

Agenda of Regular Meeting

The Board of Trustees Seguin ISD

A Regular Meeting of the Board of Trustees of Seguin ISD will be held July 23, 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. **Audience with the Board**

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

- A. those wishing to speak shall sign up before the meeting begins stating the concern or noting the agenda item they wish to address; audience participation is limited to five minutes; the Board shall not deliberate any subject that is not on the posted agenda.

3. **Reports/Information Items:**

- A. Introduction of Newly Appointed Administrators 4
- B. Seguin ISD Bond Construction Update 5

4. **Closed Session:** Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act

- A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.
 - 1. Emergency Operations and Safety Protocols (closed session) 17
- B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
- C. Pursuant to Texas Government Code Section § 551.072 - Discuss the sale, purchase, exchange, lease, or value of real property.

5. **Reconvene to Open Meeting**, the Board will take appropriate action on items, if necessary, as discussed in Closed Session
 - A. Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).
6. **Consent Agenda Items - Consider and Possible Approval as Applicable**
 Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.
 - A. Approval of Board Minutes of Public Meeting - June 18, 2024, and Regular Meeting - June 18, 2024 18
 - B. Approval of Tax Collection Reports for June 2024 27
 - C. Approval of Proposed Budget Amendments & Financial Statements for May 2024 28
 - D. Approval of Investment Report for the Fourth Quarter Ended June 30, 2024 36
 - E. Approval of Investment Report for the Year Ended June 30, 2024 41
 - F. Adoption of Resolution Stating Review of Investment Policy and Designation of Investment Officers 45
 - G. Approval of District-Wide Vehicle Maintenance, Parts, And Services (RFP #: 24-01) 71
 - H. Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts, And Services (RFP #: 24-02) 73
 - I. Approval of District-Wide HVAC Systems Maintenance, Equipment, Parts, & Services (RFP #: 24-03) 75
 - J. Approval of District-Wide Facilities Maintenance, Electrical Equipment, Parts, And Services (RFP #: 24-04) 77
 - K. Approval of District-Wide Special Education Services (RFP #: 24-05) 79
 - L. Approval of Credit by Exam Dates for 2024-2025 81
 - M. First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 123, Affecting LEGAL and LOCAL Policies 82
 - N. Consideration of Approval of Certified Appraisers for 2024-2025 141
 - O. Personnel Information - Professional Employees 143
 - P. Acknowledge Public Information Act Requests June-July 2024 146
7. **Action Items**
 - A. Review and Approval of the 2024-2025 Optional Flexible School Day Program Application for Seguin High School and Mercer-Blumberg Learning Center's FSD Program and the Application for the Mercer-Blumberg Learning Center with Graduation Alliance 148

B. Home School UIL Participation	190
C. Consideration and Take Possible Action to Approve Delegating Authority to the Chief Financial Officer, Elizabeth Oaks, to Execute Any and All Necessary Documentation Regarding Utilities at Real Property Located at 6625 FM 725, New Braunfels, Texas	201
D. Designate the Chief Financial Officer to Calculate the New Revenue Tax Rate and the Voter Approval Rate for the 2024 Tax Year	204
E. 2024-2025 Compensation Plan - Pay Grade and Stipends	205
F. Nominate Candidates for the TASB Board of Directors	207
G. Designate Official Voting Delegate and Alternate to the 2024 TASB Delegate Assembly in San Antonio, Texas on September 26th – 29th, 2024	217
8. Board Comments and Request	
9. Adjourn	

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

RECOMMENDATION: The Board acknowledges the newly appointed 2024-2025 Administrative Hire.

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

REFERENCE & COMPLIANCE: DCB (LOCAL), Contracts

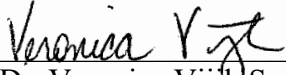
BUDGET IMPACT/ INFORMATION: None

PAPERWORK IMPACT: None

EXHIBITS: None

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

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


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

Date Submitted: 07/23/24

INFORMATION ITEM: **Seguin ISD Bond Construction Update**

RECOMMENDATION: That the Board of Trustees receive an update on current bond projects.

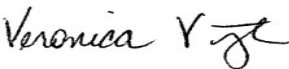
RATIONALE: To provide the Board of Trustees with regular updates and progress reports on all current bonds and related projects.

REFERENCE and COMPLIANCE: CV (LEGAL) Facilities Construction

BUDGET IMPACT / INFORMATION: None

EXHIBITS: Bond Update Presentation

RESOURCE PERSONNEL: Elizabeth Oaks, Chief Financial Officer, RTSBA

Submitted by:  Date Submitted: 07/23/24
 (Signature) _____
 (Name) Dr. Veronica Vijil, Superintendent
 (Address) 1221 E. Kingsbury St., Seguin, TX 78155
 (Telephone) (830) 401-8614

Bond Project Updates

SEGUIN ISD BOARD MEETING
July 23, 2024

AJ Briesemeister Middle School Renovation

Punch list items progressing. 51 items left as of 7/15/24. As of May 1st total items were 870.

District receiving written and visual confirmation of all completed items before signing off.

Multiple walks last week in all areas were very encouraging.

Still waiting on some back ordered doors to replace older doors.

Meeting this week with S & P and SISD leadership, architect, attorney to discuss payment status.



Ball Early Childhood Center Classroom Additions

Construction Completed:

Staff has occupied space

Furniture in place

100% Complete



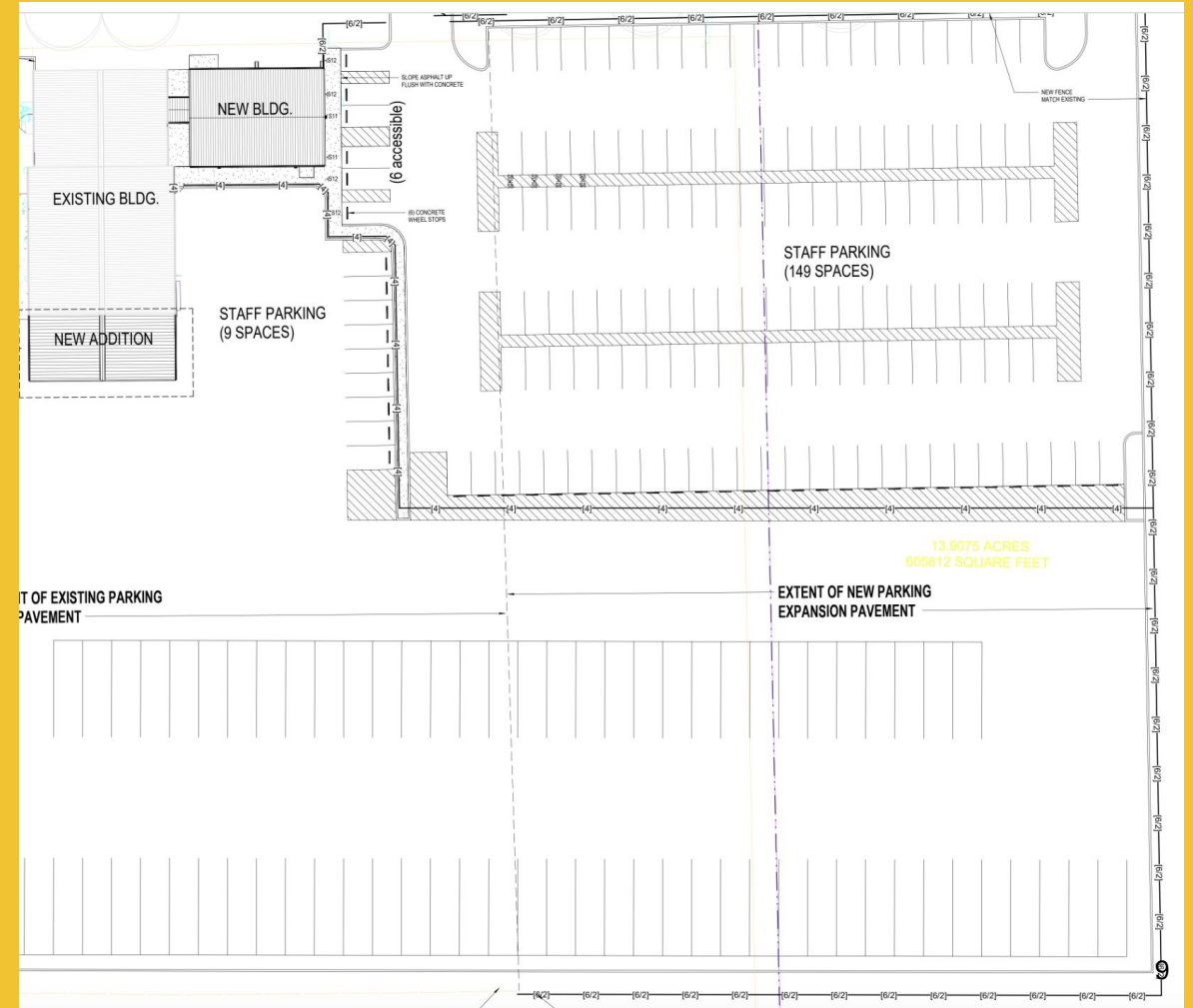
Transportation

Design documents complete

Construction documents in progress

August bid date

October construction start date



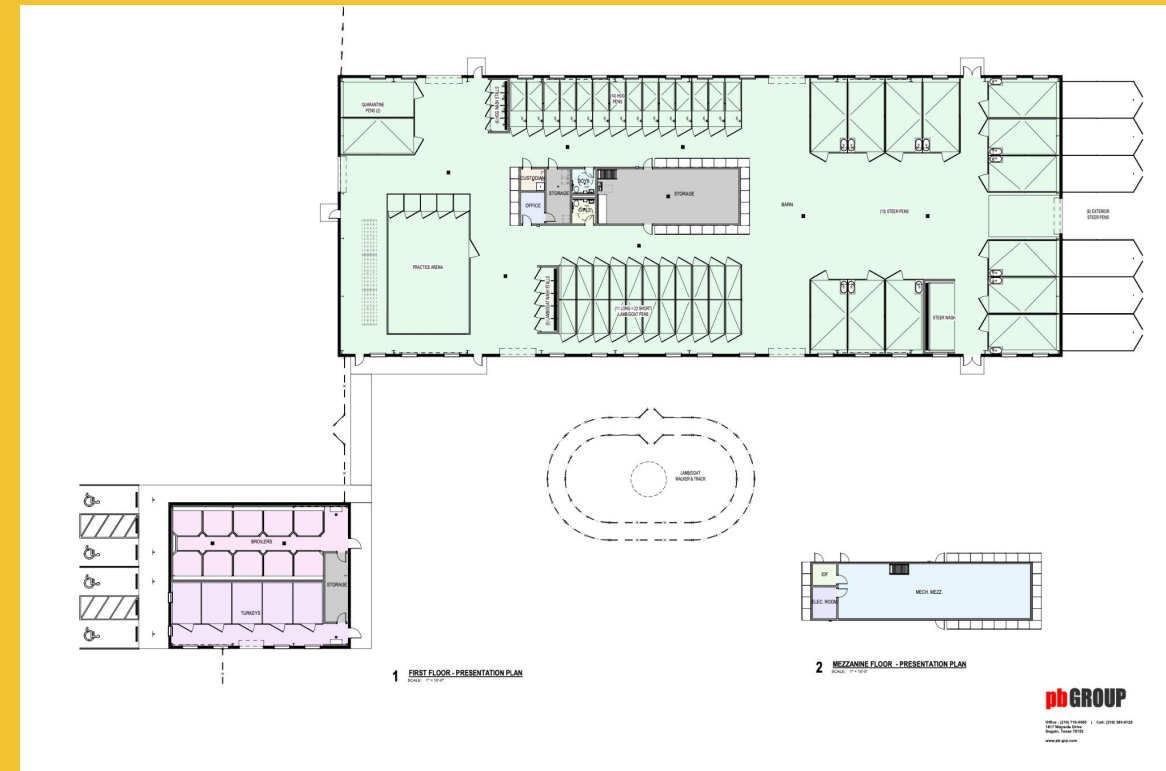
Agricultural Science Facility

Schematic design plan is complete
 Construction documents in progress
 On target for December bid.

Well was not functional.

Working with vendors on materials for:

- Enclosures
- Panels
- Full grounds security
- Access, security fencing





SEGUIN INDEPENDENT SCHOOL DISTRICT

Project Updates

Furniture - Barnes, MBLC, DAEP

- District removed existing furniture: June 3-10
- District coordinates floor waxing: June 10-28
- New furniture installation: July 1-August 2
- Teachers Back at Campus: August 5
- First Day of School: August 15

Roofing - District Wide

- The Child Nutrition Building - Complete
- The High School D wing has 13 items left.
- The Administration Building
- A few punch items left. Big item is area above the technology center where a leak occurred last week.

Safety and Security

- Materials delivered.
- Pole installation in progress
- Installation of fabric has started.
- Gates Measured & On Order.
- Data Cables being pulled and Cameras Ordered.

