

Agenda of Regular Meeting

The Board of Trustees Seguin ISD

A Regular Meeting of the Board of Trustees of Seguin ISD will be held February 27, 2024, beginning at 6:30 PM in the Board Room, 1221 E Kingsbury, Seguin, TX 78155.

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

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

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

 - A. those wishing to speak shall sign up before the meeting begins stating the concern or noting the agenda item they wish to address; audience participation is limited to five minutes; the Board shall not deliberate any subject that is not on the posted agenda.
4. **Reports/Information Items:**
 - A. Seguin ISD Proposed Start and Stop Times for the 2024-2025 School Year 6
 - B. Career and Technical Education (CTE) Update and Evaluation 15
 - C. Seguin ISD Bond 2022 - Furniture Update 28
 - D. Elementary Istation Update 47
 - E. Intersession Update 61
 - F. ACE Program Update 71
 - G. Submission of a Class Size Waiver to the Texas Education Agency 96
 - H. Introduction of Newly Appointed Administrators 100

5. **Closed Session:** Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act
 - A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.
 - B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
 - C. Pursuant to Texas Government Code Section § 551.072 - Discuss the sale, purchase, exchange, lease, or value of real property.
6. **Reconvene to Open Meeting,** the Board will take appropriate action on items, if necessary, as discussed in Closed Session
 - A. Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).
7. **Consent Agenda Items - Consider and Possible Approval as Applicable**

Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.

 - A. Approval of Board Minutes of Regular Meeting - January 23, 2024 and Board Workshop - February 7, 2024. 101
 - B. Approval of Tax Collection Reports for January 2024 111
 - C. Approval of Proposed Budget Amendments & Financial Statements for December 2023 112
 - D. Approval of Proposed Budget Amendments & Financial Statements for January 2024 120
 - E. Approval of Donations Received December 2023 128
 - F. Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts, and Services (RFP #: 24-02) 130
 - G. Approval of District-Wide HVAC Systems Maintenance, Equipment, Parts, & Services (RFP #: 24-03) 132
 - H. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, and Services (RFP #: 24-04) 134
 - I. Approval of District-Wide Special Education Services (RFP #: 24-05) 136
 - J. Approval of District-Wide Educational Consulting Services (RFP #: 24-06) 138
 - K. Seguin ISD Resolution Regarding the Office of the Governor’s Truancy Prevention Grant 140
 - L. First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 122, Affecting LEGAL and LOCAL Policies 143

M. Request for Professional Development Waiver 2024-2025	190
N. Request for Low Attendance Waivers	191
O. Request for Low Attendance Waivers	192
P. Information Regarding Seguin ISD Purchase of Conceptual Designs from PB Group, LLC.	193
Q. Personnel Information - Professional Employees	194
R. Acknowledge Public Information Act Requests January-February 2024	196
8. Action Items	
A. Consider Approval of the Renaming of the Mercer-Blumberg Learning Center Portion of the Seguin ISD Administration Building	198
B. Review and Approval of the 2023-2024 Optional Flexible School Day Program application for Seguin High School and Graduation Alliance	235
C. CONSIDERATION AND APPROVAL OF AN ORDER AUTHORIZING THE ISSUANCE OF THE DISTRICT’S UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2024A IN THE MAXIMUM AMOUNT OF \$91,000,000; LEVYING AN AD VALOREM TAX FOR THE PAYMENT THEREOF; DELEGATING THE AUTHORITY TO DISTRICT STAFF TO APPROVE AND EXECUTE RELATED DOCUMENTS; AND OTHER MATTERS IN CONNECTION THEREWITH	273
D. CONSIDERATION AND APPROVAL OF AN ORDER AUTHORIZING THE ISSUANCE OF THE DISTRICT’S UNLIMITED TAX REFUNDING BONDS, SERIES 2024B IN THE MAXIMUM AMOUNT OF \$22,984,950.90; LEVYING AN AD VALOREM TAX FOR THE PAYMENT THEREOF; DELEGATING THE AUTHORITY TO DISTRICT STAFF TO APPROVE AND EXECUTE RELATED DOCUMENTS; AND OTHER MATTERS IN CONNECTION THEREWITH	282
E. Consider Appointing a Budget Committee for the Board of Trustees	288
F. Consideration and Adoption of Human Sexuality Instructional Materials Based on School Health Advisory Council Recommendation	289
G. Seguin ISD District of Innovation Amendment: Teacher Certification	294
H. Personnel Action - Professional Employees	295
9. Board Comments and Request	
10. Adjourn	

RECOGNITION ITEM: **Student/Staff/Board/Community Recognition**

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

- **Superintendent’s Students of the Month from McQueeney & Koennecke elementaries Briesemeister Middle School and Seguin High School**
- **Superintendent’s Apple Award**

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

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

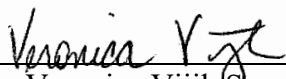
BJA (LOCAL) 2. m. Encourage, oversee, and participate in staff recognition and support activities.

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: None

RESOURCE PERSONNEL: Dr. Veronica Vijil, Superintendent

Submitted by:
(Signature)  Date Submitted: 02/27/24
(Name) Dr. Veronica Vijil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

RECOGNITION ITEM: **Campus Highlight**

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

Tonight’s presentation is provided courtesy of McQueeney Elementary School. Principal Trisha Eckols will highlight the work of her AVID team that support all K-5 students in a weekly, rotating writing lab while modeling growth and writing strategies for McQueeney faculty.

RATIONALE: The purpose of this presentation is to recognize the performance and effort put forth daily by Seguin ISD students, staff and campus administrators. Campuses will have the opportunity to share an example of an activity that fosters academic achievement and refines instructional focus during 2023-24 regular board meetings.

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

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: None

RESOURCE PERSONNEL: Dr. Veronica Vijil, Superintendent

Submitted by: _____ Date Submitted: 02/27/24
(Signature) Veronica Vijil
(Name) Dr. Veronica Vijil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

INFORMATION ITEM: **Seguin ISD Proposed Start and Stop Times for the 2024-2025 School Year**

RECOMMENDATION: That the Board of Trustees receives information on proposed start and stop times for the 2024-2025 school year.

RATIONALE: To ensure all of our students can make it to school on time there is a need to have a tiered busing schedule.

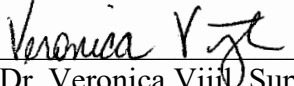
REFERENCE and COMPLIANCE: Strategic Priority 1: Creating and supporting future ready students by ensuring all students have access to timely transportation.

BUDGET IMPACT INFORMATION: None

EXHIBITS: Start/Stop Times Presentation

RESOURCE PERSONNEL: Jason Mummert, Director of School Leadership
Craig Dailey, Athletic Director

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



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

Date Submitted: 02/27/24



Start Stop Times for the 2024-2025 School Year

The Proposed Start and Stop Times

Campus	Regular Start	Regular Release
High School	7:30 (current 8:35)	3:00 (current 4:05)
Elementary School	8:00 (current 8:00)	3:30 (current 3:30)
Middle School	8:30 (current 8:00)	4:00 (current 3:40)
Ball ECE	7:45 (current 7:45)	3:10 (current 3:10)
MBLC at Saegert	8:45 (current 8:45)	3:45 (current 3:45)
Discipline Alternative	8:00 (current 8:00)	3:00 (current 3:00)

The Why Behind New Start/Stop Times

In order to meet the current needs of our students and school district needs, start and stop times have been researched, discussed, feedback collected, and best possible times recommended to the Superintendent's Leadership Team for analysis. The current job landscape of public education across the state and country in terms of personnel is troublesome. This has been an increasing issue specifically in the area of school bus drivers. A lack of adequate school bus drivers have led to the combining of routes and inevitably students being late to school each day, especially at the middle school. The timeline and potential solution is outlined below.

Timeline of Events for the Proposed Change

October/November 2023:

- Middle School principals expressed concern for students routinely arriving late to school (up to 20 minutes each day)
- Discussions at SLT meeting to bring concerns to the Transportation team began

November/December 2024

- The transportation team reported that they were 14 drivers short and there was no promising solution to the current reality. Based on the notes below, there would need to be at least a 30 minute gap between start times to be able to best accommodate the shortage and student needs.
- Research was conducted to see what the best start times for each age group of students were. The research showed that there was no connection between start times and academic success after looking at an extensive amount of data.
- The age groups that need the most sleep per the AAP are 6-12 years old.

January/February 2024:

- Thought Exchange Survey sent out to both Internal and External Stakeholders
- Presented to DEIC

Thought Exchange Results

Stakeholder ThoughtExchange: Jan. 23-31, 2024

Question: What are your thoughts and suggestions for the proposed high school and middle school time changes?

Participation: 936 participants, 648 thoughts, 14,000 ratings, 59% parent, 34% employee

- The responses to the proposed high school and middle school time changes are mixed and a high level of variance.
- Some respondents believe the changes will be beneficial, particularly for middle school students, as it could improve punctuality.
- However, others express concern that earlier start times may not align with parents' work schedules, potentially leaving children waiting for pick-up after school. (HS getting out earlier will be able to help with after school care for younger students)
- There are also concerns about the proposed high school times contradicting recommendations from the American Academy of Pediatrics, which suggest a later start time of 8:30am. (Ages 6-12 Need the most sleep)

Addressing Concerns on the Thought Exchange

- Parents concerns about earlier start times for child care: This is a question that got support and concern. The answers were very personalized and although they are all important we can't categorize them. **HS Students will be able to provide supervision now after school hours for younger siblings. We will accommodate the High Schools with opening our Elementary schools at 7:00. This will help staff and community members with drop off.**
- Early extracurricular activities: With the earlier start times, the practice schedules will be shifted to an after school approach. There is benefit for coaches and teachers as the day ends earlier so practice will end earlier. The shift is simply moving it to the end of the day from the beginning. Also less class time will be missed by athletes for away games as the day ends earlier.
- There is a need for a tiered busing system to ensure all students from K-12 can arrive at school on time each day. There will be some concessions to ensure this, one of which is the earlier start time of 730 at the high school. Although this is an earlier time, there are benefits which are attached as outlined by the principal (Christine Perez) and her team.

More Advantages for SHS: Coach Dailey and Rick Bough

- Run multiple bus routes and high school and elementary students not on bus at the same time
- Less school time missed because of travel for extra curriculars
- Allows time for teachers and students to schedule appointments after school = less school missed
- More opportunity for after school jobs
- Would increase the availability of staff time with family in the evenings

The Proposed Start and Stop Times

Campus	Regular Start	Regular Release
High School	7:30 (current 8:35)	3:00 (current 4:05)
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Discipline Alternative	8:00 (current 8:00)	3:00 (current 3:00)

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

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

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

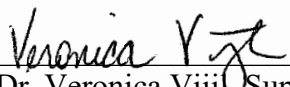
**REFERENCE
and COMPLIANCE:** EHBF (LEGAL) Special Programs, Career and Technical Education
Strategic Priority 1: Improve student learning through improved instructional practice
Strategic Priority 2: Engage parents, industry, and community partners to enrich the experience of students and staff and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

**BUDGET IMPACT
INFORMATION:** None

EXHIBITS: 2024 CTE Presentation

**RESOURCE
PERSONNEL:** Rick Bough, Director of Career and Technical Education

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



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

Date Submitted: 02/27/24



Career and Technical Education Board Report February 2024



CELEBRATE TODAY,
OWN TOMORROW!

CTE At a Glance

- **1477 Unique Students at Seguin High School**
- **27 Teachers**
- **17 Programs of Study**
- **25 Industry-Based Certifications (IBCs)**
- **NCCER & AWS Training Facility**
- **Adobe & Microsoft Certified Testing Center**
- **Robotics I at both middle schools**
 - **143 Students**

2023-24 Student Enrollment

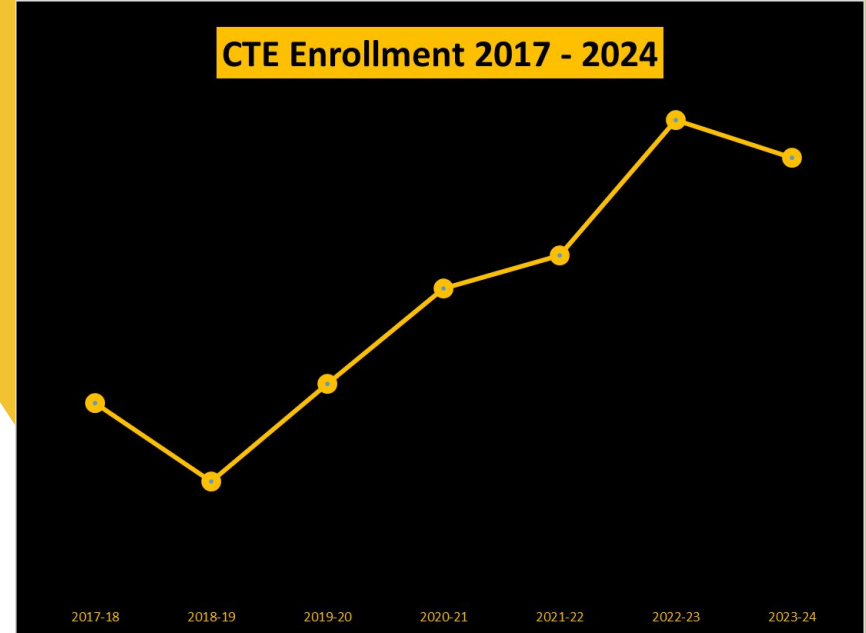
(Course Roster Counts (2064 total) - Some students are enrolled in multiple courses)

Class	Total	9th	10th	11th	12th
Ag Science	254	59	87	66	42
Ag Mechanics	182	72	52	29	29
Arts, A/V and Communication	280	72	84	73	51
Business	357	83	91	115	68
Computer Science	29	8	11	4	6
Construction	84	43	20	10	11
Cosmetology	138	59	40	30	9
Education and Training	60	17	13	12	18
Health Science	314	49	54	120	91
P-TECH Academy	12	12			
Law Enforcement	253	42	48	110	53
(STEM) Engineering	101	38	24	27	12
Totals	2064	554	524	596	390



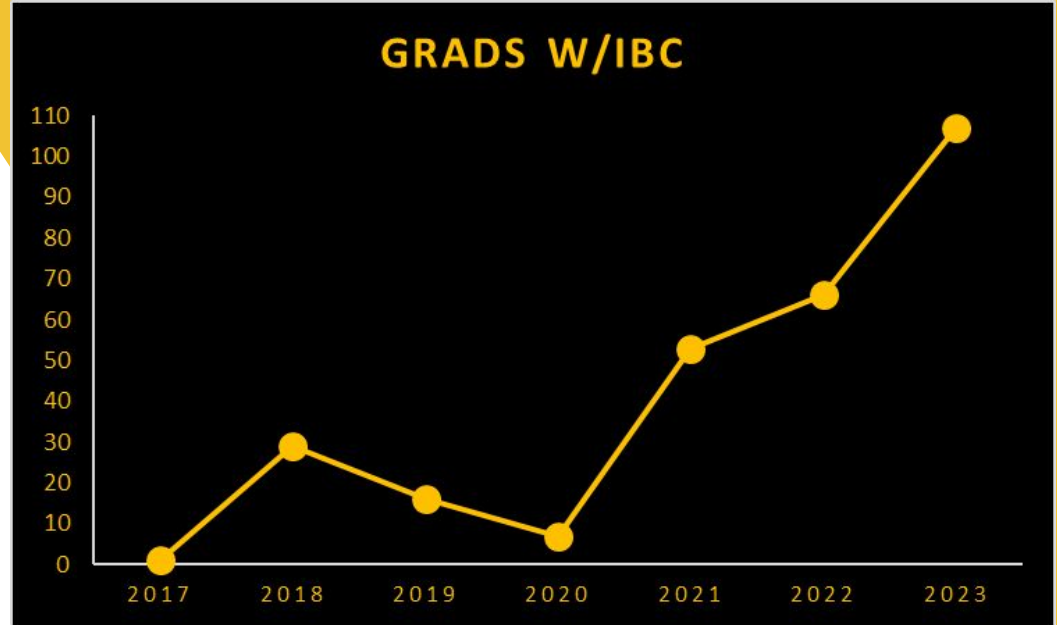
CTE Enrollment 2017 - 2024

2023-24	1620
2022-23	1689
2021-22	1438
2020-21	1376
2019-20	1199
2018-19	1017
2017-18	1163



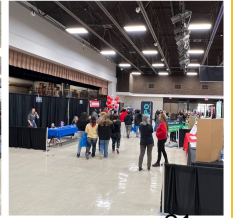
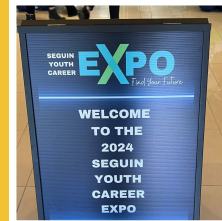
Graduates with one or more Industry-Based Certifications 2017 - 2023

Class of 2024 (*as of 2/27/24)	*95
Class of 2023	107
Class of 2022	66
Class of 2021	53
Class of 2020	7
Class of 2019	16
Class of 2018	29
Class of 2017	1



2023-24 Update

- Events
 - Manufacturing Day (Oct)
 - Seguin Youth Career Expo (Jan)
 - Seguin Job Shadow Day (Feb)
 - Seguin Career Day Job Fair (March 30)
 - CTE Advisory Committee (April 17)
 - 4th Annual Industry Signing Day (May 15)



2023-24 Update

- Industry-Based Certifications (IBCs)
 - 107 students from the Class of 2023 earned IBCs (25.17%)
 - As of 2/13/24, 95 students from the Class of 2024 have earned IBCs (~22%)
- P-TECH Academy
 - Launched in Fall 2023 with 13 students in Cohort 2027
 - Cohort 2028 currently at 26 students

SEGUIN ISD EIGHTH GRADE STUDENTS

Did You Know?

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

SPACE IS LIMITED!
APPLY BY MARCH 3, 2023



Pharmacy & Technology Pathway High School in 2024



For more information call 800-833-8362 or 817-833-8362



American Welding Society

CERTIFIED VETERINARY



Career and Technical Student Organization Success

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





Industry Partners

- Core Veterinary Compounding Pharmacy
- Guadalupe Regional Medical Center
- Parker City Pharmacy
- Great Clips
- Sport Clips
- Fantastic Sams
- Personal Touch Salon
- Armstrong McCall Distributor
- Stylin Hair Salon & Spa
- D'Anthony Salon Spa
- CMC Steel Texas
- United Alloy
- Alamo Industrial
- Vitesco
- Guadalupe-Blanco River Authority
- Caterpillar
- Lone Star Home Solutions
- Masters Electric
- M & E Plumbing
- Joe Cool's HVAC
- Diamond Air A/C & Heating
- Southern Winds Veterinary Hospital
- Crossroads Veterinary Clinic
- VCA Seguin Animal Hospitals
- Seguin Fire Department
- City of Seguin
- Seguin Economic Development Corporation
- Ameritex
- Hexcel
- Ameritex Pipe
- CAVCO
- Niagara
- Rave Gears
- Texas FAME
- GVEC
- Blue Horizon
- Guadalupe County Sheriff
- First Community Bank
- Moss and Willow
- Rave Gears
- HEB
- Central States
- Texas Workforce Commission
- Tyson Foods
- Seguin ISD
- Seguin Police Department
- Northwest Vista College
- Texas State Technical College
- Northeast Lakeview College

Future Plans and Goals

- Continued Enrollment Growth requires additional facilities or modifications to existing facilities
 - Welding Shop Upgrade – nearing completion
 - Agricultural Science Facility – currently in the Design phase
- Future Program Growth
 - Automotive/Diesel facility
 - Explore Additional P-TECH Offerings
 - Teaching
 - Welding
 - Cybersecurity
 - Automotive/Diesel



Agricultural Science Facility



Proposed square footage for the barn is 4,980 and 23,750 for the animal facility.

\$8,975,000

CTE Newsletters

- [Fall 2023 Newsletter](#)
- [Spring 2023 Newsletter](#)
- [Winter 2022 Newsletter](#)
- [Fall 2022 Newsletter](#)
- [Spring 2022 Newsletter](#)
- [Fall 2021 Newsletter](#)



CTE Director's Message

As is evident on the pages that follow, the 2023-24 school year is off to an exciting start. Students in all of our programs are engaged in activities designed to help them become career-ready before they graduate from Seguin High School.

The Seguin CTE teaching staff dedicated hours of their time over the summer attending content-specific conferences designed to help teachers ensure that students have relevant, rigorous curriculum to prepare them for success.

Industry partners play a big role, supporting our programs with financial assistance, through the investment of time spent providing instruction and encouragement in our classrooms and labs, and by providing practicum/internship opportunities through which our students gain valuable experience in the workplace.

It is exciting to see the work of students, teachers, and industry partners combining to impact our community in a positive way. #IHeartSeguin

Upcoming Events

September 29-30th	October 2nd	October 5th	October 11th	October 26th
FFA Students Compete at State Fair of Texas	Cosmetology Students Attend San Antonio Premiere Show	Engineering Manufacturing Day @ Continental	ABC South Texas Construction Career Day	Seguin Manufacturing Day Business Tours

Rick Bough
SISD CTE Director
830-401-8025
 @SeguinCTE
@rbough

INFORMATION ITEM: **Seguin ISD Bond 2022 - Furniture Update**

RECOMMENDATION: That the Board of Trustees receives an update on current furniture project for Bond 2022.


RATIONALE: To provide the Board of Trustees a progress report on the furniture project.

REFERENCE and COMPLIANCE: CV (LEGAL) Facilities Construction

BUDGET IMPACT / INFORMATION: None

EXHIBITS: Bond 2022 - Furniture Update Presentation

RESOURCE PERSONNEL: Perla Romero, Director of Business Services, CTSBS
James Pizana, Director of Maintenance and Operations
Robyn Popa - Pfluger

Submitted by:  Date Submitted: 02/27/24
 (Signature) _____
 (Name) Dr. Veronica Vijil, Superintendent
 (Address) 1221 E. Kingsbury St., Seguin, TX 78155
 (Telephone) (830) 401-8614

BOND 2022



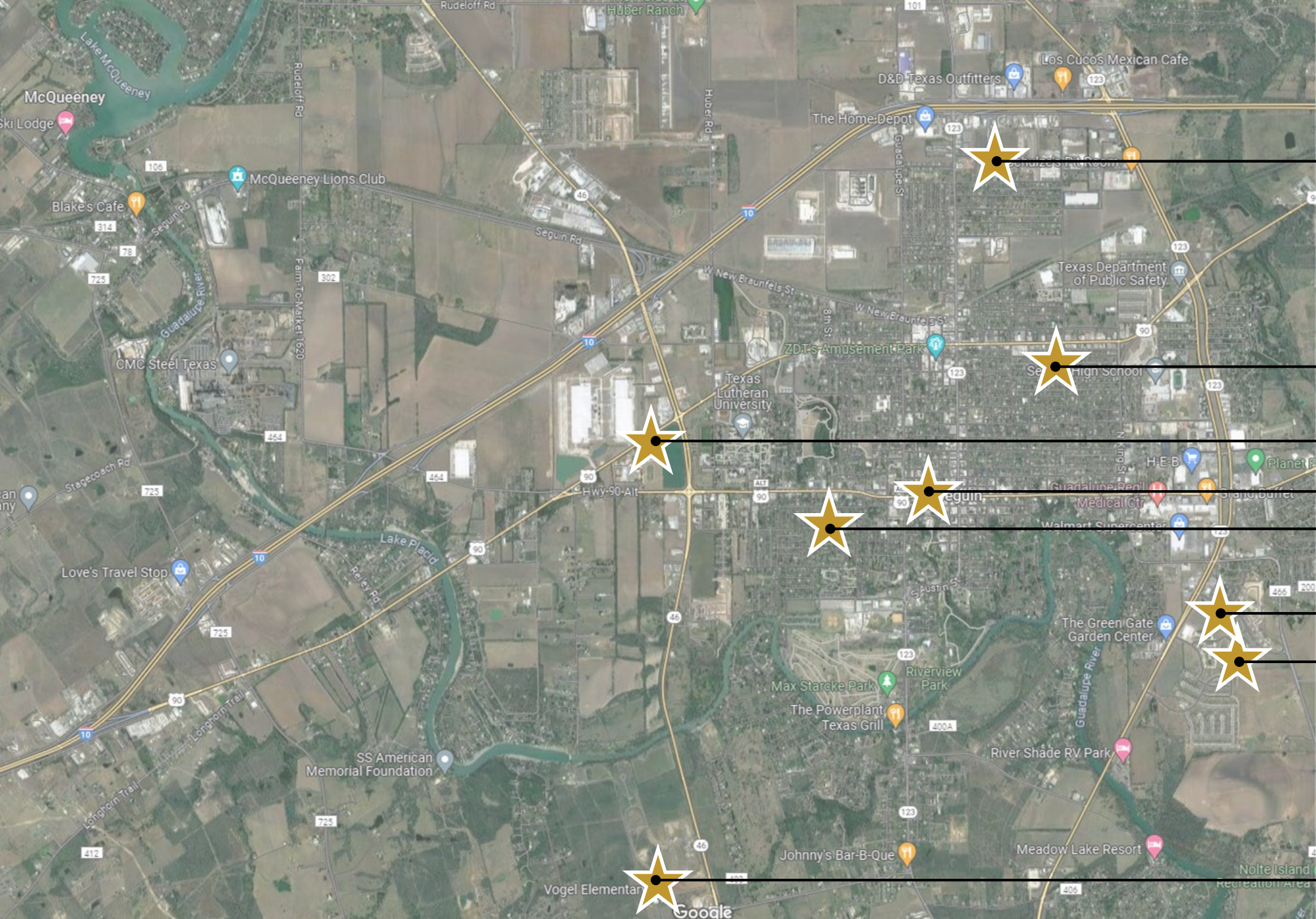
SEGUIN INDEPENDENT SCHOOL DISTRICT

Furniture Replacement Project Update

February 27, 2024

pfluger

planning · architecture · interior design



PATLAN

WEINERT

RODRIGUEZ

MBLC / DAS

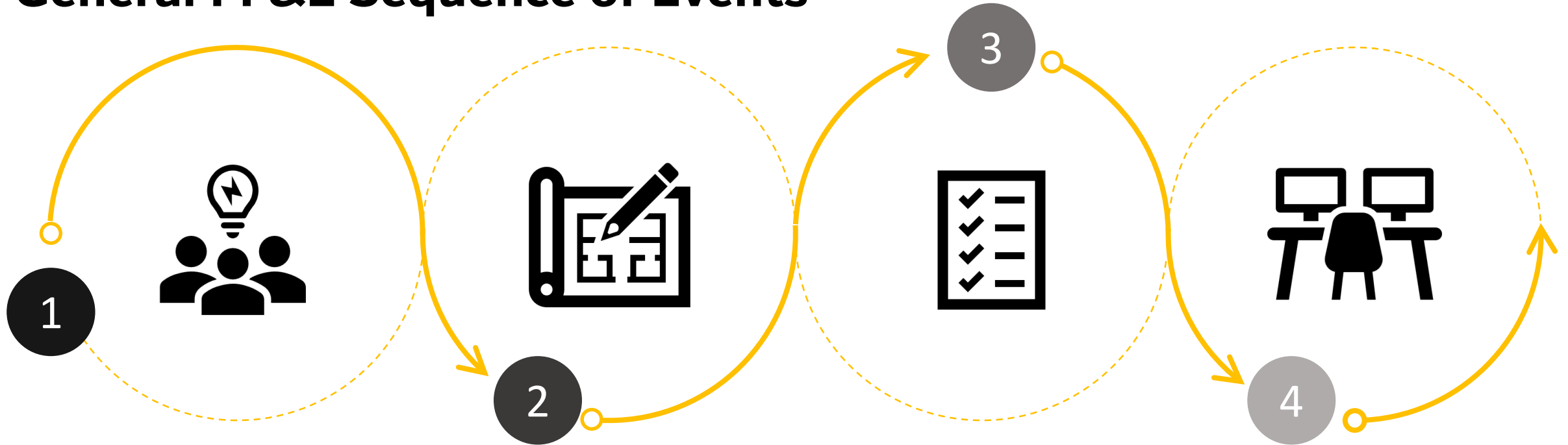
JEFFERSON

KOENNECKE

BARNES

VOGEL

General FF&E Sequence of Events



Re-Visioning/Design **Documents** **Pricing / Fabrication** **Installation**

← 6 months →

→

6 months

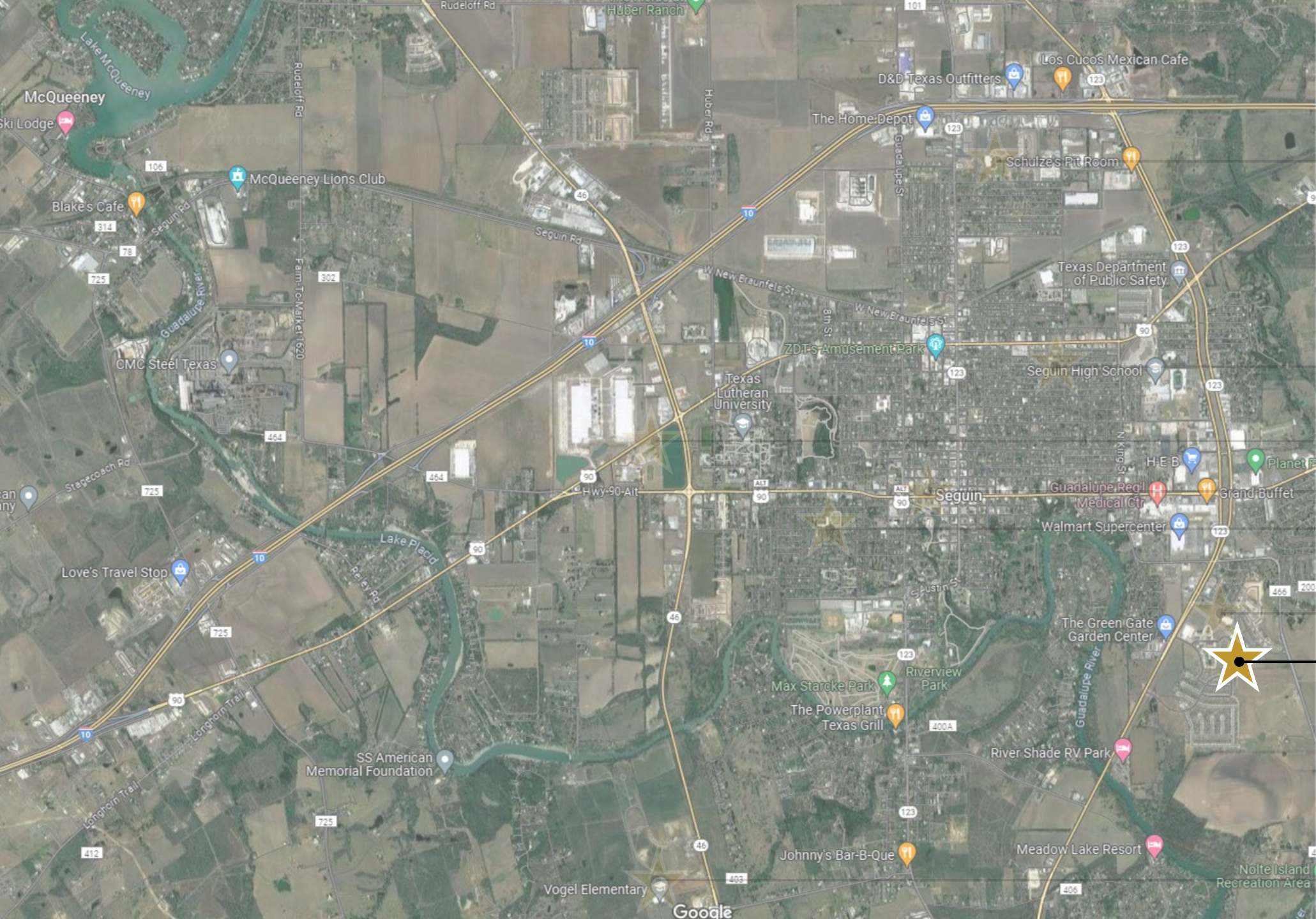
2-3 weeks (per campus)

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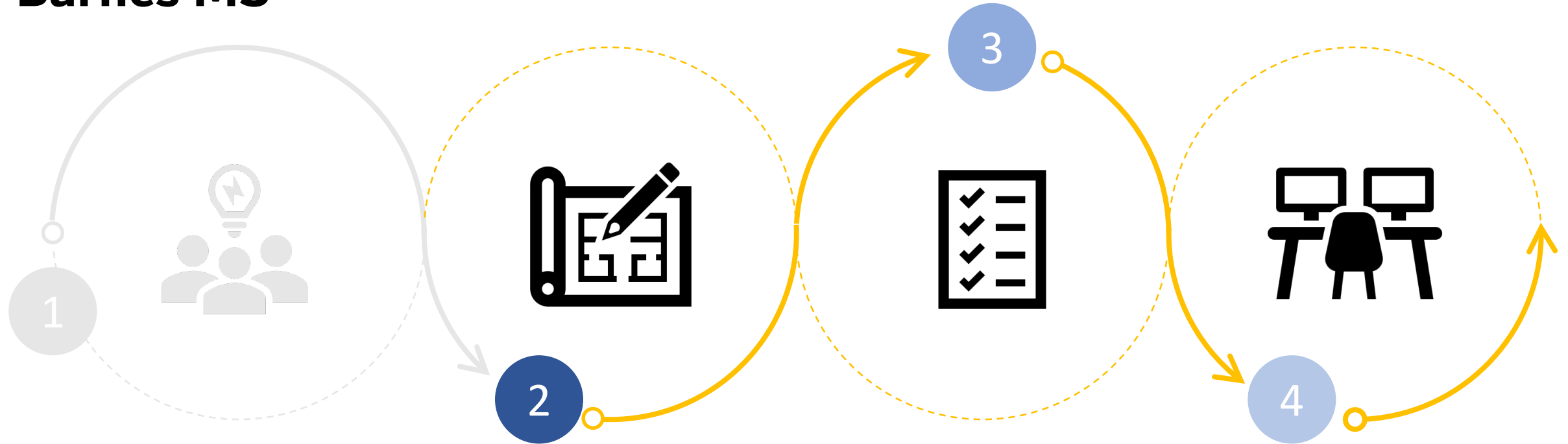
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BARNES

VOGEL

Barnes MS



Re-Visioning/Design

N/A – Modeled after AJB MS

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Documents

Oct. – Dec. 2023
 (3 months)

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Pricing / Fabrication

Jan. – May 2024
 (5 months)

**Review
 Quotes from
 Vendor**

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Installation

June – Mid -August
 2024

(2.5 months max)
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BARNES MS:

45 Classrooms

- 19 Classrooms
- 8 Portables Classrooms
- 8 Math Classrooms
- 1 Science Lecture-Only Classroom
- 5 Science Lecture/Lab Classrooms
- 2 Life Skills
- 1 Behavioral Room
- 1 ISS

12 Offices

1 Library

1 Computer Lab

FUTURE (Completion of Bond 2022 Project):

12 New Classrooms

Industrial Arts

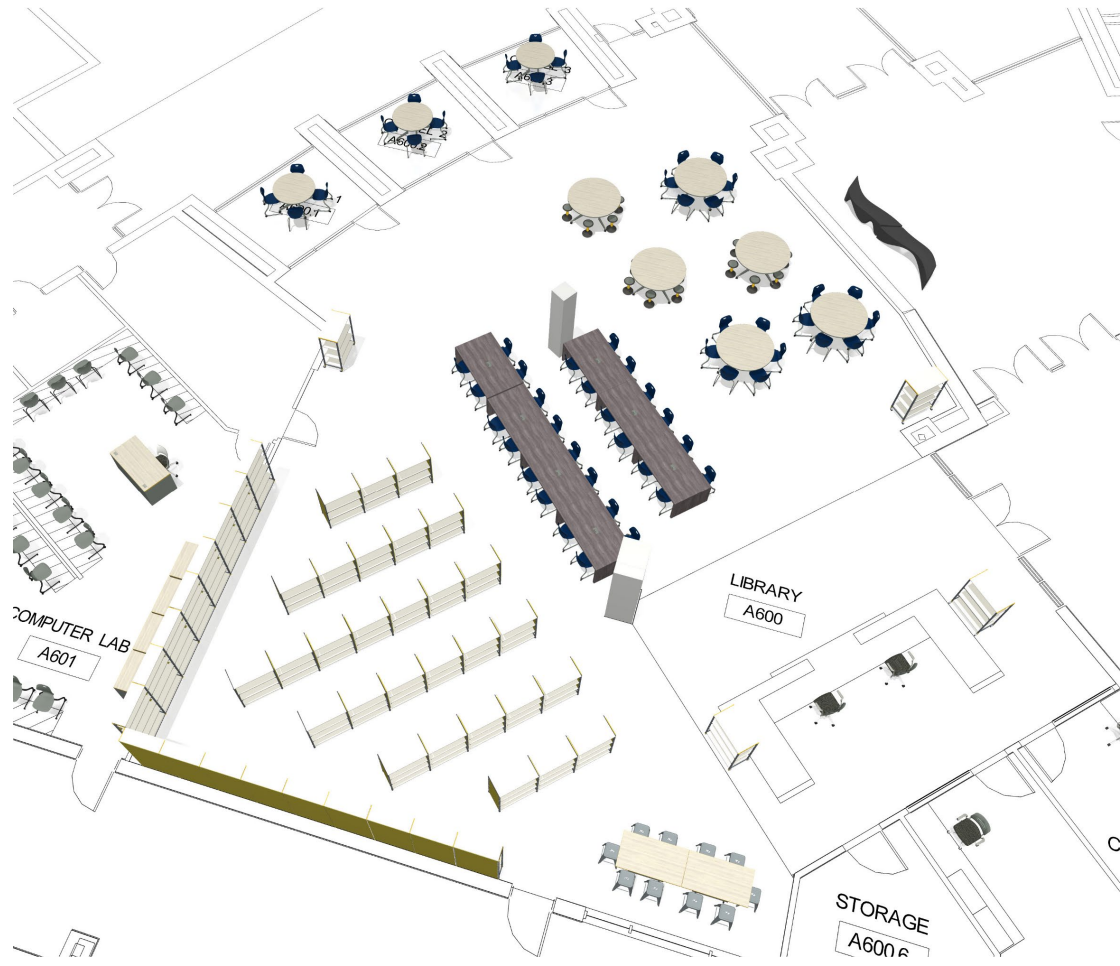
Cafeteria (Tables)

