUMBER	ISSUING DEPARTMENT
23-07	Maintenance

	DATE 1	DATE 2
POSTING	07/02/23	07/09/23
PRE-BID	06/12/23	N/A
CLOSING	07/10/23	N/A
BOARD	07/18/23	N/A

RESPONDENT (Rank Order)	Base	Alt	PRICE (Grand Total)	AVERAGE SCORE										TOTAL <i>(*rounded averages)</i>
				[% deviation x 0.5]										
				MAX 20	MAX 8	MAX 2	MAX 10	MAX 5	MAX 5	MAX 5	MAX 5	MAX 5	MAX 60	
PRICE (SCORE)	EXPERIENCE	EXPERIENCE WITH SISD	LAST 5 PROJECTS	PROJECT TEAM	SAFETY	OVERALL GRASP	SUB LIST							
Hellas	\$ 10,883,000	\$ -	\$ 10,883,000	17	7	1	9	4	5	5	5	4	51	
Koehler Company	\$ 9,672,800	\$ (150,000)	\$ 9,522,800	20	8	2	10	5	5	5	5	5	60	
O'Haver	\$ 9,100,000	\$ 360,000	\$ 9,460,000	20	7	1	9	4	4	4	4	4	53	
													-	
													-	
													-	
													-	

RECOMMENDATION	SCORE	PRICE	JUSTIFICATION FOR THIS RECOMMENDATION
Koehler Company	60	\$ 9,522,800	The evaluation team, consisting of five staff members representing various areas of District operations, considers the Koehler Company proposal to be the best value.

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

RECOMMENDATION: That the Board of Trustees approve the addition of Beatriz Rodgers, General Ledger Specialist as an authorized representative for First Commercial Bank, N.A., Lone Star Investment Pool, TexPool, Local Government Investment Cooperative (“LOGIC), and Texas CLASS – MBIA.

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


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

PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: None

EXHIBITS: None

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

Submitted by:  Date Submitted: 07/18/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

ACTION ITEM: **Consideration and Adoption of Human Sexuality Instructional Materials Based On School Health Advisory Council Recommendation**

RECOMMENDATION: Recommended that the Board of Trustees consider the recommendation from the School Health Advisory Council to adopt the SHARE instructional materials and presentation for use in the 6th and 9th grade and the Living Well Aware instructional materials for use in the 6th grade.

RATIONALE: Texas Education Code Chapter 28, Section 28.004 requires school boards to consider the recommendation of the local school health advisory council before adopting or changing the district's health education curriculum or instruction.


REFERENCE & COMPLIANCE: EHAA (LEGAL) Basic Instructional Program: Required Instruction

PAPERWORK IMPACT: Routine paperwork for updating required notifications and disclosures.

BUDGET IMPACT/ INFORMATION: Instructional materials, presentation fees.

EXHIBITS: Exhibit 1- Letter of Recommendation from SHAC Chair
Exhibit 2- SHARE quote
Exhibit 3- Living Well Aware quote

RESOURCE PERSONNEL: Pete Silvius, Director of Whole Child Initiatives

Submitted by:  Date Submitted: 07/18/23
(Signature)
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) Seguin ISD - 1221 E. Kingsbury - Seguin, TX 78155
(Telephone) (830)401-8614

July, 18th 2023

Seguin ISD Board of Trustees

Re: School Health Advisory Council Sexual/Reproductive Health Curriculum Recommendation

Dear President Guerra and SISD Trustees,

Seguin ISD School Board on June 28, 2022, passed a resolution charging the Seguin ISD School Health Advisory Council (SHAC) to evaluate and provide a recommendation for the district's human sexuality curriculum. The SHAC held two public meetings on April 12 and May 17, 2023, to discuss and evaluate curriculum materials. The meetings included discussion by the SHAC members, who were provided with access to the various programs, and feedback from the community.

The following programs were discussed and considered:

- **Draw the Line-Respect the Line**
- **Healthsmart (Abstinence-Personal and Sexual Health)**
- **Living Well Aware**
- **SA AIDS Foundation Presentation**
- **SHARE**

As a result of these meetings the SHAC has passed a motion to recommend the following programs for adoption:

- **Living Well Aware-6th grade**
- **SHARE- 6th and 9th grade**

Mark Dibble- Chair
School Health Advisory Council
Seguin Independent School District





South Texas
PREGNANCY CARE CENTER

June 28, 2023

Seguin ISD
1221 E. Kingsbury St.
Seguin, TX 78155

To Whom It May Concern:

The South Texas Pregnancy Care Center (STPCC) has been asked for a quote to present Sexual Health and Relationship Education (SHARE) for enrolled 6th and 9th grade students at Seguin ISD in 2023-24 during the school day in a classroom setting (groups of up to 30 students). Our program is delivered over 3 class days of instruction.

STPCC will provide trained teachers to present the SHARE curriculum at an agreed upon date and time if the Seguin ISD School Board approves the SHARE program. STPCC will provide materials to assess students' knowledge before and after and present SHARE lessons. STPCC will need hardware (laptops or similar with 2 USB ports), projectors and screens (or white boards), speakers and IT support for PowerPoint presentations with embedded videos that are streamed from the internet in order to deliver all the curriculum. Time constraints may limit which activities and videos are utilized, but STPCC's SHARE teachers will be prepared and have materials for all videos and activities. STPCC will collect (and share with the district upon request) evaluations from any Seguin ISD employees who observe the SHARE classes. STPCC will furnish a report to the campuses after payment is received for the instruction with an analysis of gains in student knowledge and any behavioral changes measured by responses to questions on pre-test and post-test as well as any comments that students made about the SHARE classes.

Due to the requirement that parents must sign an active OPT-IN form for their child to participate, STPCC proposes two possible invoicing methods. STPCC will work with the schools to determine which method of invoicing will be appropriate based on participation rates.

1. \$4/student ENROLLED in 6th grade and 9th grade or \$4 x 1,000 students = \$4,000 (number of students enrolled will be based on enrollment records at the campuses at time of SHARE classes)
2. \$20/hour of instruction + \$100 materials fee (Example: If 5 SHARE teachers are needed for three 8 hour school days in order to deliver the instruction to the participating 6th and 9th graders, then that would be [\$20 x 120 hours of instruction] + \$100 materials fee = \$2,500)*

*This amount will vary based on how many students are signed up to participate and the school day schedule.

Any questions about this letter may be directed to Sarah Anderson, Lead SHARE teacher at sanderson@southtxpcc.com or 830-303-2151.

Thank you,

Sarah Anderson, SRAS
Lead SHARE Teacher
South Texas Pregnancy Care Center



living**WELL**aware™

PATRICIA J. SULAK, MD
JEFFREY A. WAXMAN, MD

Date: June 22, 2023

To: Seguin ISD
ATTN: Peter Silvius

From: Patricia J. Sulak, MD
Living WELL Aware LLC
P. O. Box 551
Temple, Texas 76503
254-899-5383
info@livingWELLaware.com

Subject: Quote for Living WELL Aware 6th Grade Curriculum

Description of Services:

Access to *Living WELL Aware: My Choices, My Life* 6th grade curriculum on the Wisdom online platform during the time interval in which curriculum is being taught in Seguin ISD schools during the 2023-2024 academic year. Seguin ISD to notify us of dates curriculum will be implemented to allow access during that interval. Cost per grade level is \$1500. Access codes can be issued for designated instructors and supportive administrative personnel at \$50 each. Access to the curriculum on the Wisdom platform is prohibited by others unless prior permission granted by Living WELL Aware, LLC. Receipt of payment acknowledges approval of this agreement.

Access to 6th Grade Curriculum: \$1,500
Access Codes: \$50 x 4 = \$200

Fee: \$1,700.00

Payment to:
Living WELL Aware, LLC.
Tax ID: EIN 46-1700403

Mail to:
Living WELL Aware, LLC
Patricia J Sulak MD
P. O. Box 551
Temple, Texas 76503

ACTION ITEM: **Review of the 2022-2023 Optional Flexible School Day Program and approval of the 2023-2024 application for Seguin High School and Mercer Blumberg Learning Center at Saegert**

RECOMMENDATION: That the Board of Trustees review the 2022-2023 Optional Flexible School Day Program and approval of the 2023-2024 application for Seguin High School and Mercer Blumberg Learning Center at Saegert.

RATIONALE: The Optional Flexible School Day Program (OFSDP) allows SISD to provide flexible hours and days of attendance for students who meet at least one of the requirements of the Texas Education Code §29.0822(a). The goal of the program is to improve graduation rates for students who are in danger of dropping out of school, have poor attendance patterns, are returning dropouts, or are behind in credits.