Barnes MS

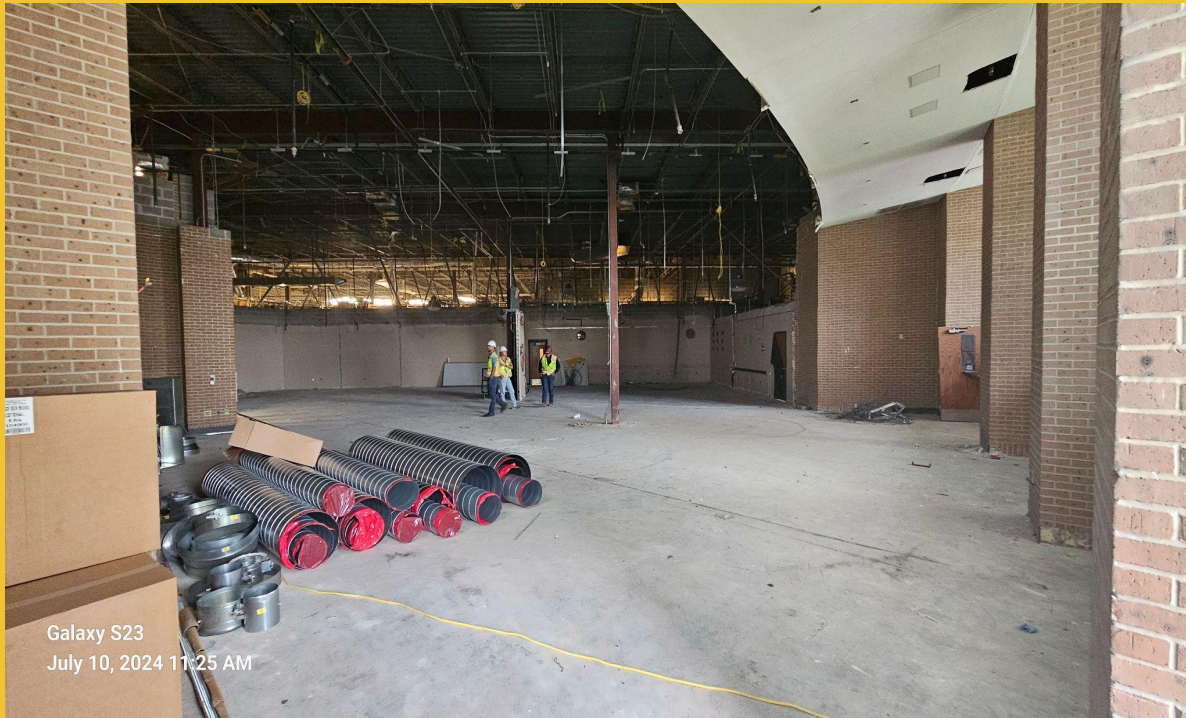
- Start drilling piers inside the cafeteria for a new floor and proscenium.
- Work on electrical rough-in the cafeteria.
- Forming new piers in the cafeteria.
- Start forming and pouring the new platform in the cafeteria.
- Start framing walls and ceilings in the library.
- Start electrical and plumbing rough-in at the new additions.
- Starting roofing work.

McQueeney ES

- Site prep and mobilization started on June 19.
- Site strip and rough grade from June 21 to July 18.
- Entryways have been laid for site access.
- Building excavation starts July 16.

Barnes MS

Library



Cafeteria



Safety and Security





Baseball/Softball Complex

80% Complete

Starting electrical work in the batting cage building.

Columns/supports for scoreboard are in and ready to receive the new scoreboard. The scoreboards will not be delivered until later in July.

Working on roof installation at dugouts (still waiting on soffit panels, fascia and downspouts).

Started installation of bleachers (embed bolts are in-place).

Pulling wires throughout the building.

Ongoing installation of ceiling grid in the concession and ticket booth.

Ongoing installation of light fixtures.

Plumbing fixtures are installed in the restrooms.

Bond Oversight Committee

The Bond Oversight Committee will serve in an advisory capacity to the Seguin ISD School Board and administration to ensure project work remains faithful to the priorities and planning of the 2022 and 2023 Bond projects.

1st Meeting - January 30

2nd Meeting - April 16 - Tour of
Baseball/Softball

3rd Meeting September 10

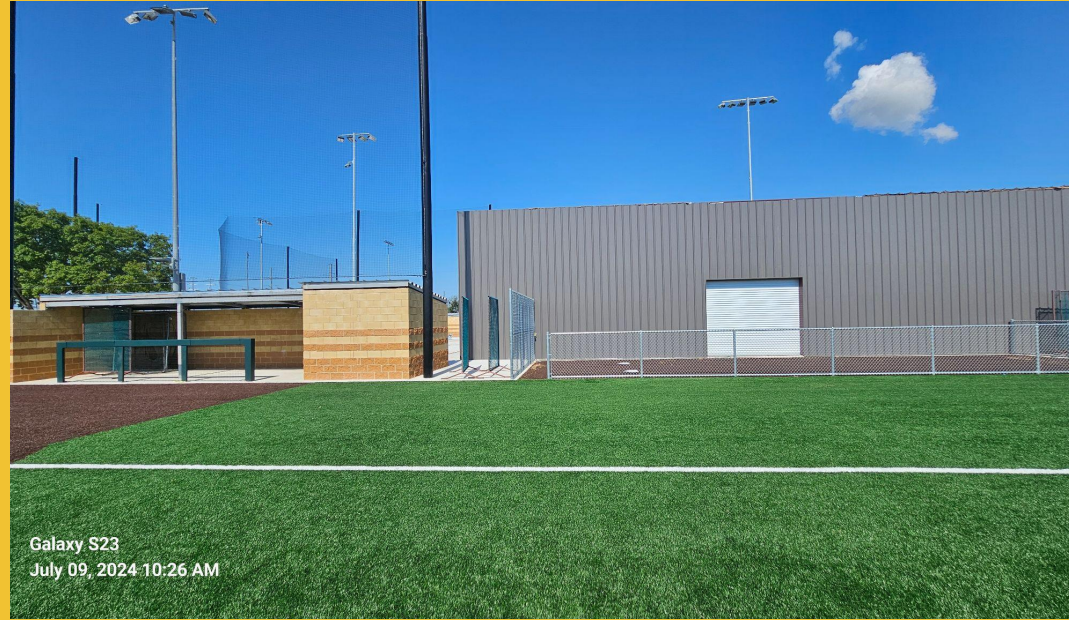


S23
July 09, 2024 10:29 AM

Concessions



Softball Cage



Galaxy S23
July 09, 2024 10:26 AM



Galaxy S23
July 09, 2024 10:23 AM

Page 8 of 23

Baseball Cage



Restroom



S23
2024 10:32 AM

15

Page 17 of 23

Questions?



pbGroup LLC

architecture · interior design · design build

planning · architecture · interior design

INFORMATION ITEM:

Emergency Operations and Safety Protocols (closed session)

RECOMMENDATION:

That the Board of Trustees receive information regarding the safety updates to the 2024-2025 Seguin ISD Emergency Operations Plan.

RATIONALE:

The District's Emergency Operations Plan (EOP) is updated annually in conjunction with the District Safety and Security Committee. It is best practice for the EOP to be reviewed by the Board of Trustees.

REFERENCE and COMPLIANCE:

CKC (LEGAL) (LOCAL) Safety Program/Risk Management Emergency Plans

PAPERWORK IMPACT:

Minimal

BUDGET IMPACT INFORMATION:

None

EXHIBITS:

2024-2025 Emergency Operations Plan

RESOURCE PERSONNEL:

Nikki Elaine Bittings, Chief Student Services Officer

Submitted by: _____

(Signature)



Date Submitted: 07/23/24

(Name) Dr. Veronica Vijil, Superintendent

(Address) 1221 E. Kingsbury St., Seguin, TX 78155

(Telephone) (830) 401-8614

Minutes of Public Meeting

The Board of Trustees

Seguin ISD

A Public Meeting of the Board of Trustees of Seguin ISD was held Tuesday, June 18, 2024, beginning at 6:00 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador, Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Grace Mueller, and Dr. Veronica Vijil, Superintendent

Absent: Joshua Bright, and Carl Jenkins

Also Present: Nikki Bittings, Chief Student Services Officer; Steve Gonzalez, Chief Technology Officer; Monica Lyons, Chief Academic Officer; Elizabeth Oaks, Chief Financial Officer; Joel Trevino, Chief Human Resources Officer; Danica Murillo, Deputy Chief of Human Resources, and Nancy Ramirez, Superintendent Secretary.

1. Call to Order

A. Mr. Guerra called the public meeting to order at 6:02 p.m. and a quorum was established.

2. Public Meeting to Discuss the Budget and Proposed Tax Rate for the 2024-2025 School Year

The Board met to discuss the Budget and Proposed Tax Rate for the 2024-2025 school year. All questions and comments from the board were addressed. There were no questions from the public.

3. Adjourn

The meeting adjourned at 6:16 p.m.

Secretary/July 23, 2024

President/July 23, 2024

Minutes of Regular Meeting

The Board of Trustees

Seguin ISD

A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, June 18, 2024, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador, Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Grace Mueller, and Dr. Veronica Vijil, Superintendent

Absent: Joshua Bright, and Carl Jenkins

Also Present: Nikki Bittings, Chief Student Services Officer; Steve Gonzalez, Chief Technology Officer; Monica Lyons, Chief Academic Officer; Elizabeth Oaks, Chief Financial Officer; Joel Trevino, Chief Human Resources Officer; Danica Murillo, Deputy Chief of Human Resources; Michael Olstad, Creative and Critical Thinking Program Coordinator; Nancy Ramirez, Superintendent Secretary and Media.

1. Call to Order

A. Mr. Guerra called the meeting to order at 6:31 p.m. and a quorum was established. The meeting of the Seguin ISD has been duly called and notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.

B. The pledges were led by Kassidy Dailey, an eighth-grade student, from 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. She also encouraged families to pick up free breakfast and lunch for children ages 1 to 18 through August 1st at one of the meal locations, McQueeney, Rodriguez, Vogel, Ball ECC, Seguin High School, the Outdoor Learning Center, Park West, and Starcke Park.

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:

- **Barnes Middle School Destination Imagination Team Global competitors**

Dr. Vijil was honored to recognize the Barnes Middle School Destination Imagination Team that advanced to the Global competition this past spring and placed 6th place overall.

- **Superintendent's Award**

Dr. Vijil was honored to recognize Elizabeth Moore, Student Services Coordinator, as the June recipient of the Superintendent’s Leadership Apple Award for going above and beyond daily duties to cultivate, inspire, and empower her colleagues, students and Seguin ISD community.

3. Audience with the Board

No one signed up to address the Board.

4. Reports/Information Items:

A. Introduction of Newly Appointed Administrators

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

- **Jay Law – Jim Barnes Middle School Principal**
- **Bianca Duvall – Director of ECHS and P-TECH**

B. Notice of Intent to Apply for Federal Grants

The Board of Trustees received notice on the intent to apply for the following federal grants for the 2024-2025 school year:

2024-25 ESSA Consolidated Grant

2024-25 Perkins V: Strengthening CTE

2024-25 Special Education Consolidated Grant

5. Closed Meeting –The Board went into a closed session at 6:59 p.m.

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

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

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 recessed from 8:02 until 8:07 and reconvened at 8:08 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.

7. Consent Agenda Items – Consider and Possible Approval:

A. Approval of Board Minutes for:

Regular Meeting, May 21, 2024

Team of 8 Training, May 22, 2024

B. Approval of Tax Collection Reports for May 2024

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for May 2024. 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.

C. Approval of Proposed Budget Amendments & Financial Statements for April 2024

The Board of Trustees approved the proposed budget amendments and financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund as of April 30, 2024.

D. Approval of Donations Received May 2024

The Board of Trustees approved the donations received by the District during the month of May 2024 in the amount of \$5,500.00 from various business and individuals. District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval."

E. Approval of Agreement with Texas Association of School Boards for Workers' Compensation Coverage for the period July 1, 2024, through June 30, 2025

The Board of Trustees approved the agreement with the Texas Association of School Boards, Inc. (TASB) Risk Management Fund to provide coverage for the District's workers' compensation, property, liability, and fleet insurance for the period July 1, 2024, through June 30, 2025, with a premium of \$770,352. The total cost for all services is \$178,854 more than in 2023-2024. Coverages under the plan include the following: property, auto (liability and physical damage), school liability, privacy & information security, violent acts, and workers' compensation. The cost increase is a result of added property, increased property values, increased costs in materials, and an overall increase in the severity and cost of weather-related claims in the state of Texas.

F. Approval of District-Wide Vehicle Maintenance, Parts, and Services (RFP#:24-01)

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Vehicle Maintenance, Parts, and Services. A Request for Proposals (RFP#: 24-01) was issued on June 5, 2023, for Vehicle Maintenance, 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: Evapocore, Inc. and J&A Collision Center. 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.

G. Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts, and Services (RFP #: 24-02)

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Plumbing Systems Maintenance, Equipment, Parts, and Services. 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 one response 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: Double Check Enterprises. The list of previously approved vendors is available on the Bids page of the District website. All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2026, and will remain active for one year thereafter.

H. Approval of District-Wide HVAC Systems Maintenance, Equipment, Parts, and Services (RFP #: 24-03)

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for HVAC Systems Maintenance, Equipment, Parts, and Services. A

Request for Proposals (RFP#: 24-03) was issued on June 5, 2023, for HVAC Systems Maintenance, Equipment, Parts, and Services. The bid was competitively solicited in compliance with Board Policy. Of the one response 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: Axxon Services, Inc. The list of previously approved vendors is available on the Bids page of the District website. All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2026, and will remain active for one year thereafter.

I. 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 Facilities Maintenance, Electrical, Parts and Services. The bid was competitively solicited in compliance with Board Policy. Of the four 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: Skelton Enterprises, Inc., Axxon Services, Inc., Security One, Inc., and Architectural Division 8. 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. Approval of District-Wide Special Education Services (RFP #: 24-05)

The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Special Education Services. A Request for Proposals (RFP#: 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 response received, all met the RFP requirements. With approval from the Board of Trustees, the respondent will be added to the list of approved vendors for this RFP: Dr. Michael Roman. 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.

K. Approval of District-Wide Student Accident and Athletic Insurance (RFP #: 24-12)

The Board of Trustees approved to contract with The Brokerage Store for Student Accident and Athletic Insurance at a cost of \$38,939 per month for year one of a two-year guaranteed rate with an optional third year. A Request for Proposals (RFP#: 24-12) was issued on May 13, 2024 for Student Accident and Athletic Insurance. The bid was competitively solicited in compliance with Board Policy. Of the three responses received, all met the RFP requirements. This recommendation is based primarily, although not exclusively, on the Brokerage Store's past relationship with the District and the quality of their services.

L. ESC XX Annual Commitment Forms

The Board of Trustees approved the ESC annual commitment forms as recommended. Region Service Centers provide instructional and administrative services on an annual contract basis. The recommended forms for the 2024-2025 school year have been prepared. The cost of all services does not exceed \$200,000.

M. Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$67,171

The Board of Trustees received information regarding the purchases through the BuyBoard Purchasing Cooperative: *Lakeshore Learning Materials: Reference #667-22 Furniture for School,

Office, Science, Library, and Dormitory and \$653-21 Instructional Materials and Classroom Teaching Supplies and Equipment - \$67,171.

N. Information Regarding Purchases Through the TIPS Purchasing Cooperative for a total cost of \$176,000

The Board of Trustees received information regarding the purchases through the TIPS Purchasing Cooperative: *Carnegie Learning, Inc.: Reference #220105, Technology Solutions, Products, and Services - \$176,000.