Art Rooms

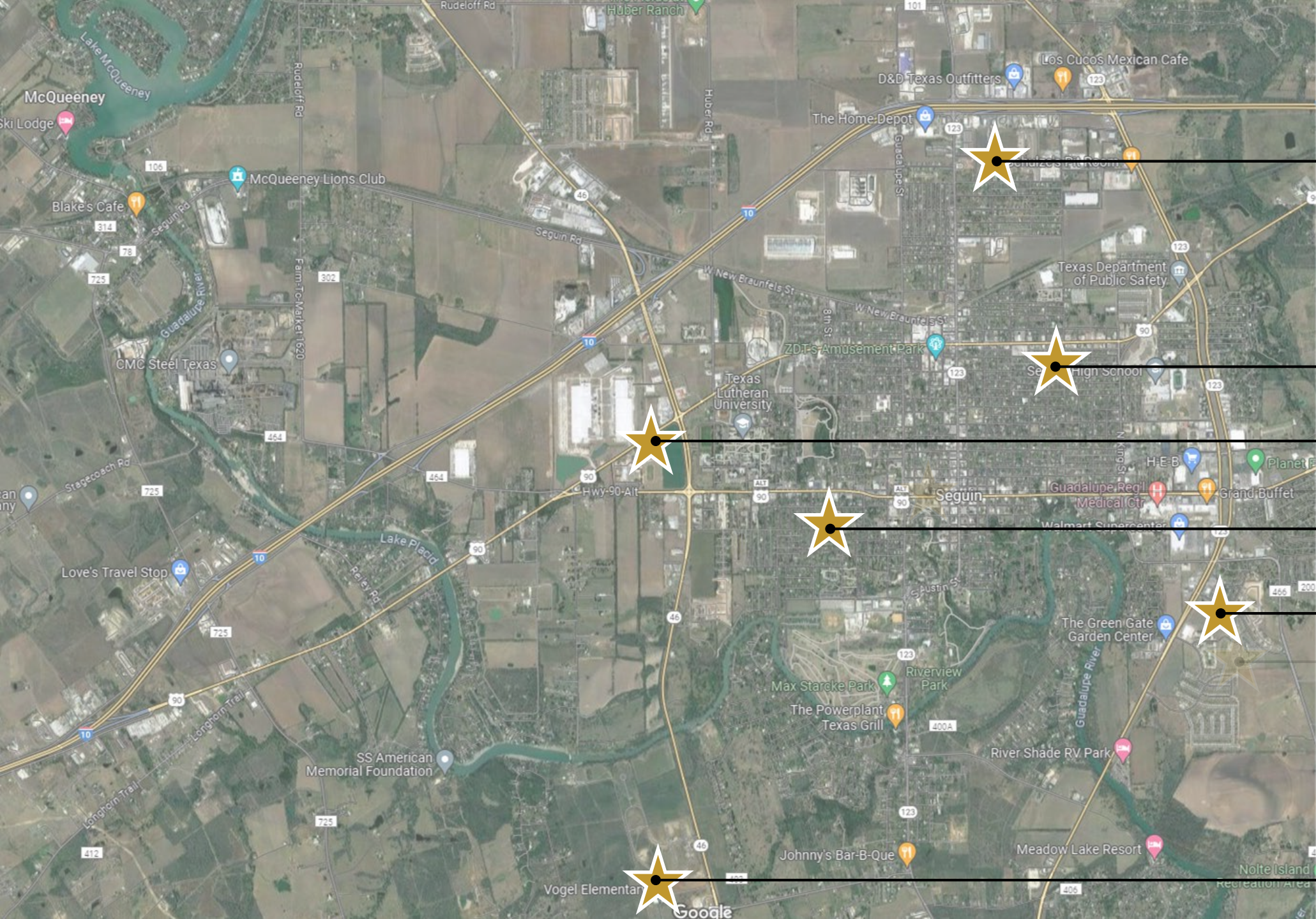
Robotics / Makerspace

Fine Arts (Band, Mariachi, Choir, Drama)









PATLAN

WEINERT

RODRIGUEZ

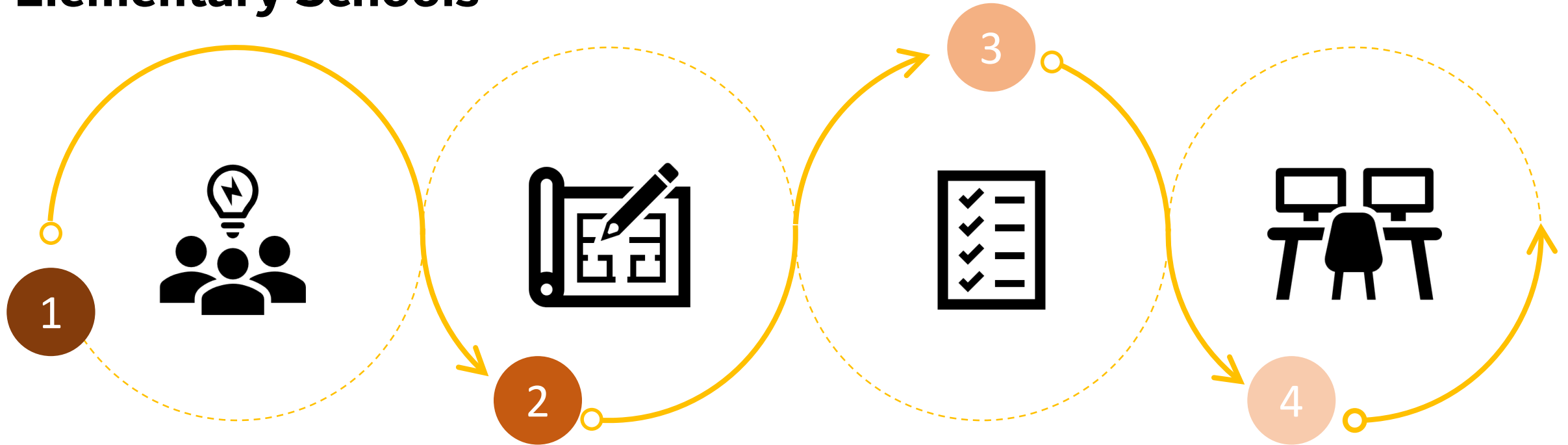
MBLC / DAS
JEFFERSON

KOENNECKE

BARNES

VOGEL

Elementary Schools



Re-Visioning/Design

April* – Aug. 2024
(5 months)

Re -imagine what furniture should be for these spaces/facilities

Documents

Sept. – Nov. 2024
(3 months)

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Pricing / Fabrication

Dec. 2024 – May 2025
(6 months)

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Installation

June – Mid -August 2025
(2.5 months)

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 ccgmℓmm³tccgmmmm²



“If we teach today’s students as we taught yesterday’s, we rob them of tomorrow.”

- John Dewey



“If we teach today’s students as we taught yesterday’s, we rob them of tomorrow.”

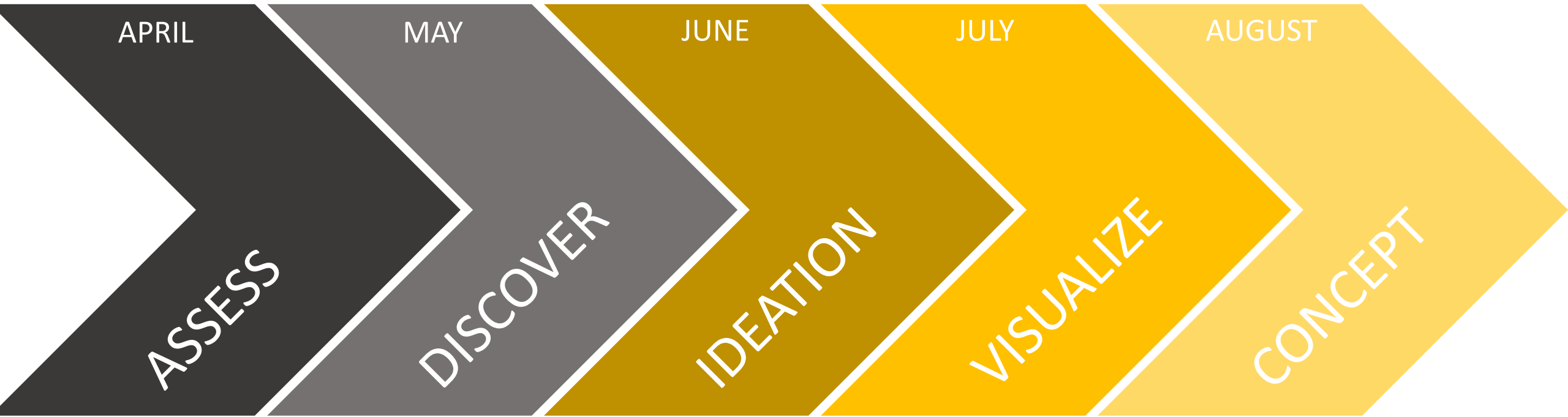
- John Dewey



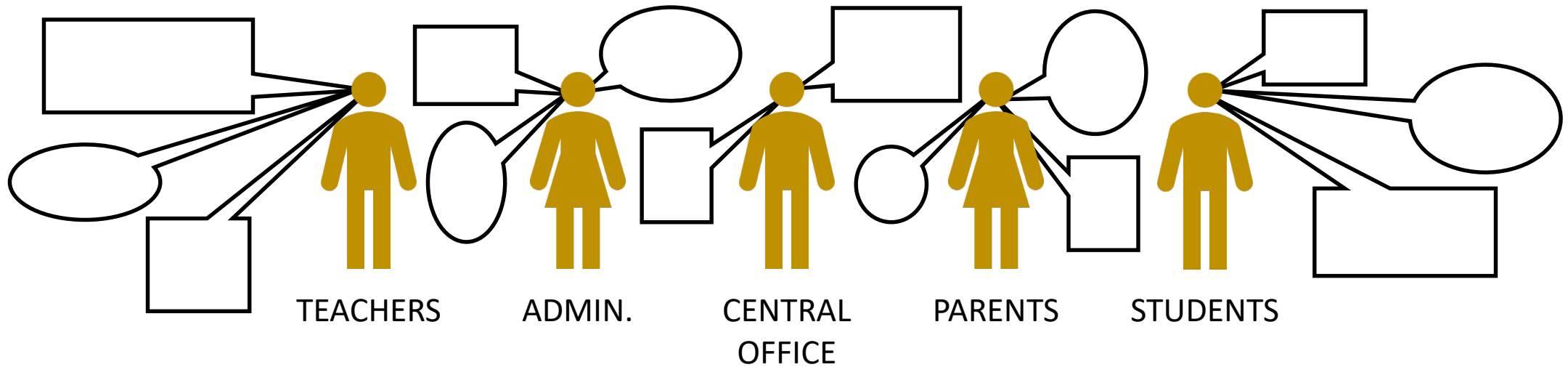
“Learning is not the product of teaching...it is the product of the *activity* of learners.” - John Dewey

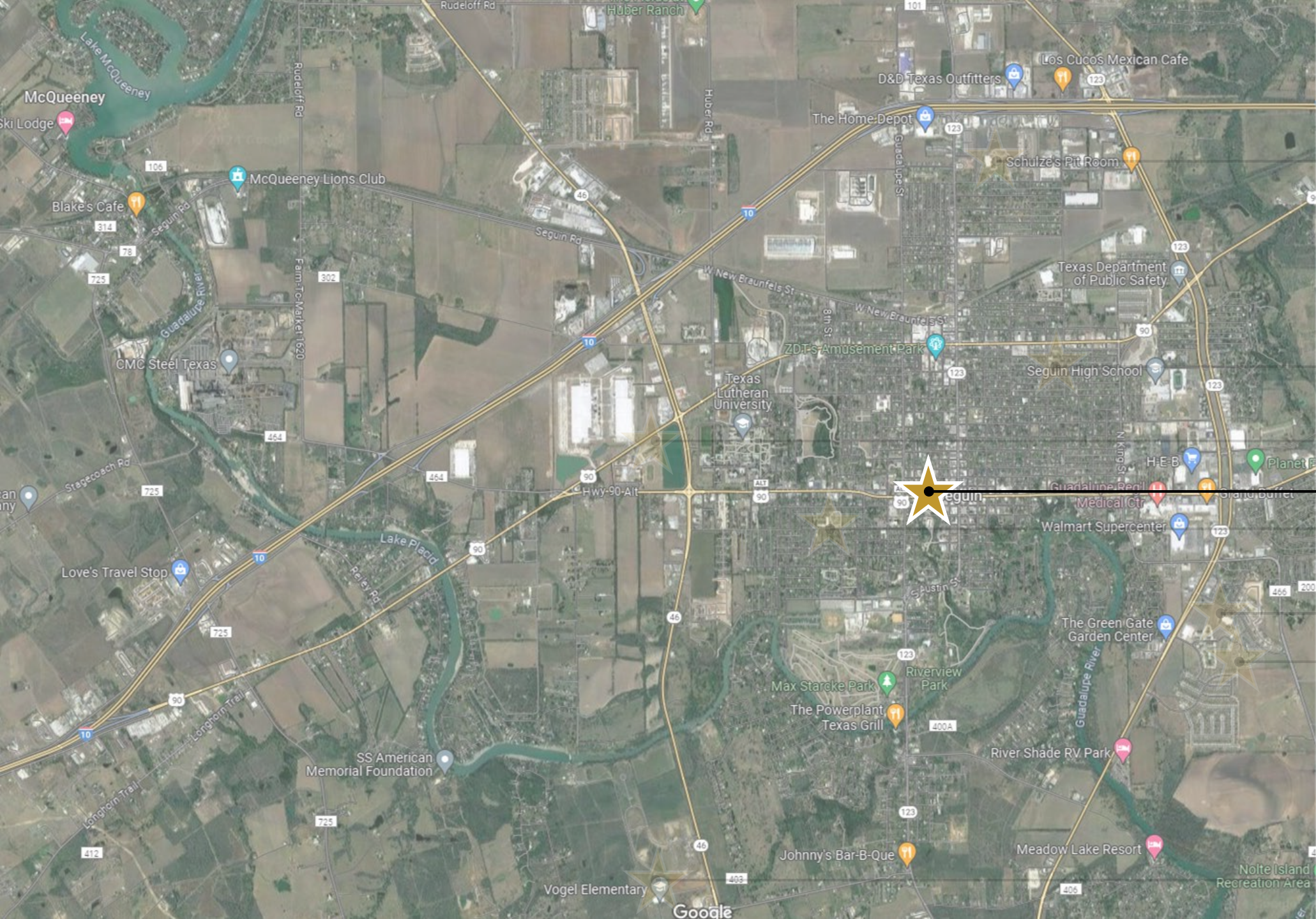


THE VISIONING PROCESS



THE STAKEHOLDERS





PATLAN

WEINERT

RODRIGUEZ

MBLC / DAS

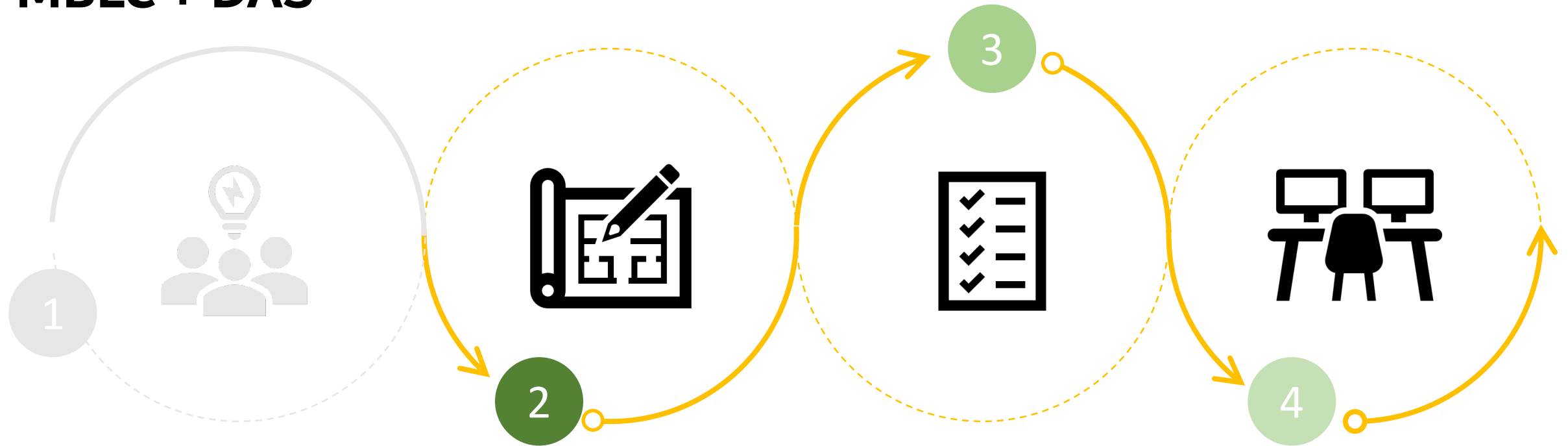
JEFFERSON

KOENNECKE

BARNES

VOGEL

MBLC + DAS



Re-Visioning/Design

N/A – Modeled after SHS

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Documents

Feb. 2024 (2 weeks)

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Pricing / Fabrication

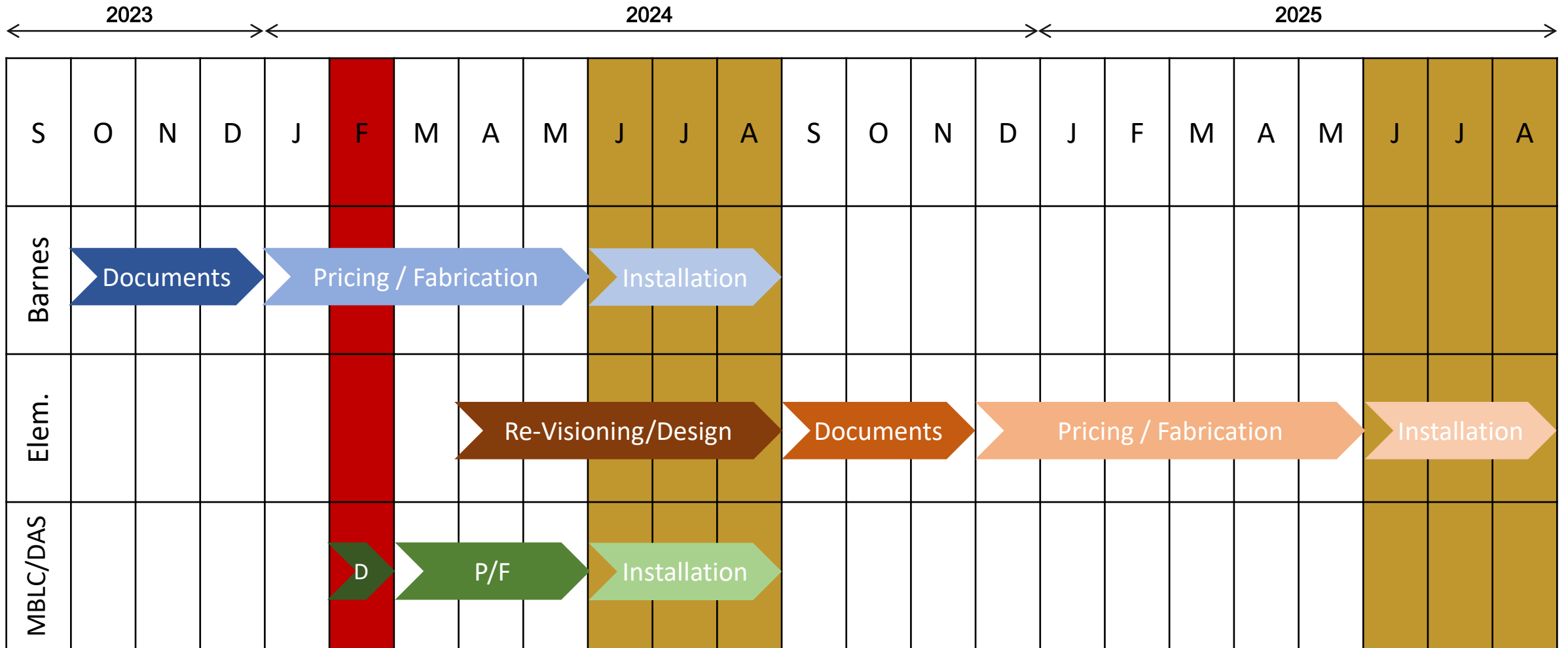
March – May 2024 (3 months)

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Installation

June – Mid -August 2024 (2.5 months)

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 □ cc gm l mm³ tcc gm mm²



Existing Furniture Removal: TBD – District to move off-site and auction

VCT Waxing Dates: Working to confirm with District staff – ideal to target end of June

New Furniture Installation: TBD (Approx. 2-3 weeks per campus) – target July

BOND 2022



SEGUIN INDEPENDENT SCHOOL DISTRICT

Questions?

pfluger

planning · architecture · interior design

INFORMATION ITEM: **Elementary Istation Update**

RECOMMENDATION: That the Board of Trustees receives an update regarding Istation reading data in grades Kindergarten – 5th grade.

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

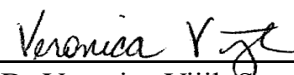
REFERENCE and COMPLIANCE: EKC(Legal) - P, Reading Assessment

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS:

RESOURCE PERSONNEL: Monica Lyons, Chief Academic Officer
Andrea Jaramillo, Deputy Chief of Innovation & Learning

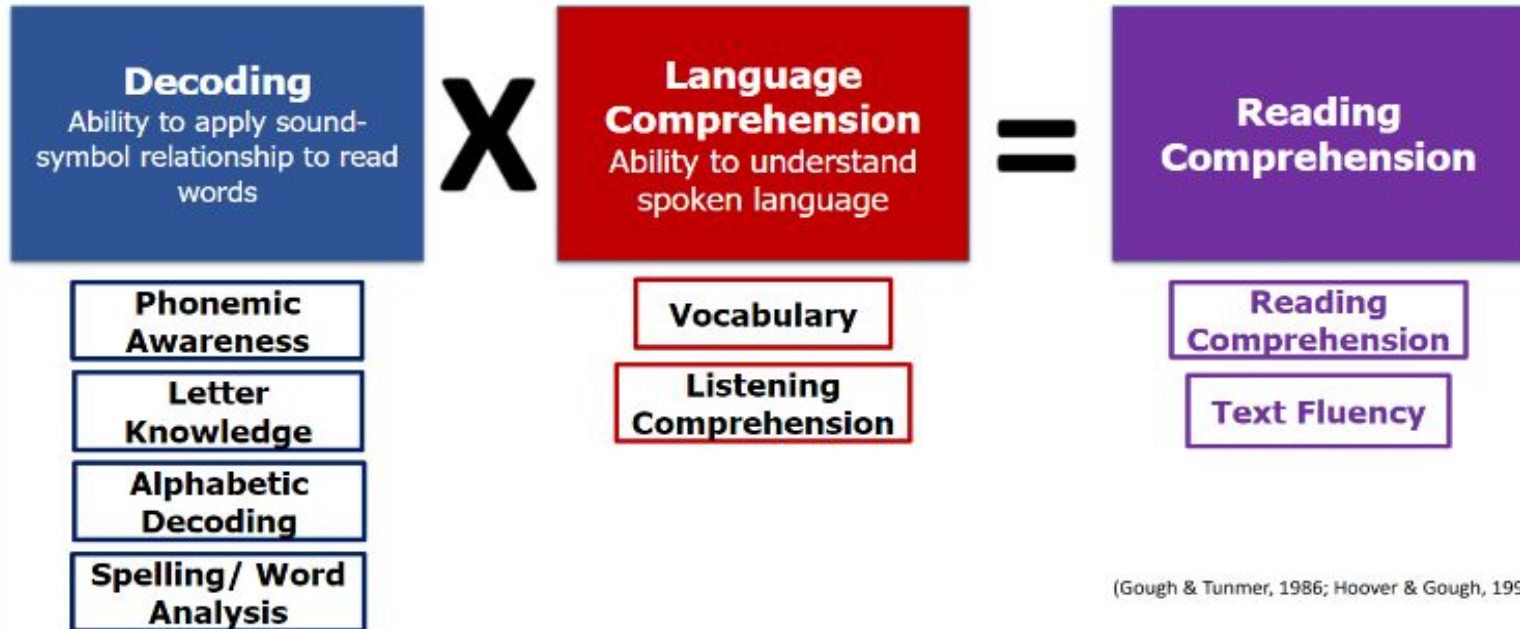
Submitted by:
(Signature)  Date Submitted: 02/07/24
(Name) Dr Veronica Vijil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614



Elementary Istation ISIP Data 2023 - 2024

February 27, 2024

The Simple View of Reading



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



Elementary Istation ISIP

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

January Istation ISIP (K-2)

January 2024 (English)		
	Level 1 & 2 (Red & Yellow)	Level 3-5 (Greens)
State	55%	45%
District	53%	47%

January 2024 (Spanish)		
	Level 1 & 2 (Red & Yellow)	Level 3-5 (Greens)
State	62%	38%
District	60%	40%

September to January Growth (Jefferson)

September 2023		January 2024		Growth from September to January in Levels 3-5
Level 3-5 (Greens)				
Kinder	35%	Kinder	37%	+2
1st	28%	1st	24%	-4
2nd	41%	2nd	53%	+12
3rd	41%	3rd	36%	-5
4th	19%	4th	23%	+4
5th	31%	5th	27%	-4

Moving Forward

- K & 1st retrain on SGRI expectations.
- 3rd - 5th focus on tier 1 instruction and small group plans.
- Elementary coordinator planning with 4th & 5th grade.

September to January Growth (Koennecke)

September 2023		January 2024		Growth from September to January in Levels 3-5
Level 3-5 (Greens)				
Kinder	38%	Kinder	54%	+16
1st	55%	1st	75%	+20
2nd	49%	2nd	52%	+3
3rd	49%	3rd	49%	+/-0
4th	48%	4th	52%	+4
5th	60%	5th	60%	+/-0

Continue

- **Strong Admin presence at PLCs to continue supporting high levels of tier 1 planning.**

Moving Forward

- **Pilot of Just Right decodable readers in 2nd grade.**

September to January Growth (McQueeney)

September 2023		January 2024		Growth from September to January in Levels 3-5
Level 3-5 (Greens)				
Kinder	48%	Kinder	58%	+10
1st	60%	1st	75%	+15
2nd	49%	2nd	59%	+10
3rd	49%	3rd	60%	+11
4th	46%	4th	44%	-2
5th	62%	5th	61%	-1

Continue

- **Strong Admin presence at PLCs to continue supporting high levels of tier 1 planning.**
- **Elementary coordinator planning with 4th & 5th grade.**

September to January Growth (Patlan)

September 2023		January 2024		Growth from September to January in Levels 3-5
Level 3-5 (Greens)				
Kinder	34%	Kinder	38%	+4
1st	41%	1st	32%	-9
2nd	40%	2nd	42%	+2
3rd	40%	3rd	48%	+8
4th	45%	4th	53%	+8
5th	35%	5th	46%	+11

Continue

- **Small group instruction focused on foundational skills & comprehension**

Moving Forward

- **1st grade begin using iread with students in need of additional support.**

September to January Growth (Rodriguez)

September 2023		January 2024		Growth from September to January in Levels 3-5
Level 3-5 (Greens)				
Kinder	37%	Kinder	46%	+9
1st	32%	1st	42%	+10
2nd	34%	2nd	31%	-3
3rd	34%	3rd	39%	+5
4th	35%	4th	29%	-6
5th	39%	5th	39%	+/-0

Continue

- **Small group instruction focused on foundational skills & comprehension.**

Moving Forward

- **AD plans and models in both 2nd & 4th grade.**

September to January Growth (Vogel)

September 2023		January 2024		Growth from September to January in Levels 3-5
Level 3-5 (Greens)				
Kinder	39%	Kinder	40%	+1
1st	37%	1st	44%	+7
2nd	54%	2nd	59%	+5
3rd	54%	3rd	54%	+/-0
4th	49%	4th	56%	+7
5th	34%	5th	46%	+12

Continue

- **Strong Admin presence at PLCs to continue supporting high levels of tier 1 planning.**

September to January Growth (Weinert)

September 2023		January 2024		Growth from September to January in Levels 3-5
Level 3-5 (Greens)				
Kinder	41%	Kinder	53%	+12
1st	49%	1st	53%	+4
2nd	51%	2nd	57%	+6
3rd	51%	3rd	62%	+11
4th	50%	4th	47%	-3
5th	55%	5th	58%	+3

Continue

- Focus PLCs to continue supporting high levels of tier 1 planning.

Moving Forward

- AD supporting in 4th & 5th with small groups and planning.

Next Steps



- **Istation Testing**
 - Teachers: Continue resetting before testing
 - Academic Deans: Continue to hyper monitor on assessment days
 - All: Growth Celebrations
- **Differentiation**
 - District Support: Provide assistance at the campus/teacher level by modeling & planning
 - Teachers: Intentional and purposeful planning for small groups
- **Observations**
 - Campus Admin & District Support: Observe Tier I instruction and the intervention block for evidence of differentiation



Elementary Istation ISIP

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

INFORMATION ITEM: Intersession Update

RECOMMENDATION: That the Board of Trustees receives an update regarding the Intersession programs across the district.

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

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

REFERENCE and COMPLIANCE: None

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS:

RESOURCE PERSONNEL: Monica Lyons, Chief Academic Officer
Andrea Jaramillo, Deputy Chief of Innovation and Learning

Submitted by: _____ Date Submitted: 02/07/24
(Signature) Veronica Vijil
(Name) Dr Veronica Vijil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614



Intersession Data 2023 - 2024

Fall & Spring Attendance

February 27, 2024

”

Fall Intersession Attendance



CAMPUS	23-24 Enrollment (2/2/24)	Avg. Fall Attendance	Percentage of Campus Supported by Intersession (Spring)
RODRIGUEZ ELEM	512	138	27%
JEFFERSON ELEM	405	52	13%
KOENNECKE ELEM	542	83	15%
McQUEENEY ELEM	312	96	31%
PATLAN ELEM	432	93	22%
VOGEL ELEM	417	65	16%
WEINERT ELEM	481	86	18%
AJ BRIESEMEISTER MS	726	97	13%
JIM BARNES MS	788	74	9%
SHS	2086	102	5% ⁶⁴
District	6701	914	14%

CAMPUS	Fall Invitations	Avg. Fall Attendance	Percentage of Campus Supported by Intersession (Fall)
RODRIGUEZ ELEM	262	138	53%
JEFFERSON ELEM	130	52	40%
KOENNECKE ELEM	133	83	62%
McQUEENEY ELEM	204	96	47%
PATLAN ELEM	150	93	62%
VOGEL ELEM	108	65	60%
WEINERT ELEM	131	86	66%
AJ BRIESEMEISTER MS	307	97	32%
JIM BARNES MS	349	74	21%
SHS	384	102	27% <small>65</small>
District	2158	914	42%

”

Spring Intersession Attendance

CAMPUS	23-24 Enrollment (2/2/24)	Avg. Spring Attendance	Percentage of Campus Supported by Intersession (Spring)
RODRIGUEZ ELEM	529	149	28%
JEFFERSON ELEM	407	50	12%
KOENNECKE ELEM	561	99	18%
McQUEENEY ELEM	301	49	16%
PATLAN ELEM	429	99	23%
VOGEL ELEM	428	92	21%
WEINERT ELEM	490	73	15%
AJ BRIESEMEISTER MS	736	70	10%
JIM BARNES MS	779	70	9%
SHS	2003	125	6%
District	6663	877	13%

Costs

Cost Per Student (Salary Only)				
School Year	Salaries	Fall Attendance	Spring Attendance	Average Cost Per Student - Per day
2022-2023	\$355,000.00	964	796	\$201.70
2023-2024	\$194,000.00	914	(902) <small>*not included in cost</small>	\$212.25
	FALL ONLY			

FALL ONLY

Yearly student basic allotment - **\$6,160**
Daily student basic allotment - **\$34.60**

Student Outcomes

McQueeney Elementary - 4th & 5th Grade



Total # of HB 1416 students	25 (22% of total enrollment)
Attended both sessions	7 (28%)
Attended one session	9 (36%)
Did not attend	9 (36%)

	Expected Growth	Some Growth	No Growth
Attended (64%)	7 (28%)	12 (48%)	4 (16%)
Did not attend (36%)	4 (16%)	6 (24%)	3 (12%)

2024 - 2025 and beyond...

- **ACE** program offers after school tutoring (Grades K - 8th grade)
- Summer School being offered to all HB 1416 students that qualify.
- Elementary built in small group times for each content area along with an intervention block (45 minutes).
- Middle School schedule will include an intervention period (35 minutes).
- Seguin High School schedule includes FLEX period (35 minutes).

Daily Intervention or Enrichment being offered to ALL Seguin ISD students!

INFORMATION ITEM: **ACE Program Update**

RECOMMENDATION: That the Board of Trustees receives an update on the ACE program.

RATIONALE: Allison Seidenberger, ACE Director will share program information to include examples of how the opportunities successfully impact student achievement.

REFERENCE
and COMPLIANCE: Strategic Priority 1: Creating and supporting future-ready students.
Strategic Goal 1: Student Reading Performance
Strategic Goal 2: Student Math Performance

BUDGET IMPACT
INFORMATION: None

EXHIBITS: ACE Presentation

RESOURCE
PERSONNEL: Allison Seidenberger, Director of ACE Grant
Dr. Sam Hogue, Deputy Superintendent

Submitted by: _____ Date Submitted: 02/27/24
(Signature) *Veronica Viji*
(Name) Dr. Veronica Viji, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

ACE is the PLACE...

Presented by
Allison Seidenberger,
Seguin Texas ACE Project Director

Annual Update Spring 2024



ACE is the PLACE... to Contribute to the District Improvement Plan

Staff Responsible for Monitoring: ACE Director

Goal	Performance Objective	Strategy	Description
1	1	2	ACE Coordinators will collaboratively work with campus admin team and Teachers to provide ACE students academic interventions that align to the school day curriculum.
4	2	3	ACE program will implement enrichment activities that will foster knowledge, skills, and students need to develop healthy identities and create meaningful relationships.
6	2	5	ACE will offer monthly Family Events at each campus and the district-wide to help families connect and establish a sense of belonging to Seguin ISD.



Top Row: L to R

**Allison Seidenberger, ACE Project Director
Denali Diaz, Family Engagement Specialist
Amanda Pond, ACE Curriculum Coordinator
Denise Spencer, ACE Adm Asst**

Middle Row: L to R

**Dustin Tippit, AJB Site Coordinator
David Medrano, Barnes Site Coordinator
Kevin Clack, Jefferson Site Coordinator
Angel Montes, Rodriguez Site Coordinator
and Training Coordinator
William Loeffler, Vogel Site Coordinator**

Bottom Row: L to R

**Kaitlin Herbold, Koennecke Site Coordinator
Alma Garcia, McQueeney Site Coordinator
Samantha Cervantes, Patlan Site Coordinator
Sarah Venslauskas, Weinert Site Coordinator**

**ACE is the PLACE...!
for an Amazing Team!**

Seguin ISD Texas

ACE is the PLACE...

to Serve SISD Families and Our Community

2023-2024 Budget=
Just under \$1.7 Million

5 Year Texas 21st Community
Learning Centers Grant--
2023-2024 Year Three, Ends in 2026

Located at 9 SISD Campuses--
all 7 Elementary Campuses and
both Middle Schools (2)

Target Enrollment Per Grant
750 students and 380 adults
Mandatory 15:1 Ratio

ACE is the PLACE... to Serve Awesome Students!

Seguin Texas ACE Campus Operations Data	Regular Student Attendance Goals	ACE Student Enrollment as of Feb. 19	Regular Students as of Feb. 19 <small>(45 days with a dosage of 2 hours or more)</small>	Non- Regular Students	Adult Goals (Family Event Participation)	Actual Adult Counts as of Feb. 19
Jefferson	75	91	75*	16	40	62*
Koenecke	75	87	64	23	40	87*
McQueeney*	75	95	83*	12	40	122*
Patlan	100	114	93	21	50	68*
Rodriguez	100	105	100*	5	50	103*
Vogel	100	105	93	12	50	114*
Weinert	75	90	65	25	40	91*
AJB	75	108	66	42	35	41*
Barnes	75	110	69	41	35	63*
Total	750	905			380	751*

ACE Family Engagement Numbers are at **198%** of our required amount (as of 2-19)



Meet the Teacher in Aug and Back to School Bash in September



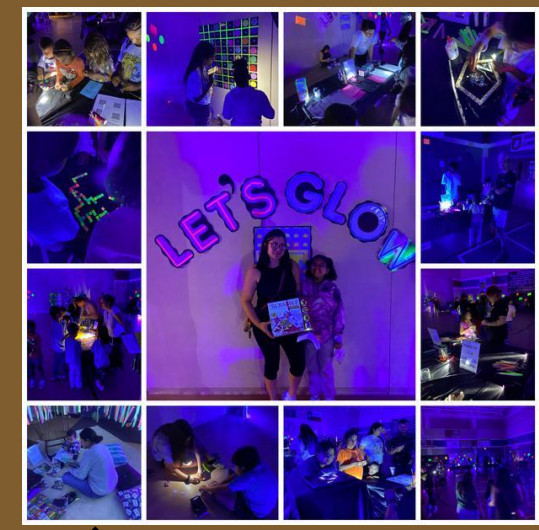
Light Up Learning in October



Fall Campus Carnivals --Nov



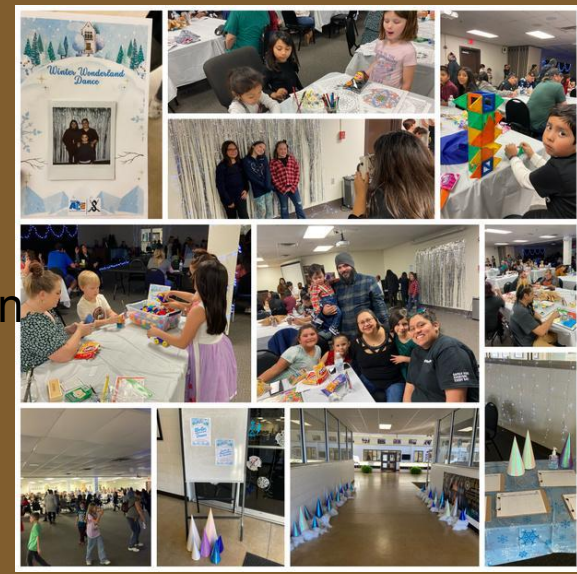
Blue Santa Volunteering --Dec



Annual Eclipse At Home Activity Oct



Winter Wonderland Family Dance-Jan



Led By Lyrics Seguin Texas ACE Art Exhibition and Collaboration Event with the Seguin Public Library-Feb



ACE is the PLACE... for Family Engagement

ACE is the PLACE...

for Opportunities to Learn and Grow for Adults and Kids!!!