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

PAPERWORK IMPACT: TEA Application; Daily attendance accounting procedures; 2022-2023 Program Overview

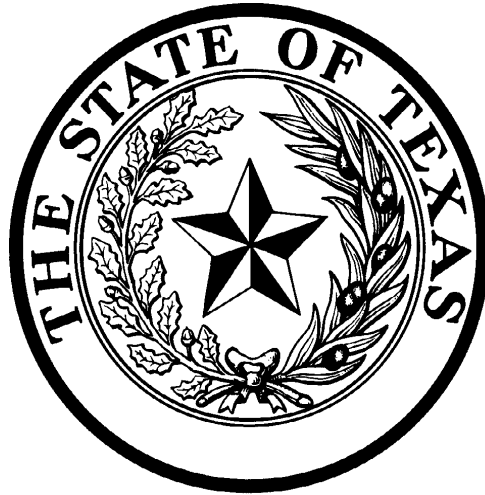
BUDGET IMPACT/ INFORMATION: Will increase average daily attendance and overall graduation rates

EXHIBITS: Optional Flexible School Day (OFSD) Presentation

RESOURCE PERSONNEL: Christine Perez, Seguin High School Principal
Dr. Veronica Vijil, Deputy Superintendent

Submitted by: Matthew Gutierrez Date Submitted: 07/18/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Texas Education Agency



APPLICATION

Updated April 2022

Optional Flexible School Day Program (OFSDP)

2023-2024 School Year

ELIGIBLE APPLICANTS: The Texas Education Agency (TEA) will make available to eligible school districts and open-enrollment charter schools an application form that must be completed and submitted annually to the TEA for approval.

Definition of Program Provisions

Eligible Students

A student in any grade level is eligible to participate in an OFSDP authorized under the [TEC, §29.0822](#), if the student is:

- at risk of dropping out of school, as defined by the [TEC, §29.081](#),
- attending a campus implementing an approved innovative campus plan,
- attending a TEA-designated ECHS as defined by the [TEC, §29.908](#), P-TECH, or ICIA,
- attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#), or
- not meeting attendance requirements under the [TEC, §25.092](#), resulting in denied credit for one or more classes in which the student has been enrolled.

AND

There must be an agreement in writing to the student's participation:

- by the student, if the student is over 18 years of age; or
- by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

Assessment

The student must take the required state assessments specified under the [TEC, §39.023](#), during the regularly scheduled assessment calendar.

Participation in University Interscholastic League (UIL)

A student enrolled in an OFSDP under the [TEC, §29.0822](#), may participate in a competition or other activity sanctioned or conducted under the authority of the University Interscholastic League (UIL) only if he or she meets all UIL eligibility criteria.

Attendance Credit

A student attending an OFSDP under the TEC, §29.0822, may be counted in average daily attendance (ADA) for purposes of funding under the TEC, Chapters 46, 48, and 49, only for the actual number of contact hours the student receives, not to exceed 720 hours or 43,200 minutes per 12-month period. **Students enrolled in the traditional program for part of the year and the OFSDP program for part of the year may not earn more than one ADA.**

Board Approval

The board of trustees of a school district must include the OFSDP as an item on a regular agenda for a board meeting. Board of trustees of a school district must discuss the progress of the program before approving the program and applying to operate an OFSDP (see Appendix Two).

Continuation or Revocation of Program Authorization

Applications are approved for a period of one (1) school year. Continuation of the approval for the OFSDP will be contingent on the demonstrated success of the program. Determination of success will include a review and analysis of data provided in the mandatory final progress report(s). The commissioner of education may revoke authorization for participation in the OFSDP after consideration of relevant factors, including performance of students participating in the program on assessment instruments required under the TEC, Chapter 39; the percentage of students participating in the program who graduate from high school; and other criteria agreed to in the application and adopted by the commissioner of education. A decision to revoke approval of the program by the commissioner of education is final and may not be appealed.

Reporting Requirements

Following approval of the application, the applicant may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. When requested, reports will require applicants to disclose the overall progress of the students in the program, the number of students enrolled in the program (disaggregated by ethnicity, age, gender, and socioeconomic status), the number of students graduating from high school (disaggregated by ethnicity, age, gender, and socioeconomic status), and additional criteria selected by the applicant and agreed to by the commissioner. The TEA will provide notice to applicants and additional instructions for completion of reports at least 45 days before the date a report is due, or as soon as possible, in order to give school districts and charter schools adequate time to prepare and submit the reports to the TEA. The TEA may request additional reports as necessary to monitor and assess progress of students participating in the program.

Provisions of Agreement

Article I – Parties to Agreement

This agreement is entered into by and between the Texas Education Agency, an agency of the State of Texas, hereinafter referred to as the “TEA,” and

Seguin Independent School District

(Legal Name of School District or Open-Enrollment Charter

School) located at

1221 E. Kingsbury St., Seguin, TX 78155

(Physical Address)

hereinafter referred to as “district.”

Article II – Period of Agreement

The period of the agreement, as detailed by participating campus in **Appendix 5**, is for a maximum of one (1) school year plus an additional thirty (30) school days if the district is applying for credit recovery. **Note that the agreement term is subject to annual renewal.**

Article III – Purpose of Agreement

The district must perform all the functions and duties set out in the agreement, the authorizing program statute, and applicable regulations.

Article IV – Reporting Requirements

The district may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. The TEA may request additional reports as necessary to monitor and assess progress of students participating in the program.

Article V – General and Special Provisions to the Agreement

Attached hereto and made a part hereof by reference is each of the provisions indicated below with an “X” beside it:

- X Appendix One, Assurances
- X Appendix Two, Board Approval
- X Appendix Three, Attendance and Compliance Procedures of Proposed Program (Attach PDF File)
- X Appendix Four, Contact Sheet
- X Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement (Attach Excel File)

Article VI – Application Process

- For questions or assistance regarding this application, email opflex@tea.texas.gov or call 512-463-9294.
- Applications should be submitted 30 days prior to the start of the program. Start date(s) on Appendix 5 should be at least thirty (30) days after the application is submitted.
- Applications submitted by July 15th should be approved by August 15th.
- Email the complete application and attachments to: opflex@tea.texas.gov.
- Email subject line should indicate: OFSDP Application - District Name, County District Number

Article VII – Agreement

AGREED and accepted on behalf of the school district or open-enrollment charter school to be effective on the earliest date written above by a person authorized to bind the district.

Typed Name Dr. Matthew Gutierrez _____ Authorized Signature _____
 Typed Title Superintendent of Schools _____

Appendix One Assurances

The definition of terms of the application applies to this Appendix One, Assurances. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix One. All information requested must be included with this form.

The district agrees to enroll only eligible students to participate in an OFSDP authorized under this application. A student is eligible to participate in an OFSDP authorized under the TEC, §29.0822, if:

1. the student meets one of the following conditions:
 - the student is at risk of dropping out of school, as defined by the [TEC, §29.081](#); or
 - the student is attending a campus implementing an approved innovative campus plan; or
 - the student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#); or
 - the student is attending a campus with an approved early college high school program designation as defined by the [TEC, §29.908](#); or
 - the student, as a result of attendance requirements under the [TEC, §25.092](#), will be denied credit for one or more classes in which the student has been enrolled.

and

2. there is an agreement in writing to the student’s participation
 - by the student, if the student is over 18 years of age; or
 - by the student and the student’s parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

The district agrees:

1. to administer mandatory assessment instruments during the regular assessment cycle to students enrolled in OFSDPs;
2. to ensure all instructional materials and facilities are comparable or exceed the required standards for students in similar programs;
3. that the students participating in an OFSDP will not be isolated from other academic and vocational programs of the school district and that all students will have access to school counselors for pre- and post-entry counseling, academic or personal counseling, and career counseling;
4. to provide faculty and administrators with baccalaureate or advanced degrees, highly qualified staff, and certified teachers as required by 19 Texas Administrative Code §129.1027 for the program;
5. to adopt a policy that does not penalize students participating in an OFSDP in accordance with the 90% rule (TEC, §25.092[a]) or the 75% to 90% rule for class credit (TEC, §25.092[a-1]);
6. to adopt a policy to require students to attend regularly scheduled instruction for the OFSDP with penalties for nonattendance including filing truancy charges, if appropriate;
7. to track the number of minutes the student receives instruction each day and to comply with applicable sections of the [Student Attendance Accounting Handbook](#).

8. to comply with all reporting requirements established by the TEA;
9. not to discriminate based on disability, race, color, national origin, religion, or sex; and
10. to prohibit a student participating in an OFSDP from participating in a competition or other activity sanctioned or conducted under the authority of the UIL unless the student meets all UIL eligibility requirements.

AGREED and accepted terms and conditions of Appendix One on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Alejandro Guerra, SISD Board President, 830-401-8614

Name, Title, and Telephone Number of School Board President

Signature of SchoolBoard President

Date

Dr. Matthew Gutierrez, Superintendent, 830-401-8614

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Two
Board Approval

The definition of terms of the application applies to this Appendix Two, Board Approval. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Two. All information requested must be included with this form.

1. The board of trustees of the school district or the governing board of the open-enrollment charter school **agrees to include the OFSDP as an item on the agenda** concerning the proposed application.

2. The board of trustees of the school district or the governing board of the open-enrollment charter school must discuss the progress of the program before applying to operate an OFSDP.