O. Personnel Information – Professional Employees

The Board of Trustees recognized and acknowledged the new professional hires for the 2024-2025 school year and the resignations listed below:

New Hire Elections:

Name	Campus	Effective Date
*Alicea, Olga	Rodriguez Elementary	08/05/24
Alvarado, Emily	Patlan Elementary	08/05/24
Burt, Amber	Jefferson Elementary	08/05/24
*Dodd, Kay Lynn	Weinert Elementary	08/05/24
Garza, Audre	Weinert Elementary	08/05/24
Law, Melissa	Rodriguez Elementary	08/05/24
Mauldin, Daniel	Discipline Alternative School at Saegert	08/05/24
Nel, Marlana	McQueeney Elementary	08/05/24
*Post, Tracy	A.J. Briesemeister Middle School	08/05/24
Rudloff, Tammy	Jim Barnes Middle School	08/05/24

* Returning Seguin ISD employee

Resignations:

Baker, Crystal, Koennecke Elementary, effective 05/31/24

Ms. Baker, Special Education Teacher, has resigned to work at another school district.

Ms. Baker has 18 years with Seguin ISD.

Beutnagel, Tori, Jim Barnes Middle School, effective 06/28/24

Ms. Beutnagel, Associate Principal, has resigned to work at another school district.

Ms. Beutnagel has 19 years with Seguin ISD.

Cooper, Rebecca, Patlan Elementary, effective 05/28/24

Ms. Cooper, Kindergarten Teacher, has resigned to work at another school district.

Ms. Cooper has 2 years with Seguin ISD.

Dumboski, John, Seguin High School, effective 05/31/24

Mr. Dumboski, Science Teacher, has resigned to work at another school district.

Mr. Dumboski has 9 years with Seguin ISD.

Feuge, Sharon, Matador Special Services, effective 06/12/24

Ms. Feuge, Special Education Supervisor, has resigned and elected to

retire.

Ms. Feuge has 17 years with Seguin ISD.

Freeman, Erma, A.J. Briesemeister Middle School, effective 06/28/24

Ms. Freeman, Whole Child Support Coach, has resigned due to the grant position ending.

Ms. Freeman has 30 years with Seguin ISD.

Goodine, Hannah, Jefferson Elementary, effective 05/29/24

Ms. Goodine, 5th Grade Teacher, has resigned due to family reasons.

Ms. Goodine has 3 years with Seguin ISD.

Hendryx, Jennifer, Vogel Elementary, effective 06/05/24

Ms. Hendryx, Academic Dean, has resigned due to other employment.

Ms. Hendryx has 2 years with Seguin ISD.

Kowalski, Jason, Seguin High School, effective 05/31/24

Mr. Kowalski, Teacher, has resigned due to other employment.

Mr. Kowalski has 5 years with Seguin ISD.

Matthews, Cory, Seguin High School, effective 05/31/24

Mr. Matthews, Science Teacher, has resigned due to other employment.

Mr. Matthews has 5 years with Seguin ISD.

Moriarty, Sean, Jim Barnes Middle School, effective 05/24/24

Mr. Moriarty, Music Teacher, has resigned due to relocation.

Mr. Moriarty has 9 years with Seguin ISD.

Neal, Taliferro, Seguin High School, effective 06/18/24

Mr. Neal, Assistant Principal, has resigned.

Mr. Neal has 25 years with Seguin ISD.

Pfenninger, Kathryn, Vogel Elementary, effective 05/28/24

Ms. Pfenninger, GT Teacher, has resigned to work at another school district.

Ms. Pfenninger has 8 years with Seguin ISD.

Polk, Bethany, Student Services, effective 06/28/24

Ms. Polk, Director, has resigned due to the grant position ending.

Ms. Polk has 5 years with Seguin ISD.

Prater, Lauren, Learning Leadership Innovation Department, effective 06/14/24

Ms. Prater, Math Specialist, has resigned due to other employment.

Ms. Prater has 6 years with Seguin ISD.

Roe, Jessica, Seguin High School, effective 05/28/24

Ms. Roe, 4th Grade Teacher, has resigned due to other employment.

Ms. Roe has 5 years with Seguin ISD.

Serold, Amanda, Patlan Elementary, effective 05/31/24

Ms. Serold, Special Education Teacher, has resigned due to other employment.

Ms. Serold has 1 year with Seguin ISD

Waggoner, Victoria, Vogel Elementary, effective 05/31/24

Ms. Waggoner, Kindergarten Teacher, has resigned due to other employment.

Ms. Waggoner has 1 year with Seguin ISD.

P. Acknowledge Public Information Act Requests May-June 2024

The Board of Trustees received information regarding the Public Information Act requests received since May 9, 2024. The purpose of this agenda item is to keep trustees apprised of the District's Public Information Program.

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

A. Approval of Board Minutes for:

Regular Meeting, May 21, 2024

Team of 8 Training, May 22, 2024

B. Approval of Tax Collection Reports for May 2024

C. Approval of Proposed Budget Amendments & Financial Statements for April 2024

D. Approval of Donations Received May 2024

E. Approval of Agreement with Texas Association of School Boards for Workers' Compensation Coverage for the period July 1, 2024, through June 30, 2025

F. Approval of District-Wide Vehicle Maintenance, Parts, and Services (RFP#:24-01)

G. Approval of District-Wide Plumbing Systems Maintenance, Equipment, Parts, and Services (RFP #: 24-02)

H. Approval of District-Wide HVAC Systems Maintenance, Equipment, Parts, and Services (RFP #: 24-03)

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

J. Approval of District-Wide Special Education Services (RFP #: 24-05)

K. Approval of District-Wide Student Accident and Athletic Insurance (RFP #: 24-12)

L. ESC XX Annual Commitment Forms

M. Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$67,171

N. Information Regarding Purchases Through the TIPS Purchasing Cooperative for a total cost of \$176,000

O. Personnel Information – Professional Employees

P. Acknowledge Public Information Act Requests May-June 2024

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

Nays: None

8. Action Items

A. Adoption of 2024-25 Budgets for the General Operating Fund, Child Nutrition Fund, and Debt Service Fund

Mr. Amador moved, seconded by Mrs. Mueller, to adopt the 2024-25 proposed budget for the General Operating Fund, Child Nutrition Fund, and Debt Service Fund as presented. The official budget consists of three separate funds: The General Operating Fund, Child Nutrition Fund, and Debt Service Fund. Each of these budgets must be approved by the Board of Trustees at the functional level. Subsequent amendments involving changes to functional levels must be duly approved by the Board of Trustees.

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

Nays: None

B. Consideration and Take Possible Action to Approve Granting of Easements and Approval of Purchase Agreement for City of Seguin Water Distribution Line Easements Located at 1231 East Kingsbury Street, Seguin, Texas, 78155

Ms. Duncan moved, seconded by Mr. Amador, to approve granting of easements and approval of purchase agreement for the City of Seguin Water Distribution Line easements located at 1231 East

Kingsbury Street, Seguin, Texas, 78155. The granting of this easement will increase water service capacity in the area.

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

Nays: None

C. Consideration and Take Possible Action to Approve Delegating Authority to the Chief Financial Officer, Elizabeth Oaks, to Execute Any and All Necessary Documentation to Grant A Right Of Way Easement at Real Property Located at 1329 Ilka Road, Seguin, Texas

Ms. Duncan moved, seconded by Mr. Amador, to approve delegating authority to the Chief Financial Officer, Elizabeth Oaks, to execute any and all necessary documentation to grant a right of way easement at real property located at 1329 Ilka Road, Seguin, Texas, 78155. The adoption of this resolution will allow the Chief Financial Officer, Elizabeth Oaks, to sign the necessary papers for the district to be able to gain use of the water meter located at the district's ILKA property.

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

Nays: None

D. Discussion and Possible Approval to Initiate the Process to Call a Special Election in Relation to the Tax Rate Including, But Not Limited to, Engaging With District's Independent Auditors to Perform an Efficiency Audit

Mr. Amador moved, seconded by Mrs. Crettenden, to approve to initiate the process to call a special election in relation to the tax rate including, but not limited to, engaging with the district's auditor's to perform an efficiency audit. By taking action to initiate the process of a special election in relation to the tax rate the district is able to engage with auditors to begin the required efficiency audit. This must be done by July 5 for the district to be able to call a November Voter Approval Tax Rate Election.

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

Nays: None

9. Board Comments and Request

There were no comments or requests from the Board.

All prior Board requests have been addressed.

10. Adjourn

Mr. Amador moved, seconded by Mrs. Mueller, to adjourn the meeting. The meeting adjourned at 8:24 p.m.

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

Nays: None

Secretary/July 23, 2024

President/July 23, 2024

ACTION ITEM:

Approval of Tax Collection Reports for June 2024

RECOMMENDATION:

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

Current	\$	355,503
Delinquent		21,085
Penalty and Interest		75,767
Total Monthly Collections	\$	<u>452,355</u>

Total Tax Collections Year to Date	\$	<u>54,277,331</u>
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Delinquent Tax Levy	3,275,887
Percent Collected through May, 2024	64.49%
Percent of Tax Levy Collected last year	65.00%

EXHIBITS:

None

RESOURCE PERSONNEL:

Elizabeth Oaks, Chief Financial Officer, RTSBA
Sally Eckhart, Budget Coordinator

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)

Veronica Vijil

Date Submitted: 07/23/24

Dr. Veronica Vijil, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

ACTION ITEM: **Approval of Proposed Budget Amendments & Financial Statements for May 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 May 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: Elizabeth Oaks, Chief Financial Officer, RTSBA
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: 07/23/24

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

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
May 2024**

	Budget					Actual			Budget Remaining
	Adopted Budget	May 1, 2024	Proposed Amendment(s)		May 31, 2024	May 1, 2024	Current Month	May 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	35,000,000	(800,000)	-	34,200,000	33,594,188	355,744	33,949,932	250,068
Property Taxes-Delinquent	700,000	800,000	200,000	-	1,000,000	954,299	45,830	1,000,129	-
Property Taxes-Penalty & Interest	375,000	500,000	(50,000)	-	450,000	357,509	53,818	411,327	38,673
Interest Income	875,000	1,179,320	380,680	-	1,560,000	1,405,178	147,897	1,553,074	6,926
Other Local Income	106,000	105,000	218,050	-	323,050	262,328	25,919	288,247	34,803
State	25,804,767	34,093,604	4,947,392	-	39,040,996	21,340,733	1,809,273	23,150,007	15,890,989
Federal	1,167,000	1,924,500	(585,900)	-	1,338,600	1,598,731	(278,999)	1,319,733	18,867
REVENUE	69,920,325	73,602,424	4,310,222	-	77,912,646	59,512,967	2,159,482	61,672,449	16,240,326
EXPENSE									
11 - Instruction	38,323,483	42,970,231		(844,638)	42,125,593	27,561,994	2,762,831	30,324,824	11,800,769
12 - Instructional Resources & Media Svcs	1,055,793	1,109,086		15,000	1,124,086	786,219	80,996	867,215	256,871
13 - Curr & Instructional Staff Development	577,483	753,852		(15,065)	738,787	489,998	47,150	537,148	201,639
21 - Instructional Leadership	2,062,583	2,051,194		35,000	2,086,194	1,592,962	145,610	1,738,572	347,622
23 - School Leadership	4,800,008	5,163,186		25,000	5,188,186	3,905,217	410,105	4,315,321	872,865
31 - Guidance & Counseling Services	2,586,821	2,827,465		26,025	2,853,490	2,128,455	204,005	2,332,460	521,030
32 - Social Work Services	641,559	795,039		36,537	831,576	591,628	59,215	650,843	180,733
33 - Health Services	818,922	848,420		34,646	883,066	581,193	75,823	657,016	226,050
34 - Student Transportation	3,248,950	3,445,547		40,000	3,485,547	2,494,120	260,825	2,754,944	730,603
35 - Food Service	-	-		-	-	-	-	-	-
36 - Co-curricular Activities	2,097,243	2,346,526		89,400	2,435,926	1,804,550	207,787	2,012,337	423,589
41 - General Administration	3,028,229	3,435,293		145,000	3,580,293	3,233,391	390,785	3,624,177	(43,884)
51 - Plant Maintenance & Operations	7,381,576	8,274,629		220,500	8,495,129	6,747,669	579,569	7,327,239	1,167,890
52 - Security & Monitoring Services	543,577	1,183,287		110,981	1,294,268	1,014,655	137,102	1,151,757	142,511
53 - Data Services	1,993,392	2,859,178		85,000	2,944,178	2,007,778	160,750	2,168,528	775,650
61 - Community Services	30,022	28,167		(3,386)	24,781	19,474	315	19,789	4,992
71 - Debt Services	-	665,000		-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	3,549,495		-	3,549,495	1,705,419	34,770	1,740,189	1,809,306
93 - Pmts to Fiscal Agent/Member Distr of SSA	-	2,220,727		-	2,220,727	-	-	-	2,220,727
99 - Intergovernmental Charges (Appraisal Svcs)	730,684	842,464		-	842,464	627,922	-	627,922	214,542
EXPENSE	69,920,325	85,368,786	-	-	85,368,786	57,957,643	5,557,639	63,515,282	21,853,504
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ (11,766,362)	\$ 4,310,222	\$ -	\$ (7,456,140)	1,555,324	(3,398,157)	(1,842,833)	(5,613,178)
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ (11,766,362)	\$ 4,310,222	\$ -	\$ (7,456,140)	1,555,324	(3,398,157)	(1,842,833)	(5,613,178)

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	85,368,786
23 - 24 Beginning Unassigned Fund Balance	\$ 34,750,830		
		<i>Less: Non-Operating Expenses/Fund Balance Assignments</i>	
23 - 24 Actual Year to Date Revenue Over/(Under) Expense	\$ (1,842,833)	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	\$ (5,613,178)	Assigned for 23-24 QZAB Payment (7 of 15)	\$ (665,000)
		Assigned for Teacher Incentive Allotment Program Development	\$ (130,000)
23 - 24 Estimated Year End Result of Activities	\$ (7,456,011)	Assigned for Welding Shop Upgrades	\$ (359,495)
* 23 - 24 Estimated Ending Unassigned Fund Balance (Unaudited)	\$ 27,763,684	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 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)	\$ 73,602,424
		25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)	\$ 18,400,606
		23 - 24 Minimum Unassigned Fund Balance	\$ 18,400,606
		* 23 - 24 Estimated Ending Unassigned Fund Balance (Unaudited)	\$ 27,763,684
		Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$ 9,363,078