Category	Jefferson	Koenecke	McQueeney	Patlan	Rodriguez	Vogel	Weinert	AJB	Barnes	TOTAL Fall/Spring
# Of Teachers	8	7	10/7	7	4	1	9	4/0	2/1	52/44
# Of Instructional Aides	3	3	3/2	3	3	5	4	5	2/1	31/29
Administrator/Aca Dean/Librarian	1	0	0	0	1	0	1	0	0	3
# of Office Staff (secretary, attendance)	1	2	1/0	1	1	1	0	0	0	7/6
# of Nurse	1	0	0	0	0	0	1	0	0	2
# of Child Nutrition Staff	0	0	0	0	0	3	1	2	2	8
# of College Graduates	2	0	0	0	1	1	2	0	1	7
# of College Students (YDP)	2	4	7	4	5	4	2	3	5	36
# of High School Grad/Non-College Student (YDP)	0	0	0	0	2	1	0	0	0	3
# of High School Students (YDPIT)	1	3	3	4	3	1	1	1	1	18
CIS/Counselors/Social Worker	1	0	1	1	3	0	0	0	0	6
TOTAL	20	19	25/21	20	23	17	21	15/11	13/11	171/160

We have many future educators and SISD/Seguin community connected staff!

Love to build a stronger community while meeting the 15:1 ratio...

ACE is the PLACE... To Meet Needs

Seguin Texas ACE Demographics

Seguin Texas ACE Demographic Categories	Total Number of Students within ACE Enrollment	Percentage of ACE Students within Each Category
At Risk	588	66%
Special Education	176	20%
504	64	7%
Economically Disadvantaged	728	82%
Emergent Bilingual	114	13%
Gifted and Talented	68	8%
Homeless	30	3%
Migrant	5	1%
Immigrant	6	1%
TOTAL	908	100%

ACE is the PLACE...to Serve Families Here's what our families say...

"My child was very shy before ACE and now she's more confident. The biggest benefit for my child is the safety, confidence and friendships. It is a great program I wish it lasts for many years to come. Thank you Seguin ISD and everyone involved with this program"

Barnes MS 8th Grade Parent

"It allowed her to know that other people were looking out for her and rooting for her to do well so she could want to do well for herself. She's made some really great friends. This was the first time she come home with a smile on her face for getting and "A" on a spelling test. She tells me she wants to stay later so can spend more time with friends and participate in the clubs and activities ACE has planned."

Vogel 4th Grade Parent

"The caring of the kiddos...the attention given...the tutoring...and the love of our kids. The fun, the academics events scheduled and of course the kids come out satisfied with the end of day... I see improvements in how they behave and confidence in themselves".

Jefferson Elementary 2nd/3rd Grade Parent

"ACE provides the extra care needed and accommodate transportation needs. I am happy with the flexibility and they attentiveness they have toward my children."

McQueeney Elementary K/2nd Grade Parent

"My child is getting help with math and is showing academic growth."

Weinert Elementary K/2nd Grade Parent

"My son is able to be at a safe place that includes activities that my son enjoys and I don't have to worry about spending money I need for essentials..."

Patlan Elementary 5th Grade Parent

"Making friends and the craft activities. My girls have loved attending ACE where they have made extra friends, learned new skills and get to have the freedom to be a kid. We have been to several family events that are done very well. "

Koenecke Elementary 1st/3rd Grade Parent

"The extra interactions that my student gets to experience with other students is important. The staff is phenomenal as well. Friendships and peer support is something my student could always use help with and ACE makes it happen!"

AJB MS 7th Grade Parent

"The best part about ACE is my kids get to stay late from school and finish school work and also have extra time to play with friends. Biggest benefit is they help with homework/reading, they get snacks while enjoying extra activities after school."

Rodriguez Elementary K/2nd/4th Parent

ACE is the PLACE... to Ensure Intentional Work

ACADEMICS--TEKS Focused

School Day Aligned
Reading/Math Per Campus
Also STEAM, SEL, REC

FAMILY ENGAGEMENT

(Minimum Monthly)

SCHOOL DAY/PROGRAM

ATTENDANCE

SCHOOL DAY/PROGRAM

BEHAVIOR

The Seguin Texas ACE Program, as well as each Texas ACE campus, create S.M.A.R.T. goals aligned to the above categories to track progress annually.

ACE is the PLACE... to Support the School Day



School Day Attendance Comparison from 22/23 to 23/24

- **65%** of ACE students have fewer absences this year as compared to last year



School Day Behavior Comparison from 22/23 to 23/24

- **91%** of ACE students have the same or fewer discipline referrals as last year



School Day Academic Comparison from 22/23 to 23/24

- **87%** of ACE students have shown growth or stability from Jan 23 to Jan 24 comparison in Istation (458 of 905 had both sets of data)
- **36%** High ROI (improving faster than expected with a high rate of improvement) and **27%** Moderate ROI (expected rate of improvement and is keeping pace) 654 of 905 had data to pull

Ace is the PLACE... for Academic Support

ACE Curriculum Coordinator, **Amanda Pond**

- Academic Alignment to the School Day Efforts
- Collaboration (with Academic Deans, Campus Teams, Site Coordinators, etc)
- Daily Academic Lesson Plan Development for K-8th Grade with details for our college/SHS staff
- Created Academic Enrichment Grade Level Tubs
- Campus Lesson Plan Review and Feedback for Enrichment, etc
- Modeling, Coaching, Observation/Feedback and Site Staff Support
- Staff Development Support
- Summer Camp Academic Alignment



ACE Is the Place...for Academic Enrichment



Site Coordinators Plan and Design TEAM/SEL/Rec Games and Clubs--Clubs across campuses include Ballet Folklorico, Drawing Club, Design Club, Cooking Club, Sports Club, Arts and Crafts Club, Photography Club, Technology Club, Robotics Club, Pen Pal Club, Coding Club, Prodigy Club, Volleyball Club, Soccer Club, Board Games Club, Team Building Club, Kindness Club, Heritage Club, Lego Club, Music Club, Yoga Club, Karaoke Club, Spanish Club, Math Games Club, Archery Club, Good News Club, and more...

ACE Family Engagement Specialist, **Denali Diaz**

- Planning and Implementation of Family Engagement (Monthly)
- Community Partnerships
- Campus Lesson Plan Review and Feedback for Enrichment, etc
- Modeling, Coaching, Observation/Feedback and Site Staff Support
- Staff Development Support
- Summer Camp Academic Alignment
- Facilitation of ACE use of Irma Lewis OLC
- Texas 21st Data Collection and Review for TEA

Seguin Public Library
Field Trips
(K-8th, fall and spring)



SHS Cosmetology
Pathway Field Trips
for College/Career
(6th-8th, fall)



Spring SHS Partnership is with NJROTC --end of Feb/Early March

Texas Parks and
Wildlife Guest Speaker
Ranger Sam from
Palmetto State Park for
College/Career
(K-8th, fall and spring)



ACE is the PLACE...
for Family Engagement

ACE is the PLACE...to Build a Stronger Professional Learning Community Too!



ACE is the PLACE...

for a Safe and Engaging Space for Students from End of Day Until 6:30

**FREE Supper Meal
and Healthy Snack**

**Recreation Education,
STEAM, SEL and Play**

**Academic Support
(school day aligned)**

FREE Transportation

**Enrichment Opportunities
and CCMR Exposure**

**Relationship Building
and Family Engagement**

ACE is the PLACE...for APPRECIATION

SISD TRANSPORTATION TEAM: DAILY!

- Free to ACE Participants, everyone eligible in P.M.
- Support Field Trip Experiences
- Support College Career Military Readiness
- CCMR Opportunities
- Late Addition Support for Students/Families in Need



SISD CHILD NUTRITION TEAM: DAILY!

- Free to ACE participants
- Warm Supper Meal
- Healthy Snack
- Field Trip Collaboration



SISD Whole Child Director, Pete Silvius:

- School year and summer programming support of outdoor education opportunities
- Exposure to kayaking, fishing, mountain biking and the outdoors
- Irma Lewis Outdoor Learning Center partnership (continue SOLC partnership)
- VOLUNTEER after school field trip driver



TEAMWORK...

SISD STUDENT SERVICES TEAM:

- coordination of family of needs with ACE staff
- safety coordination

SISD Business Office and Human Resources

- budget, timesheets
- hiring

SISD LLI and Technology and Maintenance

- inclusion in leadership team conversations for coordination of efforts
- access to resources
- access to buildings

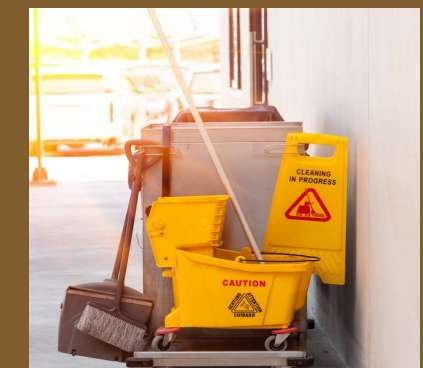
Operations (Custodial Teams)

- partnership and support on end of day clean-up



CAMPUS LEADERS and STAFF

- academic tutors or club sponsors
- space utilization and access
- coordination on academic focus for ACE
- support and partner on family engagement



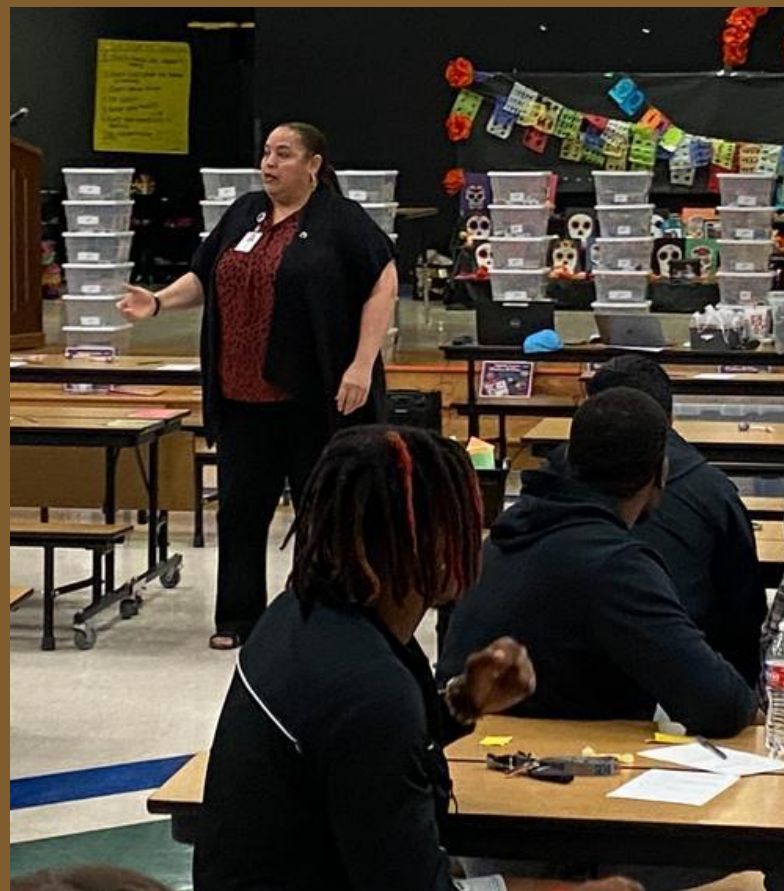
ACE is the PLACE... for Gifts to be Shared

Seguin Texas ACE is extra thankful for...



● **Joseph Cantu, SISD District Device Specialist**

Mr. Cantu has volunteered his personal time at multiple family events utilizing his music/DJ skills and fun/joyful spirit so that our events are extra special. Not to mention as a former music and GT teacher within SISD, the kids are ALWAYS excited to see him! We are blessed to call him FRIEND!



● **Shantill Vann, SISD New Teacher Support Specialist**

As a district wide supporter of professional growth but also as one of the original Seguin Texas ACE Site Coordinator, we are so thankful that Ms. Vann shares her gifts on a regular basis by joining our Professional Development for site staff. Her positive energy, student focused growth mindset and relationship building help guide all of us in the right direction. We are blessed to call her FRIEND!



ACE is the PLACE... for fun & educational summer programming

Next 3 Slides show Summer '23
Planning is underway for Summer '24

Summer Camp was AWESOME



AWESOME STAFF



115 Middle School Students Served

Partnerships with SOLC and Science Mill at TLU



428 Elementary Students Served





EXPERIENCES

ENRICHMENT

ENGAGEMENT



ACE is the PLACE...

where we are proud of where we are but...

*we are still learning and growing to better serve our students as an extension of the school day

*we want to further establish stronger relationships with our campuses and community resources

*we want to continue to meet the holistic needs of our students and families

*we want to build an even more positive, safe and nurturing place for students and staff to recognize their value and share their gifts with the world



ACE is the PLACE...

to Follow Us and See All the Good Things that are Happening!



@TXACESeguin



@Seguin ACE Program



INFORMATION ITEM: **Submission of a Class Size Waiver to the Texas Education Agency**

RECOMMENDATION: That the Board of Trustees acknowledge the submission of a class size waiver to the Texas Education Agency for the 2023-2024 academic year.

RATIONALE: Each semester, a school district must conduct a class size enrollment survey for kindergarten through grade 4. If the survey indicates that any class exceeds the allowable limit of 22:1, the district must submit a waiver request and a compliance plan to the Texas Education Agency (TEA)

Increase in enrollment continues to be a challenge. Koennecke Elementary has seen 1 section exceed the limit of 22. Individual class information is included in the corresponding exhibit.

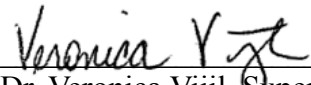
REFERENCE and COMPLIANCE: Texas Education Code §25.112, Board Policy EEB (Legal)
Instructional Arrangements: Class Size

PAPERWORK IMPACT: A waiver request will be filed with the commissioner by February 28, 2024.

BUDGET IMPACT INFORMATION: None

EXHIBITS: None

RESOURCE PERSONNEL: Joel S. Treviño, Chief Human Resources Officer

Submitted by:  Date Submitted: 02/27/24
(Signature) Dr. Veronica Vijil, Superintendent
(Name) 1221 E. Kingsbury St., Seguin, TX 78155
(Address) (830) 401-8614
(Telephone)



Board Meeting Information Item: Class Size Waiver

Seguin ISD



(4B) Class Size Waiver

- A district must submit a request for class size exception for any classrooms in prekindergarten- fourth grade that exceed the 22 students class size limit. ([Texas Education Code §25.112](#))

Campus	Enrollment	Grade Level
Koennecke Elementary	23	2

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

RECOMMENDATION: The Board acknowledges a newly appointed 2023-2024 Administrative Hire.

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

REFERENCE & COMPLIANCE: DCB (LOCAL), Contracts

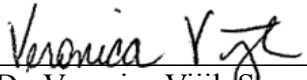
BUDGET IMPACT/ INFORMATION: None

PAPERWORK IMPACT: None

EXHIBITS: None

RESOURCE PERSONNEL: Joel S. Treviño, Chief Human Resources Officer

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



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

Date Submitted: 02/27/24

Minutes of Regular Meeting

The Board of Trustees

Seguin ISD

A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, January 23, 2024, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador, Joshua Bright, Denise Crettenden, Linda Duncan, Carl Jenkins, Grace Mueller and Dr. Veronica Vijil, Interim Superintendent

Absent: Alejandro R. Guerra

Also Present: Nikki Bittings, Chief Student Services Officer; Steve Gonzalez, Chief Technology Officer; Sean Hoffmann, Chief Communications Officer; Dr. Samuel Hogue, Interim Deputy Superintendent; Andrea Jaramillo, Deputy Chief Innovation and Learning Perla Romero, Chief Financial Officer; Joel Trevino, Chief Human Resources Officer; Danica Murillo, Deputy Chief of Human Resources, Jason Mummert, Director of School Leadership; Christine Perez, Seguin High School Principal; Jason Schmidt, Jim Barnes Middle School Principal; Nancy Ramirez, Superintendent Secretary and Media.

1. Call to Order

A. Mr. Jenkins called the meeting to order at 6:30 p.m. and a quorum was established. The meeting of the Seguin ISD has been duly called and notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.

B. The pledges were led by Aven Pacheco, eighth grade student from Jim Barnes Middle School, followed by a moment of silence.

C. Superintendent Announcements:

Dr. Vijil provided the board and community with highlights, upcoming key dates and event information since the last board meeting, which included recognizing staff and student achievements and successes from across the district. On behalf of the staff and students of the district, Dr. Vijil recognized and personally thanked each of the Board of Trustees for their dedication and countless hours of service to the district in honor of School Board Recognition Month.

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. Recognition/Campus Presentations

A. Student/Staff/Board/Community Recognition

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

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

Dr. Vijil was honored to recognize Aven Pacheco, eighth grade student at Barnes Middle School, and Jake Mahaffey, senior at

Seguin High School for going above and beyond as leaders and exceptional students in and out of the classroom. They are all excellent role models working hard to achieve their goals while assisting their peers.

- **Superintendent’s Award**

Dr. Vijil was honored to recognize Representative John Kuemle as the January recipient of the Superintendent’s Leadership Apple Award for going above and beyond daily duties to not only serve as a state legislator, to serve the Seguin community and is a strong proponent of public education in Texas.

B. Campus Highlight

The presentation was provided courtesy of Barnes Middle School. Mr. Schmidt, principal and his staff shared a video highlighting components of the Barnes School Improvement plan to include building capacity and teacher buy-in/support through campus culture committees. These committees meet twice a month to strategize, implement and reflect upon the committee-created initiatives aligned with the campus improvement plan.

3. Audience with the Board

No one signed up to address the Board.

4. Reports/Information Items:

A. Information of Newly Appointed Administrators

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

- **Perla Romero – Chief Financial Officer**

B. Seguin High School Proposed ABC Block Schedule Starting with SY 2024-2025

The Board of Trustees received information from Ms. Perez and her staff regarding a proposed move to ABC Block Schedule starting with 2024-2025. Block schedule study has been in progress to make necessary adjustments for the following school year.

C. Seguin ISD Bond Construction Update

The Board of Trustees received information from Ms. Romero regarding an update on current bond projects.

D. Submission of a Class Size Waiver to the Texas Education Agency

The Board of Trustees acknowledged the submission of a class size waiver to the Texas Education Agency for the 2023-2024 academic year.

The Board recessed from 7:35 p.m. until 7:40 p.m.

5. Closed Meeting –The Board went into closed session at 7:41 p.m.

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

1. Safety Audit Findings (closed session)

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

1. Discussion and possible action regarding Superintendent Search

C. Pursuant to Texas Government Code Section § 551.072 - Discuss the sale, purchase, exchange, lease, or value of real property.

6. Reconvene to Open Meeting: The Board reconvened at 9:48 p.m.

A. Possible action to approve professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of employee(s). The Board did not take action on this item. No action was taken.

B. Possible action to name lone finalist for superintendent.

Mrs. Crettenden moved, seconded by Mr. Bright to approved to name Dr. Veronica Vijil the lone finalist for the position of Superintendent of Schools for Seguin ISD.

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

Nays: None

7. Consent Agenda Items – Consider and Possible Approval:

A. Approval of Board Minutes for:

Public Hearing, November 28, 2023

Regular Meeting, November 28, 2023

Special Meeting, December 13, 2023

B. Approval of Tax Collection Reports for November 2023

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for November 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 Tax Collection Reports for December 2023

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

D. Approval of Proposed Budget Amendments & Financial Statements for October 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 October 31, 2023.

E. Approval of Proposed Budget Amendments & Financial Statements for November 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 November 30, 2023.

F. Approval of Investment Report for the Second Quarter Ended December 31, 2023

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

G. Approval of Donations Received November 2023

The Board of Trustees approved the donations received by the District during the month of November 2023 in the amount of \$528.44 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."

H. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, and Services (RFP #: 24-04)

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Facilities Maintenance, Electrical Equipment, Parts, and Services. A Request for Proposals (RFP#: 24-04) was issued on June 5, 2023 for Special Education 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: Serve Pro and Texas Airwall Services. 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, 2026, and will remain active for one year thereafter.

I. Approval of District-Wide Educational Consulting Services (RFP #: 24-06)

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Educational Consulting Services. A Request for Proposals (RFP#: 24-06) was issued on June 5, 2023 for Special Education Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondents will be added to the list of approved vendors for this RFP: Michael Olstad. 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, 2026, and will remain active for one year thereafter.

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

The Board of Trustees approved the resolution for the application to the Office of the Governor Truancy Prevention Grant. The Office of the Governor Criminal Justice Division has announced funding for Truancy Prevention and Intervention Program grants. Seguin ISD was awarded the grant for two Case Managers for the 2018-19 school year, and continued for the 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 school years. The current grant expires on August 31, 2024. The district is eligible to apply and continue the grant for truancy prevention and intervention purposes for an additional term. The grant will include the continuation of implementing a campus based truancy intervention program with the goals of increasing overall student attendance, student engagement, decreasing unexcused absences, and improving student academic progress with a focus on secondary schools.

K. Information Regarding Seguin ISD Purchase of Conceptual Designs from PB Group, LLC.

The Board of Trustees received information regarding Seguin ISD purchase of conceptual designs for twelve (12) district facilities at a cost of \$159,640.

L. Personnel Information – Professional Employees

The Board of Trustees received information regarding the following new hires and resignations for the 2023-2024 school year listed below:

New Hire Elections:

Name	Campus	Effective
*Leal, Sanjuana	Koennecke	01/16/24
McLain, Clinton	Seguin High School	01/16/24
*Sumpter, Lydia	Koennecke	11/27/23

* Returning Seguin ISD employee

Resignations:

Alley, Savannah, Weinert Elementary, effective 01/04/24

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

Ms. Alley has 5 months with Seguin ISD.

Amsink, Jennifer, Ball Early Childhood Center, effective 12/01/2023

Ms. Amsink, Teacher, has resigned due to personal reasons.

Ms. Amsink has 3 years with Seguin ISD.

Brock, DeAna, Seguin High School, effective 01/12/24

Ms. Brock, Assistant Principal, has resigned due to employment with another school district.

Ms. Brock has 5 years with Seguin ISD.

Haas, M'Liss, CCMR Coordinator, effective 12/31/2023

Ms. Haas, CCMR Coordinator, has resigned and elected to retire.

Ms. Haas has 28 years with Seguin ISD.

Hernandez, Jose, Weinert Elementary, effective 12/15/2023

Mr. Hernandez, Teacher, has resigned due to personal reasons.

Mr. Hernandez has 1 year with Seguin ISD.

Hillberg, Anthony, Chief Financial Officer, effective 12/31/2023

Mr. Hillberg, Chief Financial Officer, has resigned and elected to retire.

Mr. Hillberg has 25 years with Seguin ISD.

Johnson, Betsey, Special Education Counselor, effective 11/30/2023

Ms. Johnson, Special Education Counselor, has resigned due to personal reasons.

Ms. Johnson has 2 years with Seguin ISD.

Martinez, Criselda, Vogel Elementary, effective 12/15/2023

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

Ms. Martinez has 11 years with Seguin ISD.

Martinez, John, Weinert Elementary, effective 01/19/2024

Mr. Martinez, Special Education Teacher, resigned due to personal reasons.

Mr. Martinez has 13 years with Seguin ISD.

Montiel, Joaquin, Seguin High School, effective 12/15/2023

Mr. Montiel, Teacher, resigned due to contract abandonment.

Mr. Montiel has 1 year with Seguin ISD.

Ragsdale, Martha, Mercer Blumberg Learning Center, effective 05/28/2024

Ms. Ragsdale, Teacher, has resigned and elected to retire.

Ms. Ragsdale has 31 years with Seguin ISD.

Reder, Abigail, McQueeney, effective 02/23/2024

Ms. Reder, Teacher, resigned due to relocation.

Ms. Reder has 5 years with Seguin ISD.

Rodriguez, Magda, McQueeney Elementary, effective 12/15/2023

Ms. Rodriguez, Teacher, has resigned and elected to retire.

Ms. Rodriguez has 17 years with Seguin ISD.

Schulze, Bryan, Weinert Elementary, effective 12/15/2023

Mr. Schulze, Teacher, has resigned due to personal reasons.

Mr. Schulze has 1 year with Seguin ISD.

M. Acknowledge Public Information Act Requests November 2023-January 2024

The Board of Trustees received information regarding the Public Information Act requests received since January 10, 2024. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

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

A. Approval of Board Minutes for:

Public Hearing, November 28, 2023

Regular Meeting, November 28, 2023

Special Meeting, December 13, 2023

B. Approval of Tax Collection Reports for November 2023

C. Approval of Tax Collection Reports for December 2023

D. Approval of Proposed Budget Amendments & Financial Statements for October 2023

E. Approval of Proposed Budget Amendments & Financial Statements for November 2023

F. Approval of Investment Report for the Second Quarter Ended December 31, 2023

G. Approval of Donations Received November 2023

H. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, and Services (RFP #: 24-04)

I. Approval of District-Wide Educational Consulting Services (RFP #: 24-06)

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

K. Information Regarding Seguin ISD Purchase of Conceptual Designs from PB Group, LLC.

L. Personnel Information – Professional Employees

M. Acknowledge Public Information Act Requests November 2023-January 2024

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

Nays: None

8. Action Items:

A. Consideration and Approval of An Order Calling a Bond Election to be Held by the Seguin Independent School District, Making Provision for the Conduct of the Election, and Resolving Other Matters Incident and Related to Such Election

Ms. Duncan moved, seconded by Mrs. Crettenden to table an order calling a bond election for May 4, 2024 with proposition as included in the Order, making provision for the conduct of the election, and resolving other matters incident and related to such election to a future meeting. The Board would like to have more information regarding the bond and allow time for community involvement.

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

Nays: None

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

Mr. Bright moved, seconded by Mr. Amador to approve the removal of Anthony Hillberg, former Chief Financial Officer as an authorized representative for First Commercial Bank, N.A., Lone Star Investment Pool, TexPool, Local Government Investment Cooperative (“LOGIC), and Texas CLASS – MBIA.

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

Nays: None

C. Approval of School Calendar for 2024-2025 School Year

Mr. Bright moved, seconded by Mrs. Mueller to adopt option one of the 2024-25 school calendar as presented.

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

Nays: None

D. Approve the Renaming of the Mercer-Blumberg Learning Center Portion of the Seguin ISD Administration Building

Ms. Duncan moved, seconded by Mr. Amador to accept nominations to rename this educational facility per Board Policy CW (LOCAL) from Jan. 24-Feb. 22, 2024. Presently, two Seguin ISD facilities are named after Mercer-Blumberg. These are the former campus facility that is part of the Seguin ISD Administration Building and the current campus facility known as the Mercer-Blumberg Learning Center at Saegert.

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

Nays: None

E. Approval of Local District Update (LDU) – EIA and EIC for the 2024-2025 School Year

Mrs. Mueller moved, seconded by Mr. Amador to approve the amended board policy EIA(LOCAL) regarding the Academic Achievement: Grading/Progress Reports to Parents and EIC(LOCAL) Academic Achievement: Class Ranking.

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

Nays: None

F. Approval of Local District Update to DC(LOCAL)

Ms. Duncan moved, seconded by Mr. Amador to approve the amended board policy DC(LOCAL) regarding the ability of the Superintendent to have final hiring authority of all contractual personnel. Due to the increasingly competitive hiring season, this authority will allow Seguin ISD to offer immediate employment opportunities to the strongest, highly qualified teacher, librarian, school counselor and school nurse applicant pools.

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

Nays: None

G. Discuss and Possible Approval of Resolution Regarding Volunteer Chaplains

Mr. Bright moved, seconded by Mr. Amador to adopt a resolution pursuant to Texas Education Code 33.002(d) and 48.115(b), not permit the adoption of a policy to hire chaplains in Seguin ISD schools. Senate Bill 763, passed by the 88th Texas Legislature requires each school board to take a record vote on whether to adopt a policy authorizing a campus of the District to employ or accept as a volunteer a chaplain under Education Code 23.

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

Nays: None

9. Board Comments and Request

Ms. Duncan invited the community to come out, meet Dr. Vijil during one of the upcoming meet and greet sessions.

Mr. Bright thanked all of the schools for all the gifts, expressed his appreciation for all they do for the students of Seguin ISD, and announced he is happy to serve on the Board.

All prior Board requests have been addressed.

10. Adjourn

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

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

Nays: None

Secretary/February 27, 2024

President/February 27, 2024

Minutes of Board Workshop

The Board of Trustees

Seguin ISD

A Board Workshop of the Board of Trustees of Seguin ISD was held Wednesday, February 7, 2024, 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, Grace Mueller and Dr. Veronica Vijil, Interim Superintendent

Absent: Carl Jenkins

Also Present: Nikki Bittings, Chief Student Services Officer; Steve Gonzalez, Chief Technology Officer; Sean Hoffmann, Chief Communications Officer; Andrea Jaramillo, Deputy Chief Innovation & Learning; Monica Lyons, Chief Academic Officer; Dancia Murillo, Deputy Chief Human Resources; Dr. Samuel Hogue; Interim Deputy Superintendent; Perla Romero, Chief Financial Officer; Joel Trevino, Chief Human Resource Officer; James Pizana; Construction Project Manager; Pete Silvius, Director of Whole Child Initiatives; Richard Bough, CTE Director; Coach Craig Dailey, Athletic Director; Rose Kanusky, Bond Counsel with McCall Parkhurst & Horton; Nancy Ramirez, Superintendent Secretary and Media

1. Call to Order

A. Mr. Guerra called the meeting to order at 6:32 p.m. and a quorum was established.

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

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

2. Audience with the Board

No one signed up to address the Board.

3. Board Workshop:

A. Discussion Regarding Possible Bond Election in May 2024

The Board received information from staff regarding a possible Bone Election in May 2024. The Board held a discussion regarding but not limited to the bond process, needs assessments on schools and properties, credit ratings, bond capacity, and no tax rate increase, even though the ballot by law has to read that there is one.

The Board recessed from 8:06 p.m. until 8:19 p.m.

4. Closed Meeting: The Board went into closed session at 8:20 p.m.

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

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

1. Discussion regarding Superintendent Contract

5. Adjourn

The Board reconvened at 10:23 p.m. No action was taken.

Mr. Amador moved, seconded by Mr. Bright to adjourn the meeting. The meeting adjourned at 10:23 p.m.

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

Nays: None

Secretary/February 27, 2024

President/February 27, 2024

ACTION ITEM:

Approval of Tax Collection Reports for January 2024

RECOMMENDATION:

That the Board of Trustees approves the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for January 2024.

RATIONALE:

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

REFERENCE and COMPLIANCE:

BDAF (LEGAL) - Selection and Duties of Chief Tax Official

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

Tax payments are received by direct deposit to the District's accounts at Lone Star Investment Pool. Payments are remitted to the District two days after the County receives them.

Total Tax Collections for the month of January 2024:

Current	\$ 20,346,554
Delinquent	113,469
Penalty and Interest	33,382
Total Monthly Collections	<u>\$ 20,493,404</u>
Total Tax Collections Year to Date	<u>\$ 41,946,533</u>
Delinquent Tax Levy	3,489,078
Percent Collected through December 2023	45.98%
Percent of Tax Levy Collected last year	41.10%

EXHIBITS:

None

RESOURCE PERSONNEL:

Perla Romero, Chief Financial Officer, CTSBS
Sally Eckhart, Budget Coordinator

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 02/27/24

Dr. Veronica Vijil, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

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

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

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


PAPERWORK IMPACT: None

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

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

RESOURCE PERSONNEL: Perla Romero, Chief Financial Officer, CTSBS
Sally Eckhart, Budget Coordinator

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



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

Date Submitted: 02/27/24

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
December 2023**

	Budget				Actual			Budget Remaining
	Adopted Budget	December 1, 2023	Proposed Amendment(s)	December 31, 2023	December 1, 2023	Current Month	December 31, 2023	
	Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
REVENUE								
Local								
Property Taxes-Current	40,892,558	38,000,000	-	38,000,000	954,215	12,148,831	13,103,046	24,896,954
Property Taxes-Delinquent	700,000	800,000	-	800,000	802,073	37,597	839,671	-
Property Taxes-Penalty & Interest	375,000	500,000	-	500,000	163,580	17,752	181,332	318,668
Interest Income	875,000	1,150,000	-	1,150,000	641,316	111,007	752,322	397,678
Other Local Income	106,000	105,000	-	105,000	168,780	27,499	196,279	-
State	25,804,767	29,893,604	-	29,893,604	16,324,896	435,452	16,760,348	13,133,256
Federal	1,167,000	1,467,000	-	1,467,000	351,176	611,611	962,787	504,213
REVENUE	69,920,325	71,915,604	-	71,915,604	19,406,036	13,389,750	32,795,786	39,250,768
EXPENSE								
11 - Instruction	38,323,483	43,291,466	(196)	43,291,270	11,831,804	3,179,562	15,011,366	28,279,904
12 - Instructional Resources & Media Svcs	1,055,793	1,117,383	-	1,117,383	370,677	71,811	442,488	674,895
13 - Curr & Instructional Staff Development	577,483	826,432	(1,031)	825,401	292,539	34,528	327,066	498,335
21 - Instructional Leadership	2,062,583	2,056,680	(3,040)	2,053,640	821,976	156,787	978,763	1,074,877
23 - School Leadership	4,800,008	5,402,722	-	5,402,722	1,864,212	400,451	2,264,663	3,138,059
31 - Guidance & Counseling Services	2,586,821	2,871,481	-	2,871,481	988,374	212,431	1,200,805	1,670,676
32 - Social Work Services	641,559	785,039	-	785,039	297,669	58,575	356,244	428,795
33 - Health Services	818,922	848,552	-	848,552	252,940	64,134	317,074	531,478
34 - Student Transportation	3,248,950	3,445,547	-	3,445,547	1,188,290	271,414	1,459,704	1,985,843
35 - Food Service	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,097,243	2,341,283	-	2,341,283	913,305	156,979	1,070,284	1,271,000
41 - General Administration	3,028,229	3,708,056	4,267	3,712,323	1,719,388	431,688	2,151,077	1,561,246
51 - Plant Maintenance & Operations	7,381,576	8,215,584	-	8,215,584	3,654,959	609,769	4,264,728	3,950,856
52 - Security & Monitoring Services	543,577	1,182,787	-	1,182,787	465,081	77,663	542,744	640,043
53 - Data Services	1,993,392	2,526,608	-	2,526,608	1,161,356	207,164	1,368,520	1,158,088
61 - Community Services	30,022	32,167	-	32,167	6,704	1,421	8,126	24,041
71 - Debt Services	-	665,000	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	3,549,495	-	3,549,495	1,429,746	998	1,430,744	2,118,751
99 - Intergovernmental Charges (Appraisal Servs)	730,684	815,684	-	815,684	403,922	-	403,922	411,762
EXPENSE	69,920,325	83,681,966	-	83,681,966	28,327,942	5,935,375	34,263,317	49,418,649
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ (11,766,362)	\$ -	\$ (11,766,362)	(8,921,906)	7,454,375	(1,467,532)	(10,167,881)
Other Sources	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ (11,766,362)	\$ -	\$ (11,766,362)	(8,921,906)	7,454,375	(1,467,532)	(10,167,881)

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:			
23 - 24 Beginning Fund Balance - Restricted - Grants	\$	468,865	
23 - 24 Beginning Unassigned Fund Balance	\$	34,750,830	
23 - 24 Actual Year to Date Revenue Over/(Under) Expense	\$	(1,467,532)	
23 - 24 Actual Year to Date Other Sources and Uses		-	
23 - 24 Budget Remaining Revenue Over/(Under) Expense	\$	(10,167,881)	
23 - 24 Estimated Year End Result of Activities	\$	(11,635,412)	
* 23 - 24 Estimated Ending Unassigned Fund Balance (Unaudited)	\$	23,584,283	
PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):			83,681,966
Amended Budget Expense (official test will use actuals at year end)			
Less: Non-Operating Expenses/Fund Balance Assignments			
Assigned for Early Education Allotment	\$	(310,355)	
Assigned for Advanced Competition travel reserve	\$	(50,000)	
Assigned for 23-24 QZAB Payment (7 of 15)	\$	(665,000)	
Assigned for Teacher Incentive Allotment Program Development	\$	(130,000)	
Assigned for Welding Shop Upgrades	\$	(359,495)	
Assigned for Holdworth contract	\$	(300,000)	
Assigned for SAFE contract	\$	(25,000)	
Assigned for Cardonex training & software	\$	(61,512)	
Assigned for Covid 19 Funding Reserve	\$	(5,000,000)	
Assigned for Retention Stipends & Sign-on Bonuses	\$	(800,000)	
Assigned for Natl Brd of Prof Teaching Stnd-TEA fees	\$	(20,000)	
Assigned for STARS Security Services	\$	(185,000)	
Assigned for PLC Phase 1 renovations	\$	(200,000)	
Assigned for ABRE Subscription	\$	(220,000)	
Assigned for Outdoor Learning Center FY 23-24 budget	\$	(250,000)	
Assigned for Outdoor Learning Center land purchase	\$	(1,440,000)	
Assigned for Baseball/Softball field completion	\$	(1,750,000)	
Total Non-Operating Expenses	\$	(11,766,362)	
23 - 24 Budgeted Operating Expense (official test will use actuals at year end)	\$	71,915,604	
25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)		25%	
23 - 24 Minimum Unassigned Fund Balance	\$	17,978,907	
* 23 - 24 Estimated Ending Unassigned Fund Balance (Unaudited)	\$	23,584,283	
Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$	5,605,382	

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

Budget Report - Attachment 1
27-Feb-2024

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

	Budget					Actual			Budget Remaining
	Adopted Budget	December 1, 2023	Proposed Amendment(s)		December 31, 2023	December 1, 2023	Current Month	December 31, 2023	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
REVENUE									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	65,476	11,761	77,237	-
Other Local Income	443,500	443,500	-	-	443,500	119,991	18,921	138,912	304,588
State	121,500	121,500	-	-	121,500	6,500	-	6,500	115,000
Federal	6,025,000	6,025,000	-	-	6,025,000	2,458,967	368,067	2,827,035	3,197,965
REVENUE	6,610,000	6,610,000	-	-	6,610,000	2,650,934	398,750	3,049,684	3,617,553
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	6,583,500	6,583,500	983,218	-	7,566,718	2,549,062	627,938	3,177,000	4,389,718
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	19,500	19,500	-	-	19,500	6,232	742	6,974	12,526
52 - Security & Monitoring Services	7,000	7,000	-	-	7,000	265	-	265	6,735
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
EXPENSE	6,610,000	6,610,000	983,218	-	7,593,218	2,555,559	628,680	3,184,239	4,408,979
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ -	\$ (983,218)	\$ -	\$ (983,218)	95,375	(229,930)	(134,555)	(791,426)
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ -	\$ (983,218)	\$ -	\$ (983,218)	\$ 95,375	\$ (229,930)	\$ (134,555)	\$ (791,426)

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:			
23 - 24 Beginning Fund Balance (Unaudited)			
Unassigned	\$	3,270,509	
Non Spendable-Inventory	\$	78,716	
Total 23 - 24 Beginning Fund Balance (Unaudited)	\$	3,349,225	
23 - 24 Actual Year to Date Revenue Over/(Under) Expense			
	\$	(134,555)	
23 - 24 Actual Year to Date Other Sources and Uses			
	\$	-	
23 - 24 Budget Remaining Revenue Over/(Under) Expense			
	\$	(791,426)	
23 - 24 Estimated Year End Result of Activities	\$	(925,981)	
23 - 24 Estimated Ending Fund Balance (Unaudited)	\$	2,423,244	

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

BUA 215

Function 35

Unexpended FY 22-23 Assigned Fund balance for the purchase
and installation of Kitchen equipment 983,218

Total Expenditures Increase (Decrease) \$ 983,218

Other Sources:

Total Other Sources Increase (Decrease) \$ -

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	December 1, 2023		December 31, 2023		December 1, 2023	Current Month		December 31, 2023
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
REVENUE									
Local									
Property Taxes-Current	15,564,000	15,564,000	-	-	15,564,000	502,023	6,390,689	6,892,712	8,671,288
Property Taxes-Delinquent	250,000	250,000	-	-	250,000	347,004	16,129	363,133	-
Property Taxes-Penalty & Interest	100,000	100,000	-	-	100,000	65,673	7,562	73,235	26,765
Interest Income	-	-	-	-	-	186,370	46,213	232,582	-
Other Local Income	-	-	-	-	-	795	-	795	-
State	-	-	-	-	-	-	1,209,307	1,209,307	-
Federal	-	-	-	-	-	-	-	-	-
REVENUE	15,914,000	15,914,000	-	-	15,914,000	1,101,865	7,669,899	8,771,764	8,698,053
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	15,914,000	15,914,000	-	-	15,914,000	9,359,545	-	9,359,545	6,554,455
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
EXPENSE	15,914,000	15,914,000	-	-	15,914,000	9,359,545	-	9,359,545	6,554,455
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	(8,257,680)	7,669,899	(587,781)	\$ 2,143,598
Other Sources	-	-	-	-	-	-	2,570	2,570	
Other Uses	-	-	-	-	-	-	-	-	
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,569.93	\$ 2,569.93	
RESULT OF ACTIVITIES	\$ -	\$ -	\$ -	\$ -	\$ -	(8,257,680)	\$ 7,672,469	(585,211)	

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:			
23 - 24 Beginning Fund Balance (Unaudited)	\$	14,771,032	
Total 23 - 24 Beginning Fund Balance (Unaudited)	\$	14,771,032	
23 - 24 Actual Year to Date Revenue Over/(Under) Expense	\$	(587,781)	
23 - 24 Actual Year to Date Other Sources and Uses	\$	2,570	
23 - 24 Budget Remaining Revenue Over/(Under) Expense	\$	2,143,598	
23 - 24 Estimated Year End Result of Activities	\$	1,558,387	
23 - 24 Estimated Ending Fund Balance (Unaudited)	\$	16,329,419	

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

Budget Report - Attachment 1
27-Feb-2024

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

ACTION ITEM: **Approval of Proposed Budget Amendments & Financial Statements for January 2024**

RECOMMENDATION: That the Board of Trustees approve the proposed budget amendments and financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund as of January 31, 2024.