The proposed OFSDP application was on the agenda and discussed at the board meeting conducted on:

Month: July _____

Day: 18 _____

Year: 2023 _____

Time: 6:30 PM _____

Location: Seguin ISD Board Room, 1221 E. Kingsbury St., TX 78155 _____

Agreed and accepted on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Alejandro Guerra, SISD Board President, 830-401-8614

Name, Title, and Telephone Number of School Board President

Signature of School Board President

Date

Dr. Matthew Gutierrez, Superintendent, 830-401-8614

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Three **Attendance and Compliance Procedures of Proposed Program**

The definition of terms of the application applies to this Appendix Three, Attendance and Compliance Procedures of Proposed Program. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit a separate PDF document to concisely provide the information below, labeled with the corresponding number, for Appendix Three. All information requested must be included with this form and should be reviewed by the District PEIMS Coordinator prior to submission.

1. Describe the program goals and objectives.
2. Indicate the proposed schedule offered to students participating in the OFSDP, including days of the week and times.
3. Provide an outline of staff positions and resource personnel (teachers, administrators, counselors, support staff, etc.) associated with the program. Include contact hours each staff position will be obligated to the program.
4. Describe the procedures for identifying students, including how the school confirms and documents student eligibility and obtaining student and parental consent for OFSDP participation.
5. Indicate the estimated number of OFSDP students that will be served per teacher.
6. **If** the OFSDP program will offer special education, career and technology education, pregnancy related services or bilingual education, indicate how services will be provided, the teacher certification standards in each program area, and how services will comply with the [Student Attendance Accounting Handbook](#).
7. OFSDP requires a teacher of record to record the actual number of students’ instructional minutes on any given day. Explain the following:
 - a. How the classroom teacher will verify the number of instructional minutes a student receives each day.
 - b. How the district will make sure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.
 - c. How the district will ensure that students transferring from the traditional program (ADA Codes 0-6) to OFSDP (ADA Codes 7-8) will not generate more than one ADA in total for the school year and that students will not receive more than 10,800 minutes per course. It is recommended that the district apply the following formula to determine the maximum OFSDP minutes a student is eligible = (Calendar School Days - Traditional Days Present) x 240.
 - d. How the district will ensure that students are not coded in a traditional program on the same day that the student is accumulating OFSDP instructional minutes.
 - e. How the district will ensure that attendance practices and records comply with Sections 2.2.3 and 11.6 of the [Student Attendance Accounting Handbook](#).
 - f. How Student Detail Audit reports for the OFSDP track will be reviewed and certified each six-week attendance reporting period.

NOTE: absences and days present do not exist in the OFSDP

8. If eligible OFSDP students participate in a credit recovery program offered in the summer, funding is limited to the attendance necessary for the student to recover class credit. Please describe how attendance will be monitored to ensure additional minutes are not reported for funding.
9. **If** students are attending a community-based dropout recovery education program offered online as defined by TEC, §29.081 (e-2), must include the following:
 - a. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state.
 - b. Describe the individual learning plan or process used to monitor each student's progress.
 - c. Indicate how students will be served by an academic coach and local advocate.
 - d. Indicate the date of the month that monthly student progress reports will be provided to the student's school district.
 - e. Describe the educational software utilized and explain how the software will track and certify the number of instructional minutes each student receives each day.

Appendix Four Contact(s) Sheet

The definition of terms of the application applies to this Appendix Four, Contact(s) Sheet. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Four. All information requested must be included with this form.

District Contact(s) for the Application

District/Charter School Superintendent:	Dr. Matthew Gutierrez
Mailing Address:	1221 E. Kingsbury St.
City, State, Zip Code:	Seguin, TX 78155
Telephone Number:	830-401-8614
Email Address:	mgutierrez@seguin.k12.tx.us

District PEIMS Coordinator:	Stephen Gonzalez
Email Address:	sgonzalez@seguin.k12.tx.us

OFSDP Contact Name:	Dr. Veronica Vijil
Email Address:	vvijil@seguin.k12.tx.us

OFSDP Contact Name:	Christine Perez
Email Address:	chperez@seguin.k12.tx.us

NOTE: Most of the contact for the approved OFSDP is done via email. A valid email address(es) must be submitted on this form. Provide the full name(s) of the person(s) who is (are) the email contact(s) to ensure that the TEA has accurate information.

Appendix Five Participating Campuses, Student Eligibility, and Period of Agreement

The definition of terms of the application applies to this Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Five. All information requested must be included with this template and submitted in a separate Excel file.

Download and complete Appendix 5, which can be found on the [OFSDP webpage](#) under the *Applications and Templates* section.

Once completed, email the following to OPFLEX@tea.texas.gov:

1. The application (in PDF file format)
2. Appendix Three (in PDF file format)
3. Appendix Five (in MS Excel file format)

***All file names should include the district/charter school’s name**

Appendix Three

Attendance and Compliance Procedures of Proposed Program

The goal of the Optional Flexible School Day Program (OFSDP) is to target 75 students who have struggled with academic achievement in a traditional high school setting. This may include students who must seek employment to support their families, seek childcare during traditional school hours, or who have dropped out of school and wish to complete their education in a non-traditional setting. The OFSDP will expand opportunities for students with special circumstances in grades 9-12 to have a more accommodating schedule based on their demonstrated need. The OFSD Program will operate during normal school days and hours. OFSD will also be available to students one Saturday per month.

Teachers in OFSDP will provide and facilitate instruction through Edgenuity Learning and are certified to teach in the state of Texas. The teaching staff will consist of four teachers who are identified as highly qualified to teach their assigned courses. Department leads will also be assigned to assist in monitoring the program, one will hold a Special Education Certification and facilitate individualized educational services. Another department lead will hold an English as a Second Language (ESL) Endorsement to facilitate sheltered instruction as needed by students. Students may participate in the Career and Technical Education Program with prior approval from the Principal and CTE Director. Administrators and Counselors working in the OFSDP will also be certified by the state of Texas and qualified to operate as administrators and counselors and offer additional support and guidance. Wrap around student support services will be administered through Communities in Schools.

Application, eligibility, and consent will be included in the student's permanent records [cumulative folder. Attendance records will be maintained through PEIMS and the assigned program coordinators at both Seguin High School and MBLC. Attendance will be taken daily by the teacher and verified on a weekly basis. Attendance records will be kept by the teachers and documented on a spreadsheet for monitoring purposes. The teacher will verify and submit student attendance sheets to the attendance office weekly. All student records will be kept in a secured location at both Seguin High School and MBLC.

A process will be implemented to maintain records of student enrollment, eligibility, consent, and attendance to verify the number of a students' instructional minutes. Students not meeting the required 45 minutes of daily instruction will be recorded on the daily and weekly attendance records. If a student continuously does not meet the daily required minutes, he or she will be referred to the OFSD Administrator for a conference. If a student is chronically absent, district truancy services will be implemented to recover instructional time for students. Regarding item 3c in Appendix 3, Seguin ISD will utilize the recommended formula (180- Traditional Days Present x 240) to determine the maximum number of eligible OFSDP minutes. Students will not receive more than 10,800 minutes per course. Also, students will not be simultaneously enrolled in OFSDP and traditional programs. As an additional safeguard, our student information system, TEAMS, will not allow for a student to be dual coded within the system.

Seguin ISD will create and deliver an attendance training session in order to ensure that

attendance practices comply with Section 2.2.3 and 1.1.6 of the Student Attendance Accounting Handbook. Campus and district audits will be held to ensure that Student Detail Audit reports for the OFSDP track are reviewed and certified each six weeks.

TEC 29.081 (e-1)(3) requires that a campus-based dropout recovery education program must provide at least one instructor for each 28 students. Considering the preceding statement, classes will be capped at a maximum ratio of no more than 28:1.

Optional Flexible School Day Program (OFSDP) - Appendix 5

094901

SEGUIN ISD

School Year 2023-2024

<p>Students may not be reported with more than one ADA in total on the 42400 Basic Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4</p>	<p>Eligibility Designation 1 = TEC §29.081 At-Risk Students 2 = TEC §25.092 Minimum Attendance 3 = TEC §29.908 Early College High School 4 = TEC §39A.107 Campus Turnaround Plan 5 = Credit Recovery** 6 = TEC §29.081(e-1) Campus Dropout Recovery 7 = TEC §29.081(e-2) Online Dropout Recovery</p>	<p>School Year Period of Agreement Reported in TSDS PEIMS Summer Collection 3 Program start date must be 30 days after application submission. Program end date must not exceed the last day of the regular school calendar.</p>	<p>Summer Period of Agreement Reported in TSDS PEIMS Extended Collection 4 **Credit Recovery - Designation 5 Summer period of agreement should not exceed 30 days or extend past July 31st.</p>
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Nine Digit District and Campus Number	Campus Name	1	2	3	4	5	6	7	Estimated Students Participating	Program Start Date	Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day	Summer Program Start Date	Summer Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day
094901001	SEGUIN H S	1	2	3		5			25	8/2/2023	5/24/2024	SUMTWTWFS	240	6/3/2024	6/28/2024	SUMTWTWFS	240
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ACTION ITEM:

First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 121, affecting LEGAL and LOCAL Policies

RECOMMENDATION:

Recommend that the Board of Trustees review updated (LEGAL) policies and replace, delete, or add (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 121.