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

Budget Report - Attachment 1
 23-Jul-2024

Revenues:

BUA 704

Local Revenue

Property Taxes-Current Reduced to match collections (800,000)

Property Taxes-Delinquent Increased to match collections 200,000

Property Taxes-Penalty & Interest Reduced to match collections (50,000)

Interest Income Increased to match earnings 380,680

Other Local Income Increased to match collections 218,050

State Revenue Increased to match earnings (State aide and tax audit adjstmt) 4,947,392

Federal Revenue Reduced to match earnings (585,900)

Total Revenue Increase (Decrease) \$ 4,310,222

Other Sources:

Total Other Sources Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

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

	Budget					Actual			Budget Remaining
	Adopted Budget	May 1, 2024	Proposed Amendment(s)		May 31, 2024	May 1, 2024	Current Month	May 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	126,949	14,368	141,317	-
Other Local Income	443,500	443,500	-	-	443,500	232,935	18,278	251,213	192,287
State	121,500	121,500	-	-	121,500	51,001	10,679	61,679	59,821
Federal	6,025,000	6,025,000	-	-	6,025,000	5,599,454	582,168	6,181,622	-
REVENUE	6,610,000	6,610,000	-	-	6,610,000	6,010,338	625,493	6,635,831	252,108
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	5,767,653	711,266	6,478,919	1,087,799
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	19,500	19,500	-	-	19,500	9,323	831	10,154	9,346
52 - Security & Monitoring Services	7,000	7,000	-	-	7,000	486	44	530	6,470
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
EXPENSE	6,610,000	7,593,218	-	-	7,593,218	5,777,461	712,141	6,489,603	1,103,615
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ (983,218)	\$ -	\$ -	\$ (983,218)	232,877	(86,648)	146,229	(851,508)
Other Sources	-	-	-	-	-				
Other Uses	-	-	-	-	-				
OTHER SOURCES AND USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESULT OF ACTIVITIES	\$ -	\$ (983,218)	\$ -	\$ -	\$ (983,218)	\$ 232,877	\$ (86,648)	\$ 146,229	

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
23 - 24 Actual Year to Date Revenue Over/(Under) Expense	\$	146,229	
23 - 24 Actual Year to Date Other Sources and Uses	\$	-	
23 - 24 Budget Remaining Revenue Over/(Under) Expense	\$	(851,508)	
23 - 24 Estimated Year End Result of Activities			\$ (705,279)
23 - 24 Estimated Ending Fund Balance (Unaudited)			\$ 2,643,946

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

Budget Report - Attachment 1
23-Jul-2024

Revenues:

Total Revenue Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Uses:

Total Other Uses Increase (Decrease) \$ -

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

	Budget				Actual			Budget Remaining	
	Adopted Budget	May 1, 2024	Proposed Amendment(s)		May 31, 2024	May 1, 2024	Current Month		May 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	2,150,000	-	17,714,000	17,672,449	186,776	17,859,225	-
Property Taxes-Delinquent	250,000	250,000	150,000	-	400,000	400,987	19,347	420,334	-
Property Taxes-Penalty & Interest	100,000	100,000	-	-	100,000	157,541	26,488	184,029	-
Interest Income	-	-	500,000	-	500,000	562,964	87,797	650,761	-
Other Local Income	-	-	-	-	-	795	-	795	-
State	-	-	1,200,000	-	1,200,000	1,209,307	-	1,209,307	-
Federal	-	-	-	-	-	-	-	-	-
REVENUE	15,914,000	15,914,000	4,000,000	-	19,914,000	20,004,043	320,407	20,324,451	-
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	16,041,203	4,000,000	-	20,041,203	15,990,059	-	15,990,059	4,051,144
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
EXPENSE	15,914,000	16,041,203	4,000,000	-	20,041,203	15,990,059	-	15,990,059	4,051,144
REVENUE OVER/(UNDER) EXPENSE	\$ -	\$ (127,203)	\$ -	\$ -	\$ (127,203)	4,013,984	320,407	4,334,392	\$ (4,051,144)
Other Sources	-	25,516,197	-	-	25,516,197	25,522,947	-	25,522,947	
Other Uses	-	25,388,994	-	-	25,388,994	25,388,994	-	25,388,994	
OTHER SOURCES AND USES	\$ -	\$ 127,203	\$ -	\$ -	\$ 127,203	\$ 133,953	\$ -	\$ 133,953	
RESULT OF ACTIVITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,147,938	\$ 320,407	\$ 4,468,345	

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	\$	4,334,392	
23 - 24 Actual Year to Date Other Sources and Uses	\$	133,953	
23 - 24 Budget Remaining Revenue Over/(Under) Expense	\$	(4,051,144)	
23 - 24 Estimated Year End Result of Activities	\$	417,201	
23 - 24 Estimated Ending Fund Balance (Unaudited)	\$	15,188,233	

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

Budget Report - Attachment 1
 23-Jul-2024

Revenues:

BUA

Local Revenue	
Property Taxes-Current Increased for Bond defeasance payment	2,150,000
Property Taxes-Delinquent Increased for Bond defeasance payment	150,000
Interest Income Increased for Bond defeasance payment	500,000
State Revenue Increased for Bond defeasance payment	1,200,000
Total Revenue Increase (Decrease)	<u>\$ 4,000,000</u>

Other Sources:

Total Other Sources Increase (Decrease)	<u>\$ -</u>
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Expenditures:

BUA

Functin 71 - Defeasance Payment Series	4,000,000
Total Expenditures Increase (Decrease)	<u>\$ 4,000,000</u>

Other Uses:

Total Other Uses Increase (Decrease)	<u>\$ -</u>
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ACTION ITEM: **Approval of Investment Report for the Fourth Quarter Ended June 30, 2024**

RECOMMENDATION: That the Board of Trustees approve the Investment Report for the Fourth Quarter Ended June 30, 2024.

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

This report is designed to allow the Board of Trustees to review the investment activity for the Fourth Quarter Ended June 30, 2024. The District's earnings rates, investment position, and yield information are presented for the period.

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

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

PAPERWORK None

BUDGET IMPACT / INFORMATION: None

EXHIBITS: Investment Report

RESOURCE PERSONNEL: Elizabeth Oaks, Chief Financial Officer , RTSBA
Perla Nevarez, Comptroller

Submitted by: *Veronica Vijil* Date Submitted: 07/23/24
(Signature) _____
(Name) Dr. Veronica Vijil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FOURTH QUARTER ENDED JUNE 30, 2024**

<u>INVESTMENT TRANSACTIONS</u>	QUARTER BEGINNING BALANCE <u>4/1/2024</u>	NET CHANGE	QUARTER ENDING BALANCE <u>6/30/2024</u>
GENERAL OPERATING FUND 199			
TexPool	1,143,190	12,334	1,155,524
Lone Star	23,548,725	(7,341,707)	16,207,017
Logic	460,358	6,258	466,616
MBIA	9,675,236	131,440	9,806,676
TOTAL GENERAL OPERATING FUND	\$ 34,827,509	\$ (7,191,675)	\$ 27,635,833
CHILD NUTRITION FUND 240			
Lone Star	\$ 2,927,285	\$ 296,810	\$ 3,224,096
INTEREST AND SINKING FUND 599			
TexPool	1,181,537	15,723	1,197,261
Lone Star	17,394,468	(2,690,210)	14,704,258
TOTAL INTEREST AND SINKING FUND	\$ 18,576,005	\$ (2,674,487)	\$ 15,901,518
COMBINED SCHOOL BOND FUNDS 62X			
Lone Star	\$ 38,919,218	\$ 37,143,825	\$ 76,063,043
OAK PARK MALL FUND 711			
TexPool	\$ 56,650	\$ 3,633	\$ 60,283
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	864,757	11,508	876,265
Lone Star	3,651,833	187,353	3,839,185
TOTAL WORKERS' COMPENSATION FUND	\$ 4,516,590	\$ 198,861	\$ 4,715,451
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 162,074	\$ 2,157	\$ 164,231
GRAND TOTALS	\$ 99,985,331	\$ (9,364,702)	\$ 127,764,454

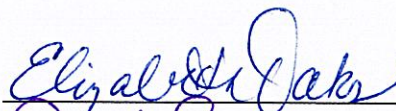
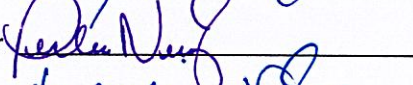
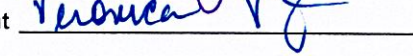
**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FOURTH QUARTER ENDED JUNE 30, 2024**

<u>YIELD ON INVESTMENTS</u>	<u>AVERAGE BALANCE</u>	<u>INTEREST INCOME</u>	<u>YIELD</u>
GENERAL OPERATING FUND 199			
TexPool - Local Maintenance	1,144,242	15,156	5.313%
Lone Star	20,514,945	278,674	5.449%
Logic	462,444	6,258	5.428%
MBIA	9,742,164	131,440	5.412%
TOTAL GENERAL OPERATING FUND	\$ 31,863,795	\$ 431,528	5.432%
CHILD NUTRITION FUND 240			
Lone Star	\$ 3,017,120	\$ 40,972	5.447%
INTEREST AND SINKING FUND 599			
TexPool	1,187,050	15,723	5.313%
Lone Star	17,168,361	233,173	5.448%
TOTAL INTEREST & SINKING FUND	\$ 18,355,412	\$ 248,896	5.439%
COMBINED SCHOOL BOND FUNDS 62X			
Lone Star	\$ 76,502,857	\$ 6,258	5.428%
OAK PARK MALL ENTERPRISE FUND 711			
TexPool	\$ 61,163	\$ 811	5.316%
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	868,792	11,508	5.313%
Lone Star	3,718,700	50,502	5.447%
TOTAL WORKER'S COMPENSATION FUND	\$ 4,587,493	\$ 62,010	5.422%
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 162,830	\$ 2,157	5.313%
TOTAL INTEREST FOR ALL FUNDS	\$ 134,550,669	\$ 792,632	5.385%

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FOURTH QUARTER ENDED JUNE 30, 2024**

<u>INVENTORY OF INVESTMENTS</u>	Weighted Average Maturity 1.0 Day	Balance <u>6/30/2024</u>
GENERAL OPERATING FUND 199		
TexPool - Local Maintenance		1,155,524
Lone Star		16,207,017
Logic		466,616
MBIA		9,806,676
TOTAL GENERAL OPERATING FUND		<u>\$ 27,635,833</u>
	Weighted Average Maturity	
CHILD NUTRITION FUND 240		
Lone Star		<u>\$ 3,224,096</u>
	Weighted Average Maturity	
INTEREST & SINKING FUND 599		
TexPool		1,197,261
Lone Star		14,704,258
TOTAL INTEREST & SINKING FUND		<u>\$ 15,901,518</u>
	Weighted Average Maturity	
COMBINED SCHOOL BOND FUNDS 62X		
Lone Star		<u>\$ 76,063,043</u>
OAK PARK MALL ENTERPRISE FUND 711		
TexPool		<u>\$ 60,283</u>
WORKER'S COMPENSATION SELF-INSURANCE FUND 753		
TexPool		876,265
Lone Star		3,839,185
TOTAL WORKERS' COMPENSATION FUND		<u>\$ 4,715,451</u>
	Weighted Average Maturity	
STUDENT ACTIVITY TRUST & AGENCY FUND 865		
TexPool		<u>\$ 164,231</u>
	Weighted Average Maturity	
GRAND TOTALS		<u><u>\$ 127,764,454</u></u>

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

Elizabeth Oaks, Chief Financial Officer 
 Perla Nevarez, Comptroller 
 Dr. Veronica Vijil, ~~Interim~~ Superintendent 
VV

SEGUIN INDEPENDENT SCHOOL DISTRICT
FOURTH QUARTER ENDED JUNE 30, 2024

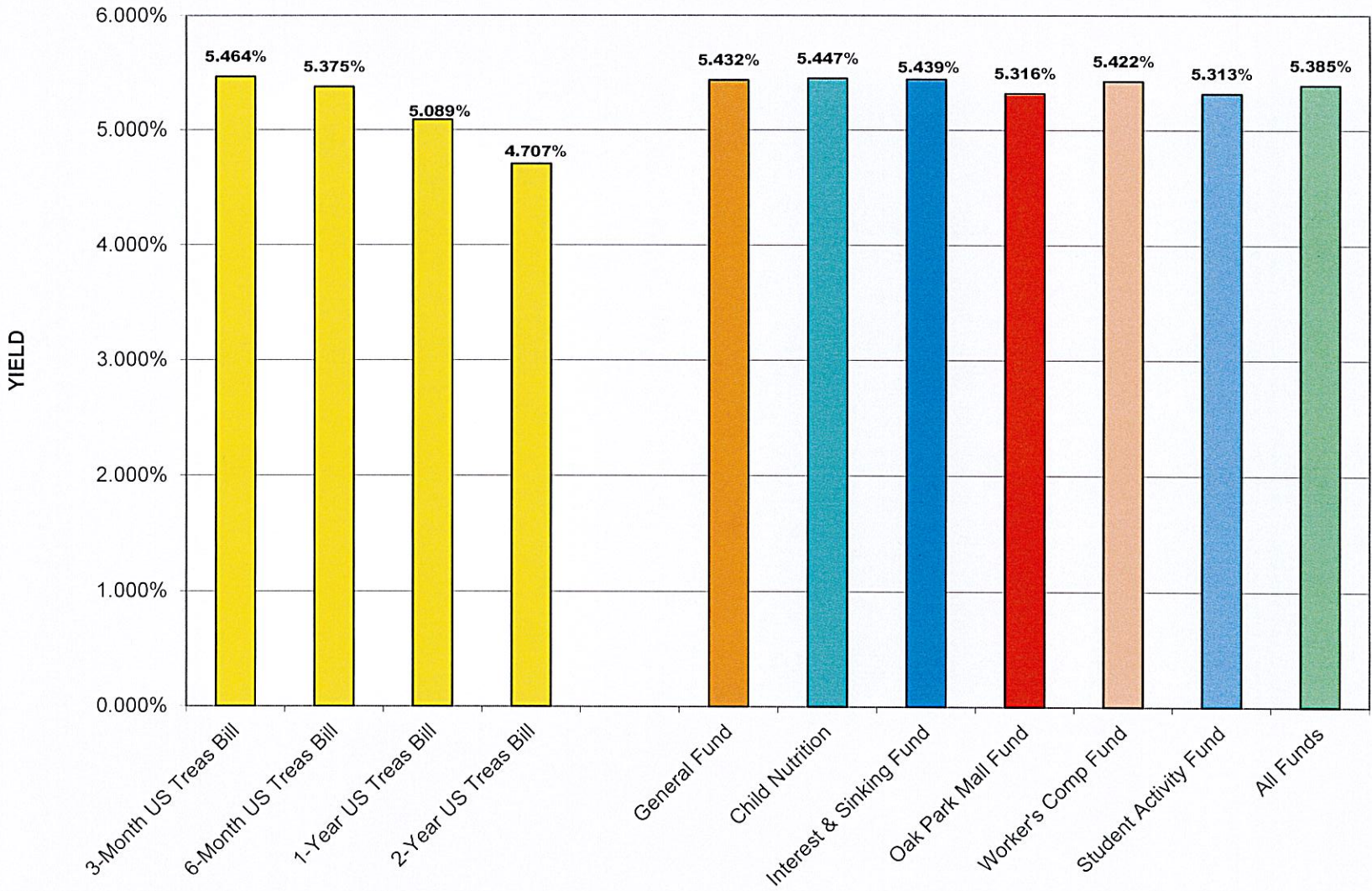


Exhibit - Investment Report

ACTION ITEM: **Approval of Investment Report for the Year Ended June 30, 2024**

RECOMMENDATION: That the Board of Trustees approve the Investment Report for the Year Ended June 30, 2024.