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: Perla Romero, Chief Financial Officer, CTSBS
Sally Eckhart, Budget Coordinator

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



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

Date Submitted: 02/27/24

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

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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

93 - Payments to the Fiscal Agent or Member Districts of a Shared Service Arrangement

**Seguin Independent School District
Proposed Budget Amendments and Financial Statements
General Operating Fund
January 2024**

	Budget					Actual			Budget Remaining
	Adopted Budget	January 1, 2024	Proposed Amendment(s)		January 31, 2024	January 1, 2024	Current Month	January 31, 2024	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
REVENUE									
Local									
Property Taxes-Current	40,892,558	38,000,000		-	38,000,000	13,103,046	13,332,389	26,435,435	11,564,565
Property Taxes-Delinquent	700,000	800,000		-	800,000	839,671	82,276	921,947	-
Property Taxes-Penalty & Interest	375,000	500,000		-	500,000	181,332	23,645	204,977	295,023
Interest Income	875,000	1,150,000		-	1,150,000	752,322	150,318	902,640	247,360
Other Local Income	106,000	105,000		-	105,000	196,279	12,693	208,972	-
State	25,804,767	29,893,604		-	29,893,604	16,760,348	361,677	17,122,025	12,771,579
Federal	1,167,000	1,467,000		-	1,467,000	962,787	107,438	1,070,225	396,775
REVENUE	69,920,325	71,915,604			71,915,604	32,795,786	14,070,435	46,866,221	25,275,302
EXPENSE									
11 - Instruction	38,323,483	43,291,270		(585,836)	42,705,434	15,011,366	3,284,741	18,296,107	24,409,327
12 - Instructional Resources & Media Svcs	1,055,793	1,117,383		(5,000)	1,112,383	442,488	85,104	527,592	584,791
13 - Curr & Instructional Staff Development	577,483	825,401		(53,250)	772,151	327,066	22,164	349,231	422,920
21 - Instructional Leadership	2,062,583	2,053,640		11,511	2,065,151	978,763	158,533	1,137,296	927,855
23 - School Leadership	4,800,008	5,402,722		(241,943)	5,160,779	2,264,663	414,815	2,679,478	2,481,301
31 - Guidance & Counseling Services	2,586,821	2,871,481		(48,057)	2,823,424	1,200,805	204,178	1,404,983	1,418,441
32 - Social Work Services	641,559	785,039		(25,000)	760,039	356,244	58,649	414,893	345,146
33 - Health Services	818,922	848,552		(132)	848,420	317,074	66,573	383,646	464,774
34 - Student Transportation	3,248,950	3,445,547		-	3,445,547	1,459,704	255,810	1,715,514	1,730,033
35 - Food Service	-	-		-	-	-	-	-	-
36 - Co-curricular Activities	2,097,243	2,341,283		3,000	2,344,283	1,070,284	187,206	1,257,490	1,086,793
41 - General Administration	3,028,229	3,712,323		26,905	3,739,228	2,151,077	118,786	2,269,863	1,469,365
51 - Plant Maintenance & Operations	7,381,576	8,215,584		49,045	8,264,629	4,264,728	670,584	4,935,312	3,329,317
52 - Security & Monitoring Services	543,577	1,182,787		(12,000)	1,170,787	542,744	184,854	727,598	443,189
53 - Data Services	1,993,392	2,526,608		13,250	2,539,858	1,368,520	145,417	1,513,937	1,025,921
61 - Community Services	30,022	32,167		-	32,167	8,126	1,423	9,549	22,618
71 - Debt Services	-	665,000		-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	3,549,495		-	3,549,495	1,430,744	173,950	1,604,694	1,944,801
93 - Pmts to Fiscal Agent/Member Distr of SSA	-	-		840,727	840,727	1,430,744	(1,430,744)	-	840,727
99 - Intergovernmental Charges (Appraisal Svcs)	730,684	815,684		26,780	842,464	403,922	9,460	413,383	429,081
EXPENSE	69,920,325	83,681,966			83,681,966	35,694,062	4,611,504	40,305,566	43,376,400
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ (11,766,362)	\$ -	\$ -	\$ (11,766,362)	(2,898,276)	9,458,931	6,560,655	(18,101,099)
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ (11,766,362)	\$ -	\$ -	\$ (11,766,362)	(2,898,276)	9,458,931	6,560,655	(18,101,099)

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:		PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):	
23 - 24 Beginning Fund Balance - Restricted - Grants	\$ 468,865	Amended Budget Expense (official test will use actuals at year end)	83,681,966
23 - 24 Beginning Unassigned Fund Balance	\$ 34,750,830		
Less: Non-Operating Expenses/Fund Balance Assignments			
23 - 24 Actual Year to Date Revenue Over/(Under) Expense	\$ 6,560,655	Assigned for Early Education Allotment	\$ (310,355)
23 - 24 Actual Year to Date Other Sources and Uses	-	Assigned for Advanced Competition travel reserve	\$ (50,000)
23 - 24 Budget Remaining Revenue Over/(Under) Expense	\$ (18,101,099)	Assigned for 23-24 QZAB Payment (7 of 15)	\$ (665,000)
		Assigned for Teacher Incentive Allotment Program Development	\$ (130,000)
		Assigned for Welding Shop Upgrades	\$ (359,495)
		Assigned for Holdworth contract	\$ (300,000)
		Assigned for SAFE contract	\$ (25,000)
23 - 24 Estimated Year End Result of Activities	\$ (11,540,443)	Assigned for Cardonex training & software	\$ (61,512)
* 23 - 24 Estimated Ending Unassigned Fund Balance (Unaudited)	\$ 23,679,252	Assigned for Covid 19 Funding Reserve	\$ (5,000,000)
		Assigned for Retention Stipends & Sign-on Bonuses	\$ (800,000)
		Assigned for Natl Bld of Prof Teaching Stnd-TEA fees	\$ (20,000)
		Assigned for STARS Security Services	\$ (185,000)
		Assigned for PLC Phase 1 renovations	\$ (200,000)
		Assigned for ABRE Subscription	\$ (220,000)
		Assigned for Outdoor Learning Center FY 23-24 budget	\$ (250,000)
		Assigned for Outdoor Learning Center land purchase	\$ (1,440,000)
		Assigned for Baseball/Softball field completion	\$ (1,750,000)
		Total Non-Operating Expenses	\$ (11,766,362)
		23 - 24 Budgeted Operating Expense (official test will use actuals at year end)	\$ 71,915,604
		25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)	25%
		23 - 24 Minimum Unassigned Fund Balance	\$ 17,978,901
		* 23 - 24 Estimated Ending Unassigned Fund Balance (Unaudited)	\$ 23,679,252
		Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$ 5,700,351

Seguin Independent School District
Budget Amendment Detail For General Operating Fund
January, 2024

Budget Report - Attachment 1
27-Feb-2024

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

Seguin Independent School District
Proposed Budget Amendments and Financial Statements
Child Nutrition Fund
January 2024

	Budget					Actual			Budget Remaining
	Adopted Budget	January 1, 2024	Proposed Amendment(s)		January 31, 2024	January 1, 2024	Current Month	January 31, 2024	
		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	77,237	11,545	88,782	-
Other Local Income	443,500	443,500	-	-	443,500	138,912	26,222	165,134	278,366
State	121,500	121,500	-	-	121,500	6,500	-	6,500	115,000
Federal	6,025,000	6,025,000	-	-	6,025,000	2,827,035	611,833	3,438,867	2,586,133
REVENUE	6,610,000	6,610,000	-	-	6,610,000	3,049,684	649,599	3,699,283	2,979,499
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	6,583,500	7,566,718	-	-	7,566,718	3,177,000	550,572	3,727,572	3,839,146
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	19,500	19,500	-	-	19,500	6,974	690	7,664	11,836
52 - Security & Monitoring Services	7,000	7,000	-	-	7,000	265	88	353	6,647
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
EXPENSE	6,610,000	7,593,218	-	-	7,593,218	3,184,239	551,350	3,735,589	3,857,629
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ (983,218)	\$ -	\$ -	\$ (983,218)	(134,555)	98,249	(36,306)	(878,130)
Other Sources	-	-	-	-	-				
Other Uses	-	-	-	-	-				
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ (983,218)	\$ -	\$ -	\$ (983,218)	(134,555)	98,249	(36,306)	

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:			
<i>23 - 24 Beginning Fund Balance (Unaudited)</i>			
Unassigned	\$	3,270,509	
Non Spendable-Inventory	\$	78,716	
Total 23 - 24 Beginning Fund Balance (Unaudited)	\$	3,349,225	
<i>23 - 24 Actual Year to Date Revenue Over/(Under) Expense</i>			
	\$	(36,306)	
<i>23 - 24 Actual Year to Date Other Sources and Uses</i>			
	\$	-	
<i>23 - 24 Budget Remaining Revenue Over/(Under) Expense</i>			
	\$	(878,130)	
23 - 24 Estimated Year End Result of Activities	\$	(914,436)	
23 - 24 Estimated Ending Fund Balance (Unaudited)	\$	2,434,789	

Seguin Independent School District
Budget Amendment Detail For Child Nutrition Fund
January, 2024

Budget Report - Attachment 1
27-Feb-2024

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

Seguin Independent School District
Proposed Budget Amendments and Financial Statements
Debt Service Fund
January 2024

	Budget				Actual			Budget Remaining	
	Adopted Budget	January 1, 2024		January 31, 2024	January 1, 2024	Current Month	January 31, 2024		
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
REVENUE									
Local									
Property Taxes-Current	15,564,000	15,564,000	-	-	15,564,000	6,892,712	7,014,165	13,906,877	1,657,123
Property Taxes-Delinquent	250,000	250,000	-	-	250,000	363,133	31,193	394,326	-
Property Taxes-Penalty & Interest	100,000	100,000	-	-	100,000	73,235	9,737	82,972	17,028
Interest Income	-	-	-	-	-	232,582	77,742	310,324	-
Other Local Income	-	-	-	-	-	795	-	795	-
State	-	-	-	-	-	1,209,307	-	1,209,307	-
Federal	-	-	-	-	-	-	-	-	-
REVENUE	15,914,000	15,914,000	-	-	15,914,000	8,771,764	7,132,836	15,904,600	1,674,151
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	15,914,000	15,914,000	-	-	15,914,000	9,359,545	133,350	9,492,895	6,421,105
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
EXPENSE	15,914,000	15,914,000	-	-	15,914,000	9,359,545	133,350	9,492,895	6,421,105
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	(587,781)	6,999,486	6,411,705	\$ (4,746,954)
Other Sources	-	-	-	-	-	-	2,570	2,570	
Other Uses	-	-	-	-	-	-	-	-	
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,569.93	\$ 2,569.93	
RESULT OF ACTIVITIES	\$ -	\$ -	\$ -	\$ -	\$ -	(587,781)	\$ 7,002,056	\$ 6,414,275	

Additional Information to the Reader			
PRELIMINARY ESTIMATE - Fund Balance:			
23 - 24 Beginning Fund Balance (Unaudited)	\$	14,771,032	
Total 23 - 24 Beginning Fund Balance (Unaudited)	\$	14,771,032	
23 - 24 Actual Year to Date Revenue Over/(Under) Expense	\$	6,411,705	
23 - 24 Actual Year to Date Other Sources and Uses	\$	2,570	
23 - 24 Budget Remaining Revenue Over/(Under) Expense	\$	(4,746,954)	
23 - 24 Estimated Year End Result of Activities	\$	1,667,322	
23 - 24 Estimated Ending Fund Balance (Unaudited)	\$	16,438,354	

Seguin Independent School District
Budget Amendment Detail For Debt Service Fund
January, 2024

Budget Report - Attachment 1
27-Feb-2024

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

ACTION ITEM:

Approval of Donations Received December 2023

RECOMMENDATION:

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

RATIONALE:

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

REFERENCE and COMPLIANCE:

CDC (LOCAL) - Other Revenues: Gifts and Solicitations

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

None


EXHIBITS:

Proposed Donations

RESOURCE PERSONNEL:

Perla Romero, Chief Financial Officer, CTSBS
Sally Eckhart, Budget Coordinator

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



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

Date Submitted: 02/27/24

**Donations Received By Seguin ISD
During the 2023-24 School Year**

Donor	Purpose	Campus Receiving Donation	Date Rcvd	Amount	Board Approval
Gerado Buentello	PE Equipment	Jefferson Elementary	12/12/23	\$ 50.00	Pending
Faith Lutheran Church	Annual Donation - Family support fund	SISD Student Services	12/05/23	\$ 500.00	Pending

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

ACTION ITEM: **Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts, And Services (RFP #: 24-02)**

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

RATIONALE: A Request for Proposals (RFP#: 24-02) was issued on June 5, 2023 for Plumbing Systems Maintenance, 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: MTX General Contractors, LLC and Central Texas Aerobics. 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, 2026, and will remain active for one year thereafter.

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

PAPERWORK IMPACT: None

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

EXHIBITS: Vendor Recommendation Form

RESOURCE PERSONNEL: Perla Romero, Chief Financial Officer, CTSBS
Jennifer Raske Martinez, Purchasing Coordinator, CTSBO

Submitted by: _____ Date Submitted: 02/27/24
(Signature) *Veronica Vijil*
(Name) Dr. Veronica Vijil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

SEGUIN INDEPENDENT SCHOOL DISTRICT
VENDOR RECOMMENDATION FORM

RFP #: 24-02, PLUMBING

BID CLOSING DATE: JUNE 30, 2026

ISSUING DEPARTMENT(S): MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
MTX General Contractors, LLC	Plumbing services and supplies	Y
Central Texas Aerobics	Septic installation, repairs, maintenance	Y

Note:

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

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

ACTION ITEM: **Approval of District-Wide Hvac Systems Maintenance, Equipment, Parts, & Services (RFP #: 24-03)**

RECOMMENDATION: That the Board of Trustees approve to contract with each of the recommended respondents, as reflected in the attached exhibit, for HVAC Systems Maintenance, Equipment, Parts, & Services.

RATIONALE: A Request for Proposals (RFP#: 24-03) was issued on June 5, 2023 for HVAC Systems Maintenance, Equipment, Parts, & Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondent will be added to the list of approved vendors for this RFP: MTX General Contractors. 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, 2026, and remains active for one year thereafter.

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

PAPERWORK IMPACT: None

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

EXHIBITS: Vendor Recommendation Form

RESOURCE PERSONNEL: Perla Romero, Chief Financial Officer, CTSBS
Jennifer Raske Martinez, Purchasing Coordinator, CTSBO

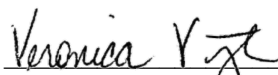
Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Dr. Veronica Vijn, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

Date Submitted: 02/27/2024

SEGUIN INDEPENDENT SCHOOL DISTRICT
VENDOR RECOMMENDATION FORM

RFP #: 24-03, HVAC

BID CLOSING DATE: June 30, 2026

ISSUING DEPARTMENT(S): MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
MTX General Contractors	HVAC services and supplies	Y

Note:

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

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

ACTION ITEM: **Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 24-04)**

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

RATIONALE: A Request for Proposals (RFP#: 24-04) was issued on June 5, 2023 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: MTX General Contractors and Orkin Pest Control. 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, 2026, and will remain active for one year thereafter.

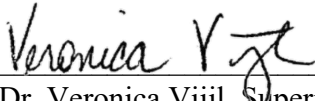
REFERENCE and COMPLIANCE: CH(LEGAL) and CH(LOCAL) Purchasing and Acquisition

PAPERWORK IMPACT: None

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

EXHIBITS: Vendor Recommendation Form

RESOURCE PERSONNEL: Perla Romero, Chief Financial Officer, CTSBS
Jennifer Raske Martinez, Purchasing Coordinator, CTSBO

Submitted by: _____ Date Submitted :02/27/24
(Signature) 
(Name) Dr. Veronica Vijil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

SEGUIN INDEPENDENT SCHOOL DISTRICT
VENDOR RECOMMENDATION FORM

RFP #: 24-04, FACILITIES & GROUNDS MAINTENANCE, EQUIPMENT, PARTS, AND SERVICES

BID CLOSING DATE: JUNE 30, 2026

ISSUING DEPARTMENT(S): MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
MTX General Contractors, LLC	Facility and grounds equipment, parts, services, projects	Y
Orkin Pest Control	Pest services	Y

Note:

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

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

ACTION ITEM: **Approval of District-Wide Special Education Services (RFP #: 24-05)**

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

RATIONALE: A Request for Proposals (RFP#: 24-05) was issued on June 5, 2023 for Special Education Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondent will be added to the list of approved vendors for this RFP: Twyla Painter. 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, 2026, and will remain active for one year thereafter.

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

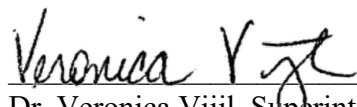
PAPERWORK IMPACT: None

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

EXHIBITS: Vendor Recommendation Form

RESOURCE PERSONNEL: Perla Romero, Chief Financial Officer, CTSBS
Jennifer Raske Martinez, Purchasing Coordinator, CTSBO

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


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

Date Submitted :02/27/24

SEGUIN INDEPENDENT SCHOOL DISTRICT
VENDOR RECOMMENDATION FORM

RFP #: 24-05, SPED SERVICES
BID CLOSING DATE: JUNE 30, 2026
ISSUING DEPARTMENT(S): SPED

VENDOR	SERVICES PROVIDED	Recommended
Twyla Painter	Braille services	Y

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

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

ACTION ITEM: **Approval of District-Wide Educational Consulting Services (RFP #: 24-06)**

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

RATIONALE: A Request for Proposals (RFP#: 24-06) was issued on June 5, 2023 for Educational Consulting 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 respondents will be added to the list of approved vendors for this RFP: Greg White Designs and Alejandro Yanez. 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, 2026, and will remain active for one year thereafter.

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

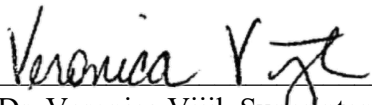
PAPERWORK IMPACT: None

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

EXHIBITS: Vendor Recommendation Form

RESOURCE PERSONNEL: Perla Romero, Chief Financial Officer, CTSBS
Jennifer Raske Martinez, Purchasing Coordinator, CTSBO

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



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

Date Submitted : 02/27/24

SEGUIN INDEPENDENT SCHOOL DISTRICT
VENDOR RECOMMENDATION FORM

RFP #: 24-06, ED CONSULTANTS
BID CLOSING DATE: JUNE 30, 2026
ISSUING DEPARTMENT(S): LLI

VENDOR	SERVICES PROVIDED	Recommended
Greg White Designs	Band and Marching Band Program Consultation	Y
Alejandro Yanez	Masterclass Clinician	Y

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

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

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

RECOMMENDATION: That the Board of Trustees approve the resolution to update the Authorized Official for the Office of the Governor Truancy Prevention Grant.

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

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

**PAPERWORK
IMPACT:** Minimal

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

EXHIBITS: Resolution

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

Submitted by: _____ Date Submitted: 02/27/24
(Signature) Veronica Vijil
(Name) Dr. Veronica Vijil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

SEGUIN INDEPENDENT SCHOOL DISTRICT

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that Seguin ISD Board of trustees approve the resolution to update the Authorized Official for the Missing Matadors Matter to the Office of the Governor.

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF TRUSTEES OF SEGUIN INDEPENDENT SCHOOL DISTRICT, ON THIS, THE 27TH DAY OF FEBRUARY 2024.

[Signature Page Follows]

SEGUIN INDEPENDENT SCHOOL DISTRICT

Trustees voting in favor of the Resolution:

_____	_____
_____	_____
_____	_____
_____	_____

The undersigned, being the Secretary of the Board, hereby certifies that the foregoing represents a true copy of a Resolution of the Seguin ISD Board of Trustees, duly held on _____, 2024, which Resolution is in full force and effect, and has not been revoked or amended.

Board Secretary

Dated: _____

Grant: 3636206

ACTION ITEM:

First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 122, 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 122.

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 122 encompasses changes in law from the 88th Regular Legislative Session that have an immediate effect on the governance and management of the district. Changes to local policies offered for consideration address the following topics: cybersecurity; employment of bus drivers; dyslexia and related services; accelerated instruction; career investigation days; opioid antagonists; threat assessments; student records; and safety and security.

The update includes one hundred nine (109) LEGAL policies, and twelve (12) LOCAL policies.

REPLACE:

- AF(LEGAL) – Innovation Districts
- AIB(LEGAL) – Accountability: Performance Reporting
- BBB(LEGAL) – Board Members: Elections
- BBBA(LEGAL) – Elections: Conducting Elections
- BBBB(LEGAL) – Elections: Post-Election Procedures
- BBBC(LEGAL) – Elections: Campaign Finance
- BBC(LEGAL) – Board Members: Vacancies and Removal from Office
- BBD(LEGAL) – Board Members: Training and Orientation
- BBI(LEGAL) – Board Members: Technology Resources and Electronic Communications
- BE(LEGAL) – Board Meetings
- C(LEGAL) – Business and Support Services
- CCA(LEGAL) – Local Revenue Sources: Bond Issues
- CDA(LEGAL) – Other Revenues: Investments
- CDB(LEGAL) – Other Revenues: Sale, Lease, or Exchange of School Owned Property
- CHE(LEGAL) – Purchasing and Acquisition: Vendor Disclosure and Contracts
- CJA(LEGAL) – Contracted Services: Criminal History
- CK(LEGAL) – Safety Program/Risk Management
- CKA(LEGAL) – Safety Program/Risk Management: Safety and Security Audits and Monitoring
- CKC(LEGAL) – Safety Program/Risk Management: Emergency Plans
- CKE(LEGAL) – Safety Program/Risk Management: Security Personnel

REPLACE (con'td):

CKEA(LEGAL) –Security Personnel: Commissioned Peace Officer
CKEB(LEGAL) –Security Personnel: School Marshals
CKEC(LEGAL) –Security Personnel: School Resource Officers
CLA(LEGAL) – Buildings, Grounds, and Equipment Management: Security
CLE(LEGAL) – Buildings, Grounds, and Equipment Management: Flag Displays
CMD(LEGAL) – Equipment and Supplies Management: Instructional Materials Care and Accounting
CNA(LEGAL) – Transportation Management: Student Transportation
CNC(LEGAL) – Transportation Management: Transportation Safety
CQA(LEGAL) – Technology Resources: District, Campus, and Classroom Websites
CQB(LEGAL) – Technology Resources: Cybersecurity
CQB(LOCAL) – Technology Resources: Cybersecurity
CQC(LEGAL) – Technology Resources: Equipment
CS(LEGAL) – Facility Standards
CV (LEGAL) – Facilities Construction
DBAA(LEGAL) – Employment Requirements and Restrictions: Pre-Employment Reviews
DBE(LEGAL) – Employment Requirements and Restrictions: Nepotism
DC(LOCAL) – Employment Practices
DEAA(LEGAL) – Compensation Plan: Incentives and Stipends
DEC(LEGAL) – Compensation and Benefits: Leaves and Absences
DF(LEGAL) – Termination of Employment
DG(LEGAL) – Employee Rights and Privileges
DGC(LEGAL) – Employee Rights and Privileges: Immunity
DH(LEGAL) – Employee Standards of Conduct
DI(LEGAL) – Employee Welfare
DIA(LEGAL) – Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation
DL(LEGAL) – Work Load
DLB(LEGAL) – Work Load: Required Plans and Reports
DMA(LEGAL) – Professional Development: Required Staff Development
DP(LEGAL) – Personnel Positions
EEB(LEGAL) – Instructional Arrangements: Class Size
EF(LEGAL) – Instructional Resources
EFA(LEGAL) – Instructional Resources: Instructional Materials
EFB(LEGAL) – Instructional Resources: Library Materials
EHAA(LEGAL) – Basic Instructional Program: Required Instruction (All Levels)
EHAB(LEGAL) – Basic Instructional Program: Required Instruction (Elementary)
EHAC(LEGAL) – Basic Instructional Program: Required Instruction (Secondary)
EHB(LEGAL) – Curriculum Design: Special Programs
EHB(LOCAL) – Curriculum Design: Special Programs
EHBAA (LEGAL) – Special Education: Identification, Evaluation, and Eligibility
EHBAB (LEGAL) – Special Education: ARD Committee and Individualized Education Program
EHBAD (LEGAL) – Special Education: Transition Services
EHBC(LEGAL) – Special Programs: Compensatory Services and Intensive Programs
EHBCA(LEGAL) –Compensatory Services and Intensive Programs: Accelerated Instruction
EHBCA(LOCAL) –Compensatory Services and Intensive Programs: Accelerated Instruction
EHBG(LEGAL) – Special Programs: Prekindergarten
EHBK(LEGAL) – Special Programs: Other Instructional Initiatives
EHDD(LEGAL) – Alternative Methods for Earning Credit: College Course Work/Dual Credit
EHDE(LEGAL) – Alternative Methods for Earning Credit: Distance Learning

REPLACE (con'td):

EI(LEGAL) – Academic Achievement
EIA(LEGAL) – Academic Achievement: Grading/Progress Reports to Parents
EIE(LEGAL) – Academic Achievement: Retention and Promotion
EIF(LEGAL) – Academic Achievement: Graduation
EKB(LEGAL) – Testing Programs: State Assessment
F(LEGAL) - Students
FD(LEGAL) – Admissions
FD(LOCAL) – Admissions
FDA(LEGAL) – Admissions: Interdistrict Transfers
FDB(LEGAL) – Admissions: Intradistrict Transfers and Classroom Assignments
FEA(LEGAL) – Attendance: Compulsory Attendance
FEA(LOCAL) – Attendance: Compulsory Attendance
FEB(LEGAL) – Attendance: Attendance Accounting
FEC(LEGAL) – Attendance: Attendance for Credit
FED(LEGAL) – Attendance: Attendance Enforcement
FFAC(LEGAL) – Wellness and Health Services: Medical Treatment
FFAC(LOCAL) – Wellness and Health Services: Medical Treatment
FFAF(LEGAL) – Wellness and Health Services: Care Plans
FFB(LEGAL) – Student Welfare: Crisis Intervention
FFB(LOCAL) – Student Welfare: Crisis Intervention
FFBA(LEGAL) – Crisis Intervention: Trauma-Informed Care
FFEA(LEGAL) – Counseling and Mental Health: Counseling
FFG(LEGAL) – Student Welfare: Child Abuse and Neglect
FL(LEGAL) – Student Records
FL(LOCAL) – Student Records
FM(LEGAL) – Student Activities
FNCA(LEGAL) – Student Conduct: Dress Code
FNCC(LEGAL) – Student Conduct: Prohibited Organizations and Hazing
FNCD(LEGAL) – Student Conduct: Tobacco Use and Possession
FNCF(LEGAL) – Student Conduct: Alcohol and Drug Use
FNCG(LEGAL) – Student Conduct: Weapons
FNG(LEGAL) – Student Rights and Responsibilities: Student and Parent Complaints/Grievances
FO(LEGAL) – Student Discipline
FOC(LEGAL) – Student Discipline: Placement in a Disciplinary Alternative Education Setting
FOCA(LEGAL) – Student Discipline: Placement in a Disciplinary Alternative Education Program Operations
FOD(LEGAL) – Student Discipline: Expulsion
FODA(LEGAL) – Expulsion: Juvenile Justice Alternative Education Program
GBA(LEGAL) – Public Information Program: Access to Public Information
GBAA(LEGAL) – Access to Public Information: Requests for Information
GC(LEGAL) – Public Notices
GKA(LEGAL) – Community Relations: Conduct on School Premises
GKC(LEGAL) – Community Relations: Visitors
GKG(LEGAL) – Community Relations: School Volunteer Program
GRAC(LEGAL) – State and Local Governmental Authorities: Juvenile Service Providers
GRB(LEGAL) – Relations with Governmental Entities: Interlocal Cooperation Contracts

ADD:

CSA(LEGAL) – Facility Standards: Safety and Security
CSA(LOCAL) – Facility Standards: Safety and Security

ADD (cont'd):

CSB(LEGAL) – Facility Standards: Safety and Security
CSC(LEGAL) – Facility Standards: Asbestos Management
FA(LEGAL) – Parent Rights and Responsibilities

NO POLICY:

DP(LOCAL) – Personnel Positions
EIC(LOCAL) – Academic Achievement: Class Ranking

DELETE:

EHBC(LOCAL) – Special Programs: Compensatory Services and Intensive Programs
EHDF(LEGAL) – Alternative Methods for Earning Credit: Local Remote Learning Program

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 122

RESOURCE PERSONNEL:

Dr. Sam Hogue, Deputy Superintendent

Submitted by:

(Signature)
(Name)
(Address)
(Telephone)

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

Date Submitted: 02/27/24

Instruction Sheet

TASB Localized Policy Manual Update 122

Seguin ISD

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
AF	(LEGAL)	Replace policy	Revised policy
AIB	(LEGAL)	Replace policy	Revised policy
BBB	(LEGAL)	Replace policy	Revised policy
BBBA	(LEGAL)	Replace policy	Revised policy
BBBB	(LEGAL)	Replace policy	Revised policy
BBBC	(LEGAL)	Replace policy	Revised policy
BBC	(LEGAL)	Replace policy	Revised policy
BBD	(LEGAL)	Replace policy	Revised policy
BBI	(LEGAL)	Replace policy	Revised policy
BE	(LEGAL)	Replace policy	Revised policy
C	(LEGAL)	Replace table of contents	Revised table of contents
CCA	(LEGAL)	Replace policy	Revised policy
CDA	(LEGAL)	Replace policy	Revised policy
CDB	(LEGAL)	Replace policy	Revised policy
CHE	(LEGAL)	Replace policy	Revised policy
CJA	(LEGAL)	Replace policy	Revised policy
CK	(LEGAL)	Replace policy	Revised policy
CKA	(LEGAL)	Replace policy	Revised policy
CKC	(LEGAL)	Replace policy	Revised policy
CKE	(LEGAL)	Replace policy	Revised policy
CKEA	(LEGAL)	Replace policy	Revised policy
CKEB	(LEGAL)	Replace policy	Revised policy
CKEC	(LEGAL)	Replace policy	Revised policy
CLA	(LEGAL)	Replace policy	Revised policy
CLE	(LEGAL)	Replace policy	Revised policy
CMD	(LEGAL)	Replace policy	Revised policy
CNA	(LEGAL)	Replace policy	Revised policy
CNC	(LEGAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CQB	(LEGAL)	Replace policy	Revised policy
CQB	(LOCAL)	Replace policy	Revised policy
CQC	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy

Instruction Sheet

TASB Localized Policy Manual Update 122

Seguin ISD

Code	Type	Action To Be Taken	Note
CSA	(LEGAL)	ADD policy	See explanatory note
CSA	(LOCAL)	ADD policy	See explanatory note
CSB	(LEGAL)	ADD policy	See explanatory note
CSC	(LEGAL)	ADD policy	See explanatory note
CV	(LEGAL)	Replace policy	Revised policy
DBAA	(LEGAL)	Replace policy	Revised policy
DBE	(LEGAL)	Replace policy	Revised policy
DC	(LOCAL)	Replace policy	Revised policy
DEAA	(LEGAL)	Replace policy	Revised policy
DEC	(LEGAL)	Replace policy	Revised policy
DF	(LEGAL)	Replace policy	Revised policy
DG	(LEGAL)	Replace policy	Revised policy
DGC	(LEGAL)	Replace policy	Revised policy
DH	(LEGAL)	Replace policy	Revised policy
DI	(LEGAL)	Replace policy	Revised policy
DIA	(LEGAL)	Replace policy	Revised policy
DL	(LEGAL)	Replace policy	Revised policy
DLB	(LEGAL)	Replace policy	Revised policy
DMA	(LEGAL)	Replace policy	Revised policy
DP	(LEGAL)	Replace policy	Revised policy
DP	(LOCAL)	No policy enclosed	See explanatory note
EEB	(LEGAL)	Replace policy	Revised policy
EF	(LEGAL)	Replace policy	Revised policy
EFA	(LEGAL)	Replace policy	Revised policy
EFB	(LEGAL)	Replace policy	Revised policy
EHAA	(LEGAL)	Replace policy	Revised policy
EHAB	(LEGAL)	Replace policy	Revised policy
EHAC	(LEGAL)	Replace policy	Revised policy
EHB	(LEGAL)	Replace policy	Revised policy
EHB	(LOCAL)	Replace policy	Revised policy
EHBAA	(LEGAL)	Replace policy	Revised policy
EHBAB	(LEGAL)	Replace policy	Revised policy
EHBAD	(LEGAL)	Replace policy	Revised policy
EHBC	(LEGAL)	Replace policy	Revised policy

Instruction Sheet

TASB Localized Policy Manual Update 122

Seguin ISD

Code	Type	Action To Be Taken	Note
EHBC	(LOCAL)	DELETE policy	See explanatory note
EHBCA	(LEGAL)	Replace policy	Revised policy
EHBCA	(LOCAL)	ADD policy	See explanatory note
EHBG	(LEGAL)	Replace policy	Revised policy
EHBK	(LEGAL)	Replace policy	Revised policy
EHDD	(LEGAL)	Replace policy	Revised policy
EHDE	(LEGAL)	Replace policy	Revised policy
EHDF	(LEGAL)	DELETE policy	See explanatory note
EI	(LEGAL)	Replace policy	Revised policy
EIA	(LEGAL)	Replace policy	Revised policy
EIC	(LOCAL)	No policy enclosed	See explanatory note
EIE	(LEGAL)	Replace policy	Revised policy
EIF	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
F	(LEGAL)	Replace table of contents	Revised table of contents
FA	(LEGAL)	ADD policy	See explanatory note
FD	(LEGAL)	Replace policy	Revised policy
FDA	(LEGAL)	Replace policy	Revised policy
FDB	(LEGAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FEA	(LOCAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy
FEC	(LEGAL)	Replace policy	Revised policy
FED	(LEGAL)	Replace policy	Revised policy
FFAC	(LEGAL)	Replace policy	Revised policy
FFAC	(LOCAL)	Replace policy	Revised policy
FFAF	(LEGAL)	Replace policy	Revised policy
FFB	(LEGAL)	Replace policy	Revised policy
FFB	(LOCAL)	Replace policy	Revised policy
FFBA	(LEGAL)	Replace policy	Revised policy
FFEA	(LEGAL)	Replace policy	Revised policy
FFG	(LEGAL)	Replace policy	Revised policy
FL	(LEGAL)	Replace policy	Revised policy
FL	(LOCAL)	Replace policy	Revised policy

Instruction Sheet
TASB Localized Policy Manual Update 122

Seguin ISD

Code	Type	Action To Be Taken	Note
FM	(LEGAL)	Replace policy	Revised policy
FNCA	(LEGAL)	Replace policy	Revised policy
FNCC	(LEGAL)	Replace policy	Revised policy
FNCD	(LEGAL)	Replace policy	Revised policy
FNCF	(LEGAL)	Replace policy	Revised policy
FNCG	(LEGAL)	Replace policy	Revised policy
FNG	(LEGAL)	Replace policy	Revised policy
FO	(LEGAL)	Replace policy	Revised policy
FOC	(LEGAL)	Replace policy	Revised policy
FOCA	(LEGAL)	Replace policy	Revised policy
FOD	(LEGAL)	Replace policy	Revised policy
FODA	(LEGAL)	Replace policy	Revised policy
GBA	(LEGAL)	Replace policy	Revised policy
GBAA	(LEGAL)	Replace policy	Revised policy
GC	(LEGAL)	Replace policy	Revised policy
GKA	(LEGAL)	Replace policy	Revised policy
GKC	(LEGAL)	Replace policy	Revised policy
GKG	(LEGAL)	Replace policy	Revised policy
GRAC	(LEGAL)	Replace policy	Revised policy
GRB	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 122

Seguin ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Changes at Update 122 are based almost exclusively on legislation from the 88th Regular Legislative Session.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 88th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

Each regular legislative session, legislation is passed that makes nonsubstantive additions, revisions, or corrections to existing statutes. HB 4595 was passed for this purpose in the 88th Regular Legislative Session. Minor nonsubstantive changes throughout Update 122 result from HB 4595 and are not otherwise mentioned in the explanatory notes.