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

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

RATIONALE:

Update 121 includes revisions to legal policies based on legislative and regulatory changes. Changes to local policies offered for consideration address the following topics: Fixed assets; Integrated pest control; Competitive bidding; Competitive sealed proposals; Compensation plans; Admissions; and Bullying. For select districts, Update 121 may also include recommended changes to one or more local policies addressing the following topics: Texas Economic Development Act; School safety personnel; and Child nutrition.

The update includes forty-eight (48) LEGAL policies, and twelve (12) LOCAL policies.

REPLACE:

AC (LEGAL) – Geographic Boundaries

AF (LEGAL) – Innovation Districts

AIE (LEGAL) – Accountability: Investigations

BBBA (LEGAL) – Elections: Conducting Elections

BQ (LEGAL) – Planning and Decision-Making Process

C (LEGAL) – Business and Support Services

CBB (LEGAL) – State and Federal Revenue Sources: Federal

CCA (LEGAL) – Local Revenue Sources: Bond Issues

CCGA (LEGAL) – Ad Valorem Taxes: Exemptions and Payments

CCGB (LEGAL) – Ad Valorem Taxes: Economic Development

CCGB (LOCAL) – Ad Valorem Taxes: Economic Development

CFB (LOCAL) – Accounting: Inventories

CH (LEGAL) – Purchasing and Acquisition

CL (LEGAL) – Buildings, Grounds, and Equipment Management

CLA (LEGAL) – Buildings, Grounds, and Equipment Management: Security

CLB (LEGAL) – Buildings, Grounds, and Equipment Management: Maintenance

CLB (LOCAL) – Buildings, Grounds, and Equipment Management: Maintenance

CMD (LEGAL) – Equipment and Supplies Management: Instructional Materials Care and Accounting

CNC (LEGAL) – Transportation Management: Transportation Safety
 CO (LEGAL) – Food and Nutrition Management
 CO (LOCAL) – Food and Nutrition Management
 COA (LOCAL) – Food and Nutrition Management: Procurement
 COB (LOCAL) – Food and Nutrition Management: Free and Reduced-Price Meals
 CQ (LEGAL) – Technology Resources
 CQA (LEGAL) – Technology Resources: District, Campus, and Classroom Websites
 CRF (LOCAL) – Insurance and Annuities Management: Unemployment Insurance
 CSA (LEGAL) – Facility Standards: Safety and Security
 CVA (LOCAL) – Facilities Construction: Competitive Bidding
 CVB (LOCAL) – Facilities Construction: Competitive Sealed Proposals
 DBAA (LEGAL) – Employment Requirements and Restrictions: Pre-Employment Reviews
 DEA (LOCAL) – Compensation and Benefits: Compensation Plan
 DEAB (LEGAL) – Compensation and Benefits: Wage and Hour Laws
 E (LEGAL) – Instruction
 EF (LEGAL) – Instructional Resources
 EHAD (LEGAL) – Basic Instructional Program: Elective Instruction
 EHBAB (LEGAL) – Special Education: ARD Committee and Individualized Education Program
 EHBAF (LEGAL) – Special Education: Video/Audio Monitoring
 EHBC (LEGAL) – Special Programs: Compensatory Services and Intensive Programs
 EHBH (LEGAL) – Special Programs: Other Special Populations
 EHBI (LEGAL) – Special Programs: Adult and Community Education
 EHBJ (LEGAL) – Special Programs: Innovative and Magnet Programs
 EI (LEGAL) – Academic Achievement
 EKB (LEGAL) – Testing Programs: State Assessment
 FD (LEGAL) – Admissions
 FD (LOCAL) – Admissions
 FDA (LEGAL) – Admissions: Interdistrict Transfers
 FDC (LEGAL) – Admissions: Homeless Students
 FEA (LEGAL) – Attendance: Compulsory Attendance
 FEB (LEGAL) – Attendance: Attendance Accounting
 FFAF (LEGAL) – Wellness and Health Services: Care Plans
 FFC (LEGAL) – Student Welfare: Student Support Services
 FFI (LEGAL) – Student Welfare: Freedom from Bullying
 FFI (LOCAL) – Student Welfare: Freedom from Bullying
 FL (LEGAL) – Student Records
 G (LEGAL) – Community and Governmental Relations
 GB (LEGAL) – Public Information Program
 GBA (LEGAL) – Public Information Program: Access to Public Information
 GBAA (LEGAL) – Access to Public Information: Requests for Information
 GRA (LEGAL) – Relations with Governmental Entities: State and Local Governmental Authorities

ADD

EHBCA (LEGAL) – Compensatory Services and Intensive Programs: Accelerated Instruction

REFERENCE and COMPLIANCE:

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

**PAPERWORK
IMPACT:**

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

**BUDGET IMPACT/
INFORMATION:**

No significant impact.

EXHIBITS:

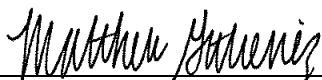
TASB Instruction Sheet, Explanatory Notes for Update 121

**RESOURCE
PERSONNEL:**

Dr. Veronica Vijil, Deputy Superintendent

Submitted by:

(Signature)



(Name)

Dr. Matthew Gutierrez, Superintendent

(Address)

1221 E. Kingsbury - Seguin, TX 78155

(Telephone)

(830) 401-8614

Date Submitted: 07/18/23

Instruction Sheet

TASB Localized Policy Manual Update 121

Seguin ISD

Code	Type	Action To Be Taken	Note
AC	(LEGAL)	Replace policy	Revised policy
AF	(LEGAL)	Replace policy	Revised policy
AIE	(LEGAL)	Replace policy	Revised policy
BBBA	(LEGAL)	Replace policy	Revised policy
BQ	(LEGAL)	Replace policy	Revised policy
C	(LEGAL)	Replace table of contents	Revised table of contents
CBB	(LEGAL)	Replace policy	Revised policy
CCA	(LEGAL)	Replace policy	Revised policy
CCGA	(LEGAL)	Replace policy	Revised policy
CCGB	(LEGAL)	Replace policy	Revised policy
CCGB	(LOCAL)	Replace policy	Revised policy
CFB	(LOCAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CL	(LEGAL)	Replace policy	Revised policy
CLA	(LEGAL)	Replace policy	Revised policy
CLB	(LEGAL)	Replace policy	Revised policy
CLB	(LOCAL)	Replace policy	Revised policy
CMD	(LEGAL)	Replace policy	Revised policy
CNC	(LEGAL)	Replace policy	Revised policy
CO	(LEGAL)	Replace policy	Revised policy
CO	(LOCAL)	Replace policy	Revised policy
COA	(LOCAL)	Replace policy	Revised policy
COB	(LOCAL)	Replace policy	Revised policy
CQ	(LEGAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CRF	(LOCAL)	Replace policy	Revised policy
CSA	(LEGAL)	No policy enclosed	See explanatory note
CVA	(LOCAL)	Replace policy	Revised policy
CVB	(LOCAL)	Replace policy	Revised policy
DBAA	(LEGAL)	Replace policy	Revised policy
DEA	(LOCAL)	Replace policy	Revised policy
DEAB	(LEGAL)	Replace policy	Revised policy
E	(LEGAL)	Replace table of contents	Revised table of contents
EF	(LEGAL)	Replace policy	Revised policy

Instruction Sheet

TASB Localized Policy Manual Update 121

Seguin ISD

Code	Type	Action To Be Taken	Note
EHAD	(LEGAL)	Replace policy	Revised policy
EHBAB	(LEGAL)	Replace policy	Revised policy
EHBAF	(LEGAL)	Replace policy	Revised policy
EHBC	(LEGAL)	Replace policy	Revised policy
EHBCA	(LEGAL)	ADD policy	See explanatory note
EBBH	(LEGAL)	Replace policy	Revised policy
EBBI	(LEGAL)	Replace policy	Revised policy
EBBJ	(LEGAL)	Replace policy	Revised policy
EI	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
FD	(LEGAL)	Replace policy	Revised policy
FD	(LOCAL)	Replace policy	Revised policy
FDA	(LEGAL)	Replace policy	Revised policy
FDC	(LEGAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy
FFAF	(LEGAL)	Replace policy	Revised policy
FFC	(LEGAL)	Replace policy	Revised policy
FFI	(LEGAL)	Replace policy	Revised policy
FFI	(LOCAL)	Replace policy	Revised policy
FL	(LEGAL)	Replace policy	Revised policy
G	(LEGAL)	Replace table of contents	Revised table of contents
GB	(LEGAL)	Replace policy	Revised policy
GBA	(LEGAL)	Replace policy	Revised policy
GBAA	(LEGAL)	Replace policy	Revised policy
GRA	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 121

Seguin ISD

AC(LLEGAL) GEOGRAPHIC BOUNDARIES

This legal policy has been revised to include additional Education Code provisions related to ways in which a district's geographic boundaries may change, such as by detachment, annexation, consolidation, and abolition.