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

This report is designed to allow the Board of Trustees to review the investment activity for the Year Ended June 30, 2024. The District's earnings rates, investment position, and yield information are presented for the period.

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

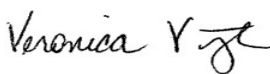
REFERENCE and COMPLIANCE: CDA (LEGAL) and CDA (LOCAL) Other Revenues - Investments

PAPERWORK None

BUDGET IMPACT / INFORMATION: None

EXHIBITS: Investment Report

RESOURCE PERSONNEL: Elizabeth Oaks, Chief Financial Officer, RTSBA
Perla Nevarez, Comptroller

Submitted by:  Date Submitted: 07/23/24
(Signature) _____
(Name) Dr. Veronica Vijil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FISCAL YEAR ENDED JUNE 30, 2024**

<u>INVESTMENT TRANSACTIONS</u>	<u>FISCAL YEAR BEGINNING BALANCE 7/1/2023</u>	<u>NET CHANGE</u>	<u>FISCAL YEAR ENDING BALANCE 6/30/2024</u>
GENERAL OPERATING FUND 199			
TexPool	838,747	316,777	1,155,524
Lone Star	20,435,400	(4,228,383)	16,207,017
Logic	424,779	41,837	466,616
MBIA	8,921,785	884,891	9,806,676
TOTAL GENERAL OPERATING FUND	\$ 30,620,711	\$ (2,984,878)	\$ 27,635,833
CHILD NUTRITION FUND 240			
Lone Star	\$ 2,721,612	\$ 502,484	\$ 3,224,096
INTEREST AND SINKING FUND 599			
TexPool	1,093,795	103,466	1,197,261
Lone Star	11,653,747	3,050,511	14,704,258
TOTAL INTEREST AND SINKING FUND	\$ 12,747,542	\$ 3,153,976	\$ 15,901,518
COMBINED SCHOOL BOND FUNDS 62X			
Lone Star	\$ 21,282,661	\$ 54,780,382	\$ 76,063,043
OAK PARK MALL FUND 711			
TexPool	\$ 279,256	\$ (218,973)	\$ 60,283
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	807,367	68,898	876,265
Lone Star	2,703,602	1,135,583	3,839,185
TOTAL WORKERS' COMPENSATION FUND	\$ 3,510,969	\$ 1,204,482	\$ 4,715,451
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 173,178	\$ (8,947)	\$ 164,231
GRAND TOTALS	\$ 71,335,929	\$ 1,648,143	\$ 127,764,454

**SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FISCAL YEAR ENDED JUNE 30, 2024**

<u>YIELD ON INVESTMENTS</u>	<u>AVERAGE BALANCE</u>	<u>INTEREST INCOME</u>	<u>YIELD</u>
GENERAL OPERATING FUND 199			
TexPool - Local Maintenance	1,063,299	56,658	5.328%
Lone Star	19,480,068	1,074,587	5.516%
Logic	453,075	24,862	5.487%
MBIA	9,544,824	523,959	5.489%
TOTAL GENERAL OPERATING FUND	\$ 30,541,265	\$ 1,680,065	5.501%
CHILD NUTRITION FUND 240			
Lone Star	\$ 2,811,665	\$ 155,533	5.532%
INTEREST AND SINKING FUND 599			
TexPool	1,080,139	62,002	5.740%
Lone Star	12,102,646	665,875	5.502%
TOTAL INTEREST & SINKING FUND	\$ 13,182,785	\$ 727,877	5.521%
COMBINED SCHOOL BOND FUNDS 62X			
Lone Star	\$ 54,333,970	\$ 24,862	5.487%
OAK PARK MALL ENTERPRISE FUND 711			
TexPool	\$ 118,419	\$ 6,304	5.323%
WORKER'S COMPENSATION SELF-INSURANCE FUND 753			
TexPool	851,703	45,379	5.328%
Lone Star	3,429,588	192,565	5.615%
TOTAL WORKER'S COMPENSATION FUND	\$ 4,281,291	\$ 237,944	5.558%
STUDENT ACTIVITY TRUST & AGENCY FUND 865			
TexPool	\$ 159,627	\$ 8,505	5.328%
TOTAL INTEREST FOR ALL FUNDS	\$ 105,429,023	\$ 2,841,089	5.473%

SEGUIN INDEPENDENT SCHOOL DISTRICT
INVESTMENT REPORT
FISCAL YEAR ENDED JUNE 30, 2024

<u>INVENTORY OF INVESTMENTS</u>	Weighted Average Maturity 1.0 Day	<u>Balance</u> <u>6/30/2024</u>
GENERAL OPERATING FUND 199		
TexPool - Local Maintenance		1,155,524
Lone Star		16,207,017
Logic		466,616
MBIA		9,806,676
TOTAL GENERAL OPERATING FUND		<u>\$ 27,635,833</u>
	Weighted Average Maturity	
CHILD NUTRITION FUND 240		
Lone Star		<u>\$ 3,224,096</u>
	Weighted Average Maturity	
INTEREST & SINKING FUND 599		
TexPool		1,197,261
Lone Star		14,704,258
TOTAL INTEREST & SINKING FUND		<u>\$ 15,901,518</u>
	Weighted Average Maturity	
COMBINED SCHOOL BOND FUNDS 62X		
Lone Star		<u>\$ 76,063,043</u>
OAK PARK MALL ENTERPRISE FUND 711		
TexPool		<u>\$ 60,283</u>
WORKER'S COMPENSATION SELF-INSURANCE FUND 753		
TexPool		876,265
Lone Star		3,839,185
TOTAL WORKERS' COMPENSATION FUND		<u>\$ 4,715,451</u>
	Weighted Average Maturity	
STUDENT ACTIVITY TRUST & AGENCY FUND 865		
TexPool		<u>\$ 164,231</u>
	Weighted Average Maturity	
GRAND TOTALS		<u><u>\$ 127,764,454</u></u>

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

Elizabeth Oaks, Chief Financial Officer Elizabeth Oaks

Perla Nevarez, Comptroller Perla Nevarez

Dr. Veronica Vijil, ^{Interim} Superintendent Veronica Vijil

ACTION ITEM:

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

RECOMMENDATION:

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

RATIONALE:

The attached resolution states that the Board of Trustees has reviewed the investment policy, and names the Superintendent, the Chief Financial Officer, and the Comptroller as the District's investment officers.

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

REFERENCE and COMPLIANCE:

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

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

None

EXHIBITS:

Exhibit 1 - Resolution
Exhibit 2 - Board Policy

RESOURCE PERSONNEL:

Elizabeth Oaks, Chief Financial Officer, RTSBA

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



Date Submitted: 07/23/24

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

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

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

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

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

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

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

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

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

Adopted this 23rd Day of July 2024.

Signature of President, Board of Trustees

Attest:

Signature of Secretary, Board of Trustees

Table of Contents	Definitions	3
	Bond Proceeds	3
	Investment Pool	3
	Pooled Fund Group.....	3
	Separately Invested Asset	3
	Pledged Revenue	3
	Joint Account	3
	Repurchase Agreement.....	3
	Hedging.....	4
	Corporate Bond.....	4
	Written Policies.....	4
	Annual Review.....	5
	Annual Audit.....	5
	Investment Strategies	5
	Investment Officer.....	6
	Investment Training	6
	Standard of Care.....	7
	Selection of Broker.....	9
	Bond Proceeds	9
	Authorized Investments.....	9
	Investment Management Firm	9
	Obligations of Governmental Entities.....	10
	Certificates of Deposit and Share Certificates	12
	Repurchase Agreements	13
	Securities Lending Program.....	13
	Banker's Acceptances	14
	Commercial Paper	15
	Mutual Funds	15
	Guaranteed Investment Contracts.....	16
	Investment Pools	17
	Corporate Bonds.....	17
	Hedging Transactions	18
	Prohibited Investments	19
	Loss of Required Rating	19

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

Sellers of Investments	19
Business Organization	20
Donations	20
Electronic Funds Transfer	20

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

Definitions

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

Hedging

“Hedging” means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.

Eligible Entity

“Eligible entity” means a political subdivision that has:

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

Eligible Project

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

Gov’t Code 2256.0207(a)

Corporate Bond

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

Written Policies

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

1. A list of the types of authorized investments in which the district’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the district;

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;
4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see Loss of Required Rating, below].

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

Annual Review

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

Annual Audit

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

Investment
Strategies

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

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

Gov't Code 2256.005(d)

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

Investment Officer	<p>A district shall designate by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees as investment officer(s) to be responsible for the investment of its funds consistent with the investment policy adopted by the board. If the board has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting board's district. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the board retains the ultimate responsibility as fiduciaries of the assets of the district. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the district. Authority granted to a person to invest the district's funds is effective until rescinded by the district or until termination of the person's employment by a district, or for an investment management firm, until the expiration of the contract with the district. <i>Gov't Code 2256.005(f)</i></p> <p>A district or investment officer may use the district's employees or the services of a contractor of the district to aid the investment officer in the execution of the officer's duties under Government Code Chapter 2256. <i>Gov't Code 2256.003(c)</i></p>
Investment Training	<p>Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. <i>Gov't Code 2256.008(c)</i></p>
<i>Initial</i>	<p>Within 12 months after taking office or assuming duties, the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend at least one training session from an independent source approved by the board or a designated investment committee advising the investment officer. This initial training must contain at least 10 hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. <i>Gov't Code 2256.008(a)</i></p>
<i>Ongoing</i>	<p>The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated</p>

investment committee advising the investment officer. *Gov't Code 2256.008(a-1)*

Exception

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

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

Gov't Code 2256.008(g)

Standard of Care

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

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

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

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

Gov't Code 2256.006

Personal Interest

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

Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

1. The investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

Gov't Code 2256.005(i)

Quarterly Reports

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

1. Describe in detail the investment position of the district on the date of the report;
2. Be prepared jointly and signed by all district investment officers;
3. Contain a summary statement of each pooled fund group that states the:
 - a. Beginning market value for the reporting period;
 - b. Ending market value for the period; and
 - c. Fully accrued interest for the reporting period;
4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
5. State the maturity date of each separately invested asset that has a maturity date;
6. State the account or fund or pooled group fund in the district for which each individual investment was acquired; and

7. State the compliance of the investment portfolio of the district as it relates to the investment strategy expressed in the district's investment policy and relevant provisions of the Public Funds Investment Act.

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

Gov't Code 2256.023

Selection of Broker

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

Gov't Code 2256.025

Bond Proceeds

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

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

Gov't Code 2256.0208(b)

Authorized Investments

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

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

Investment Management Firm

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

A district that contracts with an investment management firm may authorize the firm to invest the district's public funds or other funds

under the district's control in repurchase agreements as provided by Government Code 2256.011 using a joint account.

An investment management firm responsible for managing a repurchase agreement transaction using a joint account on behalf of a district must ensure that:

1. Accounting and control procedures are implemented to document the district's aggregate daily investment and pro rata share in the joint account;
2. Each party participating in the joint account retains the sole rights of ownership to the party's pro rata share of assets invested in the joint account, including investment earnings on those assets; and
3. Policies and procedures are implemented to prevent a party participating in the joint account from using any part of a balance of the joint account that is credited to another party.

Gov't Code 2256.003(b), .011(f), (g)

Obligations of
Governmental
Entities

The following are authorized investments:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

7. Interest-bearing banking deposits that are guaranteed or insured by the FDIC or its successor, or the National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described at item 7 above if:
 - a. The funds are invested through a broker with a main office or a branch office in this state that the district selects from a list the board or designated investment committee of the district adopts as required at Selection of Broker above or a depository institution with a main office or a branch office in this state and that the district selects;
 - b. The broker or depository institution selected as described above arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the district's account;
 - c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
 - d. The district appoints as the district's custodian of the banking deposits issued for the district's account the depository institution selected as described above, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating under Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

Gov't Code 2256.009(a)

*Unauthorized
Obligations*

The following investments are not authorized:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and

4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Gov't Code 2256.009(b)

Certificates of
Deposit and Share
Certificates

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

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

Gov't Code 2256.010(a)

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

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

mission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the district with respect to the certificates of deposit issued for the account of the district.

Gov't Code 2256.010(b)

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

Repurchase
Agreements

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

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

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

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

Gov't Code 2256.011(a), (c), (d), (e)

Securities Lending
Program

A securities lending program is an authorized investment if:

1. The value of securities loaned is not less than 100 percent collateralized, including accrued income;

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

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

Gov't Code 2256.0115

Banker's
Acceptances

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

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

an equivalent rating by at least on nationally recognized credit rating agency.