For more information about the bills mentioned throughout and other changes from the 88th Legislative Session, download the free [2023 Legislative Summary for TASB Members](#) PDF from the TASB store.

The *Local Policy Overview* for Update 122, available with your Update 122 materials under [Local Manual Updates](#) on Policy Online® (TASB login required), provides a general, high-level overview of the changes to the local policies included in the update. **Legal policies provide the legal framework for key areas of district operations and are not adopted by the board.**

Changes to the policy manual based on bills from the special called sessions will be included in Update 123.

AF(LEGAL)

INNOVATION DISTRICTS

New and amended Administrative Code rules, effective June 20, 2023, revise the process and timeline for renewing an innovation plan. (See pages 5-6.)

AIB(LEGAL)

ACCOUNTABILITY: PERFORMANCE REPORTING

Provisions regarding remote instruction expired on September 1, 2023, and have been removed from this legal policy.

BBB(LEGAL)

BOARD MEMBERS: ELECTIONS

This legal policy has been updated to increase the population threshold for certain districts to conduct elections jointly with a hospital district. (HB 4559)

BBBA(LEGAL)

ELECTIONS: CONDUCTING ELECTIONS

HB 1217 repeals Election Code provisions creating different requirements for days and hours of early voting at temporary branch polling places in counties with a population under 100,000. The same requirements now apply regardless of county size.

BBBB(LEGAL)

ELECTIONS: POST-ELECTION PROCEDURES

HB 2559 adds retired justices of the peace, the comptroller of public accounts, and former comptrollers to the list of persons authorized to administer an oath in Texas. Because this legal policy includes only the four broadest categories of authorized persons, it has been amended to include retired justices of the peace. (See Oath of Office on page 4.)

Explanatory Notes

TASB Localized Policy Manual Update 122

Seguin ISD

BBBC(LLEGAL) ELECTIONS: CAMPAIGN FINANCE

HB 2626 requires all districts, regardless of size, to post campaign finance reports filed with the district on the district website not later than the 10th business day after receipt. Certain address information may be removed before posting, and the reports must remain accessible on the website for five years.

BBC(LLEGAL) BOARD MEMBERS: VACANCIES AND REMOVAL FROM OFFICE

SB 232 implements automatic removal from office for certain criminal offenses. If a board member is removed, the board must fill the vacancy at the first regular meeting following the removal. (See page 4.)

HB 17 makes nonsubstantive changes to existing law regarding removal of a board member by written petition and trial. (See page 3.)

BBD(LLEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION

The attorney general (AG) may require board members to complete Public Information Act (PIA) training if the AG determines the district has failed to comply with a requirement of the PIA (see page 1). (HB 3033)

BBI(LLEGAL) BOARD MEMBERS: TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

The Note at the beginning of this policy has been updated to include a reference to CQC(LLEGAL), where provisions from SB 1893 regarding prohibited applications on district-owned devices have been added.

BE(LLEGAL) BOARD MEETINGS

HB 3440 requires all districts to post both the notice *and* agenda for a board meeting on the district website under the Open Meetings Act. (See Internet Posting — Notice on page 4.) The bill repeals the previous provision that tied the requirement to post the agenda to the size of a municipality in the district.

C(LLEGAL) BUSINESS AND SUPPORT SERVICES

The Section C table of contents has been revised to rename CKA as Safety Program/Risk Management: Safety and Security Audits and Monitoring. Provisions regarding asbestos management have been moved to a new code CSC, Facility Standards: Asbestos Management.

CCA(LLEGAL) LOCAL REVENUE SOURCES: BOND ISSUES

For bonds authorized at an election after September 1, 2023, HB 3 allows the use of bond proceeds to pay for compliance with school safety and security requirements for school facilities. If TEA finds that the district is not in compliance, the district must use bond proceeds to achieve compliance before using the proceeds for other purposes. (See page 3.)

CDA(LLEGAL) OTHER REVENUES: INVESTMENTS

SB 1246 amends the Public Funds Investment Act to authorize districts to invest in repurchase agreements through a joint account.

CDB(LLEGAL) OTHER REVENUES: SALE, LEASE, OR EXCHANGE OF SCHOOL-OWNED PROPERTY

HB 2518 requires a public property lease between a district and another person to include terms requiring the person to include payment and performance bond requirements in any construction contract the person enters related to the leased property. In addition, the person must provide notice of commencement to the district at least 90 days before any construction begins. (See pages 3-4.)

Explanatory Notes

TASB Localized Policy Manual Update 122

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CHE(LEGAL)

PURCHASING AND ACQUISITION: VENDOR DISCLOSURES AND CONTRACTS

HB 1817 specifies the circumstances under which a district contract is voidable for the vendor's failure to provide the required disclosure of interested parties. (See page 2.)

A provision has been added from HB 900 prohibiting the purchase of library material from vendors included on a list created by TEA. Other provisions of HB 900 are set out in EFB(LEGAL). (See page 10.)

CJA(LEGAL)

CONTRACTED SERVICES: CRIMINAL HISTORY

HB 4123 makes significant changes to the laws regarding criminal history record information (CHRI) reviews by the district and "qualified school contractors," as defined in the bill, and repeals provisions relating to CHRI reviews for certain public works contractors. The bill creates a single statutory approach to CHRI reviews for contractors and their employees.

CK(LEGAL)

SAFETY PROGRAM/RISK MANAGEMENT

Several legislative changes affect this legal policy on safety programs and risk management:

- HB 3 requires sheriffs in counties with a population of less than 350,000 to conduct semiannual meetings to discuss issues related to school safety.
- HB 1905 allows districts to make school safety training courses, including active shooter training courses, available at no cost to employees of private schools or child-care facilities in the district.
- SB 29 prohibits districts from implementing mandates related to COVID-19.

To better present legislative changes related to school safety and make the associated policies easier to use, provisions in this policy related to safety and security audits have been relocated to CKA(LEGAL).

CKA(LEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: SAFETY AND SECURITY AUDITS AND MONITORING

To better present legislative changes related to school safety and make the associated policies easier to use, this legal policy has been renamed Safety and Security Audits and Monitoring, and provisions regarding asbestos management have been relocated to CSC(LEGAL) in the policy series related to facility standards. Provisions regarding safety and security audits have been moved from CK(LEGAL) and amended by HB 3.

Other revisions from HB 3 include new provisions related to the following:

- Monitoring by TEA of district implementation and operation of safety and security requirements through a new office of school safety and security
- Vulnerability assessments by TEA
- Intruder detection audits by regional school safety review teams
- Assignment of a conservator by the commissioner if a district fails to comply with specified safety and security requirements

CKC(LEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

Numerous legislative changes affect this legal policy on emergency plans.

Under HB 3, a district must:

- Adopt a policy for providing notice regarding violent activity at a district campus or facility or at a district-sponsored activity. (See page 1.) [TEA issued a [To the Administrator Addressed letter](#) to provide

Explanatory Notes

TASB Localized Policy Manual Update 122

Seguin ISD

guidance to educational leaders on September 7, 2023, with [Guidance on Model Standards for Parental Notification](#) that can be used to develop administrative procedures.]

- Provide the Department of Public Safety (DPS) and local law enforcement with emergency response maps and an opportunity to conduct a walk-through using the maps. (See page 1.)
- Follow TEA guidelines in adopting and implementing the district's multihazard emergency operations plan (EOP) to ensure the safety of students and personnel with disabilities or impairments in a disaster or emergency. TEA must develop the guidelines. (See page 3.)
- Submit its multihazard EOP no later than the 30th day after the Texas School Safety Center (TxSSC) requests it. HB 3 modifies the timelines related to submitting the plan and correcting any deficiencies. (See page 5.)
- Provide information from DPS and TxSSC regarding safe storage of firearms to parents. (See pages 6-7.) [TxSSC released [information](#) on September 1, 2023.]

Provisions have been added to this policy from the Texas Disaster Act regarding confidentiality of certain types of information the district may have related to safety and disaster response. (See pages 7-8.)

CKE(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

Several revisions to this legal policy on security personnel result from HB 3.

- The board must determine the appropriate number of armed security officers for each campus. The board must ensure that at least one armed security officer, as defined by the bill, is present during regular school hours at each campus or claim a good cause exception due to availability of funding or qualified personnel. A board that claims a good cause exception must develop an alternative standard. (See page 1.)
- The board's options as to who may be hired for security purposes are expanded. (See pages 1-2.)
- Security personnel are no longer required to be commissioned peace officers to carry weapons, but a person permitted to carry a firearm on campus may not perform certain law enforcement duties, except in an emergency, unless they are commissioned peace officers. (See page 5.)

HB 3 and SB 999 modify requirements related to active shooter response training. (See page 3.)

HB 1133 allows peace officers providing volunteer security services at school events to wear their uniforms under certain circumstances. (See pages 3-4.)

For more information, see TASB Legal Services' School Law eSource article "[Armed Security Officer Requirement in House Bill 3 \(2023\)](#)."

CKEA(LLEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

This legal policy has been updated to include existing provisions regarding the circumstances under which a body-worn camera recording may be released. (See page 5.)

CKEB(LLEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS

HB 3623 allows a district to enter into a memorandum of understanding with another district, open-enrollment charter school, or private school to share a school marshal on the other school's campus for certain events. (See page 4.)

CKEC(LLEGAL) SECURITY PERSONNEL: SCHOOL RESOURCE OFFICERS

HB 3 implements requirements for a memorandum of understanding for the provision of school resource officers.

Explanatory Notes

TASB Localized Policy Manual Update 122

Seguin ISD

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

SB 2069 revises the requirements for schools to post human trafficking signs. The signs must now be posted in a conspicuous place reasonably likely to be viewed by employees and visitors.

CLE(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: FLAG DISPLAYS

HB 2012 allows a classroom teacher to display the national motto in a classroom if the poster or framed copy meets existing requirements.

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

HB 1605 makes numerous changes to this legal policy on instructional materials care and accounting, including revisions to permitted expenditures, requisition procedures, requirements related to open education resources (OER), and certification. In addition, districts may be entitled to additional state aid for certain instructional materials.

Administrative code provisions have been deleted to the extent they are superseded by new laws.

CNA(LLEGAL) TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION

Duplicative information regarding the transportation of students to accelerated instruction programs has been replaced with a reference on page 7 to EHBCA for more information.

CNC(LLEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

HB 2190 changes all references in state law from "accident" to "collision."

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

The list of required internet postings has been updated to include:

- Campaign finance filings at item 18 (HB 2626)
- Item 46 regarding annual reports on measurable outcomes for dropout recovery education programs (SB 1647)

A district may now either post online or provide physical copies of the report on library materials (see item 4 at Optional Internet Postings). (HB 900)

CQB(LLEGAL) TECHNOLOGY RESOURCES: CYBERSECURITY

SB 768 shortens the deadline to notify the attorney general of a system security breach from 60 to 30 days and requires the notice to be submitted electronically. (See page 4.)

SB 271 creates additional notification requirements for "security incidents" as defined in the bill. (See page 6.)

CQB(LOCAL) TECHNOLOGY RESOURCES: CYBERSECURITY

Based on the new notification requirements imposed by SB 271, the security breach notification provisions have been revised to include security incidents.

Explanatory Notes

TASB Localized Policy Manual Update 122

Seguin ISD

CQC(LEGAL)

TECHNOLOGY RESOURCES: EQUIPMENT

HB 18 amends requirements related to transferring data processing equipment or electronic devices to students. Beginning with the 2023-24 school year, in addition to existing requirements, districts must adopt rules establishing programs that promote parents as partners in cybersecurity and online safety and install filters to block pornographic or obscene materials or applications. TEA must adopt standards for permissible devices and applications used by a district. If necessary, Policy Service will recommend policy revisions following publication of the TEA standards.

SB 1893 requires the district to adopt a policy prohibiting the installation or use of a "covered application," as defined in the bill, on any device owned or leased by the district. (See page 3.) The Department of Information Resources (DIR) and the Department of Public Safety (DPS) must develop a model policy for districts to use in developing the required policy, and the district must adopt the required policy no later than 60 days after the model is released. Policy Service will recommend local policy revisions, as appropriate, following publication of the DIR/DPS model policy.

CS(LEGAL)

FACILITY STANDARDS

For clarity and ease of use, this legal policy on Facility Standards has been divided into four codes:

- CS: Facility Standards
- CSA: Safety and Security
- CSB: Gas and Pipelines
- CSC: Asbestos Management

CS includes the existing school facility standards that apply to all district capital improvement projects. Accessibility standards as well as provisions related to portable buildings and outdoor lighting also remain in this policy code.

CSA(LEGAL)

FACILITY STANDARDS: SAFETY AND SECURITY

This new policy code regarding safety and security includes existing provisions moved from CS(LEGAL) as well as the commissioner's new school safety rules for facilities, effective May 31, 2023.

HB 3 implements additional safety and security requirements for facilities.

SB 838 requires a district to provide each classroom with silent panic alert technology that allows immediate contact with emergency services and law enforcement. This applies beginning with the 2025-26 school year. (See page 9.)

CSA(LOCAL)

FACILITY STANDARDS: SAFETY AND SECURITY

This new local policy on facility safety and security includes recommended provisions addressing audits of building access control to comply with the commissioner's new school safety rules for facilities, effective May 31, 2023.

CSB(LEGAL)

FACILITY STANDARDS: SAFETY AND SECURITY

To present legal requirements more clearly, this new legal policy regarding gas and pipelines includes existing provisions moved from CS(LEGAL).

CSC(LEGAL)

FACILITY STANDARDS: ASBESTOS MANAGEMENT

To present legal requirements more clearly, existing provisions related to asbestos management have been moved from CKA(LEGAL) to this new policy code.

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CV(LEGAL) FACILITIES CONSTRUCTION

This legal policy regarding facilities construction includes several revisions:

- HB 679 prohibits requiring a specified experience modifier in construction contracts or solicitations. (See pages 5-6.)
- HB 3485 allows vendors and subcontractors to elect not to proceed with additional work without a properly executed change order. (See page 8.)
- HB 2518 adds the failure to include required lease terms to the circumstances under which a district may be liable for failure to obtain a payment bond. (See page 13.)
- HB 2965 prohibits the waiver of Government Code Chapter 2272 regarding construction liability claims. (See page 20.)

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

Changes to the laws regarding the use, confidentiality, and destruction of criminal history record information (CHRI) are from HB 4123. (See pages 4-5.) Other revisions are to better reflect statutory sources.

DBE(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: NEPOTISM

HB 1789 provides an exception to the nepotism prohibition for hiring bus drivers if the board approves the employment. (See page 4.)

DC(LOCAL) EMPLOYMENT PRACTICES

HB 1789 creates a nepotism exception for hiring bus drivers, regardless of county population, if the *board* approves employment. We recommend adding a note referring to DBE(LEGAL) (concerning nepotism) to this policy that delegates hiring authority for noncontractual employees to the superintendent as a reminder of the special requirements related to this nepotism exception for bus drivers.

The [Legal Issues in Update 122](#) memo describes common legal concerns and best practices specific to this policy's topic.

DEAA(LEGAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS

For at least two school years, a district must assign a mentor teacher to a teacher who has been issued a temporary certificate for military service members and first responders to teach career and technology education (see page 5). (HB 621)

DEC(LEGAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

Two bills impact leave requirements for district police officers and emergency personnel.

- HB 1486 adds full-time telecommunicators authorized under the Occupations Code to those entitled to paid mental health leave after experiencing a traumatic event in the scope of employment. (See page 6.)
- HB 471 requires a district to extend a leave of absence to a police officer or emergency medical services personnel for an illness or injury related to the person's line of duty. (See pages 6-7.)

DF(LEGAL) TERMINATION OF EMPLOYMENT

HB 4520 adds conviction of or placement on deferred adjudication community supervision for sale, distribution, or display of harmful material to a minor as a basis for mandatory termination. (See page 2.)

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DG(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

Revisions to this legal policy incorporate recent state and federal legislative changes.

- HB 1605 prohibits a district from penalizing a teacher for failure to follow the pacing of instructional materials for a subject in the required curriculum. A classroom teacher is also immune from disciplinary proceedings for violating certain state and federal laws if the teacher used only approved and adopted instructional material and delivered the instruction with fidelity. (See pages 4-5.)
- The federal Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act, effective December 29, 2022, repealed and replaced prior law requiring breaks for employees to express breast milk. The provisions are not limited to nonexempt employees. (See pages 6-7.)

DGC(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES: IMMUNITY

HB 2059 adds local behavioral health authorities to the list of providers of mental health first aid training who receive immunity when assisting an individual experiencing a mental health crisis. (See page 4.)

DH(LEGAL) EMPLOYEE STANDARDS OF CONDUCT

HB 4520 adds Penal Code 43.24 (sale, distribution, or display of harmful material to minor) to the qualifying felonies that render a person ineligible for a TRS service retirement annuity if convicted. (See item 4 on page 2.)

DI(LEGAL) EMPLOYEE WELFARE

HB 915 requires a district to post information for reporting workplace violence to the Department of Public Safety.

Other changes are to improve online accessibility of the policy.

DIA(LEGAL) EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Revisions to this legal policy incorporate recent state and federal legislative changes.

- HB 567 provides that the prohibition against racial discrimination includes discrimination based on an employee's hair texture or protective hairstyle commonly or historically associated with race. A district commits an unlawful employment practice if it adopts a dress or grooming policy that discriminates against such hair texture or protective hairstyle. (See page 4.)
- The federal Pregnant Workers Fairness Act, effective June 27, 2023, requires employers to provide reasonable accommodations to the known limitations related to the pregnancy, childbirth, or related medical conditions of a qualified employee. (See pages 9-11.)

Additional changes have been made to include citations to Administrative Code provisions and update other citations.

DL(LEGAL) WORK LOAD

HB 1605 allows supplemental agreements between a district and a classroom teacher related to lesson planning or selecting instructional material during planning and preparation time. This applies beginning with the 2024-25 school year.

DLB(LEGAL) WORK LOAD: REQUIRED PLANS AND REPORTS

HB 1605 allows a unit or weekly lesson plan included in instructional material adopted by the board to satisfy a requirement to prepare such a plan. (See item 6 at Restrictions on Written Reports.)

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DMA(LLEGAL)

PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Several legislative changes impact this legal policy on staff development.

- A district may satisfy a requirement to implement a program related to substance abuse and prevention and intervention by providing instruction related to fentanyl abuse prevention and drug poisoning awareness (see page 4). (HB 3908)
- A district must require all district employees who regularly interact with students to complete an evidence-based mental health training program (see pages 5-6). (HB 3)
- An athletic trainer who serves as a member of a district's concussion oversight team must take a course that meets the requirements set by the Texas Department of Licensing and Regulation (TDLR) (see page 9). (HB 2495)

Other revisions have been made to clarify the training requirements for other employees related to concussions.

DP(LLEGAL)

PERSONNEL POSITIONS

Revisions to this legal policy include new Administrative Code provisions, effective May 21, 2023, regarding school counselors, including requirements that they track time spent on various work duties and that the district assess its compliance with its counselor policy. (See pages 5-6.)

The policy also includes provisions from SB 763 authorizing a district to employ or accept as a volunteer a chaplain to provide support, services, and programs for students as assigned by the board. (See pages 8-9.)

DP(LOCAL)

PERSONNEL POSITIONS

SB 763 authorizes districts to employ chaplains or accept chaplains as volunteers to provide support, services, and programs for students as assigned by the board. These provisions apply beginning with the 2023-24 school year. While your district currently may allow chaplains along with other visitors or volunteers on campus, SB 763 requires each board to take a record vote not later than six months after the effective date, September 1, 2023, on whether to adopt a policy authorizing a campus to employ or accept as a volunteer a chaplain. To facilitate this record vote, TASB Policy Service sent a draft resolution with the [2023 Post-Legislative Policy Changes Policy Alert](#), available in the Policy Online® Governance and Management Library (TASB login required), for consideration by the board between September 1, 2023, and March 1, 2024. If the board approves the option to adopt a policy to authorize district campuses to employ or accept as a volunteer a chaplain, send your TASB policy consultant a copy of the resolution for TASB to update the district's DP(LOCAL) policy to reflect the board's decision. If the board would prefer only to accept chaplains as volunteers like other district or campus volunteers, contact your policy consultant for assistance with language at GKG(LOCAL).

EEB(LLEGAL)

INSTRUCTIONAL ARRANGEMENTS: CLASS SIZE

HB 2729 requires a district or an entity with which a district contracts to provide a prekindergarten program to attempt to maintain an average ratio of at least one *qualified*, rather than certified, teacher or aide for each 11 students. (See High-Quality Prekindergarten Program on page 1.)

EF(LLEGAL)

INSTRUCTIONAL RESOURCES

This legal policy includes the following revisions from HB 1605:

- Changes to timelines and other requirements related to parental review of tests and instructional materials

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- New requirements pertaining to district instructional material review on request of a parent or group of parents

The district must adopt a process for a parent to request a district instructional material review. TEA must adopt standards for a district to use in this review. Policy Service will recommend local policy revisions following publication of the TEA standards.

Provisions related to parental rights regarding consent to surveys and information collection have been relocated to new policy FA(LEGAL), dedicated to parental rights.

EFA(LEGAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

Numerous revisions throughout this legal policy on instructional materials are the result of HB 1605.

- Expanded definition of "instructional materials"
- Revised provisions regarding the SBOE's review, selection, and approval or rejection of instructional materials
- New provisions related to TEA's instructional materials website and other support for districts
- New and revised provisions pertaining to open education resource (OER) instructional material

EFB(LEGAL) INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

HB 900 required revisions throughout this legal policy on library materials.

- A district must adhere to the standards for library collection development adopted by the Texas State Library and Archives Commission (TSLAC) with approval of the SBOE. TSLAC must develop standards by January 1, 2024; Policy Service will recommend local policy revisions following publication of the standards.
- Written parental consent is required before a student may check out library material rated by a vendor as "sexually relevant."
- A district must conduct a biennial review of library contents and post a report not later than January 1 of every odd-numbered year.
- Library material vendors may not sell library materials unless they have issued ratings regarding sexually explicit and sexually relevant material previously sold to the district. No sexually explicit material may be sold and any in use must be recalled. Vendors must submit a list to TEA of rated materials sold and in use, and TEA must post the list online.

EHAA(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

HB 1605 requires districts, when adopting instructional materials, to ensure sufficient time for teachers to teach and students to learn the essential knowledge and skills for the subject and grade level. (See Scope and Sequence and Instructional Materials on page 3.)

HB 3908 expands the scope of instruction regarding the dangers of opioids about which the school health advisory council (SHAC) must make recommendations. (See item 7 on page 7.)

EHAB(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ELEMENTARY)

HB 1605 prohibits any instruction that incorporates three-cueing in the required phonics curriculum.

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EHAC(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)

Several bills impact this legal policy on required secondary instruction.

- SB 2124 requires districts to develop an advanced mathematics program and automatically enroll certain sixth grade students unless the student's parent opts out. (See page 3.)
- HB 3908 requires a district to provide annual instruction regarding fentanyl abuse prevention and drug poisoning awareness to students in grades 6 through 12. (See page 7-8.)
- HB 4375 requires a district to provide instruction in using an automated external defibrillator (AED) to students in grades 7 through 12 and allows a district to accept donations to provide such instruction. (See pages 8-9.)

A reference to policy EHBAD has been added on page 9 for more information on new notice requirements regarding the driving with disability program from SB 2304.

EHB(LEGAL) CURRICULUM DESIGN: SPECIAL PROGRAMS

HB 3928 impacts this legal policy on special programs as follows:

- Further outlines the district's obligations when a student is suspected of having dyslexia or a related disorder (See pages 1-2.)
- Requires the board to adopt a local policy requiring the district to comply with all SBOE and commissioner rules, standards, and guidance related to implementing the program to test students for dyslexia and related disorders (See pages 2-3.)
- Requires the multidisciplinary evaluation team to include a dyslexia specialist when determining a student's eligibility for special education services (See page 3.)
- Implements requirements for progress reports for students receiving dyslexia services (See page 5.)
- Specifies required qualifications for providers of dyslexia instruction (See pages 5-6.)

EHB(LOCAL) CURRICULUM DESIGN: SPECIAL PROGRAMS

New provisions are recommended to comply with HB 3928, which requires the board to adopt and implement a policy requiring the district to comply with all rules and standards adopted by the SBOE and guidance published by the commissioner to implement the program to test students for dyslexia and related disorders.

EHBAA(LEGAL) SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

This policy on identification, evaluation, and eligibility has been updated to include a reference on page 5 to policy EHB for more information on special education of students with dyslexia and related disorders.

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

Changes reflect revised Administrative Code provisions regarding the admission, review, and dismissal (ARD) committee, effective July 18, 2023. The revisions include requirements related to students new to a district (see pages 4-6), including students who register in the summer, and requirements related to interpretation to ensure parent participation and understanding (see Collaborative Process on page 11).

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EHBAD(LEGAL) SPECIAL EDUCATION: TRANSITION SERVICES

SB 2304 requires a district to provide information regarding the Texas Driving with Disability Program to specified students. (See pages 3-4.)

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

The requirements for dropout recovery education programs are revised and supplemented by SB 1647. New provisions, beginning on page 6, address who can operate a program, when a district administrator or counselor may refer a student to a program, and reporting requirements.

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

This local policy containing provisions on accelerated instruction has been moved to EHBCA(LOCAL) (see below) to align with the legal policy created at that code in Update 121.

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

HB 1416 impacts this legal policy on accelerated instruction in numerous ways, including the following:

- Implements exceptions to accelerated instruction for certain students (See pages 1-2.)
- Modifies requirements for supplemental instruction, including requirements regarding the hours of instruction and the instructional group size (See page 3.)
- Provides parents an option to modify or remove a requirement for supplemental instruction for students who failed to perform satisfactorily on certain assessment instruments (See page 4.)
- Excepts a district from the requirement to provide transportation for students to accelerated instruction programs if the district does not operate or contract for a transportation system
- Expands the requirements to provide notice to parents and requires TEA to develop a [model notice](#) [TEA released [information](#) on July 13, 2023.]
- Requires a district to develop an accelerated education plan for a student who does not perform satisfactorily on an assessment instrument for two or more school years in the same subject (See pages 6-7.)
- Requires the district to make a good faith attempt to provide a parent conference for a student with an accelerated education plan
- Adds circumstances under which the commissioner may waive a district's accelerated instruction requirements (See pages 8-9.)
- Repeals several provisions, including provisions related to accelerated learning committees
- Amends the ARD committee meeting requirements

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

This local policy has been recoded from EHBC(LOCAL) to align with EHBCA(LEGAL) created in Update 121. HB 1416 made several changes to the requirements for accelerated instruction. Recommended changes to this local policy reflect that a parent's ability to request a particular teacher after a student fails to perform satisfactorily on a state assessment is no longer limited to students in grades 3, 5, and 8. Other changes delete references to the accelerated learning committee, which has been eliminated. A

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district now must develop an accelerated learning plan for certain students, and parents still may file a complaint about the plan in accordance with FNG.

EHBG(LLEGAL) SPECIAL PROGRAMS: PREKINDERGARTEN

HB 2729 makes several changes related to prekindergarten programs:

- Expands teacher qualifications (See page 5.)
- Requires a district or an entity with which a district contracts to provide a prekindergarten program to attempt to maintain an average ratio of at least one *qualified*, rather than certified, teacher or aide for each 11 students (See page 6.)
- Prescribes new supervisor requirements for entities with which a district contracts to provide a prekindergarten program (See page 6.)

EHBK(LLEGAL) SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES

HB 3991 designates the first Friday in April as Texas Fruit and Vegetable Day and requires appropriate instruction. (See page 4.)

HB 3908 requires the governor to designate Fentanyl Poisoning Awareness Week, which may include age-appropriate instruction. (See page 7.)

EHDD(LLEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: COLLEGE COURSE WORK/DUAL CREDIT

HB 8 implements the Financial Aid for Swift Transfer (FAST) program to allow certain students to enroll at no cost in a dual credit course. A district must provide notice to parents about the program and determine student eligibility. (See pages 7-8.)

EHDE(LLEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: DISTANCE LEARNING

Provisions related to attendance calculation for off campus electronic instruction expired on September 1, 2023, and have been removed from this legal policy.

EHDF(LLEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: LOCAL REMOTE LEARNING PROGRAM

Provisions related to local remote learning programs expired on September 1, 2023. This legal policy has been deleted in its entirety.

EI(LLEGAL) ACADEMIC ACHIEVEMENT

Changes reflect new Administrative Code provisions regarding the academic achievement record of a student who earns a diploma for completing the Texas First Early High School Completion Program, effective June 15, 2023. (See page 4.)

EIA(LLEGAL) ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS

This policy on grading/progress reports to parents has been updated to include a reference on page 2 to policy EHB for more information on progress reports for students receiving dyslexia instruction.

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EIC(LOCAL)

ACADEMIC ACHIEVEMENT: CLASS RANKING

HB 3803 permits parents to elect to have their student repeat a high school course in which the student was enrolled during the previous school year unless the district determines the student has met all requirements for graduation. Absent local policy, TEA guidance provides that the original passing grade must be retained.

Contact your policy consultant for assistance with policy language that reflects the district's option regarding the use of grades from retaken courses in the calculation of class rank and on the transcript.

EIE(LEGAL)

ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION

HB 3803 permits a parent to elect for a student to repeat the grade in which the student was enrolled in the previous school year up to grade 8. In addition, a parent may elect for a student to repeat a course taken for high school credit in the previous school year unless the district determines the student has met all requirements for graduation. (See page 1.)

EIF(LEGAL)

ACADEMIC ACHIEVEMENT: GRADUATION

Provisions related to diplomas for certain students who entered ninth grade before the 2011-12 school year expired on September 1, 2023, and have been removed from this legal policy.

SB 2294 requires a district to allow a student to graduate and receive a diploma under the Texas First Early High School Completion Program if the student satisfies other requirements. (See page 7.)

EKB(LEGAL)

TESTING PROGRAMS: STATE ASSESSMENT

This legal policy has been updated to include legislative changes regarding state assessments.

- In establishing the district's calendar and the dates for the administration of state assessment instruments, the board may consider religious holy days or periods of observance likely to be observed by students during the period for administering those instruments (see page 5). (HB 1883)
- A district may administer a state assessment instrument in paper format to up to three percent of students upon request of a student's parent, guardian, or teacher (see pages 6-7). (HB 1225)

F(LEGAL)

STUDENTS

The Section F table of contents has been revised to add the new code FA, Parent Rights and Responsibilities. We have also added for future expansion a new code addressing identification of students at FI.

FA(LEGAL)

PARENT RIGHTS AND RESPONSIBILITIES

Many of the legal provisions regarding parent rights have been moved to this new policy code so that information is available in a single location. In addition, this policy catalogs the other policy codes that address specific parents' rights throughout the policy manual.

FD(LEGAL)

ADMISSIONS

SB 1008 extends the deadline for an active-duty military parent to provide proof of residence in the district from 10 to 90 days after arrival. (See pages 3-4.)

HB 3 requires a parent enrolling a child or the district the child most recently attended to provide the new district a copy of the child's disciplinary record and any threat assessment involving the child's behavior. (See page 8.)

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FDA(LEGAL)

ADMISSIONS: INTERDISTRICT TRANSFERS

HB 3 requires a transfer student's district of residence to provide the receiving district with the student's disciplinary record and any threat assessment involving the student's behavior. (See page 1.)

HB 1959 and HB 2892 require the board to grant the request of a peace officer who is a parent of a student or a servicemember who is a parent of a student to transfer the student to another campus or to another district under an agreement between the districts under Education Code 25.035. (See pages 2-3.)

FDB(LEGAL)

ADMISSIONS: INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

A reference to information regarding intradistrict transfers requested by a parent who is a servicemember or peace officer has been added to page 3 of this legal policy. The referenced information is located in FDA(LEGAL).

FEA(LEGAL)

ATTENDANCE: COMPULSORY ATTENDANCE

HB 1212 prohibits a district from requiring documentation from a clergy member or other religious leader and requires the district to accept a note from a parent when excusing a student's absence to observe a religious holy day. (See page 4.)

SB 68 allows a district to excuse a student from attending school for career investigation days to visit a professional's workplace during the student's junior and senior years to determine the student's interest in a career in the professional's field. (See page 6.)

HB 4559 increases the population threshold for constitutional county courts in certain counties to be designated as truancy courts. (See page 8.)

FEA(LOCAL)

ATTENDANCE: COMPULSORY ATTENDANCE

SB 68 allows a district to excuse a student from attending school for career investigation days to visit a professional's workplace during the student's junior and senior years to determine the student's interest in a career in the professional's field. Districts that choose to excuse students for absences to visit a professional's workplace to explore a career in that professional's field must adopt a policy to determine when an absence will be excused for this purpose and a procedure to verify the visit. A new provision offered for the board's consideration at Career Investigation permits such absences for the maximum amount allowed in law — up to two days during a student's junior year and up to two days during the student's senior year. Contact your policy consultant for revisions if the district will allow fewer excused absences or will not allow any excused absences for this purpose.

The [Legal Issues in Update 122](#) memo describes common legal concerns and best practices specific to this policy's topic.

FEB(LEGAL)

ATTENDANCE: ATTENDANCE ACCOUNTING

References regarding funding for courses taken with the Texas Virtual School Network have been updated.

FEC(LEGAL)

ATTENDANCE: ATTENDANCE FOR CREDIT

Provisions allowing a district to adopt a policy to exempt students from the 90 percent rule for courses offered under a local remote learning program exception expired on September 1, 2023, and have been removed from this legal policy.

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FED(LEGAL)

ATTENDANCE: ATTENDANCE ENFORCEMENT

HB 3917 allows a parent against whom a complaint for contributing to nonattendance has been filed to enter a written agreement to complete counseling, training, or another program designated by the district. (See page 10.)

FFAC(LEGAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

SB 629 requires a district to adopt a policy regarding maintenance, administration, and disposal of opioid antagonists at each campus that serves students in grades 6 through 12; a district may adopt a policy at campuses serving students in grades below 6. Provisions have been added beginning on page 4 regarding reporting, training, immunity, and other topics.

General provisions related to the administration of opioid antagonists have been deleted in light of the new requirements.

SB 294 revises provisions related to a district's option to adopt a policy regarding maintenance, administration, and disposal of medication for respiratory distress. A district that adopts a policy must require each campus to have at least one authorized and trained person present during regular school hours. Provisions have been added beginning on page 11 regarding required referrals after medication is administered, training, reporting, parental notice of the policy, and other topics.

Also under SB 294, a district that implements a policy for the maintenance, administration, and disposal of epinephrine auto-injectors must give notice *of the policy* to parents before the policy is implemented or before the start of each school year. (See page 10.)

Finally, SB 294 prohibits disciplinary action against an employee or volunteer who refuses to administer or receive training to administer epinephrine auto-injectors or medication for respiratory distress in accordance with board policy. (See pages 13-14.)

FFAC(LOCAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

Recommended revisions to this policy are based on SB 629, which requires a district to adopt a policy regarding maintenance, administration, and disposal of opioid antagonists at each campus that serves students in grades 6 through 12. The enclosed policy reflects the grade levels to which this new provision will apply based on information recently received from the district.