AF(LLEGAL) INNOVATION DISTRICTS

Amended Administrative Code rules, effective October 25, 2022, revised the list of Education Code sections and administrative rules from which a district of innovation may not be exempted. Changes include a requirement to provide TEA a link to the local innovation plan posted on the district's website. Previously, the rule required the district to provide TEA with a copy of the local innovation plan.

AIE(LLEGAL) ACCOUNTABILITY: INVESTIGATIONS

Changes reflect revised Administrative Code provisions regarding compliance investigations by TEA, effective October 26, 2022. Other changes are to better reflect legal sources.

BBBA(LLEGAL) ELECTIONS: CONDUCTING ELECTIONS

Provisions regarding confidentiality of the email address and personal phone number of an election judge or clerk have been moved from GBA(LLEGAL) to this code addressing elections.

BQ(LLEGAL) PLANNING AND DECISION-MAKING PROCESS

An existing requirement to include the district's bullying prevention policy and procedures in the district improvement plan has been added to this policy.

C(LLEGAL) BUSINESS AND SUPPORT SERVICES

The C section table of contents has been revised to add the new code CKED, Security Personnel: Other Security Arrangements. We have also added for future expansion new codes addressing facility standards at CSA (Safety and Security) and CSB (Gas and Pipelines).

CBB(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL

Revisions are to better reflect legal sources.

CCA(LLEGAL) LOCAL REVENUE SOURCES: BOND ISSUES

Citations have been updated to reflect the repeal and replacement of an Administrative Code provision regarding the bond guarantee program, effective March 1, 2023. References to Administrative Code provisions regarding the instructional facilities allotment and existing debt allotment have been clarified.

CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

This policy has been revised to reflect the increased homestead exemption of \$40,000 approved by voters on May 7, 2022.

CCGB(LLEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT

We have added a note regarding the expiration of the Texas Economic Development Act on December 31, 2022, and the continued application of the law to limitations on appraised value in existence at that time.

Explanatory Notes

TASB Localized Policy Manual Update 121

Seguin ISD

CCGB(LOCAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT

The Texas Economic Development Act expired on December 31, 2022. We recommend adding a note to this local policy regarding the expiration and continued application of the law to limitations on appraised value in existence at that time.

CFB(LOCAL) ACCOUNTING: INVENTORIES

Revisions regarding the capitalization threshold are based on amended guidance from *GASB Implementation Guide 2021-1*, Question 5.1, regarding the capitalization of assets with individual acquisition costs below the threshold if the assets in the aggregate are significant. The amended guidance applies to reporting periods beginning after June 15, 2023.

CH(LEGAL) PURCHASING AND ACQUISITION

We have replaced the citation to a repealed Administrative Code rule regarding purchases of automated information systems with a citation to a new rule effective December 19, 2022.

CL(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

We have replaced the citation to repealed Administrative Code provisions regarding public pool sanitation and safety with a citation to new provisions effective January 1, 2023.

CLA(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: SECURITY

New Administrative Code rules, effective February 2, 2023, have been added to address required warning signs regarding human trafficking.

CLB(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE

Changes reflect revisions to Administrative Code rules regarding integrated pest management, effective January 16, 2023.

CLB(LOCAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE

Administrative Code rules regarding integrated pest management (IPM) were amended to include district-owned residential property among the district facilities subject to the IPM requirements. Although the changes to the rules add "residential property" to the buildings and grounds subject to IPM requirements, it is our understanding from the Texas Department of Agriculture that this inclusion is intended to apply only to district-owned residential property that is primarily used as student housing. As requested by TDA, revisions include such residential property among the district facilities subject to the district's IPM program.

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

An Administrative Code provision, effective June 7, 2022, has been added regarding purchasing technological equipment with the instructional materials and technology allotment.

CNC(LEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

Provisions have been added regarding the use of school bus warning signals.

Explanatory Notes

TASB Localized Policy Manual Update 121

Seguin ISD

CO(LEGAL) FOOD AND NUTRITION MANAGEMENT

New Administrative Code provisions were adopted regarding appeals related to federal food and nutrition programs administered by the Texas Department of Agriculture. A reference to these provisions, effective November 27, 2022, has been added.

CO(LOCAL) FOOD AND NUTRITION MANAGEMENT

Based on information received from the district, the enclosed revisions remove the provisions regarding a grace period because the district provides meals to students at no cost under a special federal child nutrition program.

COA(LOCAL) FOOD AND NUTRITION MANAGEMENT: PROCUREMENT

Based on information received from the district, the enclosed revisions are recommended to update the position of the employee responsible for overseeing procurement with federal child nutrition funds and for determining whether the district will apply a geographic preference when procuring certain products.

COB(LOCAL) FOOD AND NUTRITION MANAGEMENT: FREE AND REDUCED-PRICE MEALS

Based on information received from the district, the enclosed revision is recommended because the district provides meals to students at no cost under a special federal child nutrition program.

CQ(LEGAL) TECHNOLOGY RESOURCES

A reference to Administrative Code provisions regarding management of electronic transactions and signed records has been clarified.

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

The link to the Texas Department of State Health Services Guidelines for the Care of Students with Food Allergies has been updated.

CRF(LOCAL) INSURANCE AND ANNUITIES MANAGEMENT: UNEMPLOYMENT INSURANCE

There are no significant revisions to the text on reasonable assurance; however, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

CSA(LEGAL) FACILITY STANDARDS: SAFETY AND SECURITY

The Commissioner of Education proposed new School Safety Requirements in the Commissioner's Rules Concerning School Facilities in November 2022. The public comment period closed December 12, 2022, but the rules are not yet finalized. The proposed rules require local policy provisions. Policy Service will include legal provisions in this new policy code and provide local policy provisions for consideration following publication of the final rules.

CVA(LOCAL) FACILITIES CONSTRUCTION: COMPETITIVE BIDDING

Policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Specifications. In addition, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

Explanatory Notes

TASB Localized Policy Manual Update 121

Seguin ISD

CVB(LOCAL) FACILITIES CONSTRUCTION: COMPETITIVE SEALED PROPOSALS

As noted above, policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Specifications. In addition, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

DBAA(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: PRE-EMPLOYMENT REVIEWS

Changes have been made to better reflect legal sources and to delete obsolete provisions.

DEA(LOCAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

To eliminate the possibility of confusion about the frequency of pay, we recommend replacing *bimonthly* with the more specific and widely used *semi-monthly*. Other revisions are recommended for policy style and to clarify the circumstances under which certain employees will receive premium pay during an emergency closing for a disaster.

If the district no longer wants to provide premium pay for employees who are required to work during an emergency closing for a disaster, please contact your policy consultant for appropriate revisions to this policy.

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

DEAB(LEGAL) COMPENSATION PLAN: WAGE AND HOUR LAWS

Changes have been made to better reflect legal sources.

E(LEGAL) INSTRUCTION

The E section table of contents has been updated to add the new code EHBCA, which includes provisions addressing accelerated instruction previously located at EHBC. The subtitle for policy EHBC has been changed to Compensatory Services and Intensive Programs.

EF(LEGAL) INSTRUCTIONAL RESOURCES

Legal definitions of "harmful materials" and "obscene" have been added for ease of access.

EHAD(LEGAL) BASIC INSTRUCTIONAL PROGRAM: ELECTIVE INSTRUCTION

A reference to Administrative Code provisions has been added regarding driver education safety program requirements.

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

Changes reflect revised Administrative Code provisions regarding students who are homeless or in substitute care, effective January 1, 2023.

EHBAF(LEGAL) SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

Revisions reflect amended Administrative Code provisions, effective January 22, 2023, pertaining to filing certain documents electronically.

Explanatory Notes

TASB Localized Policy Manual Update 121

Seguin ISD

EHBC(LLEGAL) SPECIAL PROGRAMS: COMPENSATORY SERVICES AND INTENSIVE PROGRAMS

Update 121 includes a reorganization of the information regarding compensatory, intensive, and accelerated instructional services. Provisions addressing accelerated instruction have been moved to the new code EHBCA. The remaining provisions at this code, now subtitled Compensatory Services and Intensive Programs, have been reordered and adjusted for clarity.

EHBCA(LLEGAL) COMPENSATORY SERVICES AND INTENSIVE PROGRAMS: ACCELERATED INSTRUCTION

This new policy addressing accelerated instruction comprises provisions moved from EHBC(LLEGAL). For clarity, we have reordered and adjusted the material.

EHBH(LLEGAL) SPECIAL PROGRAMS: OTHER SPECIAL POPULATIONS

An amended Administrative Code provision, effective January 18, 2023, has been added pertaining to regional day school programs for the deaf.