Gov't Code 2256.012

Commercial Paper

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

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

Gov't Code 2256.013

Mutual Funds

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

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

Gov't Code 2256.014(a)

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

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

Gov't Code 2256.014(b)

Limitations

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Government Code 2256.014(b);
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Government Code 2256.014(b); or
3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Government Code 2256.014(a) or (b) in an amount that exceeds 10 percent of the total assets of the mutual fund.

Gov't Code 2256.014(c)

Guaranteed
Investment
Contracts

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

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

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

To be eligible as an authorized investment:

1. The board must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The district must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

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

Gov't Code 2256.015

Investment Pools

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

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

Corporate Bonds

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

A district is not authorized to:

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

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

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

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

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

Gov't Code 2256.0204

Hedging
Transactions

The board of an eligible entity (as defined above) shall establish the entity's policy regarding hedging transactions. An eligible entity may enter into hedging transactions, including hedging contracts, and related security, credit, and insurance agreements in connection with commodities used by an eligible entity in the entity's general operations, with the acquisition or construction of a capital project, or with an eligible project. A hedging transaction must comply with the regulations of the federal Commodity Futures Trading Commission and the federal Securities and Exchange Commission.

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

An eligible entity may:

1. Pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.

2. Credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

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

Gov't Code 2256.0206

Prohibited
Investments

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

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

Loss of Required
Rating

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

**Sellers of
Investments**

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

1. Received and reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district's investment policy, except to the extent that this authorization:
 - a. Is dependent on an analysis of the makeup of the district's entire portfolio;

- b. Requires an interpretation of subjective investment standards; or
- c. Relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

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

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

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

Business
Organization

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

Gov't Code 2256.005(k)

Donations

A gift, devise, or bequest made to a district to provide college scholarships for district graduates may be invested by the board as provided in Property Code 117.004 (Uniform Prudent Investor Act), unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

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

**Electronic Funds
Transfer**

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

Investment Authority

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

**Approved
Investment
Instruments**

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

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

Safety

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

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

**Investment
Management**

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

**Liquidity and
Maturity**

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

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

Diversity

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

**Monitoring Market
Prices**

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

**Monitoring Rating
Changes**

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

Funds/Strategies

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

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

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

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

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

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

Annual Review

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

Annual Audit

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

ACTION ITEM: **Approval of District-Wide Vehicle Maintenance, Parts, And Services (RFP #: 24-01)**

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

RATIONALE: A Request for Proposals (RFP#: 24-01) was issued on June 5, 2023 for Vehicle Maintenance, 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: Apex Glass and Tellus Equipment Solutions, LLC. The list of previously approved vendors is available on the Bids page of the District [website](#). All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 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: Elizabeth Oaks, Chief Financial Officer, RTSBA
Jennifer Raske Martinez, Purchasing Coordinator, RTSBA

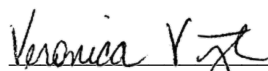
Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Dr. Veronica Vija, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

Date Submitted: 07/23/24

SEGUIN INDEPENDENT SCHOOL DISTRICT
VENDOR RECOMMENDATION FORM

RFP #: 24-01, VEHICLE MAINTENANCE PARTS & SERVICES

BID CLOSING DATE: June 30, 2026

ISSUING DEPARTMENT(S): TRANSPORTATION AND MAINTENANCE

VENDOR	SERVICES PROVIDED	Recommended
Apex Glass	Glass and window repairs	Y
Tellus Equipment Solutions, LLC	Parts and supplies for repairs	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 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: Liquid Environmental Solutions and Fosters Septic Cleaning & Inspections. 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

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: Elizabeth Oaks, Chief Financial Officer, RTSBA
Jennifer Raske Martinez, Purchasing Coordinator, RTSBA

Submitted by: _____ Date Submitted: 07/23/24
(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
Liquid Environmental Solutions	Grease trap services	Y
Fosters Septic Cleaning & Inspections	Septic tank pumping	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: Worth Hydrochem. 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: Elizabeth Oaks, Chief Financial Officer, RTSBA
Jennifer Raske Martinez, Purchasing Coordinator, RTSBA

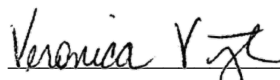
Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Dr. Veronica Vijn, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

Date Submitted: 07/23/24

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
Worth Hydrochem	Chemical water treatment 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 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 eight responses received, all met the RFP requirements. With approval from the Board of Trustees, the respondents listed in the exhibit will be added to the list of approved vendors for this RFP. 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: Elizabeth Oaks, Chief Financial Officer, RTSBA
Jennifer Raske Martinez, Purchasing Coordinator, RTSBA

Submitted by: _____ Date Submitted: 07/23/24
(Signature) Veronica Vigil
(Name) Dr. Veronica Vigil, 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
C&R Doors	Overhead door repairs and replacements	Y
Maldonado Nursery	Landscaping, irrigation, hardscaping	Y
Kustom Corral	Fence installation and repairs	Y
830 Customs, LLC	Window film and installation, signs, lettering	Y
R&R Industrial Lift Services, Inc	Hydraulic lift equipment repairs and maintenance	Y
Liquid Environmental	Grease trap service	Y
Move Solutions	Moving, warehousing, and disposal services	Y
Reece Supply	Building and grounds maintenance supplies and parts	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 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: Amergis Healthcare Staffing, Inc. and Beyond Therapy Education Solutions. 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,

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: Elizabeth Oaks, Chief Financial Officer, RTSBA
Jennifer Raske Martinez, Purchasing Coordinator, RTSBA

Submitted by: _____ Date Submitted: 07/23/24
(Signature) Veronica Viji
(Name) Dr. Veronica Viji, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

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
Amergis Healthcare Staffing, Inc.	Special education staffing	Y
Beyond Therapy Edu. Sol.	Therapists, patholgists, diagnositicians	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 Credit by Exam Dates for 2024-2025

RECOMMENDATION:

That the Board approve the Credit by Exam dates.

RATIONALE:

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

Required Timeline as per 19 TAC §74.24	Seguin ISD Exam Dates
July 1 - September 30	July 29 – August 9, 2024
October 1 – December 31	October 14 – 25, 2024
January 1 - March 31	January 20 – 31, 2025
April 1 - June 30	May 12 – 23, 2025

REFERENCE and COMPLIANCE:

EHDB (LOCAL) Alternative Methods for Earning Credit: Credit by Examination With Prior Instruction, EHDC (LOCAL) Alternative Methods for Earning Credit: Credit by Examination Without Prior Instruction, and EHDC (LEGAL) Alternative Methods for Earning Credit: Credit by Examination Without Prior Instruction

Strategic Goal #4 – Seguin ISD will build a thriving learning community as indicated on a numerical score of 80 or higher on the balanced scorecard.

PAPERWORK IMPACT:

Minimal

BUDGET IMPACT/ INFORMATION:

Students will not be assessed a fee for the test; Seguin ISD will pay the exam fee.

EXHIBITS:

None

RESOURCE PERSONNEL:

Cynthia Borden, Director of Federal & State Accountability
Monica Lyons, Chief Academic Officer

Submitted by:

(Signature)

Veronica Viji

Date Submitted: 07/23/24

(Name)

Dr. Veronica Viji, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614

ACTION ITEM:

First Reading for Consideration or Approval of the Texas Association of School Boards (TASB) Policy Update 123, 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 123.

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 123 includes revisions to legal policies based on legislative and regulatory changes. Changes to local policies offered for consideration address the following topics: board member training and orientation; conflict of interest disclosures; economic development; emergency plans; security personnel; technology equipment; other types of employment contracts; homebound instruction; and instructional resources and library materials.

The update includes thirty-one (31) LEGAL policies, and fifteen (15) LOCAL policies.

REPLACE:

- AIB(LEGAL) – Accountability: Performance Reporting
- AIC(LEGAL) – Accountability: Interventions and Sanctions
- AIE(LEGAL) – Accountability: Investigations
- BBA(LEGAL) – Board Members: Eligibility/Qualifications
- BBBB(LEGAL) – Elections: Post-Election Procedures
- BBD(LOCAL) – Board Members: Training and Orientation
- BBFA(LOCAL) – Ethics: Conflict of Interest Disclosures
- CCG(LEGAL) – Local Revenue Sources: Ad Valorem Taxes
- CCGA(LEGAL) – Ad Valorem Taxes: Exemptions and Payments
- CCGB(LEGAL) – Ad Valorem Taxes: Economic Development
- CKB(LEGAL) – Safety Program/Risk Management: Accident Prevention and Reports
- CKC(LOCAL) – Safety Program/Risk Management: Emergency Plans
- CMD(LEGAL) – Equipment and Supplies Management: Instructional Materials Care and Accounting
- CPC(LEGAL) – Office Management: Records Management
- CQA(LEGAL) – Technology Resources: District, Campus, and Classroom Websites
- CQC(LEGAL) – Technology Resources: Equipment
- DGBA(LOCAL) – Personnel-Management Relations: Employee Complaints/Grievances
- DHE(LEGAL) – Employee Standards of Conduct: Searches and Alcohol/Drug Testing
- DNA(LEGAL) – Performance Appraisal: Evaluation of Teachers
- DP(LEGAL) – Personnel Positions

REPLACE (Cont'd):

- EEH(LOCAL) – Instructional Arrangements: Homebound Instruction
- EFA(LEGAL) – Instructional Resources: Instructional Materials
- EFB(LEGAL) – Instructional Resources: Library Materials
- EHBA(LEGAL) – Special Education: Identification, Evaluation, and Eligibility
- EHBAB(LEGAL) – Special Education: ARD Committee and Individualized Education Program
- EHBE(LEGAL) – Special Programs: Bilingual Education/ESL
- EHBJ(LEGAL) – Special Programs: Innovative and Magnet Programs
- EKB(LEGAL) – Testing Programs: State Assessment
- FA(LEGAL) – Parents Rights and Responsibilities
- FFAC(LEGAL) – Wellness and Health Services: Medical Treatment
- FNG(LOCAL) – Student Rights and Responsibilities: Student and Parent Complaints/Grievances
- GBA(LEGAL) – Public Information Program: Access to Public Information
- GF(LEGAL) – Public Complaints
- GF(LOCAL) – Pubic Complaints
- GKA(LEGAL) – Community Relations: Conduct on School Premises
- GRA(LEGAL) – Relations with Governmental Entities: State and Local Governmental Authorities

ADD:

- CKED(LEGAL) – Security Personnel: School Resource Officers
- CKED(LOCAL) – Security Personnel: School Resource Officers
- CQC(LOCAL) – Technology Resources: Equipment
- EFA(LOCAL) – Instructional Resources: Instructional Materials
- EFB(LOCAL) – Instructional Resources: Library Materials

NO POLICY:

- DEC(LOCAL) – Compensation and Benefits: Leaves and Absences

DELETE:

- EF(LEGAL) – Instructional Resources
- EF(LOCAL) – Instructional Resources

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:

Monica Lyons, Chief Academic Officer

Submitted by:

(Signature)

Veronica Viji

Date Submitted: 07/23/24

(Name)

Dr. Veronica Viji, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614

Instruction Sheet

TASB Localized Policy Manual Update 123

Seguin ISD

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
AIB	(LEGAL)	Replace policy	Revised policy
AIC	(LEGAL)	Replace policy	Revised policy
AIE	(LEGAL)	Replace policy	Revised policy
BBA	(LEGAL)	Replace policy	Revised policy
BBBB	(LEGAL)	Replace policy	Revised policy
BBD	(LOCAL)	Replace policy	Revised policy
BBFA	(LOCAL)	Replace policy	Revised policy
CCG	(LEGAL)	Replace policy	Revised policy
CCGA	(LEGAL)	Replace policy	Revised policy
CCGB	(LEGAL)	Replace policy	Revised policy
CCGB	(LOCAL)	Replace policy	Revised policy
CKB	(LEGAL)	Replace policy	Revised policy
CKC	(LOCAL)	Replace policy	Revised policy
CKED	(LEGAL)	ADD policy	See explanatory note
CKED	(LOCAL)	ADD policy	See explanatory note
CMD	(LEGAL)	Replace policy	Revised policy
CPC	(LEGAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CQC	(LEGAL)	Replace policy	Revised policy
CQC	(LOCAL)	ADD policy	See explanatory note
DCE	(LOCAL)	Replace policy	Revised policy
DEC	(LOCAL)	No policy enclosed	See explanatory note
DGBA	(LOCAL)	Replace policy	Revised policy
DHE	(LEGAL)	Replace policy	Revised policy
DNA	(LEGAL)	Replace policy	Revised policy
DP	(LEGAL)	Replace policy	Revised policy
EEH	(LOCAL)	Replace policy	Revised policy
EF	(LEGAL)	DELETE policy	See explanatory note
EF	(LOCAL)	DELETE policy	See explanatory note
EFA	(LEGAL)	Replace policy	Revised policy
EFA	(LOCAL)	ADD policy	See explanatory note
EFB	(LEGAL)	Replace policy	Revised policy
EFB	(LOCAL)	ADD policy	See explanatory note

Instruction Sheet
TASB Localized Policy Manual Update 123

Seguin ISD

Code	Type	Action To Be Taken	Note
EHBAA	(LEGAL)	Replace policy	Revised policy
EHBAB	(LEGAL)	Replace policy	Revised policy
EHBE	(LEGAL)	Replace policy	Revised policy
EHBJ	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
FA	(LEGAL)	Replace policy	Revised policy
FFAC	(LEGAL)	Replace policy	Revised policy
FNG	(LOCAL)	Replace policy	Revised policy
GBA	(LEGAL)	Replace policy	Revised policy
GF	(LEGAL)	Replace policy	Revised policy
GF	(LOCAL)	Replace policy	Revised policy
GKA	(LEGAL)	Replace policy	Revised policy
GRA	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 123

Seguin ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

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

The Local Policy Overview for Update 123, available with your Update 123 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.**

AIB(LEGAL)

ACCOUNTABILITY: PERFORMANCE REPORTING

The Results Driven Accountability (RDA) section of the policy has been deleted. TEA included RDA information in the Accountability Manual starting in 2023 and repealed the RDA information in the Administrative Code. This change aims to streamline information used in academic accountability and RDA systems.