The [Legal Issues in Update 122](#) memo describes common legal concerns and best practices specific to this policy's topic.

FFAF(LEGAL)

WELLNESS AND HEALTH SERVICES: CARE PLANS

SB 1506 requires a student's seizure management and treatment plan to be on a form adopted by TEA. TEA must adopt the form by December 1, 2023, and post the form on the TEA website. (See page 5.)

FFB(LEGAL)

STUDENT WELFARE: CRISIS INTERVENTION

The required policies and procedures for the district's threat assessment and safe and supportive school team are changed as follows (see pages 1-2):

- Under HB 3, the policy must require each campus to establish a procedure for students to report concerning behavior by another student.
- SB 1720 requires the policy to allow employees who report a potential threat to elect to keep their identities confidential.

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Before the threat assessment and safe and supportive school team may conduct a threat assessment, HB 473 requires the team to notify a student's parent regarding the assessment. The team must also notify the parent of its findings and conclusions after the assessment.

HB 3 also requires that materials and information from a threat assessment be maintained in the student's school record until the student's 24th birthday.

FFB(LOCAL) STUDENT WELFARE: CRISIS INTERVENTION

Recommended revisions to this local policy on crisis intervention include the following:

- In accordance with HB 3, provisions have been added at Student Reports to require each campus to establish a clear procedure for students to report concerning behavior by another student.
- Revisions at Employee Confidentiality are based on SB 1720 and allow employees who report a potential threat to elect to keep their identities confidential.

FFBA(LEGAL) CRISIS INTERVENTION: TRAUMA-INFORMED CARE

This policy on trauma-informed care has been updated to include a reference to policy DMA for more information on mental health training for district employees.

FFEA(LEGAL) COUNSELING AND MENTAL HEALTH: COUNSELING

HB 1605 clarifies that materials required to be made available for parent review are those that are not available digitally through an instructional materials parent portal. (See page 1.)

HB 4363 requires that notice be given to students, teachers, counselors, and parents of Future Texas Teachers Scholarship programs. (See page 3.)

FFG(LEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

HB 63 prohibits the Department of Family and Protective Services from taking anonymous reports of abuse or neglect. Revisions have been made to the required contents of a report, including the name and contact information of the person making the report. (See page 3.) Other provisions have been rearranged for clarity.

FL(LEGAL) STUDENT RECORDS

Information regarding enrollment records has been deleted from this policy to avoid unnecessary duplication of the same information in policy FD. A reference to that policy has been added on page 4.

The following provisions have been relocated to new policy FA(LEGAL) dedicated to parental rights:

- Parental rights regarding consent to surveys and information collection.
- Parental consent requirements related to videotaping or recording students.

FL(LOCAL) STUDENT RECORDS

HB 1416 repeals provisions related to accelerated learning committees. The references to the accelerated learning committee have been replaced with references to the accelerated education plan that now must be created for certain students who fail to perform satisfactorily on state assessments.

The [Legal Issues in Update 122](#) memo describes common legal concerns and best practices specific to this policy's topic.

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FM(LEGAL)

STUDENT ACTIVITIES

HB 1002 allows a licensed chiropractor or physical therapist to serve on the concussion oversight team if the person meets the training requirements. (See pages 4-5.) This bill also allows a physical therapist to remove a student from practice or competition if the physical therapist believes the student has sustained a concussion. (See page 5.)

HB 2484 requires a district to provide a peace officer, SRO, administrator, or security personnel at an athletic event on district property to ensure the safety of an official of the activity under certain circumstances. (See page 8.) This bill also requires a district to prohibit a spectator from attending athletic activities for at least a year if the spectator causes bodily injury to an official because of the official's actions. (See page 18.)

HB 59 implements new requirements for organized water activities including parental affirmation of whether a child can swim and provision of flotation devices for children who cannot swim. (See pages 9-10.)

HB 699 requires UIL, in assigning league classification, to use the same student enrollment calculation formula for a school that allows homeschooled students to participate in UIL activities as for one that does not. (See pages 15-16.)

HB 3708 provides an allotment of \$1,500 for each UIL activity in which a district allows a homeschooled student to participate. (See page 16.)

An existing provision that a nurse or health-care professional who is not in compliance with training requirements may not serve on a concussion oversight team has been relocated from GKG. (See page 5.)

FNCA(LEGAL)

STUDENT CONDUCT: DRESS CODE

HB 567 prohibits a student dress or grooming policy, including an extracurricular dress code, that discriminates against a hair texture or protective hairstyle commonly or historically associated with race. In light of this new Education Code provision, citations to older caselaw have been deleted.

FNCC(LEGAL)

STUDENT CONDUCT: PROHIBITED ORGANIZATIONS AND HAZING

SB 1900 expands the offense of coercing, inducing, or soliciting membership in a criminal street gang to include a foreign terrorist organization. (See page 1.)

SB 37 allows a report of hazing to be made to a peace officer or law enforcement agency. Provisions regarding immunity for reporting hazing have been added to this legal policy. (See page 2.)

FNCD(LEGAL)

STUDENT CONDUCT: TOBACCO USE AND POSSESSION

This legal policy on tobacco use and possession has been updated to include a reference to policy FOC regarding the new disciplinary consequences for conduct involving e-cigarettes.

FNCF(LEGAL)

STUDENT CONDUCT: ALCOHOL AND DRUG USE

This legal policy has been updated on page 1 to increase the population threshold for certain districts to petition for an alcohol-free zone. (HB 4559)

FNCG(LEGAL)

STUDENT CONDUCT: WEAPONS

HB 114 clarifies that the procedural requirements of Education Code 37.009(a) regarding conference and mitigating factors apply to expulsion. (See Possession of Weapons on page 1.)

Explanatory Notes
TASB Localized Policy Manual Update 122

Seguin ISD

FNG(LEGAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Provisions outlining parental rights have been relocated to new policy FA(LEGAL) dedicated to parent rights.

FO(LEGAL)

STUDENT DISCIPLINE

A district peace officer or security personnel may not restrain or use a chemical irritant or Taser on a student in fifth grade or below unless the student poses a serious risk of harm (see page 6). (SB 133)

FOC(LEGAL)

STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

Several bills impact this legal policy regarding placement in a DAEP.

- HB 114:
- Clarifies that the procedural requirements of Education Code 37.009(a) regarding conference and mitigating factors apply to placement in a DAEP (see page 1).
- Requires DAEP placement for certain conduct involving e-cigarettes (see item 5 on page 2).
- Allows placement in in-school suspension of students who engaged in certain conduct when DAEP is at capacity (see page 9).
- HB 2187 expands the Title V felony offense of abandoning or endangering a child to include elderly or disabled individuals. (See item 25 on page 4.)
- HB 3928 requires the district, upon placement of a student in DAEP, to provide information to the parent about the process to request an evaluation of the student for special education services. (See page 8.)

FOCA(LEGAL)

PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING: DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM OPERATIONS

HB 114 allows a program of educational and support services to be provided to a student and the student's parents when a DAEP offense involves e-cigarettes. (See page 5.)

HB 3928 requires the personalized transition plan for a student exiting a DAEP to include the provision of information to the parent about the process to request an evaluation of the student for special education services. (See pages 6-7.)

FOD(LEGAL)

STUDENT DISCIPLINE: EXPULSION

HB 114 clarifies that the procedural requirements of Education Code 37.009(a) regarding conference and mitigating factors apply to expulsion. For ease of reference, content related to pre-placement proceedings has been duplicated in this policy. (See page 6.)

This legal policy also has been updated to increase the population threshold for certain counties considered to be a county with a population of 125,000 or less for purposes of JJAEP requirements (see page 10). (HB 4559)

Explanatory Notes

TASB Localized Policy Manual Update 122

Seguin ISD

FODA(LLEGAL)

EXPULSION: JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

This legal policy has been updated to increase population thresholds for certain counties considered to be a county with a population of 125,000 or less for purposes of JJAEP requirements. (See pages 1-2.) (HB 4559)

GBA(LLEGAL)

PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION

Several legislative changes affect this legal policy on access to public information.

- HB 1161 adds victims of child abduction to those covered by the address confidentiality program. (See page 10.)
- HB 3130 restricts the release of information about certain persons who hold or apply for a license issued by the district. (See page 12.)
- HB 4123 prohibits the release of criminal history record information (CHRI) obtained from the FBI and limits the release of CHRI obtained from other Texas criminal justice agencies. (See page 12.)
- HB 3033 provides that the litigation exception to disclosure does not apply to election information in the possession of the entity that administers elections. (See page 16.)
- HB 30 and HB 3033 address the release of information related to certain arrests and crimes. (See page 17.)

GBAA(LLEGAL)

ACCESS TO PUBLIC INFORMATION: REQUESTS FOR INFORMATION

Numerous revisions throughout this legal policy on requests for information are the result of HB 3033, including the following:

- The attorney general (AG) may require board members and the officer for public information to complete Public Information Act (PIA) training if the AG determines the district has failed to comply with a requirement of the PIA. (See page 4.)
- "Business day" is defined. A board may designate 10 nonbusiness days each calendar year. (See page 7.)
- With limited exceptions, a district must submit a request for an AG decision through the AG's electronic filing system. (See page 14.)
- A district must take certain actions as soon as practicable after receiving an AG decision. (See pages 20-21.)
- A district may request photo identification from a requestor to establish the requestor has not exceeded a personnel time limit and concealed the requestor's identity. A requestor may decline to provide identification and pay a charge for exceeding the time limit. (See page 30.)

The list of state and national holidays has been added on page 8.

GC(LLEGAL)

PUBLIC NOTICES

This legal policy has been updated to increase the population threshold for the selection of the newspaper for publication of notice in certain counties (see page 2). (HB 4559)

Explanatory Notes
TASB Localized Policy Manual Update 122

Seguin ISD

GKA(LLEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

HB 1760 modifies the Penal Code regarding places where weapons are prohibited to require that grounds on which a school-sponsored activity is occurring be owned by and under the control of a school. (See page 7.)

GKC(LLEGAL) COMMUNITY RELATIONS: VISITORS

HB 3 allows a district to eject a person on district property who fails or refuses to provide identification on request if the person reasonably appears to have no legitimate reason to be on district property.

GKG(LLEGAL) COMMUNITY RELATIONS: SCHOOL VOLUNTEER PROGRAM

HB 4123 allows a district to obtain criminal history record information (CHRI) from the Department of Public Safety, in addition to other agencies, about a volunteer who is excepted from the required CHRI check but subject to a discretionary check by the district. (See page 2.)

Provisions related to the concussion oversight team have been relocated to FM(LLEGAL).

GRAC(LLEGAL) STATE AND LOCAL GOVERNMENTAL AUTHORITIES: JUVENILE SERVICE PROVIDERS

HB 446 changed terminology used in statutes to refer to intellectual disability. (See item 8 on page 2.)

GRB(LLEGAL) RELATIONS WITH GOVERNMENTAL ENTITIES: INTERLOCAL COOPERATION CONTRACTS

This policy has been updated to increase the population threshold for municipalities to contract with one or more school districts to provide school crossing guards. (HB 4559)



(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

Plan The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.

Coordinator The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency in cybersecurity matters.

Training The Board delegates to the Superintendent the authority to:

1. Determine the cybersecurity training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the Department of Information Resources; and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.

Security Breach Notifications Upon discovering or receiving notification of a breach of system security or a security incident, as defined by law, the District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Email, if the District has email addresses for the affected persons.
3. Conspicuous posting on the District's websites.
4. Publication through broadcast media.

The District shall disclose a breach or incident involving sensitive, protected, or confidential student information as required by law.

**Building Access
Control**

Audits of building access control shall include weekly inspections of instructional facilities during school hours to certify all exterior doors are, by default, set to closed, latched, and locked status and cannot be opened from the outside without a key.

The Superintendent shall ensure that the findings of the weekly inspections are:

1. Reported to the District safety and security committee; and
2. Reported to the campus principal or lead administrator of the instructional facility to ensure awareness of any deficiencies identified.

The campus principal or lead administrator shall assign appropriate staff to take action to reduce the likelihood of similar deficiencies in the future.

The results of the weekly reports shall be kept for review as part of the required safety and security audit.

The District's building access control procedures shall not be interpreted as discouraging parents or guardians who have been properly verified as authorized visitors from visiting their student's campus. [See GKC]

Personnel Duties The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

Posting Vacancies The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.

Applications All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.

[For information related to the evaluation of criminal history records, see DBAA.]

Employment of Contractual Personnel The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel **in a position other than teacher, librarian, school counselor, or school nurse.**

The Board retains final authority for employment of contractual personnel ~~in a position other than teacher, librarian, school counselor, or school nurse.~~ **The Board delegates to the Superintendent the authority to employ teachers, librarians, school counselors, and school nurses.**

[See DCA, DCB, DCC, and DCE as appropriate]

Employment of Noncontractual Personnel

Note: For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).

The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis.
[See DCD]

Employment Assistance Prohibited No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]

Dyslexia and Related Disorders

The District shall comply with all rules and standards adopted by the State Board of Education and guidance published by the commissioner of education to implement the program to test students for dyslexia and related disorders.

In accordance with administrative procedures, the District shall provide regular training opportunities for teachers of students with dyslexia that include new research and practices for educating students with dyslexia.

SPECIAL PROGRAMS
COMPENSATORY SERVICES AND INTENSIVE PROGRAMS

EHBC
(LOCAL)

~~Each student who has been identified as being at risk of dropping out of school, who is not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment shall be provided accelerated and/or compensatory educational services.~~

**Accelerated
Instruction**

~~The District shall provide accelerated instruction in accordance with law if a student fails to perform satisfactorily on a state-mandated assessment.~~

**Accelerated
Learning Committee**

~~When a student fails to perform satisfactorily on a math or reading state-mandated assessment in grades 3, 5, or 8, an accelerated learning committee shall develop a written educational plan in accordance with law. If a parent requests that the student be assigned to a particular teacher the following school year, the request shall be addressed in accordance with the District's administrative procedures.~~

~~A parent complaint about the content or implementation of the educational plan shall be filed in accordance with FNG.~~

Each student who has been identified as being at risk of dropping out of school, who is not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment shall be provided accelerated and/or compensatory educational services.

**Accelerated
Instruction**

The District shall provide accelerated instruction in accordance with law if a student fails to perform satisfactorily on a state-mandated assessment.

Parent Request

If a student fails to perform satisfactorily on a state-mandated assessment, a parent's request that the student be assigned to a particular teacher the following school year shall be addressed in accordance with the District's administrative procedures.

**Accelerated
Education Plan**

Appropriate District staff shall develop an accelerated education plan for a student who fails to perform satisfactorily on the same state-mandated assessment for two or more consecutive years.

A parent complaint about the content or implementation of the accelerated education plan shall be filed in accordance with FNG.

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

Excused Absences

In addition to excused absences required by law, the District shall excuse absences for the following purposes. A student shall be required to submit verification of these absences in accordance with administrative regulations.

Higher Education Visits

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education.

Career Investigation

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit a professional's workplace for purposes of exploring the student's interest in pursuing a career in that professional's field.

Armed Services Enlistment

The District shall excuse a student 17 years of age or older for up to four days during his or her enrollment in high school for activities related to pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard.

Early Voting or Election Clerk

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk.

Learner or Driver's License

The District shall excuse a student 15 years of age or older for one day during his or her enrollment in high school for each of the following:

- Visiting a driver's license office to obtain a learner license; or
- Visiting a driver's license office to obtain a driver's license.

[For extracurricular activity absences, see FM.]

Withdrawal for Nonattendance

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent ~~ten~~10 consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For District-initiated withdrawal of students 19 or older, see FEA(LEGAL).]

Students Attending Homeschools

Students who are homeschooled are exempt from the compulsory attendance law to the same extent as students enrolled in other private schools.

Adequate documentation of homeschooling for withdrawal shall consist of either a statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began, or a signed and dated letter from a parent or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.

The District may request from a parent or guardian a letter of assurance that a child is being educated using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

Enforcing
Compulsory
Attendance

If a parent or guardian refuses to submit a requested statement or letter, or if the District has evidence that a school-aged child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

Medication Provided by Parent

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

Medication Provided by District

Except as [required by law and](#) provided by this policy, the District shall not purchase medication to administer to a student.

Emergency Basis

The District shall purchase certain nonprescription medications to administer to students only on an emergency basis and in accordance with:

1. Protocols established by the District's medical adviser who must be licensed to practice medicine in the state of Texas; and
2. Parental consent given on the emergency treatment form.

The Superintendent shall designate the employees who are authorized to administer nonprescription medication under these protocols and permissions.

Athletic Program

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The District has prior written consent for medication to be administered [see Medical Treatment, below]; and
2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

Opioid Antagonist

This provision shall be applicable to every campus.

On Campus

The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.

Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.

*Maintenance,
Availability,
Training, and
Reporting*

Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.

All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.

The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.

Psychotropics

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Medical Treatment

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

**Threat Assessment
and Safe and
Supportive Team**

In compliance with law, the Superintendent shall ensure that a multidisciplinary threat assessment and safe and supportive team is established to serve each campus. The Superintendent shall appoint team members. The team shall be responsible for developing and implementing a safe and supportive school program at each campus served by the team and shall support the District in implementing its multi-hazard emergency operations plan.

Training

Each team shall complete training provided by an approved provider on evidence-based threat assessment programs.

Student Reports

Each campus shall establish a clear procedure for a student to report concerning behavior exhibited by another student for assessment by the team or other appropriate District employee.

Employee
Confidentiality

A District employee who reports a potential threat may elect for the employee's identity to remain confidential and not be subject to disclosure under the state's public information law. The employee's identity shall only be revealed when necessary for the team, the District, or law enforcement to investigate the reported threat.

The District shall maintain a record of the identity of a District employee who elects for the employee's identity to remain confidential.

Imminent Threats or
Emergencies

A member of the team or any District employee may act immediately to prevent an imminent threat or respond to an emergency, including contacting law enforcement directly.

Threat Assessment
Process

The District shall develop procedures as recommended by the Texas School Safety Center. In accordance with those procedures, the threat assessment and safe and supportive team shall conduct threat assessments using a process that includes:

1. Identifying individuals, based on referrals, tips, or observations, whose behavior has raised concerns due to threats of violence or exhibition of behavior that is harmful, threatening, or violent.
2. Conducting an individualized assessment based on reasonably available information to determine whether the individual poses a threat of violence or poses a risk of harm to self or others and the level of risk.
3. Implementing appropriate intervention and monitoring strategies, if the team determines an individual poses a threat of harm to self or others. These strategies may include referral of a student for a mental health assessment and escalation procedures as appropriate.

For a student or other individual the team determines poses a serious risk of violence to self or others, the team shall immediately report to the Superintendent, who shall immediately attempt to contact the student's parent or guardian. Additionally, the Superintendent shall coordinate with law enforcement authorities as necessary and take other appropriate action in accordance with the District's multihazard emergency operations plan.

For a student the team identifies as at risk of suicide, the team shall follow the District's suicide prevention program.

For a student the team identifies as having a substance abuse issue, the team shall follow the District's substance abuse program.

For a student whose conduct may constitute a violation of the District's Student Code of Conduct, the team shall make a referral to the campus behavior coordinator or other appropriate administrator to consider disciplinary action.

As appropriate, the team may refer a student:

1. To a local mental health authority or health-care provider for evaluation or treatment; or
2. For a full individualized and initial evaluation for special education services.

The team shall not provide any mental health-care services, except as permitted by law.

Guidance to School
Community

The team shall provide guidance to students and District employees on recognizing harmful, threatening, or violent behavior that may pose a threat to another person, the campus, or the community and methods to report such behavior to the team, including through anonymous reporting.

Reports

The team shall provide reports to the Texas Education Agency as required by law.

Comprehensive System

The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

Cumulative Record

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

Custodian of Records

The ~~principal~~principal is custodian of all records for currently enrolled students. ~~The Superintendent~~The Superintendent is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

Types of Education Records

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any ~~documentation of discussion or action by an accelerated learning committee convened~~education plan developed for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.
 - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]

- c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, school counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

Access by Parents

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or

reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

Access by School Officials

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. A person appointed to serve on a team to support the District's safe and supportive school program.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or

5. Investigating or evaluating programs.

**Transcripts and
Transfers of Records**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the timeline provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), Required Documentation] The District may return an education record to the school identified as the source of the record.

**Records
Responsibility for
Students in Special
Education**

The ~~special education director~~ special education director shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at ~~the Office of the Director of Special Education, SISD Administrative Offices, 1221 East Kingsbury Street, Seguin, TX 78155~~ the Office of the Director of Special Education, SISD Administrative Offices, 1221 East Kingsbury Street, Seguin, TX 78155.

**Procedure to Amend
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ~~ten~~10 District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ~~ten~~10 District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

**Directory
Information**

The District has designated the following categories of information as directory information: ~~student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams~~ student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

ACTION ITEM: **Request for Professional Development Waiver 2024-2025**

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

RATIONALE: This Expedited General Staff Development waiver allows districts to train staff on various educational strategies designed to improve student performance instead of a maximum of 2100 minutes of student instruction. The following days are recommended for staff development in the 2024-2025 proposed calendar: There are 172 student days on the proposed calendar that exceed the 75600 required minutes by at least 1800 minutes. The waiver provides more flexibility in the schedule.

Proposed Staff Development Dates

- November 1, 2024 – Full Day PD
- January 6, 2025 – Full Day PD
- January 7, 2025 – Full Day PD
- February 17, 2025 – Full Day PD
- April 21, 2025 - Full Day PD
- May 29, 2024 – Full Day PD

REFERENCE and COMPLIANCE: EB(LEGAL) School Year

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: None

RESOURCE PERSONNEL: Dr. Samuel Hogue, Deputy Superintendent
Steve Gonzalez, Chief Technology Officer

Submitted by: _____ Date Submitted 02/27/24
(Signature) Veronica Vijil
(Name) Dr. Veronica Vijil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin TX 78155
(Telephone) (830) 401-8614

ACTION ITEM:

Request for Low Attendance Waivers

RECOMMENDATION:

The Board of Trustees approves that Seguin ISD apply for a Low Attendance Waiver for January 16, 2024.

RATIONALE:

On January 16, 2024, our region faced an extraordinary bout of sub-freezing temperatures. Consequently, numerous parents within our community chose to keep their children at home, leading to a significant decline in attendance rates.

District attendance comparison:

District	2022-2023 School Year 91.66%	January 16, 2024 62.09%
-----------------	--	-----------------------------------

REFERENCE and COMPLIANCE:

EB (LEGAL), School Year

PAPERWORK IMPACT:

None

BUDGET IMPACT:

The removal of one day from year end average daily attendance calculation by TEA.

EXHIBITS:

None

RESOURCE PERSONNEL:

Steve Gonzalez, Chief Technology Officer

Submitted by:

(Signature)

Date Submitted: 02/27/24

(Name)

Dr. Veronica Vigil, Superintendent

(Address)

1221 E. Kingsbury St., Seguin TX 78155

(Telephone)

(830) 401-8614

ACTION ITEM:

Request for Low Attendance Waivers

RECOMMENDATION:

The Board of Trustees approves that Seguin ISD apply for a Low Attendance Waiver for November 10, 2023.

RATIONALE:

On November 9, 2023, a troubling incident unfolded within and around the vicinity of the school premises, gaining attention on social media. This occurrence generated an atmosphere of anxiety and fear, prompting numerous parents to exercise caution and opt for a temporary withdrawal of their children from the school environment. As a result, attendance significantly decreased on the subsequent day, November 10, 2023. The incident heightened substantial safety concerns for both students and parents, compelling them to choose to keep their children at home on that particular day.

District attendance comparison:

District	2022-2023 School Year	November 10, 2023
	91.66%	64.36%

REFERENCE and COMPLIANCE:

EB (LEGAL), School Year

PAPERWORK IMPACT:

None

BUDGET IMPACT:

The removal of one day from year end average daily attendance calculation by TEA.

EXHIBITS:

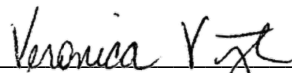
None

RESOURCE PERSONNEL:

Steve Gonzalez, Chief Technology Officer

Submitted by:

(Signature)



Date Submitted: 02/27/24

(Name)

Dr. Veronica Vijil, Superintendent

(Address)

1221 E. Kingsbury St., Seguin TX 78155

(Telephone)

(830) 401-8614

INFORMATION ITEM: **Information Regarding Seguin ISD Purchase of Conceptual Designs from PB Group, LLC.**

RECOMMENDATION: That the Board of Trustees receives information regarding Seguin ISD purchase of conceptual designs for two (2) district facilities at a cost of \$726,658.

RATIONALE: PB Group provided conceptual designs for two sites for Seguin ISD. These designs provided preliminary information for project(s) and focused on the following: the addition and parking lot expansion a the existing Seguin ISD Transportation Facility and the new Seguin ISD Agricultural Science Facility.

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

PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: Funds to be provided by the 2022 Bond Fund.

EXHIBITS: None

RESOURCE PERSONNEL: Perla Romero, Chief Financial Officer, CTSBS
Jennifer Raske Martinez, Purchasing Coordinator, CTSBO

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



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

Date Submitted: 02/27/24

INFORMATION 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
Bowers, Robert	A.J.B. Middle School	01/31/24

**BOARD’S
ACKNOWLEDGEMENT
RESIGNATIONS:**

Bryan, Nathan, Seguin High School, effective 05/31/24

Mr. Bryan, Teacher, has resigned due to personal reasons.
Mr. Bryan has 3 years with Seguin ISD.

Conner, Braedyn, Koennecke Elementary, effective 12/15/23

Ms. Conner, Teacher, has resigned due to other employment.
Ms. Conner has 91 days with Seguin ISD.

Dr. Hardwick, Amanda, Secondary RLA & Social Studies Coordinator, effective 02/23/24

Dr. Hardwick, Secondary RLA & Social Studies Coordinator, has resigned due to personal reasons.

Dr. Hardwick has 3 years with Seguin ISD.

Johnson, Tiyanna, Seguin High School, effective 05/31/24

Ms. Johnson, Teacher, has resigned due to personal reasons.
Ms. Johnson has 2 years with Seguin ISD.

Johnston, Cherrilyn, Seguin High School, effective 06/18/24

Ms. Johnston, College Pathways Specialist, has resigned and elected to retire.

Ms. Johnston has 2 years with Seguin ISD.

Jones, Llewellyn, Seguin High School, effective 05/31/24

Mr. Jones, Teacher, has resigned due to personal reasons.
Mr. Jones has 2 years with Seguin ISD.

Longacre, Joseph, Seguin High School, effective 05/31/24

Mr. Longacre, Teacher, has resigned due to personal reasons.
Mr. Longacre has 3 years with Seguin ISD.

Longacre, Shaylyn, Seguin High School, effective 05/31/24

Ms. Longacre, Teacher, has resigned due to relocation.
Ms. Longacre has 3 years with Seguin ISD.

Robertson, Bryan, Seguin High School, effective 06/30/24

Mr. Robertson, ROTC Teacher, has resigned due to personal reasons.
Mr. Robertson has 8 years with Seguin ISD.

Stephens, Diana, Jefferson, effective 05/24/24

Ms. Stephens, Teacher, has resigned and elected to retire.
Ms. Stephens has 29 years with Seguin ISD.

Volpe, Tanner, Jefferson Elementary, effective 01/31/24

Mr. Volpe, Teacher, has resigned due to personal reasons.

Mr. Volpe has 111 days with Seguin ISD.

Wells, Aubrie, Seguin High School, effective 05/31/24

Ms. Wells, Teacher, has resigned due to personal reasons.

Ms. Wells 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:

Joel S. Treviño, Chief Human Resources Officer

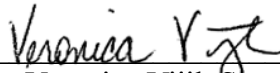
Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 02/27/24

Dr. Veronica Vijil, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

INFORMATION ITEM: **Acknowledge Public Information Act Requests January-February 2024**

RECOMMENDATION: That the Board of Trustees acknowledge Public Information Act requests received since Jan. 11, 2024.

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

REFERENCE and COMPLIANCE: GB (LEGAL) Public Information Program

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: Jan. 11-Feb. 14, 2024 Public Information Act request roster

RESOURCE PERSONNEL: Dr. Veronica Vijil, Superintendent

Submitted by: _____ Date Submitted: 02/27/24
(Signature) Veronica Vijil
(Name) Dr. Veronica Vijil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Seguin ISD PIA requests received from Jan. 11-Feb. 14, 2024				
<u>Date</u>	<u>Requester</u>	<u>Requested documents</u>	<u>Status</u>	<u>Action</u>
043 012324	Randal Springs	Documents related to superintendent search.	Completed	Response provided
044 012424	Keith Billings, Acquest Lending	Name, work mailing address, work email address, work phone number of each Seguin ISD employee	In progress	
045 012924	April Bustamante	CPI training certification confirmation on Lesli Mahaffey, Stormy Ellis, Sarah Dominguez, and Brian Deremer; all education certifications on Stormy Ellis.	Completed	Documents provided
046 013124	Jill Nash, SEF	Directory information for SHS Top 10%	Complete	Documents provided
047 020124	Kevin Dill, O'Donoghue LLP	Security Fire System's certified payroll records for the work it performed at the AJB between April 1, 2022 and May 31, 2023.	Completed	Response provided by legal counsel
048 021424	Daniel Greer, Texas Scorecard	Any emails sent or received by the Superintendent that include the terms "primary," "election," "Republican," or "Democrat." District materials discussing the @SeguinISD handle, including but not limited to the email linked to the account, the individual/s responsible for the account, and guidance for administering the account	In progress	
049 021424	Sesciley Herrera	Request for a parent email to SHS administration	In progress	

ACTION ITEM: **Consider Approval of the Renaming of the Mercer-Blumberg Learning Center Portion of the Seguin ISD Administration Building**

RECOMMENDATION: That the Board of Trustees select a new name for this educational facility per Board Policy CW (LOCAL).

RATIONALE: Presently, two Seguin ISD facilities include the Mercer-Blumberg name. These are the former campus facility that is part of the Seguin ISD Administration Building and the current campus facility known as the Mercer-Blumberg Learning Center at Saegert.

During the Jan. 23, 2024 regular school board meeting, the Board of Trustees approved a measure to accept nominations to rename the Mercer-Blumberg Learning Center portion of the Seguin ISD Administration Building as outlined in the above-referenced policy.

Beginning Jan. 24, 2024, staff began to inform the Seguin ISD community 1) that nominations were being sought, 2) the criteria as described in policy, and 3) the timeline and nomination deadline of Feb. 22, 2024. Methods used to share this information included emails to parents/guardians, social media, the web site and local media.

A list of proposed names received by Seguin ISD during the nomination window is included as an exhibit to this agenda item.

REFERENCE and COMPLIANCE: CW (LOCAL)

PAPERWORK IMPACT: None

BUDGET IMPACT/ INFORMATION: None

EXHIBITS: List of nominations submitted to Seguin ISD from Jan. 24-Feb. 22, 2024

RESOURCE PERSONNEL: Dr. Veronica Vijil, Superintendent

Submitted by: Veronica Vilil Date Submitted: 02/27/24
(Signature) _____
(Name) Dr. Veronica Vilil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

**Renaming of MBLC at Seguin ISD District Office
Nomination window January 24 - February 22, 2024
Name Recommendations**

Name Recommendation	# of rec's w/justification	# of rec's without justification	Total
Lizzie M. Burges and Henry Franklin Wilson	The Lincoln Ball High School Alumni/Ex Students Association (100-150/200 members)		The Lincoln Ball High School Alumni/Ex Students Association (100-150/200 members)
Jeff Cockrum	1		1
Vickie DeLaRosa	2		2
Charles "Charlie" Koehler	1		1
Jack Lee	8	8	16
John Robert Edward Lee Sr. (J.R.E. Lee)	1		1
Matador Learning Center	1		1
Maekalyn Ann-Marie Smith	1		1

A NOMINATION OF HISTORY: ENDURANCE AND LEGACY

We are nominating two names to be affixed to the facility:

Lizzie M. Burges: 44 years of devoted education to SISD

Henry Franklin Wilson: 42 years of devoted education to SISD

*This nomination is about Black education in Seguin. We do not want to lose this history, and we don't want to forget the legacies of those who made major impacts of teaching and providing leadership under **not** the best circumstances.*

In 1871 Black education was introduced. A frame building was built on the site on Saunders Street and named Abraham Lincoln School. Dr. Ball was the first principal. In 1892 the Lincoln School became a part of the Seguin public school system. The name was changed to Ball High in 1925. This school was initially an elementary school. Miss Lizzie M. Burges was a graduate of the original Guadalupe College with a Bachelor's Degree (an institute of higher learning for African Americans at that time). She began her teaching career the following fall semester after earning a permanent teaching certification. The late Dr. W. B. Ball was her first principal at the A. Lincoln School on the site of the present Lizzie M. Burges School. The Lincoln School was later named Ball High School. Here, Miss Burges taught her beloved children in Seguin for 44 years until her retirement. One of her students went on to become the last principal of Black public education in Seguin, Mr. Henry F. Wilson, who served from 1945 until integration in 1966.

Miss Burges has been described by her family, students, and friends as a modest, lovely woman; a dedicated, conscientious, capable teacher, and a strong worker in her church. She was a devoted member of Second Baptist Church and walked to church every Sunday from her home on Jefferson St. For 40 years she sang in the choir and taught Sunday School. Miss Burges loved music, nature, children, and family and was loved by all.

Right now, there is nothing denoting her contributions to education with her name affixed to a SISD facility. We cannot forget her

achievements, accomplishments, and contributions to education in Seguin. The facility which carried her name was sold with no recognition of her except what the owners felt naming a restaurant Lizzy B's was recognition. This carries no history of a legacy.

Mr. Henry Franklin Wilson: In 1945 Mr. Wilson became the last principal of Ball, serving until integration in 1966. Mr. Wilson was the author of the historical application to the Texas State Historical Commission for a State Historical Marker. Mr. Wilson spent his entire public school career in Seguin at Lincoln-Ball High School. In 1932, he entered Guadalupe Junior College and graduated from Guadalupe College in 1934. In June 1938, Wilson received his Bachelor of Arts Degree from Tillotson College and his Master of Arts from Prairie View A&M University in 1952.

His extensive Seguin Independent School District career in education from 1938-1980 included: teaching seventh and eighth grade social studies, coaching high school sports, assistant principal, high school principal and supervisor of special services.

Mr. Wilson served as principal under adverse times during segregation: limited material and supplies, third-hand textbooks for the students, facilities not up to standards, etc. But the students persevered towards excellence and were not culturally deprived. Students received recognitions in sports, band, academics, and were introduced to literature with works including Chaucer, Shakespeare, Beowulf, Longfellow, Langston Hughes, and others. There were teachers who cared, who mentored, and who nurtured. All of this thrived under Mr. Wilson.

Mr. Wilson was a lifetime member of Second Baptist Church. He was ordained as a deacon in 1938, and he also served as the chairman of the Trustee Board and past president of the Brotherhood.

It was during the years 1945-1966 that many changes occurred in SISD- for instance in 1949 Ball High School moved to West Campus at Shannon and Krezdorn while the elementary school remained on Saunders, thus completing a full elementary and secondary education program for the Black community. With the Civil Rights

movements of the 1960s Black community leaders worked closely with White community leaders and the Board of Trustees over the subject of integration. With the guidance of Mr. H. F. Wilson and many others, quietly and with little fanfare, total public school integration began in 1966. Within a short period of time the era of separate but equal education in Seguin . . . became history.

*Enter to Learn; Depart to Serve was motto of school
"Still achieving; Still pursuing"
"Time never shall sever friends of purple and gold"*

**RESPECTFULLY SUBMITTED THIS 21ST DAY OF
FEBRUARY, 2024**

*The Lincoln Ball High School Alumni/Ex Students Association
Ella A. Saine, President
Patricia Redix, Vice President*

References: Under the Live Oak Tree, Second Baptist Church/Seguin, family, and friends, historical markers.

*Member of people in the
Association 100-150/200
501 C 3*

Mercer Blumberg Name Change Nomination

1 message

Virgil Sutton <virgil_sutton@yahoo.com>
To: "sisd@seguin.k12.tx.us" <sisd@seguin.k12.tx.us>

Wed, Feb 7, 2024 at 3:28 PM

 **Jeff cockrum letter.docx**
15K

226 Roosevelt Drive

Seguin, Texas 78155

February 6, 2024

To Whom It May Concern:

I would like to take this opportunity to nominate Jeff Cockrum for the new name for the Mercer Blumberg Learning Center. I, Virgil Sutton was a teacher at Ball Early Childhood Center under the auspices of Mrs. Jennie Hines during the years from 2000 to 2015 before I retired. During this time Jeff was the one who was responsible for the maintenance, repairs and preservation of our building.

Unlike most people who have contributed to the Seguin ISD, Jeff did not have any degrees, no post nominal letters behind his name and he never held an office job. He has always been a keeper of the building. His main responsibility was to keep the building clean and safe. This may sound like something simple... something that does not take much thought. But, if you think about it, he had one of the most important jobs in the District. They say first impressions are important because you only get one. Well, Jeff was responsible for the first impression that was presented to visitors, staff, students and the community while working for SISD. The way the building looked, functioned and smelled were Jeff's responsibilities. He was always the first one on the job to open up for the staff and students' arrival. Jeff always arrived one to two hours before his shift was to begin. He didn't arrive early to sit and converse with others or drink coffee. He was there to work. He was there to make sure the doors were opened, the equipment was turned on and working. He was there to make sure all of the trash cans were emptied, the desks were orderly and the lights were working properly.

Not only did Jeff take care of the building, but if a child had thrown up, if water had been spilled or if a mess had been made, he was called to clean or correct the problem. No matter what the situation was, Jeff was called. If furniture or equipment needed to be moved in or out

of classrooms or offices, Jeff was the person for the job. Lunchroom duty was also a daily responsibility of his along with opening up and distributing supplies, materials or furniture.

Not only did Jeff have his daily duties to perform, but he assisted teachers and other staff members bringing in and taking out their materials, projects, etc . Also, he served as a friendly, trusting, positive role model for the students and staff on our campus.