EHBI(LLEGAL) SPECIAL PROGRAMS: ADULT AND COMMUNITY EDUCATION

Changes reflect revisions to Administrative Code provisions, effective November 24, 2022, regarding essential program components of adult education programs.

EHBJ(LLEGAL) SPECIAL PROGRAMS: INNOVATIVE AND MAGNET PROGRAMS

Changes include a new Administrative Code provision, effective February 26, 2023, regarding requests for approval of an innovative course by the State Board of Education.

EI(LLEGAL) ACADEMIC ACHIEVEMENT

This legal policy has been revised to replace a repealed Administrative Code rule with a new rule, effective January 1, 2023, related to awarding credit to students who are homeless or in substitute care for coursework completed prior to the student enrolling in or transferring to the district. Other changes are to better reflect legal sources.

EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT

Duplicative text regarding students who fail to perform satisfactorily on a state assessment instrument has been deleted and replaced with a note pointing to EHBC and EHBCA.

FD(LLEGAL) ADMISSIONS

The policy has been updated to delete an Administrative Code rule repealed by the State Board of Education, effective March 9, 2023.

FD(LOCAL) ADMISSIONS

Recommended revisions to this policy at Transition Assistance reflect the repeal and replacement of an Administrative Code provision regarding awarding credit to a student who is homeless or in substitute care. Under the new rule, a district must adopt a policy to ensure credit has been awarded appropriately prior to enrollment. Other changes provide greater flexibility for the district with regard to requiring proof of residency by removing specific requirements and referring to administrative regulations.

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

Explanatory Notes

TASB Localized Policy Manual Update 121

Seguin ISD

FDA(LLEGAL)

ADMISSIONS: INTERDISTRICT TRANSFERS

This policy has been reorganized for clarity. Other changes are to better match statutory wording. Notes have been added to more clearly indicate the application of certain provisions.

FDC(LLEGAL)

ADMISSIONS: HOMELESS STUDENTS

A note has been added to clarify that information regarding support services for students experiencing homelessness, including provisions regarding district liaisons and transition services, is located at FFC.

FEA(LLEGAL)

ATTENDANCE: COMPULSORY ATTENDANCE

This legal policy has been updated to remove provisions of Administrative Code rules repealed by the State Board of Education, effective March 9, 2023. A note has been added referring to the *Student Attendance Accounting Handbook* for additional guidance.

FEB(LLEGAL)

ATTENDANCE: ATTENDANCE ACCOUNTING

This legal policy has been updated to remove provisions of Administrative Code rules repealed by the State Board of Education, effective March 9, 2023. We have also added a note referring to the *Student Attendance Accounting Handbook* for additional guidance, as well as existing statutory provisions for completeness and clarification.

FFAF(LLEGAL)

WELLNESS AND HEALTH SERVICES: CARE PLANS

Links to the Texas Department of State Health Services' guidance for the care of students with diabetes and of students with food allergies have been updated.

FFC(LLEGAL)

STUDENT WELFARE: STUDENT SUPPORT SERVICES

Revisions throughout this policy reflect amended Administrative Code provisions, effective January 1, 2023, regarding transition assistance for students experiencing homelessness or in substitute care.

FFI(LLEGAL)

STUDENT WELFARE: FREEDOM FROM BULLYING

A note has been added with a link to the [Minimum Standards for Bullying Prevention](#) finalized by TEA on January 31, 2023.

FFI(LOCAL)

STUDENT WELFARE: FREEDOM FROM BULLYING

The [Minimum Standards for Bullying Prevention](#), completed by TEA on January 31, 2023, include a requirement for policy provisions on reporting bullying incidents. Existing policy language addresses reporting by students and staff. The enclosed revisions are recommended to address the new minimum standards.

FL(LLEGAL)

STUDENT RECORDS

Provisions at Access, Disclosure, and Amendment, beginning on page 4, have been revised and reorganized for clarity and to better reflect legal sources. The definition of eligible student has been added. Additional reporting requirements under the National School Lunch Act or the Child Nutrition Act have also been added. A note has been added at the beginning of the policy to clarify that information regarding juvenile law enforcement records is located in GBA.

G(LLEGAL)

COMMUNITY AND GOVERNMENTAL RELATIONS

The G section table of contents has been revised to reflect the correct subtitle for GBA, Access to Public Information.

Explanatory Notes

TASB Localized Policy Manual Update 121

Seguin ISD

GB(LLEGAL) PUBLIC INFORMATION PROGRAM

Update 121 includes a reorganization of the public information policies in the GB series. As part of the reorganization, we have deleted provisions that are duplicated at other policy codes and adjusted provisions for clarity and to better match statutory wording.

GBA(LLEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION

As part of the reorganization of the public information policies, we have made the following changes:

- Deleted provisions that are duplicated at other policy codes and added cross-references, if necessary, to improve usability.
- Moved provisions regarding confidentiality based on statutes outside the Public Information Act (Government Code Chapter 552) to the policy code addressing the specific topic.
- Reordered and adjusted provisions for clarity and to better match statutory wording.

GBAA(LLEGAL) ACCESS TO PUBLIC INFORMATION: REQUESTS FOR INFORMATION

As part of the reorganization of the GB series, we have made the following changes:

- Deleted provisions that are duplicated at other policy codes and added cross-references, if necessary.
- Reordered and adjusted provisions for clarity and to better match statutory wording.

GRA(LLEGAL) RELATIONS WITH GOVERNMENTAL ENTITIES: STATE AND LOCAL GOVERNMENTAL AUTHORITIES

This policy has been revised to include an Education Code provision prohibiting citation of a student alleged to have committed a school offense. Family Code definitions have also been added to support existing content regarding students taken into custody.



(LOCAL) Policy Comparisons

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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

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

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

Note: The Texas Economic Development Act, Tax Code Chapter 313, Subchapters B and C, expired on December 31, 2022.

A limitation on appraised value approved before the expiration continues in effect according to the law as it existed immediately before its expiration, and the law is continued in effect for purposes of the limitation on appraised value.

Texas Economic Development Act

Purpose

These provisions outline the District’s procedures for accepting, reviewing, and considering applications and amendments to applications, and, when necessary, enforcing agreements under the Texas Economic Development Act (the Act), as set forth in Tax Code Chapter 313. [See CCGB(LEGAL)]

Definitions

In addition to the definitions set out in CCGB(LEGAL), the following definitions apply in this policy:

“Application review period” means the period during which the Board will consider and act on an application. The application review period begins on the application review start date and ends on the 151st day thereafter, unless the application review period is extended by Board action prior to the expiration date.

“Appraisal district” means each county appraisal district that appraises property that is the subject of an application.

“Large project application” means an application for which the qualified investment exceeds \$300,000,000.

Filing an Application

In the form and formats required by the comptroller, an applicant shall file with the Superintendent the original and copies of the completed application along with a searchable electronic copy certified to contain information identical to the original hard copy. [See CCGB(LEGAL) at Required Contents and Format]

The Superintendent shall hold any incomplete applications or applications submitted without the full application fee until the application is properly completed and the application fee is paid. The Superintendent’s determination of whether an application is complete shall be final.

Confidentiality of Applicant Information

If the Board decides to consider an application, information provided in connection with an application will not be considered confidential except as allowed by law. [See CCGB(LEGAL) at Confidential Business Information]

Amending an
Application

An applicant may seek to amend an application at any time prior to final Board action on the application. If an amended application is filed within 60 days of the end of the application review period, the application review period shall be extended automatically to the 61st day after the date on which the last amended application is filed, unless the Board takes action to extend the application review period otherwise.

The Superintendent shall review and forward to the comptroller any amended application or supplemental information on receipt.

Standard
Application Fee

An applicant shall pay a standard application fee of \$65,000 to the District to cover the District's costs in processing and considering the application. This fee is nonrefundable except as set forth in this policy:

1. For large project fees after the initial fee submission; or
2. If the application is rejected after an initial Board review.

The standard application fee does not include any amount charged by the comptroller to the applicant for the comptroller's economic impact evaluation.

*Large Project
Application Fee*

For a large project application, the Board may set an application fee higher than the standard application fee if the analysis or evaluation of the application warrants a higher fee. In this case, the applicant shall initially submit the standard application fee. If the Board sets a higher fee, the applicant may withdraw its application and any fee submitted if the applicant disagrees with the higher fee.