AIC(LEGAL)

ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

A citation to the Administrative Code has been included under Student Enrollment and Assignment, Enrollment Provision in Contract, regarding campuses that are closed and repurposed.

As 19 TAC 97.2005 has been repealed, the reference to Results Driven Accountability has been deleted from the section on Special Program Performance Determination.

AIE(LEGAL)

ACCOUNTABILITY: INVESTIGATIONS

The word "accreditation" has been removed as a descriptor for investigations in two places within the policy after an amendment to the Administrative Code, effective January 17, 2024.

BBA(LEGAL)

BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

At Intent to Return, language from the Election Code has been included to minimize confusion regarding the specific requirements for establishing an intent to return to the individual's residence after a temporary absence.

BBB(LEGAL)

ELECTIONS: POST-ELECTION PROCEDURES

HB 5180 added new requirements for public inspection of election records. A reference has been added at Election Records regarding where to find information on public inspection of those records for districts who serve as custodians of their own election records.

BBD(LOCAL)

BOARD MEMBERS: TRAINING AND ORIENTATION

HB 3033 authorizes the attorney general to require trustees to complete training on the Public Information Act if the attorney general finds that there has been a violation of the Act. Language is recommended to make clear that this training after a violation cannot be delegated to the district's Public Information Act coordinator.

BBFA(LOCAL)

ETHICS: CONFLICT OF INTEREST DISCLOSURES

Language is recommended to clarify that a trustee's ethical duty to disclose a financial or other personal interest in board transactions goes beyond the statutory conflicts of interest set out in state and federal law. The added language serves to demonstrate a commitment to avoid undue influence, increase transparency, and avoid the appearance of impropriety in public dealings.

Explanatory Notes

TASB Localized Policy Manual Update 123

Seguin ISD

CCG(LLEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES

HB 3273, effective January 1, 2024, revised the Tax Code and requires a taxing unit, including a school district, to provide specific notice to property owners on its website. These provisions have been included in the Appraisal District Property Tax Database section of the policy.

CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

This policy has been updated to indicate that a board that adopted an exemption for the 2022 tax year may not reduce the amount or repeal that exemption based on SB 2 from the second special session of the 88th Legislature. [See Homestead, Local Options.]

HB 4559, from the 88th regular session, increased the population range for certain districts to provide that the split payment option does not apply to the district's taxes collected by another taxing unit that has adopted that option. [See Split Payments, In Certain Counties.]

CCGB(LLEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT

HB 4559 increased the population threshold for determining a large municipality for provisions related to the appointment of reinvestment zone board members. [See Tax Increment Financing Act, Large Municipality.]

Substantial changes have also been made based on HB 5 to incorporate the Texas Jobs, Energy, Technology, and Innovation Act.

CCGB(LLOCAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT

Substantial changes are recommended to remove provisions addressing expired laws related to Tax Code Chapter 313 agreements. If your district consulted with legal counsel to revise this policy, we recommend discussing the proposed revisions with them. If the district's agreements have expired completely, please contact your policy consultant for additional revisions.

CKB(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: ACCIDENT PREVENTION AND REPORTS

TEA's amendments to the Administrative Code rules for mandatory school drills necessitated reorganization of definitions and added clarity to several sections of the policy. Changes in this policy also reflect TEA's amendments to the Administrative Code rules related to active threat exercises.

CKC(LLOCAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

A section on Notice Regarding Violent Activity is recommended to comply with legal requirements. Administrative procedures must be created to align with TEA's model standards.

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

Significant revisions are recommended to the CKE policy series to promote compliance and clarification with HB 3 and other legal requirements.

Based on information provided by district administration, we recommend adding policy to address the district's security personnel, made up of reserve, retired, or off-duty peace officers and contracted security officers.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

Explanatory Notes

TASB Localized Policy Manual Update 123

Seguin ISD

CKED(LLEGAL) SECURITY PERSONNEL: OTHER SECURITY ARRANGEMENTS

The provisions of this policy address commissioned security officers with Level III training under the Department of Public Safety hired through a security services contractor or as a district employee in accordance with the Education Code and the Occupations Code.

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

Cross-references throughout this policy have been updated to EFA since policy EF has been separated into EFA (instructional materials) and EFB (library materials).

CPC(LLEGAL) OFFICE MANAGEMENT: RECORDS MANAGEMENT

Edits to this policy at Destruction of Records remove a reference to 13 TAC 7.123(c), which was deleted from Texas State Library and Archives Commission rules, effective March 6, 2024.

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

HB 3273, effective January 1, 2024, requires school districts to post a notice informing property owners of the property tax database maintained by the appraisal district. Language has been added at item 28 under the section on Other Required Internet Postings.

CQC(LLEGAL) TECHNOLOGY RESOURCES: EQUIPMENT

A section on Guidelines for Use of Digital Devices has been added to address the TEA and Health and Human Services Commission model health and safety guidelines for the use of digital devices, which are required by the Education Code and were issued in October 2023.

CQC(LOCAL) TECHNOLOGY RESOURCES: EQUIPMENT

This new local policy is recommended to meet the legal requirement for the board to adopt a policy for the effective integration of digital devices in the district. The policy language adopts the model health and safety guidelines developed by TEA and the Health and Human Services Commission and clarifies that the superintendent must develop regulations for implementation.

DCE(LOCAL) EMPLOYMENT PRACTICES: OTHER TYPES OF CONTRACTS

Revisions at Termination During Contract Term are recommended to specify that an employee may request a hearing before the board to appeal discharge during the contract period and to differentiate between terminations during and at the end of the contract term.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

Based on our records, the district has commissioned police officers who would be eligible for specific types of leave. In reviewing the district's DEC(LOCAL), the district's policy is missing those required leave provisions. Please contact your policy consultant for the recommended policy text.

Explanatory Notes

TASB Localized Policy Manual Update 123

Seguin ISD

DGBA(LOCAL)

PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy DIA, we have revised the references to that code in this policy to reflect the DIA series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

DHE(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING

New Department of Transportation rules amend the department's regulated industry drug testing program. The language in the Reports to DPS section has been amended for clarity.

DNA(LEGAL)

PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS

Amendments to the Administrative Code allow districts to begin using the Alternate Domain I rubric as part of the Texas Teacher Evaluation and Support System (T-TESS) beginning with the 2024-25 school year. Language has been updated to reflect this change.

DP(LEGAL)

PERSONNEL POSITIONS

The section on School Psychological Services has been amended to provide additional clarity and to set out the correct title for licensed specialists in school psychology (LSSPs) as indicated in the Administrative Code.

EEH(LOCAL)

INSTRUCTIONAL ARRANGEMENTS: HOMEBOUND INSTRUCTION

TEA's revisions to the *Student Attendance Accounting Handbook (SAAH)* prompted recommended updates to this policy. Students may now receive homebound services for psychological, as well as medical, conditions. The *SAAH* also indicates that the weeks of confinement due to a medical or psychological condition do not need to be consecutive to qualify. The policy language has been updated to reflect this change.

EF(LEGAL)

INSTRUCTIONAL RESOURCES

In order to clarify the differences in requirements for instructional materials and library materials, as well as to accommodate the new library collection development standards, policy EF has been divided into EFA (instructional material) and EFB (library material). The content in EF(LEGAL) has moved to either EFA or EFB, as appropriate.

EF(LOCAL)

INSTRUCTIONAL RESOURCES

As explained at EF(LEGAL), above, this local policy addressing instructional resources is being deleted. New local policies to address instructional materials and library materials separately are included at EFA and EFB.

EFA(LEGAL)

INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

Content regarding instructional material review and federally required parental inspection has been moved from EF(LEGAL) to EFA(LEGAL).

Explanatory Notes

TASB Localized Policy Manual Update 123

Seguin ISD

EFA(LOCAL)

INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

The enclosed policy regarding instructional materials is recommended to coordinate with the policy addressing library materials at EFB(LOCAL). The provisions previously housed at EF(LOCAL) have been moved to this code with the following revisions:

- At Selection, a clarification has been made to reflect that instructional materials must be chosen in accordance with stated objectives and administrative regulations and may include items from the State Board of Education list.
- At Reconsideration of Instructional Materials, the list of individuals who can submit a request for reconsideration has been revised. This change is recommended to align with the list provided in the new EFB(LOCAL), which permits an employee or parent or guardian to submit these requests. If the district would like to expand this list, please contact your policy consultant.

Please review the information at Formal Reconsideration, which specifies who will receive forms requesting the reconsideration of instructional material and who will appoint a reconsideration committee. If the policy needs to identify a different position for these responsibilities, please contact your policy consultant for assistance with revisions.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

EFB(LEGAL)

INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

EFB(LEGAL) has been revised to incorporate new library collection development standards adopted by the Texas State Library and Archives Commission (TSLAC), effective January 23, 2024. The policy includes a note regarding the Fifth Circuit Court of Appeals enjoinder and the resulting unenforceability of certain statutes related to library material. The TSLAC Library Collection Development Standards are not currently enjoined by the Fifth Circuit Court of Appeals.

EFB(LOCAL)

INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

This recommended policy aligns with changes to the Administrative Code and the new collection development standards for school libraries as a result of HB 900. Please review the following information in your policy:

- The location of the form for formal reconsideration;
- The position title for the person responsible for appointing the reconsideration committee; and
- The number of days allocated for appointing the committee, providing the material for review to the committee, and completing the committee's final report.

If any information needs to be updated or if further revisions to the policy are needed, please contact your policy consultant for assistance.

EHBAA(LEGAL)

SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

A cross-reference to policy EHB has been included for additional requirements relating to the evaluation and identification process when dyslexia is a suspected disability. [See Determination of Initial Eligibility.]

Explanatory Notes

TASB Localized Policy Manual Update 123

Seguin ISD

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

The section on Supplemental Special Education Services (SSES) has been revised to reflect amended Administrative Code rules, effective April 18, 2023. The district is required to notify parents of SSES eligibility and related information during an ARD committee meeting.

A provision regarding an IEP supplement for each child who was enrolled in a district's special education program during the 2019-20 school year or the 2020-21 school year has been removed. That requirement expired on September 1, 2023.

EHBE(LLEGAL) SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL

Extensive revisions have been made throughout this policy to reflect amended rules relating to emergent bilingual students.

EHBJ(LLEGAL) SPECIAL PROGRAMS: INNOVATIVE AND MAGNET PROGRAMS

Changes to this policy stem from amended Administrative Code provisions relating to innovative courses. The amended rules became effective February 18, 2024.

EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT

Revisions have been made to remove language that does not require district action to aid in readability and clarity. Citations have also been updated based on rule changes.

FA(LLEGAL) PARENT RIGHTS AND RESPONSIBILITIES

The cross-reference at Parental Rights relating to teaching materials has been updated to reflect the division of policy EF into EFA and EFB.

FFAC(LLEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

A section on Telehealth in Medicaid Covered Services has been added to provide guidance from Administrative Code rules specific to telehealth services authorized as Texas Medicaid covered services.

The section on opioid antagonists has been updated to reflect new rules effective November 1, 2023.

Changes have also been made to the section on epinephrine auto-injectors to reflect amended Administrative Code rules.

Citations throughout have been updated based on rule amendments.

FNG(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy FFH, we have revised the references to that code in this policy to reflect the FFH series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

Explanatory Notes

TASB Localized Policy Manual Update 123

Seguin ISD

GBA(LLEGAL)

PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION

A cross-reference regarding economic development negotiations under Government Code Chapter 403 has been added.

GF(LLEGAL)

PUBLIC COMPLAINTS

The division of policy EF into EFA and EFB necessitated an update to the cross-reference in this policy.

GF(LOCAL)

PUBLIC COMPLAINTS

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

GKA(LLEGAL)

COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

Amendments to the Code of Federal Regulations necessitated changes to the section regarding operation of a small unmanned aircraft system.

GRA(LLEGAL)

RELATIONS WITH GOVERNMENTAL ENTITIES: STATE AND LOCAL GOVERNMENTAL AUTHORITIES

The Definitions section has been revised to reflect amended Administrative Code rules that include school resource officers and contracted police officers in the definition of "school personnel and volunteers."

Language has been added at Notice to School Personnel to provide direction if the superintendent is the individual alleged to have committed child abuse or neglect.

The Students Taken into Custody section has been updated to incorporate appropriate legal citations and improve clarity.



(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

**Public Information
Coordinator**

After Election or
Appointment

After a Violation

The public information officer shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

A Board member who receives written notice from the attorney general that the member must complete Public Information Act (PIA) training described by GBAA(LEGAL) following the District's failure to comply with a PIA requirement shall complete the training within the timelines described in law. The completion of the training in response to such a notice cannot be delegated.

**Reporting
Continuing
Education Credit**

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

In addition to disclosures required by law, a Board member shall disclose to the Board any personal financial interest, business interest, or obligation or relationship that in any way creates a potential conflict of interest with a vote on a pending matter.

A Board member shall not use coercive means or promise special treatment in order to influence Board or District decisions, nor use the member's position to seek personal advantage. [See also BBF(LOCAL)]

**Annual Financial
Management Report**

Each Board member shall provide to the District in a timely manner information necessary for the District's annual financial management report. [See CFA]

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

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

Texas Economic Development Act

Purpose

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

Definitions

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

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

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

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

Filing an Application

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

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

Confidentiality of Applicant Information

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

~~Amending an
Application~~

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

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

~~Standard
Application Fee~~

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

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

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

~~Large Project
Application Fee~~

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

**Processing an
Application**

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

**Before Initial Board
Review**

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

~~Initial Board Review~~ As soon as practical after an application is filed, the Board shall conduct an initial review of the application during which the Board may consider the Superintendent's recommendation and written or oral presentations concerning the application.