Jeff Cockrum was employed by the SISD from 1976 until 2021, a total of **45** years. He started his career with the District as a custodial employee at A.J. Briesemeister and ended it as a full time Head Custodian for Ball Early Childhood Center. He worked at a total of twelve different schools in the SISD and had the pleasure of working under twelve principals and nine superintendants. He weathered many storms during his forty-five year tenure and many rules, regulations and attitude changes. But, I think he would attest that most of the years he served were warm, pleasant, fulfilling, and rewarding.

By the time I met Jeff, he had perfected most of the skills he needed to keep our campus shinning, clean and organized. I probably would not have been able to successfully maneuver the two campuses I worked on without his help, guidance, strength and encouragement. I take great pride and pleasure in submitting the name Jeff Cockrum for the new name for Mercer Blumberg Learning Center.

I can be reached at virgil_sutton@yahoo.com or 210 827 7237 if needed.

Sincerely,

Virgil Sutton

Virgil Sutton

Rename

1 message

Jerry Belmarez <jbelmarez@seguin.k12.tx.us>

Wed, Jan 31, 2024 at 2:22 PM

To: Seguin ISD <sisd@seguin.k12.tx.us>

I want to nominate Vickie DeLaRosa, she started a Technology Dept. was involved with the Board and helped many students to where they are now.

--

Jerry Belmarez
Network Assistant
Seguin Independent School District
www.seguinisd.net

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Renaming OP MBLC Area

1 message

Chris Grimm <cgrimm@seguin.k12.tx.us>

Fri, Feb 2, 2024 at 4:24 PM

To: Seguin ISD <sisd@seguin.k12.tx.us>

I'd like to propose the name Victoria "Vickie" DeLaRosa Professional Development Center or something similar. Mrs DeLaRosa was a mentor to many people over the years. She inspired the people who worked under her to expand their horizons and she invested in them both personally and professionally. She spent 37 years in Seguin ISD in many leadership roles, including starting Seguin ISD's Technology Dept. I worked for her for 11 years prior to her retirement and she saw my potential as a wet behind the ears computer tech and pushed me to develop my skills and certifications to become the Network Specialist. I am currently working on my 24th year with SISD. She was also an Asst Principal while I was at SHS. Mrs DeLaRosa passed away this past year in April and is dearly missed. Mrs DeLaRosa was a pillar of the community serving Teatro De Artes De Juan Seguin for 40 years as well as teaching at TLU. She also worked with many local families when she led the head start program for SISD. I can't express what an amazing leader she was, I don't think I would be in the position I am now without the inspiration and belief in me that she showed. I am sure you would be able to find many in the community and here at Seguin ISD whose life she touched, not to mention so many students that were directly and indirectly affected by her 37 years of service. Thank you for your consideration.

Thank you,
Christopher Grimm
Network Specialist
Seguin ISD
(830)401-8656

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Nomination

1 message

Dennis Tiemann <tiemanndr@gmail.com>
To: sisd@seguin.k12.tx.us

Fri, Jan 26, 2024 at 5:21 PM

Good evening,

I suggest that the new name for the Mercer-Blumberg building be changed to Charles"Charlie Koehler. Mr Koehler's life was an example of what every citizen in Seguin should be for their community. He went above and beyond in so many areas of this city. He treated everyone with the utmost respect and helped in whatever way he was able too. Mr Koehler was a true Blessing to so many people in so many ways.

--

Have a Blessed Day!
Dennis Tiemann
1625 Sagebiel Rd.
Seguin, TX. 78155
(830)822-5462
tiemanndr@gmail.com

Fwd: Building Name Nomination

1 message

Seguin ISD <sisd@seguin.k12.tx.us>

Thu, Feb 22, 2024 at 3:44 PM

To: Monica Polasek <mpolasek@seguin.k12.tx.us>

----- Forwarded message -----

From: Lizz Daniels <lizzxdaniels@gmail.com>

Date: Wed, Feb 21, 2024 at 2:21 PM

Subject: Building Name Nomination

To: sisd@seguin.k12.tx.us <sisd@seguin.k12.tx.us>

Proposed Name: Jack Lee Matador Center (JLMC)

Proposed by: Lizz Daniels

I spent nearly a decade teaching at Seguin HS, and during that time, I can say with certainty I never knew (or heard of) a more influential teacher in the SISD than Jack Lee. That is why I am proposing that the campus facility located at 118 N. Bowie St be named after him.

Jack passed away on August 18, 2019, following his retirement. He taught in multiple school districts during his over 30-year career, but Seguin is where he found his home and impacted countless students, teachers, parents, and other community members. He also sponsored the Interact Club, sending students overseas on exchange and more while also organizing ongoing community service throughout the years.

He was posthumously named the Seguin Gazette Citizen of the Year/VISION Award recipient in 2020.

In the February issue of Seguin Magazine they wrote:

"Congratulations to the family and friends of Mr. Jack Lee, a true Matador legend. Seguin ISD was extremely fortunate to have a veteran educator whose career was defined by a calm and caring demeanor. Jack Lee dedicated his teaching career, both in and out of the classroom, toward making a positive impact on the lives of his students. From August 1982 through May 2019, each student who entered Jack's classroom was treated with respect and kindness. He is truly deserving of the Seguin Gazette Citizen of the Year/VISION Award."

When I was a teacher I looked up to Jack as the kind of educator every student deserves. He was a valued mentor who always had the best interests of students in mind and was *respected* by them.

When the news came out that a SISD building needed a name, Jack's name immediately came to mind. I shared the idea on my Facebook and received immense support. Friends shared on their pages where the idea grew, and I can tell you that this is a name the community WILL support and get behind.

Everyone loved Jack, and Jack loved being a Matador teacher. I hope you will consider honoring his legacy by naming the building after him.

To view the Seguin Magazine story about Jack's Citizen of the Year award click [HERE](#).

I have also attached 2 image files that will allow you to see just how loved Jack Lee was by this community.

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3 attachments



jlee1.png
877K



jlee2.png
914K

 Proposed Name_ Jack Lee Matador Center (JLMC).docx
8K



Lizz Daniels

January 26 at 10:01 AM · 🌐



Can they PLEASE name it after [Jack Lee](#) that would be top notch. ✨



KWED Radio AM 1580/Seguin Daily News

January 26 at 9:00 AM · 🌐

Nominations are being sought to rename a Seguin ISD facility.

The Seguin ISD Board of Trustees is accepting nominations to rename the Mercer-Blumberg Learning ... [See more](#)



Ed Perry ▸ Lizz Daniels

January 28 at 12:28 PM · ⚙️



I started the ball rolling.



SEQUINTODAY.COM

Seguin ISD facility seeks new name

(Seguin) -- Nominations are being sought to rename a Seguin ISD facility. The Seguin ISD B...



Lizz Daniels



Kaitlynne Martinez

THAT WOULD BE AWESOME !!!! I'd be down to sign that petition so fast

3w Like Reply



Julie Offer Cantu
Great idea!



3w Like Reply



Aidan Martinez
Yesssssss

3w Love Reply




Anthony Herbold
January 26 at 12:18 PM · 🌐

What **Lizz Daniels** said! Put **Jack Lee's** name on that building and call it a day.

KWED Radio AM 1580/Seguin Daily News
January 26 at 9:00 AM · 🌐

Nominations are being sought to rename a Seguin ISD facility.
The Seguin ISD Board of Trustees is accepting nominations to rename the Mercer-Blumberg Learning ... See more



SEGUINTODAY.COM
Seguin ISD facility seeks new name
(Seguin) — Nominations are being sought to rename a Seguin ISD facility. The Seguin L...

You, Aiden Martinez, Diana Kucherka Weber and 85 others · 39 comments · 2 shares

Love · Comment · Share

Amy Hanson
PLEASE name it after my father Jack Lee. He was the most devoted teacher and citizen. Teaching was his joy.
3w Like Reply

Hunter Smith
Yes Jack Lee 100000000000000%!!!!!!!
3w Like Reply

Antonio D Noriega
Agreed! Jack Lee's name should be used! It would be a great way to honor him!
3w Like Reply

Antonio D Noriega ...

Staff, students and the community have until 4:30 p.m. Feb. 22, 2024 to email their nomination to isd@seguin12.tx.us or send via mail to Seguin ISD Central Office, 1221 E. Kingsbury St., Seguin, TX 78155. Nominations will also be accepted in person.

Nominations must be in writing and include a description of the nominee's contributions, why they are important or any pertinent history of why should be considered. No more than three pages of supporting documentation shall be included for each nomination.

3w Like Reply · 4 🇺🇸

Jo Ann
Antonio D Noriega Anthony Herbold Everyone who commented on this post needs to see this and send an email in to Seguin ISD - Home of the Matadors Jack Lee is the perfect name!
3w Like Reply

Darius Jevone Rice-Christian
YES!!!
3w Like Reply

- Jacob Castillo Jacqueline Roberts**
I agree with y'all to!
3w Like Reply
- David Barker**
That's a great idea!
3w Like Reply
- Leah Nichole Herbold** 🌐
Yes name it after jack lee
3w Like Reply
- Michael Gonzales**
1,000%.
3w Like Reply Edited
- Tammy Turner**
Everybody send them an email that it should be named after Jack Lee. I have already.
3w Like Reply
- Niki Limrick**
Jack Lee please!!!!!! He was an amazing teacher!!!!
3w Like Reply
- Niki Limrick**
Seguin ISD - Home of the Matadors
3w Like Reply
- Brittany Cantu**
I couldn't think of a more perfect name!!
3w Like Reply
- Scarlet Cole Henninger**
1000% agree!!!
3w Like Reply

- Diana Kucherka Weber**
Agree 200%!
3w Love Reply 4 🇺🇸
- Jordan Mayfield**
1000000%
3w Like Reply
- Ashley Read**
Vote Jack Lee!
3w Like Reply 4 🇺🇸
- Angelica Molina Driggers**
That would be awesome!!!
3w Like Reply
- Logan Hanson**
This would be amazing!
3w Like Reply 🇺🇸

Proposed Name: Jack Lee Matador Center (JLMC)

Submitted by: Lizz Daniels

I spent nearly a decade teaching at Seguin HS, and during that time, I can say with certainty I never knew (or heard of) a more influential teacher in the SISD than Jack Lee. That is why I am proposing that the campus facility located at 118 N. Bowie St be named after him.

Jack passed away on August 18, 2019, following his retirement. He taught in multiple school districts during his over 30-year career, but Seguin is where he found his home and impacted countless students, teachers, parents, and other community members. He also sponsored the Interact Club, sending students overseas on exchange and more while also organizing ongoing community service throughout the years.

He was posthumously named the Seguin Gazette Citizen of the Year/VISION Award recipient in 2020.

In the February issue of Seguin Magazine they wrote:

"Congratulations to the family and friends of Mr. Jack Lee, a true Matador legend. Seguin ISD was extremely fortunate to have a veteran educator whose career was defined by a calm and caring demeanor. Jack Lee dedicated his teaching career, both in and out of the classroom, toward making a positive impact on the lives of his students. From August 1982 through May 2019, each student who entered Jack's classroom was treated with respect and kindness. He is truly deserving of the Seguin Gazette Citizen of the Year/VISION Award."

As a teacher, I looked up to Jack as the kind of educator every student deserves. He was a valued mentor who always had the best interests of students in mind and was *respected* by them.

When the news came out that a SISD building needed a name, Jack's name immediately came to mind. I shared the idea on my Facebook and received immense support. Friends shared on their pages where the idea grew, and I can tell you that this is a name the community WILL support and get behind.

Everyone loved Jack, and Jack loved being a Matador teacher. I hope you will consider honoring his legacy by naming the building after him.

To view the Seguin Magazine story about Jack's Citizen of the Year award, follow this link:
https://issuu.com/seguingazette/docs/february_seguin_2020_reduce

I have also included some screenshots below that will allow you to see just how loved Jack Lee was by this community.

Fwd: Re name building

1 message

Seguin ISD <sisd@seguin.k12.tx.us>
To: Monica Polasek <mpolasek@seguin.k12.tx.us>

Tue, Feb 20, 2024 at 8:20 AM

----- Forwarded message -----

From: **Elizabeth Diaz** <ellie34590@gmail.com>
Date: Mon, Feb 19, 2024 at 9:03 PM
Subject: Re name building
To: <sisd@seguin.k12.tx.us>

My nomination is for my dear old government teacher Mr. Jack Lee. I had him around 2007-2008. He was a spectacular mentor, teacher, friend. He was so open to every type of student from footballers to goth kids. He inspired our minds. Not only being a teacher but a very huge impact to our town and community. May he in rest in peace.

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Fwd: Nomination for Renaming of Learning Center

1 message

Seguin ISD <sisd@seguin.k12.tx.us>
To: Monica Polasek <mpolasek@seguin.k12.tx.us>

Fri, Feb 16, 2024 at 8:39 AM

----- Forwarded message -----

From: **Michael Gonzales** <magonzales@seguin.k12.tx.us>
Date: Thu, Feb 15, 2024 at 9:17 AM
Subject: Nomination for Renaming of Learning Center
To: Seguin ISD <sisd@seguin.k12.tx.us>

 Jack F. Lee Learning Center

--

Mike Gonzales
Physical Education/Head Baseball Coach
Seguin Independent School District
magonzales@seguin.k12.tx.us
www.seguin.k12.tx.us

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Dr. Vijil,

First I would like to congratulate you on your newly appointed position as our Superintendent for Seguin Independent School District. I look forward to serving our community alongside you and our leadership team here in my hometown of Seguin, Texas. I wanted to directly reach out to you and utilize my platform to voice an idea that regards the renaming of our learning center here in the district.

I would like to recommend the renaming of our learning center to be the “Jack Lee Learning Center”. Mr. Lee served Seguin, Texas wholeheartedly and although he never taught at the learning center he offered much guidance to the student population of our district and built lifelong relationships with many students that graduated from the learning center and the high school campus. Myself included. Mr. Lee was the epitome of what it means to be a Seguin Matador. Fearless, empathetic, giving, and living to serve a purpose greater than oneself. Mr. Lee always made it a priority to invest into the future through students. His legacy lives through his wife who was also an educator here at Seguin ISD, children, and grandchildren who graduated from Seguin ISD, and the many lives that he helped guide during their time at Seguin High School.

Accolades and Background of Jack F. Lee

1. 44 Years of educating students
2. Bachelors of Science in Education from Southwest Texas State University
3. 3 years taught in Socorro ISD
4. 5 Years taught in Schertz-Cibolo ISD
5. 36 years taught in Seguin ISD
6. Began teaching in Seguin ISD August 23, 1982
7. Retired from Seguin ISD May 31, 2019
8. Passed away August 18, 2019

Affiliations:

1. Sponsor of Seguin High School Interact club (Student service club)
2. Member of the Rotary Club of Seguin (service organization)

Awards

1. 2020 posthumously received Mary Lee Roberts Seguin Citizen of the year award.
2. 2017 awarded the Seguin Chamber of Commerce Outstanding Community Service Award
3. Recipient of Paul Harris Fellow Award (from the Rotary Club of Seguin)

It is with extreme certainty when I say that Mr. Lee dedicated his life to the students and city of Seguin. His legacy will forever be remembered here for years to come, I believe there is no one more deserving and fitting. His family and I appreciate your time and consideration, and hope to have the opportunity to be a part of permanently engraving Mr. Lee's name in our district.

All of my best,

Mike Gonzales
Physical Education/Head Baseball Coach
Seguin Independent School District
magonzales@seguin.k12.tx.us
www.seguin.k12.tx.us

New name for learning center

1 message

Aaron Boyle <aaronboyle20@gmail.com>

Sun, Jan 28, 2024 at 7:25 AM

To: sisd@seguin.k12.tx.us

I imagine that I am not the only person voting for the new name to be Jack Lee, the man was one of the most genuine and kind people I had ever met as a student. I have now traveled most of the U.S. and met tons of people and when I sit down with friends and we talk about days in school one of the reoccurring people always seems to be Jack Lee. I may bring up his quirky personality or the way that he would help any students in need, my now wife and at the time girlfriend was one of the kids in need of help as a lot of teens struggled in their home life he always tried to give advice and help them trough whatever it was that was effecting them. I cannot speak for my brother Matthew Boyle but I do know that he was a trouble maker in school and the only teacher he never had problems with was Jack Lee. I stated in the beginning I can't be the only one voting for his name and I know with my old friends and my wife that I am not alone, my wife and I also laughed because he would hate that his name will become an institution but I can think of no man more deserving than him.

Thank you, Aaron Boyle



Seguin ISD <sisd@seguin.k12.tx.us>

Mercer-Blumberg Learning Center Naming Suggestion

1 message

Mariaelena Boyle <mariboyle47@gmail.com>

Sat, Jan 27, 2024 at 6:19 PM

To: sisd@seguin.k12.tx.us

Hello,

My name is Mariaelena Boyle. My maiden name was Mariaelena Ramirez. I grew up in Seguin. I attended Weinert Elementary, Jim Barnes Middle School, and Seguin High School. I was a student of one of the most passionate teachers in Seguin, Jack Lee. He was kind, compassionate, selfless, and cared only for the wellbeing and education of his students. He always had the energy to speak to students who were struggling in school or at home. He had high standards, but he understood that many of us were being asked to do much more at home than most teenagers. Additionally, his work with the Rotary Club inspired students to participate in and improve their community.

I am a surgery resident now at the University of Michigan. Early in my academic career, Mr. Lee gave me the grace to complete my work when able as I navigated some difficult situations at home. He encouraged me to continue with my education, and to prioritize it despite the barriers in front of me. He did this for so many students for decades. I can't think of a person more deserving of a posthumous memorial. He did so much for so many. I am sure that many others would share the same sentiment.

Best,
Mariaelena Boyle, MD
University of Michigan
(830)557-2924

Renaming of SISD Facilities

1 message

Alissa Lamb <alissa12ward@yahoo.com>
To: sisd@seguin.k12.tx.us

Sat, Jan 27, 2024 at 1:05 PM

Hi,

My name is Alissa Lamb and I am a Seguin native who graduated in 2010.

I would like to suggest to name the facilities after Jack Lee, or Mr. Lee as we all knew him.

He truly was an incredible teacher, person and citizen who did so much for the district and community.

To see his name on a school building would be such a great tribute to his hard work and generosity.

Thank you,

Alissa Lamb

Jack Lee'a Learning Center

1 message

Kayla Hernandez <kaylah11484@gmail.com>
To: "sisd@seguin.k12.tx.us" <sisd@seguin.k12.tx.us>

Fri, Jan 26, 2024 at 7:10 PM

Hello I believe seguin should rename the learning center after our beloved Jack Lee. He was the best teacher and person who got the most involved with each and every student he had. He made a real difference in most of his students life it would be a great way to honor him

Building Name Nomination - Jack Lee

Ruthie Harper <ruthieharper70@gmail.com>
To: sisd@seguin.k12.tx.us

Fri, Jan 26, 2024 at 3:54 PM

To whom this reaches,

My name is Ruthie Harper, formally Ruth Jones. I am a Seguin ISD alum, class of 2013, and would like to nominate Jack Lee for the renaming of the Seguin ISD building.

Mr. Lee positively impacted multiple generations during his over 30 year tenure at Seguin ISD, this includes my personal graduating class of 2013 and my older brother's graduating class of 2005.

I was not ever a formal student of Mr. Lee and he still had a profound influence on my high school experience. He knew my name, always had a smile on his face and a joke readily available, and made sure us students were noticed. He went above and beyond not only in the classroom, but outside, as well. A example being leadership in extracurriculars, such as the Interact - Rotary Club.

His funeral was held in the Seguin ISD auditorium, which I attended along with hundreds of other former ISD graduates, parents, educators, administrators, family and friends. It was touching to see the amount of people who were able to honor his life in person and the impact he had during his lifetime.

Sincerely,

Ruthie Harper

Name suggestion

Heather Brown <hbrown@seguin.k12.tx.us>
To: Seguin Isd <sisd@seguin.k12.tx.us>

Fri, Jan 26, 2024 at 10:06 AM

The Jack Lee Learning Center

Hb
Sent from my iPhone

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SISD new building name

Leah Herbold <leahherbold@gmail.com>
To: sisd@seguin.k12.tx.us

Fri, Jan 26, 2024 at 12:33 PM

Jack Lee Building

Kind regards,

Leah Herbold

2023 TRLP, Guadalupe Fair & Rodeo Ambassador
REALTOR & VP of Training, RE/MAX GO



Phone 830-216-1712

Website leahherbold.remax.com/

Email leahherbold@remax.com


Address 142 W San Antonio St New Braunfels TX 78130




"Success is getting what you want, happiness is wanting what you get." - W.P. Kinsella.

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Seguin ISD <sisd@seguin.k12.tx.us>

Building Name

Julie Cantu <julie.offer@gmail.com>

Fri, Jan 26, 2024 at 1:45 PM

To: sisd@seguin.k12.tx.us

I would like to suggest Jack Lee. He made an impact on a lot of lives of SHS students.

Sent from my iPhone

JACK LEE

Tammy Turner <tturner@wellsentialhealth.org>
To: "sisd@seguin.k12.tx.us" <sisd@seguin.k12.tx.us>

Fri, Jan 26, 2024 at 3:52 PM

Notice: This email originated from inside of the organization. Links and attachments are safe to open.

Please rename the building in honor of Jack Lee.

No explanation is even needed to explain who he was or what he did or how he affected ever child who met him.

Thank Tammy Turner

Tammy Turner LBSW,MSW

Social Service Director

Guadalupe Valley Nursing Center

1210 Eastwood Drive

Seguin, TX 78155

830-379-9308



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Building Name Nomination

1 message

Hailey Sendejo <haileybrookee82@gmail.com>
To: sisd@seguin.k12.tx.us

Fri, Jan 26, 2024 at 8:34 PM

Good evening, I would like to Nominate the name Jack Lee for the building name.

Thank you and have a wonderful weekend

Hailey Sendejo

Naming of school

1 message

Caitlyn Rose <whisenant.caitlyn3@gmail.com>
To: sisd@seguin.k12.tx.us

Sat, Jan 27, 2024 at 6:03 PM

Hello I'm writing today to nominate Jack Lee as the new name of the MBLC campus.
Caitlyn Whisenant

Seguin ISD facility Nominee

1 message

Jessica Alvarez <jma8646@gmail.com>
To: sisd@seguin.k12.tx.us

Tue, Jan 30, 2024 at 2:06 PM

I would like to nominate Jack Lee.

Thank you!

New name for mercer-blumburg

1 message

rebeccamurray <rebeccamurray@yahoo.com>
To: sisd@seguin.k12.tx.us

Wed, Jan 31, 2024 at 9:29 PM

I would like to nominate Mr. Jack Lee for the renaming.

Thank you Rebecca Murray

Sent from my Verizon, Samsung Galaxy smartphone

All

Images

News

Videos

Perspect

J. R. E. Lee



John Robert Edward Lee Sr. was an early leader in African-American education. He served as the third President of Florida Agricultural and Mechanical University, a historically black college, from 1924 to 1944.

Wikipedia

Born: January 26, 1864, Seguin, TX

Died: April 6, 1944 (age 80 years)

Education: Bishop College (1883–1889)

Feedback

Seguin ISD facility seeks new name

1 message

Sean Smith <lav84@yahoo.com>
To: sisd@seguin.k12.tx.us

Sun, Jan 28, 2024 at 12:37 PM

Hola,

¡Para promover el orgullo y la movilización en torno al término maestro del aprendizaje! El nombre “Centro de Aprendizaje Matador” se centraría en el distrito en su conjunto, brindando elogios a todos los exalumnos que nos precedieron y a aquellos que continuarán brindando dominio del aprendizaje en el futuro.

Atentamente,
Alumno matador

Hello,

To promote the pride and rally around the term maestro (master) of learning! The name “Matador Learning Center” would focus on the district as whole giving accolades to all those alumni who came before us and to those that will continue to provide mastery of learning in the future!

Sincerely,
Matador Alumnus

[Sent from Yahoo Mail for iPhone](#)

Seguin ISD name change nomination

1 message

Alexis Rivas <alexisrivas48@gmail.com>

Mon, Feb 5, 2024 at 12:53 PM

To: sisd@seguin.k12.tx.us

Hi, my name is Alexis Rivas and I am writing this email regarding the nominations for a name change on the current building Mercer- Blumberg learning center. I am nominating my sister in law who is no longer with us. Her name is Maekalyn Ann-Marie Smith. She lived a beautiful yet short life from 03/11/2004 - 04/04/2022. Her life was tragically cut short when she was the victim of a drive by shoot out here in Seguin at Park west. She had just turned 18 and also had a good head on her shoulders by finishing school early at the then location of the learning center off Travis Street. (Not sure the exact street but it's right across the street from Emanuel's church/daycare) My mother and father in law did the honors by walking across the stage for her on Graduation day to receive her diploma. She was loved tremendously by her friends and family. Maekalyn was proud of her accomplishments and was excited on furthering her career by going to school to become a Veterinarian. She absolutely loved animals and couldn't wait to follow her dreams. I strongly feel the building should be named after her so young kids and young adults will always remember the tragic murder that occurred due to gun, street and drug violence. It can set an example of what not to do otherwise someone else could become a victim at a young age. She was never involved in any of the reasoning behind the shooting. It was specifically wrong place wrong time and she didn't deserve what happened to her. We have to keep the streets of Seguin a safe and clean place for our youth. We have to keep her name alive so nothing like this ever happens again and people will always remember the horrible outcomes that come with choosing that lifestyle. Always and forever 18, Maekalyn Smith.

ACTION ITEM: **Review and approval of the 2023-2024 Optional Flexible School Day Program application for Seguin High School and Graduation Alliance**

RECOMMENDATION: The Board of Trustees will review the and approve the 2023-2024 application for Seguin High School and Graduation Alliance.

RATIONALE: Through a partnership with Graduation Alliance, SISD will be able to recover students who have dropped out of school previously by providing a flexible platform for which students can earn their high school diploma. These students will have met at least one of the requirements of the Texas Education Code §29.0822(a).

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

PAPERWORK IMPACT: TEA Application; Daily attendance accounting procedures; 2023-2024 Graduation Alliance Program Overview

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

EXHIBITS: Graduation Alliance Application Presentation, OFSDP Application

RESOURCE PERSONNEL: Dr. Cristobal Saldaña, Seguin High School Associate Principal
Christine Perez, Seguin High School Principal
Dr. Sam Hogue, Deputy Superintendent

Submitted by: Veronica Viji Date Submitted: 02/27/24
(Signature) _____
(Name) Dr. Veronica Viji, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Appendix Three: Attendance and Compliance Procedures of Proposed Program

Program overview

This application is for an online dropout recovery program implemented in accordance with TEC 29.081 (e-2) and SAAH 11.6.4. The district is planning to partner with Graduation Alliance, a national leader in online dropout recovery programs, to implement this program.

The online dropout recovery program is a diploma completion program delivered in a fully online setting, complete with outreach and engagement, transcript analysis, WIFI-enabled laptops, mobile Wi-Fi hotspots, Texas-aligned curriculum facilitated by Texas licensed teachers with at least a baccalaureate degree, coaching and mentoring by Academic Coaches and Local Advocates, and robust support services. The program also includes CTE and Industry Based Certification preparation programs that relate directly to employment opportunities in the state.

The hallmark of this online dropout recovery program is the intensive human support students receive during their time in the program. The barriers at-risk students face typically result from “life issues” and have little relation to individual abilities or skills. Whether battling chronic health issues, struggling to support a family as head of the household, or suffering debilitating social anxiety, the students we will serve in this program need flexibility of time and place. Our recipe for success includes setting clear expectations for pace and progress while providing students with 360 degrees of support, including proactive academic interventions, Texas-certified teachers with at least a baccalaureate degree, Academic Coaches, Local Advocates to address life barriers, 24/7 tutoring, and dedicated math assistance.

While earning a high school diploma has repeatedly been shown to be a transformational factor in both social and economic outcomes, the high school diploma is only a milestone in our students’ journey to lifelong success. That’s why this program provides a robust set of employability skills, CTE, and industry-based certification preparation courses to help students prepare for their transition to what comes next, whether that is employment or additional training.

1. Describe the program goals and objectives.

The mission of the district’s online dropout recovery program is to provide a flexible, high-quality educational program to the high school-age students in the district who have

not yet earned high school diplomas and who, for a variety of reasons, cannot or will not participate in the district's traditional or alternative face-to-face programs.

The objective of the program is to re-engage students who left high school without a diploma, provide an opportunity for them to complete their graduation requirements, and earn a high school diploma from the district.

2. Indicate the proposed schedule offered to students participating in the OFSDP, including days of the week and times.

As a participant in an online dropout recovery program, the student's schedule is dependent on the student's availability and life responsibilities they must attend to such as working to provide for family members, childcare obligations, other caregiver obligations, etc. Students are able to access their courses based on their available time and can receive support from teachers during scheduled meetings and via email and chat and between 8 am and 8 pm CST for Academic Coaches and Local Advocates.

Furthermore, students have access to live tutor support 24 hours a day, 360 days a year.

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.

The district provides at least one administrator, one counselor, and one teacher as a dedicated point of contact. Additional staff resources will be considered as the program expands. In addition to these resources, the district is utilizing a contractor to provide certain functions related 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.

The district develops a list of students who meet the eligibility criteria of the program and who are no longer participating in the district's traditional and campus-based alternative programs.

Admission to the district's online dropout recovery program is not determined based on age, race, color, religion, gender, sexual orientation, national origin, disability, or veteran status.

An enrollment team works with students identified by the district to complete the appropriate enrollment paperwork, including the required student and parental consent form for participation in the online dropout recovery program.

5. Indicate the estimated number of OFSDP students that will be served per teacher.

The typical student: teacher ratio is 20:1. In addition to being supported by TX certified teachers who are licensed in the subjects they teach, students are also supported by an Academic Coach, a Local Advocate, and tutors available 24x7.

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.

The district online dropout recovery program intends to serve students with a variety of needs and interests. A brief description of the special education services and accommodations, career and technology education programming, and bilingual education services will be provided.

Special Education Services

Students who are in need of special education services in order to be successful in their schoolwork will obtain services through the district. The administrators of the online dropout recovery program will cooperate with district special education personnel in providing information and data about courses and student performance, as required. To ensure that students referred for placement in the district's online dropout recovery program have a skill set which will allow them to be successful, the following process is recommended to partner districts:

1. All students will be referred to building level district points of contact.
2. District points of contact will send all names to the Special Education Department to screen for special education services.
3. If a student has an IEP or 504, further evaluation of the student's likelihood for success will occur in the SPED Department.
4. The ARD Team will determine if the online dropout recovery placement is appropriate.
5. As determined by the ARD Team:
 - The district point of contact will refer students to the online dropout recovery program for re-engagement.

- The ARD Team including one or more teachers from Graduation Alliance will review IEPs for any ongoing needs or changes that may need to occur.
 - Students will continue to receive specially designed instruction from the district, during school hours online. Students will not receive a combination of on and off campus instruction.
6. General education accommodations provided by the online dropout recovery program include curriculum designed in accordance with the principles of Universal Design for Learning described in the section below. Additionally, a complete list of general education accommodations available to students in the program is available in the Policy and Operations Handbook.

Appropriately licensed special education personnel providing special education services will be provided by the district. Texas state licensed general education teachers with at least a baccalaureate degree will be provided for the online dropout recovery program.

CTE

The online dropout recovery program offers several courses aligned to TX CTE standards, including Principles of Allied Health, Health Science and Technology, and Foundation of Education. Additional TX CTE aligned courses are expected during the 2023-24 school year and include Web Design, Information Technology, Fundamentals of Financial Services, and Medical Terminology. These courses will be taught by CTE-certified teachers.

Pregnancy Related Services

While students who are pregnant or parenting may be offered the opportunity to participate in this program, they will not be receiving CEHI through this program and therefore will not be coded as receiving Pregnancy Related Services.

Bilingual Education

The district will maintain its responsibility for ELL assessment, placement, and services required for identifying and serving non-English Language Proficient students in accordance with state law, including, where necessary, translation services.

The online dropout recovery program administrators will work with the district to implement the program as a support to students gaining more fluency in English vocabulary. These supports include curriculum supports and communication and mentoring support for students and families.

Curriculum Supports

The curriculum selected for this program was developed in alignment with the rubric for k12 online learning developed by Quality Matters, a national third-party validator of best practices in online learning. In addition to putting its curriculum team through the Quality Matters training and using the rubrics to inform design, the curriculum is in the process of being reviewed by Quality Matters evaluators to review and evaluate both its approach to instructional design and individual courses' alignment to standards. Evaluators reviewing content assess for and confirm accuracy of content, freedom from bias, and accessibility of design following the principles of Universal Design of Instruction.

Curriculum design practices as they relate to accessibility for students with disabilities and limited English proficiency include:

Multiple Means of Engagement

- Each course includes a Course Success Strategies lesson with support resources and helpful instructions to help students engage with the material and assignments.
- Learning objectives are clearly stated in terms accessible to the students.
- Lessons include various displays of information and auto graded activities for students to practice for example: flash cards, compare and contrast card sorting, tabbed information, videos, pop-up questions, etc.
- Assignments are written by our teachers to be authentic to our population.
- Courses include class discussions for students to reflect and respond to each other.
- Students are introduced to their instructor at the beginning of the course.

Multiple Means of Representation

- Course content is provided using lesson text, images, videos, and articles.
- Images are tagged with alternate text for accessibility with screen readers.
- Videos include closed captions or alternate text is made available for students to access information.
- Course content is scaffolded for students to build application of skills.
- New terms and concepts are explained in the lesson or with interactive hover-over tooltips.
- Diverse avatar characters and other imagery of diverse learners appear throughout the courses.

Multiple Means of Action & Expression

- Lessons include multiple options for navigation between pages.

- Students receive immediate feedback for in-lesson pop-up questions as well as auto-graded quizzes.
- Students demonstrate various applications of skills by completing assignments that include essay writing, presentations, role-playing, audio and/or video recordings, and class discussions.

Communications and Mentoring Supports

Additional supports for Limited English Proficient family member include translations of outreach materials in languages identified by the district. Bilingual outreach counselors and Academic Coaches are available to support Spanish speaking students and families.

7. OFSDP requires a teacher of record to record the actual number of students' instructional minutes on any given day. Explain the following:

In accordance with SAAH 11.6.4, "Attendance Accounting and FSP Funding for OFSDP Participation through an Online Dropout Recovery Education Program,"

- How the classroom teacher will verify the number of instructional minutes a student receives each day.** A student will be counted as in attendance for 60 minutes each school day of membership, as defined by SAAH 11.6.4, for each course they are taking and ultimately complete online.

Graduation Alliance will provide attendance records to the district monthly.

- 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.** Students enrolled in an Online Dropout Recovery OFSDP are considered scheduled for and receive instruction for 60 minutes each day for each virtual course enrolled. Each online dropout recovery education program course is considered 60 minutes of daily classroom time for purposes of the two through-four-hour rule. At the end of the year, the students' attendance minutes will be adjusted to reflect attendance minutes only for the courses they successfully completed with a 70% or better.
- 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).** A student who transfers into the program from the traditional program will be reported for no more than 1.0 total ADA for the year, with

traditional program hours generated taking priority in the calculation and reporting. The district anticipates using the following formula to determine ADA generated by students transferring from traditional programming to the OFSDP online dropout recovery program: (District Calendar Days - Traditional Days) x 240 minutes = possible number of OFSDP attendance minutes.

- 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.** Graduation Alliance will send the district and the state PEIMS clerk a monthly enrollment report. The district must approve every student enrolled in the program. The district then confirms enrollment with the PEIMS clerk. This report can be used to validate monthly appropriate coding by the PEIMS clerk.
- 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.** The district administrator overseeing the program will work with the online dropout recovery program administrators to ensure that relevant data is provided securely for the Student Detail Audit reports as applicable and required for online dropout recovery programs.

This response should specifically address specifications in the respective sections of SAAH as it relates to student login and anyone accessing student data. Does this program meet all of the following requirements, per SAAH 2.2.3?

- **How will the teacher of record report attendance to the district, electronically or by paper?** Through our contracted educational service provider, students are enrolled in asynchronous courses through a proprietary online portal that records attendance and student activities electronically. Teachers of record may verify student attendance data live at any time in the portal.
- **Will the program provide the student with a secure login that will track participation/progress?** The contracted education service provider will provide students with a secure login to access the online portal by logging in with single-sign on (SSO) credentials with multi-factor authentication. This secure login allows all student participation to be time-stamped and progress to be retained via a live dashboard.
- **How will records (monthly progress reports or any other documents related to the course) be retained? (monthly progress reports regarding student progress must be part of the record-keeping process)** The online

dropout recovery program and district will retain electronic records in accordance with the records retention schedule of the state.

- **Will the program provide teachers, administrators, counselors log on to the system using distinct secret passwords? Specify who will have access to this information.** All other users (teachers, administrators, counselors, district personnel with an educational need to know, and parents) access the student portal with an email address and strong password combination. Passwords are stored in an encrypted form and cannot be seen or recovered. Users can request password resets automatically. Each user must have a unique email address and password to access the portal,
- **Does the system provide a time out (automatic shutoff) feature if the program has not had any activity in an appropriately short period of time (for example, 10 minutes)?** Yes, the online portal has an automatic shutoff feature for inactivity. Notification of a “session expired” will appear on the screen and the system will require the individual to log back into the system.
- **Does the program have the ability to report the date, time, and identity of the teacher entering the attendance data, upon request? (This would be for the school PEIMS system.)** Yes, the program has the ability to document the date, time, and identity of the teacher of the course. Because this is an OFSDP online dropout recovery program, and confirmed by TEA’s Financial Compliance Division, this data is collected only to fulfill audit requests and does not need to be reported within the PEIMS system.
- **How will the district ensure security when accessing and monitoring student progress and attendance throughout the program?** All District users (teachers, administrators, counselors, and district personnel with an educational need to know) access the student portal with an email address and strong password combination. Passwords are stored in an encrypted form and cannot be seen or recovered. Users can request password resets automatically.

- f. **How Student Detail Audit reports for the OFSDP track will be reviewed and certified each six-week attendance reporting period.** The district will track dates of course enrollments and completions through the secure online portal provided by its partner, Graduation Alliance. Using this data, the district can verify the course completion data to each individual student on the Student Detail Audit report defined by SAAH 2.3.1. District administrators can access dashboard and student information in the online portal according to role-based permissions. Course registration and student enrollment reports will be sent electronically through a secure ftp site with separate,

secure login credentials. The online dropout recovery program and district will retain electronic records in accordance with the requirements of the state.