**Processing an
Application**

Before Initial Board
Review

Upon receipt of an application and application fee, the Superintendent shall:

1. Send the applicant written confirmation of receipt of the application and application fee.
2. Review the application and, as necessary, require the applicant to submit additional and/or supplementary information, including all required schedules.
3. Within seven days of receipt of a completed application, submit the application to the comptroller, together with any economic analysis of the proposed project submitted by the applicant.
4. Obtain necessary conflict of interest disclosures. [See BBFA(LEGAL)]

- Initial Board Review As soon as practical after an application is filed, the Board shall conduct an initial review of the application during which the Board may consider the Superintendent's recommendation and written or oral presentations concerning the application.
- If, after the initial review, the Board determines that the application is not in the best interests of the District, the Board shall reject the application and return to the applicant the application fee, less any necessary and reasonable costs of the initial review.
- If the Board accepts a large project application for further consideration, the Board may set an appropriate fee in accordance with this policy.
- After Initial Board Review If the Board elects to consider the completed application, the Superintendent shall:
1. Deposit the application fee and provide required written notice to the applicant and comptroller, with a copy to the appraisal district, that the District has received and will consider the completed application;
 2. Deliver to the comptroller a copy of the application and required material along with a request for an economic impact evaluation;
 3. Accept on behalf of the Board any amendments or supplements submitted by the applicant, and transmit copies to the comptroller within seven days of receipt;
 4. Direct appropriate District personnel to create a link from the District's website to the location on the comptroller's website where copies of applications are posted;
 5. Within the time allowed by law, provide all required supplemental information necessary to assist the comptroller and the Texas Education Agency (TEA) with the required analyses;
 6. On receipt, provide the applicant and District consultants with a copy of the economic impact evaluation and the school facilities impact analysis;
 7. Work with the applicant and District consultants to provide the District and the comptroller with copies of the proposed agreement in a timely manner [see CCGB(LEGAL) at Continued Eligibility];
 8. Take all action necessary or required to process the application;

9. Not later than 151 days after the application review start date, present to the Board an agreement for final approval or a request for extension of the application review period;
10. If an extension of the application review period is requested, report each such request to the comptroller within seven days of the decision to grant the extension; and
11. After Board action on the application, if any, transmit all necessary and required information to the comptroller, the applicant, and the appraisal district.

District Consultants On retention by the Board, District consultants, including legal counsel, shall review the application to ensure it includes all required information. District consultants shall also begin an analysis of the application, consider any legal implications of the application, draft and negotiate an appropriate revenue protection agreement, and evaluate the analyses from the comptroller and TEA on receipt.

District consultants shall be paid for services from the application fee and shall complete their analyses in time to assist the Board, as appropriate, in its initial review or final determination on the application.

Board Action on Application

Completed applications may be considered for approval by the Board only after completion of the economic impact evaluation and the school facilities impact analysis and receipt of the comptroller's certification, as required by the Act.

Public Hearing

The Board's final determination on an application shall be made after a public hearing at which the Superintendent, District consultants, the applicant, and members of the public may provide input and information concerning the proposed application. The comptroller's certification shall be disclosed at the public hearing.

The public hearing shall be held at a time that allows the Board to approve or disapprove an application before the expiration of the application review period, unless the deadline has been extended.

Findings of Fact

After the public hearing, the Board shall make specific written findings as required by law. [See CCGB(LEGAL) at Approval]

Adoption of Agreement

After considering the comptroller's certification, the economic impact evaluation, the school facilities impact analysis, information from District consultants, and any other relevant information, the Board may approve the application and enter into an agreement that complies with all legal requirements. [See CCGB(LEGAL) at Agreement] The Board shall also consider and adopt an agreement with the applicant to provide protection from or compensation for

any financial risks undertaken by the District in accepting the application.

**Waiver of Jobs
Requirement**

The Board may waive the new jobs creation requirement in accordance with the law. [See CCGB(LEGAL) at Waiver of New Jobs Creation Requirement] If an applicant makes a waiver request subsequent to the original application, the Board may charge the applicant a fee to cover the costs of any consultant required by the Board in making the requisite finding.

**Superintendent
Responsibilities
After Agreement**

During the term of any agreement, the Superintendent shall ensure that all reporting requirements are met in a timely manner by the District and the applicant. The Superintendent is authorized to delegate this function to District consultants.

**Statements
Regarding Conflicts
of Interest**

Each Board member and any District employee who is a local government official under Local Government Code Chapter 176 shall submit a conflict of interest statement confirming or denying the existence of a conflict of interest or a substantial business interest in each project that is the subject of an application, agreement, or amendment to an agreement with the District. Within 60 days after each Board election or the appointment of a Board member, each new Board member shall complete a statement. The completed statements shall be retained by the District with each affected application or agreement. If a conflict or substantial interest exists, the appropriate disclosure forms shall be completed and filed as required by law. [See BBFA(LEGAL)]

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be ~~\$5,000~~\$5,000.

The Superintendent shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

**Integrated Pest
Management
Program**

The District is committed to following integrated pest management (IPM) guidelines as required by Chapter 1951 of the Occupations Code and Title 4, Chapter 7 of the Administrative Code in all pest control activities that take place on District property.

Definition

IPM is a pest management strategy that relies on accurate identification and scientific knowledge of target pests, reliable monitoring methods to assess pest presence, preventative measures to limit pest problems, and thresholds to determine when corrective control measures are needed. Under IPM, whenever economical and practical, multiple control tactics shall be used to achieve the best control of pests. These tactics shall ~~possibly~~ include, but are not limited to, the judicious use of pesticides.

Standards

The District's IPM program shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities, including residential property primarily used as student housing.

IPM Coordinator

The Superintendent shall designate the IPM coordinator(s), who shall be registered with the Texas Department of Agriculture. The IPM coordinator(s) shall receive training in accordance with law and shall provide training to District employees, as necessary.

Application Time
Frame

The IPM coordinator(s), in addition to the responsibilities set out in CLB(LEGAL), shall coordinate with appropriate District administrators or other designated and trained employees regarding pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

No Unauthorized
Application

If the IPM coordinator is a licensed applicator, the IPM coordinator may apply pesticides in accordance with law. No other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a District facility, including residential property primarily used as student housing, without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's IPM program.

Food Donation

The Superintendent shall be authorized to develop regulations for the District to donate or otherwise dispose of leftover food in accordance with law.

Meal Charges

~~State Law~~

~~As established by the Board, a student with an exhausted or insufficient balance on his or her meal card or meal account shall be allowed to continue to purchase meals for up to a total of \$30. The Superintendent shall develop administrative regulations for this grace period to address:~~

- ~~1. The District's processes for parent notification during the grace period, including a schedule for repayment; and~~
- ~~2. Whether the student will be limited to certain foods or beverages during this grace period, and, if so, the District's efforts to minimize overt identification of the student.~~

~~No fees or interest shall be charged by the District for meals purchased during the grace period.~~

~~Federal Law~~

~~For each campus that participates in the federal school breakfast or lunch programs under which students may incur a meal charge, the District's administrative regulations shall also address procedures for a student who has insufficient funds to purchase a meal following exhaustion of the grace period described above. The procedures shall address:~~

- ~~1. The parameters under which meals shall be served to the student;~~
- ~~2. The District's efforts to minimize overt identification of the student; and~~
- ~~3. How the District will attempt to collect unpaid debt in order to maintain the financial integrity of the food service account.~~

Procurement

The ~~Superintendent~~director of child nutrition shall oversee the use of federal child nutrition funds to procure appropriate goods and services necessary for providing food service to students and shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to comply with all state and federal requirements for use of these funds.

[See CO(LEGAL) and COA(LEGAL)]

Geographic Preference

The Board delegates to the ~~Superintendent~~director of child nutrition the authority to determine whether the District will apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products and to:

1. Specify the types of products for which any geographic preference will be applied; and
2. Define the geographic area to be preferred for each applicable product.

FOOD AND NUTRITION MANAGEMENT
FREE AND REDUCED-PRICE MEALS

COB
(LOCAL)

**Community
Eligibility Provision**

With funds from the federal community eligibility provision (CEP), the District shall provide regular meal service to students at no cost, as authorized by the U.S. Department of Agriculture (USDA). [See COB(LEGAL)]

Eligibility Appeals

The District shall provide a hearing process in compliance with ~~U.S. Department of Agriculture~~ (USDA) requirements for disputes about a student's eligibility for free or reduced-price meal programs. A parent or student may appeal the decision of the hearing official in accordance with FNG(LOCAL).

**Civil Rights
Complaints**

A person alleging discrimination in school meal programs based on race, color, national origin, sex, age, or disability shall be informed of the procedures and right to file a complaint with the Texas Department of Agriculture (TDA) Food and Nutrition office and the USDA. Complaints received by District personnel shall be forwarded to TDA.

INSURANCE AND ANNUITIES MANAGEMENT
UNEMPLOYMENT INSURANCE

CRF
(LOCAL)

**Reasonable
Assurance**

The District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year. [See DCD and DCE]

Specifications

The Superintendent ~~or designee~~ shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.

Bid Process

All bids shall be submitted in sealed envelopes, plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

Safety Record

If the District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be defined as a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

FACILITIES CONSTRUCTION
COMPETITIVE SEALED PROPOSALS

CVB
(LOCAL)

Specifications

The Superintendent ~~or designee~~ shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.

Process

All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposal and the time of the deadline for submission. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

Withdrawal and
Late Proposals

Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.

Proposal
Acceptance

The District may reject any and all proposals.

Safety Record

If the safety record of offerors is considered in selecting a proposal, the record shall be defined as an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA]- The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The ~~Superintendent or designee shall classify~~ classification of each job title within the compensation plan shall be based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or ~~bimonthly~~ semi-monthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. ~~The Superintendent or designee shall determine~~ Any pay adjustments for individual employees; shall be determined within the approved budget following established procedures.

~~Mid-Year~~ Midyear
Pay Increases

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements].]

Noncontract
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools].]

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Premium Pay
During Disasters

~~All employees~~ Employees who are required to work ~~during to mitigate the reason for~~ an emergency closing ~~for a disaster, as declared by a federal, state, or local official or the Board,~~ shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. All other employees who are required to work during an emergency closing shall be paid their regular rate of pay.

Overtime for nonexempt employees for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent ~~or designee~~ shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

Persons Age 21 and Over	The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.
Registration Forms	The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.
Proof of Residency	At the time of initial registration and on an annual basis thereafter In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.
Minor Living Apart	A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.
Person Standing in Parental Relation	
Misconduct	A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.
Exceptions	Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.
Extracurricular Activities	The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.
Nonresident Student in Grandparent's After-School Care	The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent. The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.
"Accredited" Defined	For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

Grade-Level Placement

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

Transfer of Credit

Accredited Texas Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or Nonaccredited Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to ~~determine transfer of~~ ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

Withdrawal

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Minimum Standards

In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action	
Bullying	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

ACTION ITEM: **Approval of Retention Stipend for Existing Math Instructors at Seguin High School**

RECOMMENDATION: Recommend that the Board of Trustees approve a one-time \$8,000 retention stipend to existing math teachers at Seguin High School

RATIONALE: Properly staffing classrooms with certified teachers continues to be a challenge across the nation. In particular, Seguin High School has experienced significant turn over in the Math Department with minimal applicants to fill the existing vacancies. In response to the shortage of qualified instructors, existing math instructors have taken on the burden of these vacancies and adapted their master schedule to accommodate our students.


REFERENCE and COMPLIANCE: Strategic Goal #5: Staff Satisfaction

PAPERWORK IMPACT: Minimal

BUDGET IMPACT/ INFORMATION: General Operating Budget

EXHIBITS: None

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

Submitted by:  Date Submitted: 07/18/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

ACTION ITEM:

Nominate Candidate for the TASB Board of Directors

RECOMMENDATION:

That the Board of Trustees approve the nomination and endorsement of the candidate, Rolinda Schmidt for the TASB Board of Directors.

RATIONALE:

The three-year term of Region 20 position A of the TASB Board of Directors is expiring and would like the Board of Trustees endorsement.

PAPERWORK

IMPACT:

None

BUDGET IMPACT/

INFORMATION:

None

EXHIBITS:

Endorsement for Rolinda Schmidt
TASB Endorsement Form

RESOURCE

PERSONNEL:

Dr. Matthew Gutierrez, Superintendent
Alejandro R. Guerra, Board President

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Dr. Matthew Gutierrez, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

Date Submitted: 07/18/23



Kerrville Independent School District

1009 Barnett Street
Kerrville, TX 78028
(830) 257-2200

Dear fellow Region 20 Trustees and Superintendents,

As an unopposed nominee for Region 20, Position A on the TASB Board of Directors, I would like to share some background information for your consideration to endorse my nomination.

I currently serve as one of your regional representatives on the TASB board, along with Karen Freeman (Northside ISD), Robert Westbrook (Schertz-Cibolo-Universal City ISD), and Terri Williams (North East ISD). I have worked closely with these dedicated and passionate individuals to best serve our fifty-seven school districts in Region 20. We are a diverse region, ranging in district size from 200 students (Hunt ISD) to over 100,000 students (Northside ISD).

Kerrville ISD is a midsize district in the hill country with 4,800 students, including 57% economically disadvantaged students. As a 27 year trustee, I am a strong supporter of our early childhood education center serving ages birth to four, literacy programs throughout the district, STEAM focus, and CCMR initiatives, to name a few.

Professionally I am a real estate broker and partner in a commercial development and management firm. Locally I have served on district-wide committees and campus PTO's, Head Start Policy Council, Kerrville Area Chamber of Commerce Board, Kerr Central Appraisal District Board, The Salvation Army Advisory Board, Boys and Girls Club Advisory Committee, and awarded the honor of Families and Literacy Champion of Education.

A Leadership TASB graduate, I have served as a delegate and alternate to the annual Delegate Assembly, SBAN member, Grassroots meeting participant and facilitator, and former member of the Legislative Advocacy Council. During my seven years on the TASB board, I have served as chair of the Budget and Finance Committee, Legislative Committee, Bylaws Committee, Member Services Committee, and currently board First Vice-President. I also serve on the Risk Management Fund Board.

I have represented TASB and member districts testifying at House and Senate Education Committee hearings on issues relating to local control, bilingual, Pre-K, and special education, accountability, unfunded mandates, vouchers, school start/end dates, bond efficiency, teacher pay, and Districts of Innovation. I have traveled with other Texas trustees to Washington, D.C. to meet with U.S. Senators and Congressmen on federal issues affecting Texas public education.

It has been an honor and pleasure to serve and I look forward to our continued work together. Together we are better!

Sincerely,

Rolinda Schmidt, Kerrville ISD



TASB ENDORSEMENT FORM

DATE: 07/18/2023

Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

CANDIDATE INFORMATION

NAME: Rolinda Schmidt

SCHOOL DISTRICT: Kerrville ISD

This endorsement was approved by our school district's board of trustees at a duly called meeting on

07/18/2023
(Date)

Best regards,

(Signature of board president or officer)

PRINTED NAME: Alejandro R. Guerra

SCHOOL DISTRICT: Seguin ISD

MAILING ADDRESS: 1221 E. Kingsbury St.

CITY: Seguin ZIP: 78155

This form is to be used to endorse a nominated individual from a board of trustees within your TASB Region who is a timely candidate for a position on the TASB Board of Directors.

Must be received by TASB on or before AUGUST 29, 2023.

**RETURN TO: E-mail: boardcommunications@tasb.org
FAX: 512.467.3554**

ACTION ITEM: **Designate Official Voting Delegate and Alternate to the 2023 TASB Delegate Assembly in Dallas, Texas on September 29th – October 1, 2023**

RECOMMENDATION: That the Board of Trustees designate a delegate and alternate to the 2023 TASB Delegate Assembly held in Dallas.


RATIONALE: The names of the official voting delegate and alternate will be submitted to the Texas Association of School Boards.

PAPERWORK IMPACT: Minimal

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: Official Delegate Designation Form

RESOURCE PERSONNEL: Dr. Matthew Gutierrez, Superintendent

Submitted by:  Date Submitted: 07/18/23
(Signature) _____
(Name) Dr. Matthew Gutierrez, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, Texas 78155
(Telephone) (830) 401-8614

Official Delegate Designation Form

Please note:

- Only trustees of TASB Active Members (boards of public school districts and ESCs) may serve as delegates or alternates.
- TASB Directors and the four Legislative Advisory Council (LAC) members serving on the TASB Legislative Committee are delegates by virtue of their positions. If one of your trustees is also a TASB Director or one of the four LAC representatives, do not designate this trustee because that trustee will already be participating as a voting delegate in the Assembly.
- If you are designating an individual newly elected to your board, please update your membership information. The update form is available under the Member Profile link (<https://www.tasb.org/apps/memberprofile/index.aspx>). If you have any questions about updating your membership information, contact Michael Pennant (contact information located at bottom of page).
- The Delegate Assembly Handbook will be distributed electronically at least 20 days prior to Delegate Assembly. Hard copies of the Handbook will be available on site. (Copies will be mailed upon request.)
- Please submit your delegate designation online. The online form is available under the Member Profile link (<https://www.tasb.org/apps/memberprofile/index.aspx>).

Credentials (ribbon) will be mailed to delegates and alternates who are registered by August 25. After that date, credentials must be picked up on-site at Delegate Assembly.

Delegate: _____

Board position: _____ E-mail: _____

Mailing address (if NOT the district/ESC address) for Delegate Assembly materials:

Alternate: _____

Board position: _____ E-mail: _____

Mailing address (if NOT the district/ESC address) for Delegate Assembly materials:

Name of district/ESC: _____

County-district number: _____ **TASB (ESC) region number:** _____

I hereby certify that the above persons were chosen by our board as our official voting delegate and alternate to the 2023 TASB Delegate Assembly scheduled for September 30 (as provided by the TASB Bylaws).

Board president's signature: _____ Date: _____

Please return your board's designations online by August 25, 2023, to receive Delegate Assembly credentials by mail. Delegates submitted after August 25 will need to pick up credentials (ribbon) on-site.

Texas Association of School Boards
Attn: Michael Pennant
Email: membercommunications@tasb.org
Fax: 512.467.3554



Questions? Contact Michael Pennant at 800.580.8272 or membercommunications@tasb.org.