In addition to having immediate, 24x7 access to Graduation Alliance's secure online student portal, the district will receive monthly progress reports from Graduation Alliance. The district confirms that six-week attendance and student academic reports are both reviewed and certified accordingly.

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.

Credit recovery will not be offered to OFSDP students for loss of credit due to insufficient attendance, per the 90% attendance requirement. OFSDP approved students may only earn course completion credit(s) as defined by the district approved school calendar.

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:

The proposed program is a community-based dropout recovery education program offered online as defined by TEC 29.081 (e-2).

a. Will the district operate the dropout recovery education program or utilize an education management organization? If services will be contracted, please provide the accreditation status and the name of the accrediting agency.

The district will utilize an Education Management Organization by contracting with Graduation Alliance. Graduation Alliance is accredited by Cognia, which is also the accreditor for public schools across the US. In 2021, based on the review of Cognia's trained evaluators, Cognia presented Graduation Alliance with an Index of Educational Quality of 374 (out of 400), compared to a Cognia Institution Network five year average of 278-283. As a result, in 2021, Cognia named Graduation Alliance a School of Distinction for "effectively implementing high-quality instruction, showing consistent organizational effectiveness, and...demonstrating energetic and sustained commitment to learners."

b. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state. The online dropout recovery program curriculum includes foundation career preparation programs and Industry Based Certification (IBC) preparation programs in business and technology that align with in-demand jobs in Texas and are included on the 2019-20 Approved List of Industry Based Certifications for the A-F Accountability System, including Microsoft Office Specialist (Word, Excel, and PowerPoint), CompTIA IT Foundations, CompTIA A+. Additional certifications that relate directly to employment opportunities in the state include ServeSafe Manager and Caregiver (similar to Patient Care Technician). These programs are available to qualified and interested students.

c. Describe the individual learning plan or process used to monitor each student's progress. Academic Coaches work with students to develop a written individual learning plan (ILP) based on their past credits, outstanding requirements, and student interests. The individual learning plan details remaining courses to be taken and a potential sequence that can be changed in consultation with the Academic Coaches, as well as any non-course-based graduation requirements needed to finish high school. The learning plan is available to the student via the Online Portal. Academic Coaches monitor student performance against the individual learning plan at least monthly and adjust it as necessary.

d. Indicate how students will be served by an academic coach and local advocate. The online dropout recovery program includes **Academic Coaches** and **Local Advocates** for each student as part of this program. Each student enrolled in the program will be assigned an Academic Coach. The Academic Coach is responsible for monitoring student pace and progress and provides regular contact with the student via phone, email, or IM. During these interactions, the Academic Coach reviews progress with the student, resolves issues, and provides support in case the student is having difficulties with the program. Students work with Local Advocates based in the community who are experts in leveraging local resources to help students address the social needs that must be met if students are going to focus on school success. Local Advocates meet face-to-face and virtually with students (where allowable by district policy) to connect students to the programs and services they need to overcome the life obstacles that previously have prevented academic success.

e. Indicate the date of the month that monthly student progress reports will be provided to the student's school district. The online dropout recovery program provides monthly progress reports detailing the previous month's progress status for each student to the district administrator overseeing the program on the first day of each month.

f. Describe the educational software utilized and explain how the software will track and certify the number of instructional minutes each student receives each day. Per SAAH 11.6.4, the district intends to track student and course enrollments and

completions as described in section 3 above using the program's proprietary Online Portal for tracking and certifying the daily number of instructional minutes each student earns based on course completions.

g. Provide the location and a brief description of the in-person student engagement center. Through the district, the student engagement center is inclusive of support services during the regular operating hours. Students have access to the library, student resource center, and any additional student tutoring or support services through Seguin High School upon request and by appointment. Students requesting services can request services by calling 830-372-5770.

h. Indicate how students will be offered or provided referrals for mental health services. Upon a teacher, local advocate, or academic coach identifying student need, the students will be referred to the designated district counselor who can advance referrals as appropriate.

Optional Flexible School Day Program (OFSDP) - Appendix 5

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SEGUIN ISD

School Year 2023-2024

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	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-Based Dropout Recovery Program 7 = TEC §29.081(e-2) Remote/Hybrid Dropout Recovery Program	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.	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.
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Texas Education Agency



APPLICATION

Updated July 2023

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 AppendixTwo).

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, 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:

- Appendix One, Assurances
- Appendix Two, Board Approval
- Appendix Three, Attendance and Compliance Procedures of Proposed Program (Attach PDF File)
- Appendix Four, District Contacts
- 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. Veronica Vijil _____ Authorized Signature _____
Typed Title Interim Superintendent _____

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.

Mr. Alejandro Guerra, President, Seguin ISD Board of Trustees, 830-401-8614

Name, Title, and Telephone Number of School Board President

Signature of SchoolBoard President

Date

Dr. Veronica Vijil

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: February_____

Day: 27_____

Year: 2024_____

Time: 6:30 PM_____

Location: Administration Building, 1221 E Kingsbury, Seguin, TX 78155_____

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

Mr. Alejandro Guerra, President, Seguin ISD Board of Trustees, 830-401-8614

Name, Title, and Telephone Number of School Board President

Signature of School Board President

Date

Dr. Veronica Vijil

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

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 ensure 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.

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 as defined by TEC, §29.081 (e-1) or (e-2):
 - a. Will the district operate the dropout recovery education program or utilize an education management organization? If services will be contracted, please provide the organization name, accreditation status and the name of the accrediting agency.
 - b. Provide the location and a brief description of the in-person student engagement center.
 - c. Indicate how students will be offered or provided referrals for mental health services.
10. If students are attending a dropout recovery program offered in a remote or hybrid setting, as defined by TEC, §29.081 (e-2):
 - 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 to monitor student progress.

Appendix Four
District Contacts

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 Contacts for the Application

District/Charter School Superintendent:	Dr. Veronica Vijil
Mailing Address:	1221 E Kingsbury
City, State, Zip Code:	Seguin, TX 78155
Telephone Number:	830-401-8600
Email Address:	vvijil@seguin.k12.tx.us

District PEIMS Coordinator:	Ms. Yolanda Garcia
Email Address:	ygarcia@seguin.k12.tx.us

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

OFSDP Contact Name:	Dr. Cristobal Saldaña
Email Address:	csaldana@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**

2023-2024



**Graduation Alliance
Application**

Seguin High School

February 27, 2024

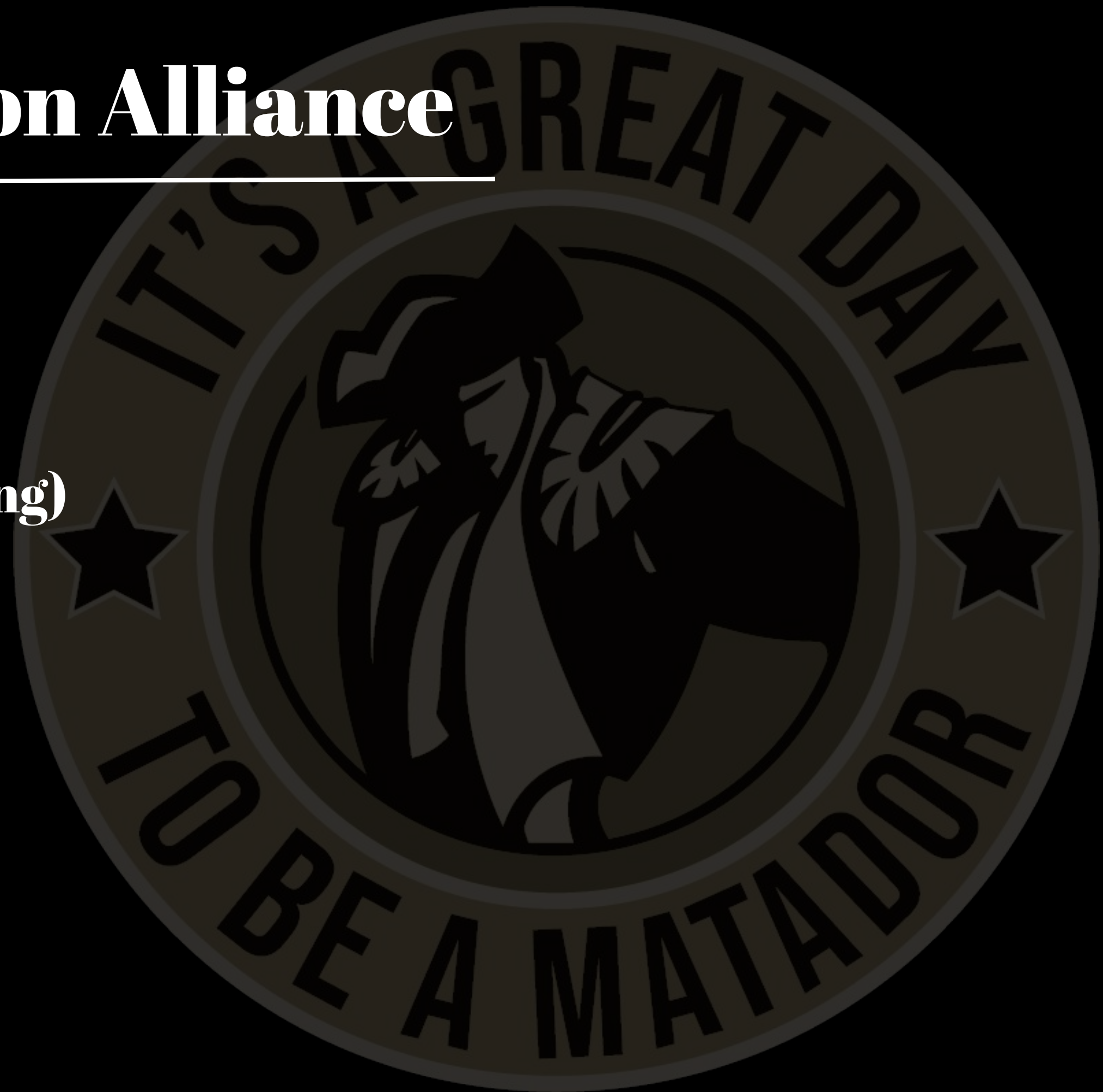
Graduation Alliance

- **Dropout recovery program**
- **Provides materials, resources, and human supports**
- **Age 26 limit**



Benefits of Graduation Alliance

- **Accessible platform 24/7**
- **Can serve all students**
- **Cost neutral (recovered ADA funding)**
- **Minimal accountability risk**



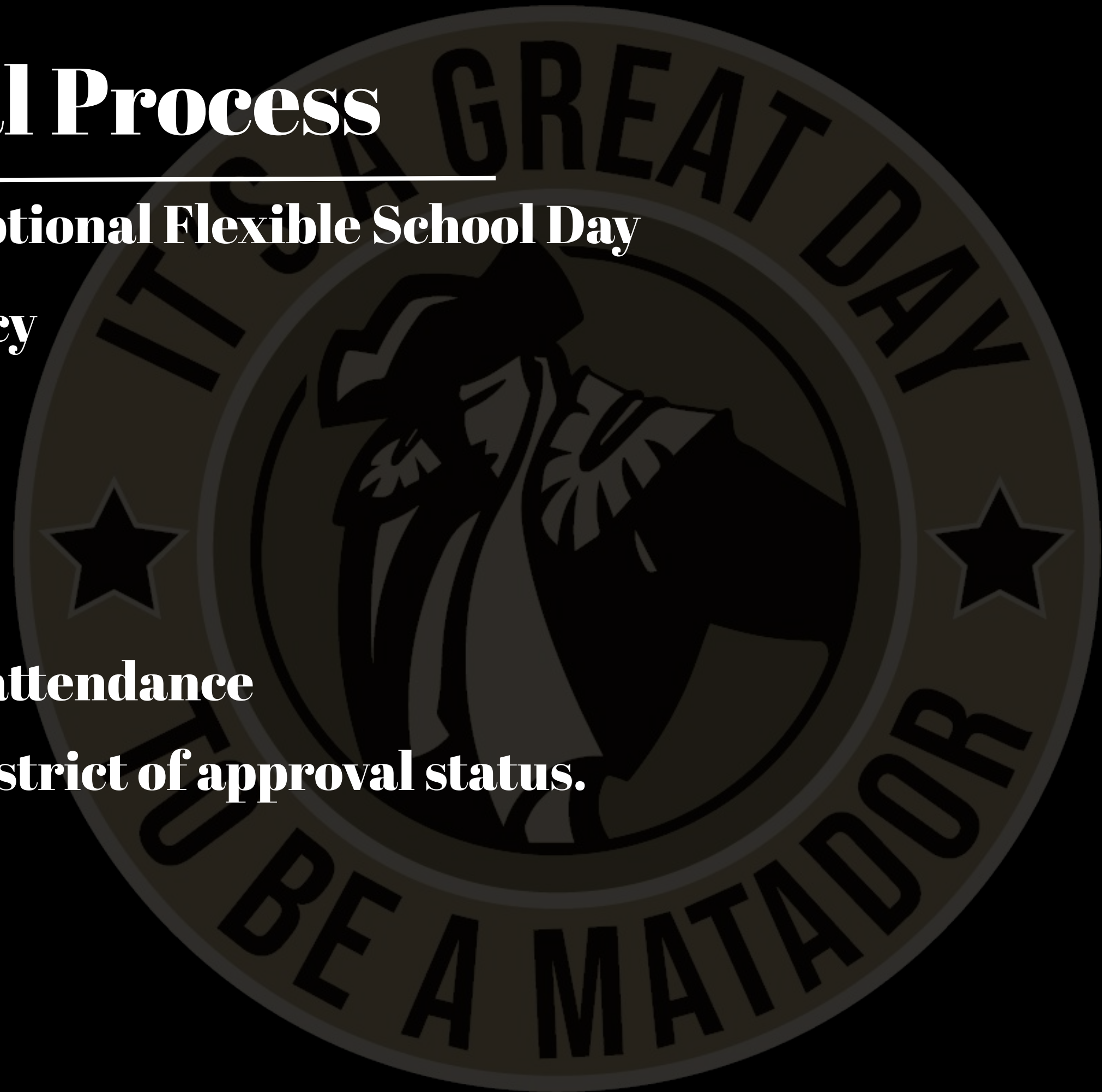
Partnership Approval Process

Same application process as Optional Flexible School Day

Application to Texas Education Agency

- **Implementation plan description**
- **Staffing information**
- **Scheduling information**
- **Procedure for documentation of attendance**

Once reviewed, TEA will notify the district of approval status.



Successful Completion

Upon successful completion of requirements:

- **Students will**
 - **earn their Seguin High School diploma**
 - **be eligible to participate in graduation ceremony in May**



ACTION ITEM:

CONSIDERATION AND APPROVAL OF AN ORDER AUTHORIZING THE ISSUANCE OF THE DISTRICT'S UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2024A IN THE MAXIMUM AMOUNT OF \$91,000,000; LEVYING AN AD VALOREM TAX FOR THE PAYMENT THEREOF; DELEGATING THE AUTHORITY TO DISTRICT STAFF TO APPROVE AND EXECUTE RELATED DOCUMENTS; AND OTHER MATTERS IN CONNECTION THEREWITH

RECOMMENDATION:

That the Board of Trustees adopt an order approving the issuance of Seguin Independent School District Unlimited Tax School Building Bonds, Series 2024A and authorizing the Superintendent of Schools and Chief Financial Officer to approve the final sales terms of the Bonds.

RATIONALE:

On November 8, 2022, voters approved issuance of school building bonds of \$131,000,000 for the purposes of designing, constructing, renovating, improving, upgrading, updating, acquiring, and equipping school facilities (and any necessary or related removal of existing facilities), the purchase of the necessary sites for school facilities, and the purchase of new school buses. Bonds are to be sold in multiple issues with this first issue of approximately \$40 million to fund initial design and construction costs and the second issuance not to exceed \$91,000,000.

The District's Financial Advisor, Mr. Victor Quiroga, will present the financing plan for the Series 2024A Bonds in conjunction with this action item. The District's Bond Counsel, McCall, Parkhurst & Horton LLP, has provided the parameter sale bond order.

REFERENCE and COMPLIANCE:

BAA (LEGAL) Board Legal Status-Powers and Duties

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

None

EXHIBITS:

Presentation

RESOURCE PERSONNEL:

Perla Romero, Chief Financial Officer, CTSBS
Victor Quiroga - Specialized Public Finance

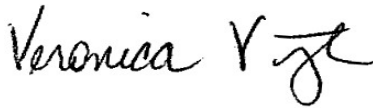
Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 02/27/24

Dr. Veronica Vijil, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

BOND 2022

SEGUIN INDEPENDENT SCHOOL DISTRICT

\$131,000,000 Bond 2022 Program – Next Steps | February 27, 2024

Seguin Independent School District



Fiscal Year 2024 Financing Plan for the Issuance of Bonds

FINANCIAL ADVISORY CONTACT

Victor Quiroga, Jr.
Managing Director
10010 San Pedro Avenue | Suite 301
San Antonio, Texas 78216
210.239.0204 (Office)
210.887.1810 (Cell)
victor@spfmuni.com



SPECIALIZED PUBLIC FINANCE INC.
FINANCIAL ADVISORY SERVICES

The Long View on Tax-Exempt Rates: The Bond Buyer's G.O. Index Since 1961

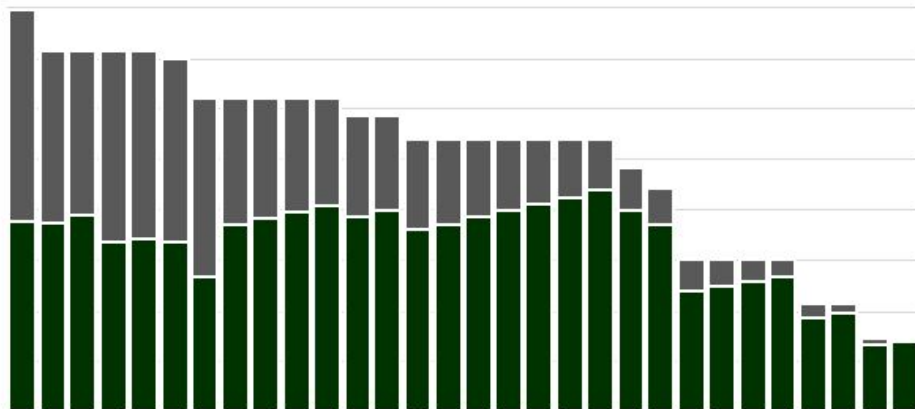


Existing Debt Profile (I&S Tax-Supported)

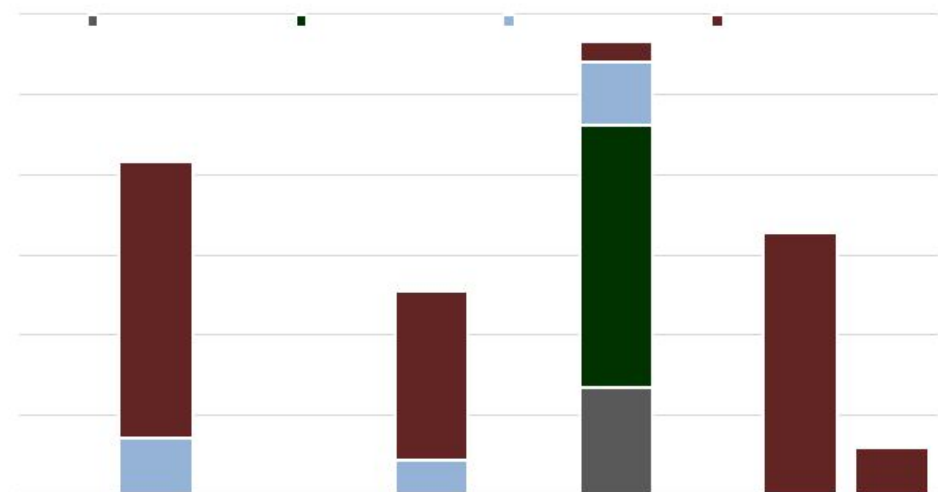
Outstanding Unlimited Tax Debt Portfolio as of 1/25/2024

Issue	Delivery	Original Principal	Outstanding Principal	Final Maturity	Next Call Date	Callable Principal	Callable Coupons
U/L Tax School Building Bonds, Series 2015	9/29/15	\$ 37,065,000	\$ 25,725,000	2045	8/15/25	\$ 23,920,000	3.375% - 5.00%
U/L Tax Refunding Bonds, Series 2016	3/30/16	33,375,000	16,590,000	2035	8/15/25	14,325,000	3.125% - 5.00%
U/L Tax Refunding Bonds, Series 2016A	8/8/16	7,045,000	6,330,000	2027	8/1/25	3,325,000	3.00% - 4.00%
U/L Tax School Building Bonds, Series 2019	8/14/19	31,565,000	28,780,000	2049	2/15/28	25,355,000	3.00% - 5.00%
U/L Tax Refunding Bonds, Taxable Series 2020	10/28/20	44,769,951	42,024,951	2044	8/15/30	33,905,000	1.495% - 2.362%
U/L Tax School Building Bonds, Series 2021	2/18/21	27,665,000	27,135,000	2051	2/15/30	22,585,000	2.00% - 4.00%
U/L Tax School Building Bonds, Series 2023 (Non-PSF)	4/5/23	39,860,000	39,860,000	2053	2/15/32	32,750,000	4.00% - 5.00%
U/L Tax School Building Bonds, Series 2023A	8/3/23	7,430,000	7,430,000	2053	2/15/33	5,855,000	4.00% - 5.00%
TOTALS			\$ 193,874,951			\$ 162,020,000	

Fiscal Year Debt Service (\$MM)



Fiscal Year Call Dates and Coupon Map (\$MM)



Bond Rating Information

The District's voted outstanding bonds carry "AAA" ratings due to the TEA PSF Bond Guarantee Program (except S-2023)

The District is a highly rated bond issuer with assigned ratings of "AA-" and "Aa3" by S&P and Moody's, respectively.

The District's underlying rating is only 3-notches from the best rating available of "AAA".

Standard & Poor's Ratings Scale
AAA
AA+
AA
AA-
A+
A
A-
BBB+
BBB
BBB-

Moody's Ratings Scale
Aaa
Aa1
Aa2
Aa3
A1
A2
A3
Baa1
Baa2
Baa3

\$131,000,000 Proposition A – Bond 2022 Program Overview

Tax Rate Impact Communicated to the Voters:

- I&S rate increase of 2¢
- Current I&S rate of 38.5¢ to 40.5¢ after all Bonds sold



Facility Construction and Renovations:

School Safety and Security	\$15,000,000
New McQueeney Elementary School	54,000,000
Renovation of Barnes Middle School	24,300,000
Agricultural Science Facility	8,975,000
Transportation Facility Expansion	3,807,000
Land Purchase / Various Campus Projects	2,000,000
Various Campus Projects	22,918,000
<i>Bond Total:</i>	<i>\$131,000,000</i>

Bond Issuance Plan for the \$131,000,000 November 2022 Bond Program

Initial Project Funding Timeline:

- The District would issue the entire authorization in April 2023

Updated Project Funding Timeline:

- The District intends to access bond authorization over a 3-year period:

<u>Bond Proceeds Received:</u>	<u>Bond Amount:</u>
April 2023	\$40,000,000
April 2024	45,000,000
April 2025	<u>46,000,000</u>
	\$131,000,000

Transaction Summary and Next Steps

- Bond component under consideration:
 1. *\$45,000,000 generated for the Bond 2022 Program*
 - *Enter the bond market on March 6, 2024*
 - *Bond Proceeds received on April 3, 2024*

- The **Parameter Sale Orders** under Board consideration will allow the Administration to enter the bond market to attain the best rate and allow Dr. Vijil and Ms. Romero to sign the final documents

- The **Parameter Sale Orders** are valid for 12-months

ACTION ITEM:

CONSIDERATION AND APPROVAL OF AN ORDER AUTHORIZING THE ISSUANCE OF THE DISTRICT'S UNLIMITED TAX REFUNDING BONDS, SERIES 2024B IN THE MAXIMUM AMOUNT OF \$22,984,950.90; LEVYING AN AD VALOREM TAX FOR THE PAYMENT THEREOF; DELEGATING THE AUTHORITY TO DISTRICT STAFF TO APPROVE AND EXECUTE RELATED DOCUMENTS; AND OTHER MATTERS IN CONNECTION THEREWITH

RECOMMENDATION:

That the Board approve the order as presented.

RATIONALE:

The District's financial advisor, Specialized Public Finance, has identified an opportunity to pursue a refunding for the outstanding Series 2020 taxable refunding bonds. By law a district can advance refund taxable bonds on a tax-exempt basis. A refunding of a series of bonds more than ninety days prior to the call date constitutes an advanced refunding. The proposed Unlimited Tax Refunding Bonds Series 2024B will be considered an advanced refunding of the taxable Series 2020 bonds, as the bonds will be escrow to maturity. This refunding has the potential to create an additional interest cost savings of approximately \$1,154,171 over the remaining life of the bonds.

The Order, provided by bond counsel g, authorizes the Superintendent, the Chief Financial Officer or the Board President to approve the refunding if savings are realized on the pricing date.

REFERENCE and COMPLIANCE:

CCA (LEGAL) Ocal Revenue Sources-Bond Issues

BUDGET IMPACT / INFORMATION:

The net present value savings of approximately 2.805% will reduce the interest cost of the refinanced bonds and thus lower the required I&S tax rate to service the bonds over time.

EXHIBITS:

Series 2020 Refinancing Plan prepared by Specialized Public Finance

RESOURCE PERSONNEL:

Perla Romero, Chief Financial Officer, CTSBS
Victor Quiroga – Specialized Public Finance

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

Date Submitted: 02/27/24

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

BOND 2014

Series 2020 Program – Next Steps | February 27, 2024

Seguin Independent School District



Fiscal Year 2024 Financing Plan for the Issuance of Bonds

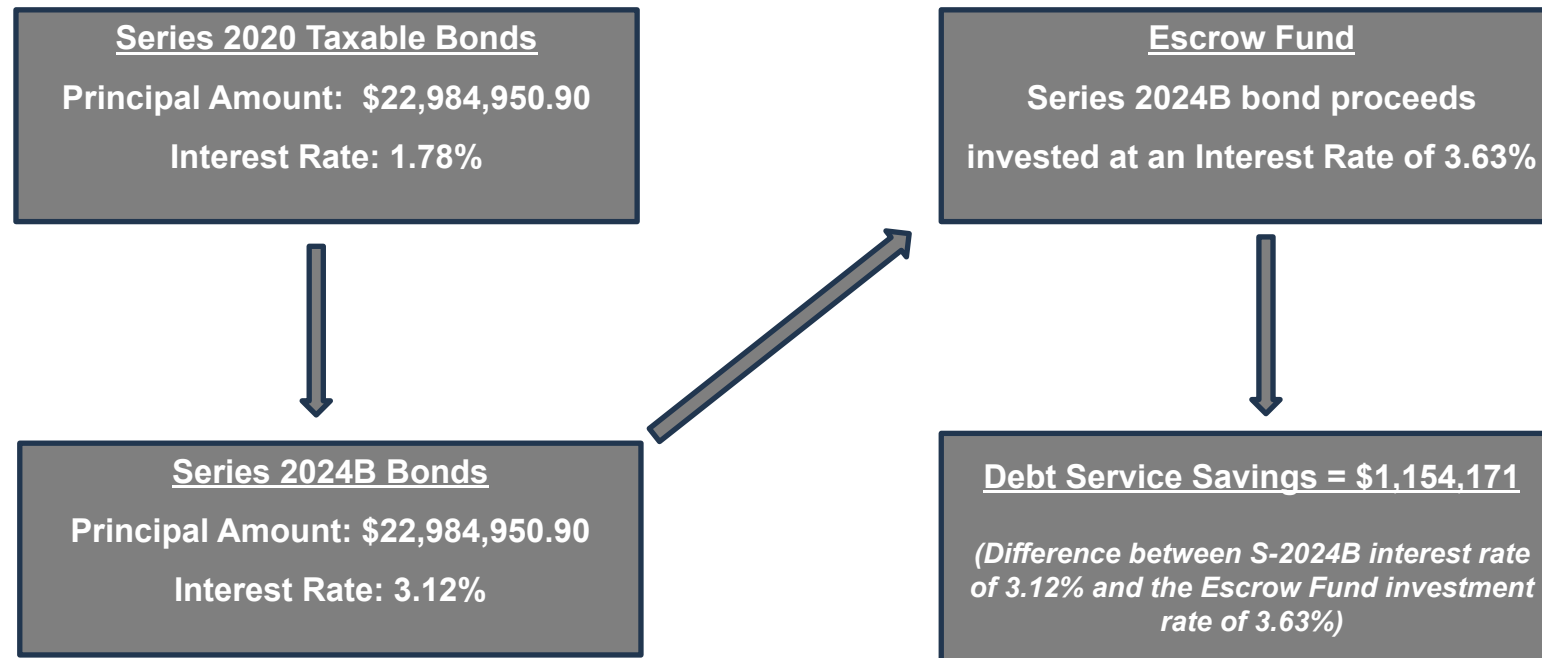


FINANCIAL ADVISORY CONTACT

Victor Quiroga, Jr.
Managing Director
10010 San Pedro Avenue | Suite 301
San Antonio, Texas 78216
210.239.0204 (Office)
210.887.1810 (Cell)
victor@spfmuni.com

Refinancing Opportunity for the Series 2020 Taxable Bonds

- On September 29, 2020, the District refinanced its Series 2014 bond and generated interest cost savings of \$11.4 million
- Based on the current yield curve in which short-term rates are higher than long-term rates, there is an opportunity to pursue a unique refinancing mechanism called “Escrow to Maturity”
- Preliminary savings of \$1,154,171 are generated by the difference between the rate of the Series 2024B Bonds (3.12%) and the investment rate of the Escrow Fund (3.63%)



Estimated Annual Savings of Escrow to Maturity Refinancing

- The refinancing of the Series 2020 Taxable Bonds will not extend the final payment
- Projected interest cost savings is \$1,154,171
- Projected Cumulative Interest Cost Savings of the original Series 2014 Bonds is \$12,550,358
 - 2020 = \$11,396,387
 - 2024 = 1,154,171

Estimated Annual Savings			
FYE	S-2020	S-2024B	
6/30	Old Payments	New Payments	Savings
2024		\$ (1,024)	\$ 1,024
2025	387,103	963,950	(576,847)
2026	1,112,303	1,112,250	53
2027	2,472,503	2,340,750	131,753
2028	2,472,503	2,341,125	131,378
2029	2,467,503	2,333,375	134,128
2030	2,467,503	2,332,375	135,128
2031	2,462,716	2,327,875	134,841
2032	2,461,858	2,329,625	132,233
2033	2,458,401	2,327,375	131,026
2034	2,452,838	2,321,125	131,713
2035	2,455,255	2,320,625	134,630
2036	2,449,998	2,315,625	134,373
2037	2,446,769	2,315,875	130,894
2038	2,444,957	2,311,125	133,832
2039	2,440,261	2,306,250	134,011
	\$ 33,452,473	\$ 32,298,301	\$ 1,154,171

Transaction Summary and Next Steps

Bond component under consideration:

1. *\$22,984,950.90 Refinancing of the Series 2020 Taxable Bonds*
 - *Estimated to generate \$1.15 million in interest cost saving*
 - *Original final payment due on 8/15/2038 will not be extended*

- The **Parameter Sale Orders** under Board consideration will allow the Administration to enter the bond market to attain the best rate and allow Dr. Vijil and Ms. Romero to sign the final documents

- The **Parameter Sale Orders** are valid for 12-months

Recent History of Refinancing Results

- Since 2006, the District has conducted six (6) successful refinacings and two (2) defeasances, resulting in taxpayer savings of over \$23.1 million
- Possible actions in FY 2024 may yield additional taxpayer savings of \$3.1 million

<i>Summary of Refinancings</i>			
Year Refinanced	Bond Issue Refinanced / Defeased	Principal Amount	Interest Savings
2006	Series 2002	\$8,895,000	\$796,546
2010	Series 2002	9,725,000	438,641
2013	Series 2005	10,135,000	1,034,294
2016	Series 2008	34,955,000	3,890,271
2016	Series 2006	8,065,000	1,302,857
2020	Series 2014	44,770,000	11,391,429
2022	<i>Series 2013 *</i>	<i>1,445,000</i>	<i>22,816</i>
2023	<i>Series 2015 *</i>	<i>5,105,000</i>	<u><i>4,303,150</i></u>
	Realized Taxpayer Savings:		\$23,180,004
2024	<i>Estimated Additional Savings **:</i>		<u><i>3,100,000</i></u>
	Total Taxpayer Savings:		\$26,280,004

(*) Represent defeasances only.

(**) Includes budgeted defeasance and proposed ETM refinancing of the S-2020 Taxable Bonds; preliminary, subject to change.

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

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

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

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

PAPERWORK IMPACT: None

BUDGET IMPACT / INFORMATION: None

EXHIBITS: None

RESOURCE PERSONNEL: Perla Romero, Chief Financial Officer, CTSBS

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



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

Date Submitted: 02/27/24

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 use of the Proctor and Gamble puberty video *Always Changing* for use with 5th grade students in Seguin ISD. In compliance with Texas Education Code Chapter 28, Section 28.004 parents/guardians must opt-in their student to be included in this instructional opportunity.

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 and COMPLIANCE:

EHAA (LEGAL) Basic Instructional Program: Required Instruction (All Levels)

PAPERWORK IMPACT:

Routine paperwork for updating required notifications and disclosures.

BUDGET IMPACT/ INFORMATION:

NA

EXHIBITS:

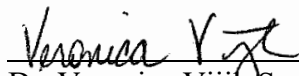
Exhibit 1- Letter of Recommendation from SHAC Chair

RESOURCE PERSONNEL:

Pete Silvius, Director of Whole Child Initiatives
Kara Hall RN, Lead Nurse

Submitted by:

(Signature)



Date Submitted: 02/27/24

(Name)

Dr. Veronica Vijil, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830)401-8614

February 12th 2024

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. On July 18, 2023 the School Board approved a recommendation from the SHAC and adopted *Living Well Aware-6th Grade and SHARE-9th Grade*. The SISD Board also asked the SHAC to consider additional grade levels and potential materials.

The SHAC discussed the possibility of utilizing a previously offered puberty education program with 5th grade students. The SHAC held two public meetings on November 15, 2023 and January 17, 2024, to discuss and consider a recommendation to include the Proctor and Gamble Puberty Education video series *Always Changing* as a potential instructional material for use in 5th grade. As a result of these meetings the SHAC has passed a motion to recommend the following programs for adoption:

Proctor and Gamble Puberty Education Video

Girls Video- <https://www.youtube.com/watch?v=0RrXAhtObBI>

Boys Video- <https://www.youtube.com/watch?v=2XF0awGRTWs>

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



Seguin ISD



School Health Advisory Council (SHAC) Recommendation.



87 (R) HB 1525

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.

In compliance with Texas Education Code Chapter 28, Section 28.004 parents/guardians who are interested in their child's participation must opt-in their child to be included in this instructional opportunity.

Recommendation

The Seguin ISD SHAC held two public meetings (11/15/23 & 1/17/24) to discuss and consider the puberty education.

The Seguin ISD SHAC has approved a recommendation to adopt the *Always Changing* puberty education video series created by Proctor and Gamble with 5th grade students in Seguin ISD.

[Girls video](#)

[Boys video](#)

ACTION ITEM:

Seguin ISD District of Innovation Amendment: Teacher Certification

RECOMMENDATION:

The administration recommends approval of the District of Innovation Amendment as presented.

RATIONALE:

Amendment allows continued flexibility in recruiting and hiring teachers from the field, including experienced individuals from unique trades or vocations, may lead to more dual credit and/or industry certification opportunities for students enrolled in Career and Technology Education (CTE) courses.

This amendment will add the following language:

- 1) Non-certified DOI teachers will be employed under a non-chapter 21 contract
- 2) Require teachers (other Career and Technical Education (CTE), Languages Other Than English (LOTE), and Theatre Arts) to obtain certification within two years.

REFERENCE and COMPLIANCE:

Goal 3: Increase the percentage of graduates who meet the College, Career, or Military Readiness (CCMR) requirements from 39% to 73% by August 2025.

Goal 7: 80% or more of SISD students will be enrolled in a campus that is rated A or B by August 2025.

BUDGET IMPACT INFORMATION:

None

EXHIBITS:

None

RESOURCE PERSONNEL:

Dr. Sam Hogue, Deputy Superintendent
Joel Trevino, Chief Human Resource Officer

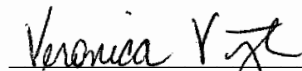
Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Dr. Veronica Vijil, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

Date Submitted: 02/27/24

ACTION ITEM: **Personnel Action - Professional Employees**

RECOMMENDATION: That the Board of Trustees approves the hiring of new professional hires under the District of Innovation designation for the 2023 – 2024 school year and listed below.

**FOR BOARD’S
APPROVAL:
TEACHERS:**

Name	Campus	Assignment	Effective
Cameron Dilworth	Seguin High School	Math	2/28/24
Austin Sanchez	Seguin High School	Math	2/28/24
John Vijil	Seguin High School	Math	2/28/24

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

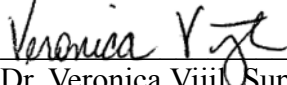
**REFERENCE and
COMPLIANCE:** DC (LEGAL), DC (LOCAL), Employment Practices

**BUDGET IMPACT/
INFORMATION:** None

**PAPERWORK
IMPACT:** This item will result in follow-up communication with the employees.

EXHIBITS: Information Sheet

**RESOURCE
PERSONNEL:** Joel S. Treviño, Chief Human Resources Officer

Submitted by:  Date Submitted: 02/27/24
(Signature) Dr. Veronica Vijil, Superintendent
(Name) 1221 E. Kingsbury St., Seguin, TX 78155
(Address) (830) 401-8614
(Telephone)