~~If, after the initial review, the Board determines that the application is not in the best interests of the District, the Board shall reject the application and return to the applicant the application fee, less any necessary and reasonable costs of the initial review.~~

~~If the Board accepts a large project application for further consideration, the Board may set an appropriate fee in accordance with this policy.~~

~~After Initial Board Review~~ If the Board elects to consider the completed application, the Superintendent shall:

- ~~1. Deposit the application fee and provide required written notice to the applicant and comptroller, with a copy to the appraisal district, that the District has received and will consider the completed application;~~
- ~~2. Deliver to the comptroller a copy of the application and required material along with a request for an economic impact evaluation;~~
- ~~3. Accept on behalf of the Board any amendments or supplements submitted by the applicant, and transmit copies to the comptroller within seven days of receipt;~~
- ~~4. Direct appropriate District personnel to create a link from the District's website to the location on the comptroller's website where copies of applications are posted;~~
- ~~5. Within the time allowed by law, provide all required supplemental information necessary to assist the comptroller and the Texas Education Agency (TEA) with the required analyses;~~
- ~~6. On receipt, provide the applicant and District consultants with a copy of the economic impact evaluation and the school facilities impact analysis;~~
- ~~7. Work with the applicant and District consultants to provide the District and the comptroller with copies of the proposed agreement in a timely manner [see CCGB(LEGAL) at Continued Eligibility];~~
- ~~8. Take all action necessary or required to process the application;~~

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

~~District Consultants~~

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

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

Board Action on Application

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

~~Public Hearing~~

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

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

~~Findings of Fact~~

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

~~Adoption of Agreement~~

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

	any financial risks undertaken by the District in accepting the application.
Waiver of Jobs Requirement	The Board may waive the new jobs creation requirement in accordance with the law. [See CCGB(LEGAL) at Waiver of New Jobs Creation Requirement] If an applicant makes a waiver request subsequent to the original application, the Board may charge the applicant a fee to cover the costs of any consultant required by the Board in making the requisite finding.
Superintendent Responsibilities After Agreement	During the term of any agreement, the Superintendent shall ensure that all reporting requirements are met in a timely manner by the District and the applicant. The Superintendent is authorized to delegate this function to District consultants.
Statements Regarding Conflicts of Interest	Each Board member and any District employee who is a local government official under Local Government Code Chapter 176 Within 60 days after each Board election or appointment, each new Board member shall submit a conflict of interest statement confirming or denying the existence of a conflict of interest or a substantial business interest in each project that is the subject of an application, agreement, or amendment to an agreement with the District. Within This requirement to submit a conflict of interest statement within 60 days after each Board election or the appointment of a Board member, each new Board member shall complete also apply to any new District employee who is a statement. local government official under Local Government Code Chapter 176. The completed statements shall be retained by the District with each affected application or agreement. If a conflict or substantial interest exists, the appropriate disclosure forms shall be completed and filed as required by law. [See BBFA(LEGAL)]

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

**Notice Regarding
Violent Activity**

- ~~4.~~ The Superintendent shall develop procedures to notify parents regarding violent activity that has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.

SECURITY PERSONNEL
OTHER SECURITY ARRANGEMENTS

CKED
(LOCAL)

**Contracted Security
Officers**

To implement the District's comprehensive safety programs, the District has entered into an agreement with a security services contractor for security officers in accordance with law. Contracted security officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

Jurisdiction

The jurisdiction of contracted security officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Authorization

Pursuant to its authority under state law, the Board may authorize contracted security officers to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each contracted security officer shall have immunities as provided by law.

Each specifically authorized contracted security officer shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved officer. The written authorization shall specify the District premises and other property where the contracted security officer is authorized to carry a firearm, as well as the means of carrying and storing the firearm.

Revocation

The Superintendent, as well as the Board, shall have the authority to revoke at any time, with or without cause, a specific contracted security officer's authorization to possess a firearm on District property under this policy.

In addition, authorization for a specific contracted security officer to possess a firearm on District property under this policy shall be automatically revoked if the agreement with the security services contractor expires or is severed.

Duties

A contracted security officer shall not use a firearm except as indicated and agreed to in the agreement between the District and the security services provider.

A contracted security officer shall not perform routine law enforcement duties unless the duty is performed in response to an emergency that poses a threat of death or serious bodily injury to a student, employee, or other individual on a District campus.

In the scope of their services as contracted security personnel, each security officer shall:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.

SECURITY PERSONNEL
OTHER SECURITY ARRANGEMENTS

CKED
(LOCAL)

2. Carry out all other duties in accordance with the agreement.
- Training
- The District shall ensure that each contracted security officer receives specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.
- In addition, each contracted security officer shall receive training appropriate to their assignment and as agreed to under the agreement between the District and the security services contractor.

With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

**Non-Chapter 21
Contracts**

Non-Chapter 21 contracts shall be provided for positions included on the list approved by the Board. A non-Chapter 21 contract shall not be governed by Chapter 21 of the Education Code.

**Appeal of
Employment Actions
An Termination
During Contract
Term**

In accordance with DCE(LEGAL), an employee may request a hearing before the Board to appeal discharge during the contract period ~~in accordance with DCE(LEGAL).~~

An employee whose contract is not reissued at the end of the contract period may appeal in accordance with DGBA(LOCAL).

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint
Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with [the DIA series](#).
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with [the DIA series](#).
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with [the DIA series](#).
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with [the CKE series](#).
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Notice to Employees

The District shall inform employees of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
Formal Process	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.</p> <p>[See DG]</p>
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

Response	<p>At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s email address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Representative	<p>“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>

Complaint and
Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three

presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

General Education

Consistent with ~~TEA's~~the Texas Education Agency (TEA) *Student Attendance Accounting Handbook (SAAH)*, a student may be eligible for general education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks of confinement need not be consecutive. The parent's request for services shall be submitted to the principal in accordance with TEA's *SAAH* and administrative procedures.

The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

Special Education

Consistent with state rule and the *SAAH*, a student receiving special education services may be eligible for special education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. ~~If a student is chronically ill, the student's admission, review, and dismissal (ARD) committee shall determine whether the~~The weeks of confinement need ~~to not~~ be consecutive.

~~If the ARD~~If a student's admission, review, and dismissal committee determines that homebound instruction is appropriate, the committee shall determine the type and amount of instruction to be provided in accordance with law, and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

Documentation of Services

The District shall maintain full documentation about students receiving homebound services, in accordance with administrative procedures, the *SAAH*, and a student's individualized education program ~~(IEP)~~, as applicable.

Note: — For information related to the selection process and accounting of instructional materials, as this term is defined by state law and rule, see CMD and EFA.

~~The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although professional staff members may select instructional resources for their use in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.~~

Objectives

~~In this policy, “instructional resources” may include textbooks, library acquisitions, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional resources are to implement, enrich, and support the District’s educational program.~~

~~The Board shall rely on District professional staff to select and acquire instructional resources that:~~

- ~~1. — Enrich and support the curriculum, taking into consideration students’ varied interests, abilities, learning styles, and maturity levels.~~
- ~~2. — Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.~~
- ~~3. — Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.~~
- ~~4. — Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.~~
- ~~5. — Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.~~

Selection Criteria

~~In the selection of instructional resources, professional staff shall ensure that the resources:~~

- ~~1. — Support and are consistent with the general educational goals of the state and District and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.~~

INSTRUCTIONAL RESOURCES

EF
(LOCAL)

- ~~2.— Meet high standards for artistic quality and/or literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.~~
- ~~3.— Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.~~
- ~~4.— Are designed to help students gain an awareness of our pluralistic society.~~
- ~~5.— Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.~~
- ~~6.— For library selections, are integral to the instructional program, are appropriate for the reading levels and understanding of students, reflect the interests and needs of the students and faculty, are included because of their literary or artistic value and merit, and present information with the greatest degree of accuracy and clarity.~~

~~Administrators, teachers, library media specialists, other District personnel, parents, and community members, as appropriate, may recommend instructional resources for selection. Gifts of instructional resources shall be evaluated according to these criteria and accepted or rejected in accordance with CDG(LOCAL).~~

~~Selection of resources is an ongoing process that includes the removal of resources no longer appropriate and the periodic replacement or repair of resources that still have educational value.~~

Controversial Issues

~~District professional staff shall endeavor to maintain a balanced collection representing various views when selecting instructional resources on controversial issues. Resources shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems. [See also EMB regarding instruction about controversial issues and EHAA regarding human sexuality instruction.]~~

Challenged Resources

~~A parent of a District student, any employee, or any District resident may formally challenge an instructional resource used in the District's educational program on the basis of appropriateness.~~

Informal Reconsideration

~~The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally using the following procedure:~~

INSTRUCTIONAL RESOURCES

EF
(LOCAL)

- ~~1.—The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned resource.~~
- ~~2.—The principal or designee shall explain the intended educational purpose of the resource and any additional information regarding its use.~~
- ~~3.—If appropriate, the principal or designee may offer a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource.~~
- ~~4.—If the complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the resource.~~

~~Formal
Reconsideration~~

~~A complainant shall make any formal objection to an instructional resource on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.~~

~~The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged resource with students or is familiar with the challenged resource's content. Other members of the committee may include District-level staff, library staff, secondary-level students, parents, and any other appropriate individuals.~~

~~All members of the committee shall review the challenged resource in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged resource conforms to the principles of selection set out in this policy. The committee shall prepare a written report of its findings and provide copies to the principal, the Superintendent or designee, and the complainant.~~

~~Appeal~~

~~The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting with the appropriate administrator. [See DGBA, FNG, and GF]~~

~~Guiding Principles~~

~~The following principles shall guide the Board and staff in responding to challenges of instructional resources:~~

- ~~1.—A complainant may raise an objection to an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.~~

INSTRUCTIONAL RESOURCES

EF
(LOCAL)

- ~~2.— A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own child.~~
- ~~3.— Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.~~

~~The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational use. No challenged instructional resource shall be removed solely because of the ideas expressed therein.~~

Note: For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Objectives

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

Selection

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

**Reconsideration of
Instructional
Materials**

A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

Informal
Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the adminis-

trator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

Formal Request for
Reconsideration

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of
Review*

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

Note: For information related to the selection of instructional materials, see EFA.

The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. This policy also provides standards for collection development and the selection and evaluation of library materials.

**Collection
Development Policy**

In this policy, “library materials” may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library.

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

Responsibility

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District’s collection development purpose and goals.

Collection
Development Goals

In addition to the requirements in state law and rules, the District’s library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Selection and
Evaluation of
Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.

Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental
Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

*Access
Procedures*

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Online Catalog

A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

Protection from
Inappropriate
Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2); “obscene” material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Reconsideration of
Library Material

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District's library program.

*Guiding
Principles*

The following principles shall guide the review of a request to reconsider a library material:

1. An individual may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's or guardian's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a student if requested by the student's parent or guardian.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

*Informal
Reconsideration*

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or adminis-

trator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.

*Formal Request
for
Reconsideration*

The District shall make a form to request reconsideration of library material available in the District's administrative office.

If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

*Reconsideration
Committee*

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.

The reconsideration committee shall include the librarian and at least one member of the instructional staff who is familiar with the material's content. Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals.

Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is “day zero.” The following business day is “day one.”

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee’s report.

Appeal

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]

Frequency of Review

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee’s final decision.

Maintenance of Library Materials

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections’ age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See C]

Gifts and Donations

The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

Policy Review

This policy shall be reviewed at least every three years and revised as necessary.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with [the FFH series](#).
2. Complaints concerning dating violence shall be submitted in accordance with [the FFH series](#).
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with [the FFH series](#).
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with [the CKE series](#).
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.</p>

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

ent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be filed in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with [the CKE series](#).

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Guiding Principles

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on

the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date

of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other

relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.

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4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation

from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

ACTION ITEM:**Consideration of Approval of Certified Appraisers for 2024-2025****RECOMMENDATION:**

Board of Trustees approves the following administrators as certified appraisers for the Texas Teachers Evaluation Support System (T-TESS) or to conduct formal goal setting known as the Annual Teacher Review in the 2024-2025 school year.

Barnes Middle School	Briesemeister Middle School
Jay Law, Principal	Linda Guzman, Principal
Andrew Mason, Assistant Principal	Robert Arriola, Associate Principal
Stacy Thomas, Assistant Principal	Natalie McFadden, Assistant Principal
Cheryl Schriewer, Academic Dean	Tracee Gonzales, Academic Dean
Seguin High School	Learning and Leadership
Christine Perez, Principal	Monica Lyons, Chief Academic Officer
Dr. Cristobal Saldana, Associate Principal	Andrea Jaramillo, Deputy Chief of Innovation and Learning
Diana Farris, Associate Principal	Jason Mummert, Director of School Leadership
Christopher Podorsky, Assistant Principal	Cyndi Perez, RTI Specialist
David Lopez, Assistant Principal	Monica Franco, Elementary Coordinator
Angel Guadarrama, Assistant Principal	Sergio Jaurrieta, Director of CTE
Jessica Jordan, Assistant Principal	Nilda Vella, Secondary Science Coordinator
Ball Early Childhood Center	Kathy Kober, Math Coordinator
Debra Reiley, Principal	Pete Silvius, Director of Whole Child
Maria Guerra, Assistant Principal	Bianca Duvall, Early College HS/P-Tech Director
Koennecke Elementary	Jefferson Elementary
Lesli Mahaffey, Principal	Dr. Yolanda Grijalva, Principal
Amanda Santos, Assistant Principal	Meagan Medrano, Assistant Principal
	Erika Villarreal, Assistant Principal
Human Resources	Patlan Elementary
Danica Murillo, Deputy Chief of Human Resources	Annaliza Rangel, Principal
Shantill Vann, New Teacher Specialist	Tanya Webb, Assistant Principal
	141

McQueeney Elementary	Rodriguez Elementary
Trisha Eckols, Principal	Ofelia Santiago, Principal
Sharon Johnson, Assistant Principal	Cecilia Reyes, Assistant Principal
Weinert Elementary	Vogel Elementary
Tiffany Wehe, Principal	Rhonda Trainer-Garcia, Principal
Jessica Castro, Assistant Principal	Emilie Rohde, Associate Principal
Information Systems and Instructional Technology	Saegert MBLC and District Alternative School
Stephen Gonzalez, Chief Technology Officer	Dr. Don Hastings, MBLC Principal
	Aaron Hannah, DAEP Principal
Matador Special Services	
Halcy Martin Dean, Director of Special Education	
Dawn Lynn, Special Education Coordinator	
Allison Higginbotham, Special Education Compliance Coordinator	

**REFERENCE
& COMPLIANCE:**

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

**BUDGET IMPACT/
INFORMATION:**

This item will have no impact on the budget.

**PAPERWORK
IMPACT:**

Approval of this item will have a small impact on paperwork.

**RESOURCE
PERSONNEL:**

Joel S. Treviño, Chief Human Resources Officer

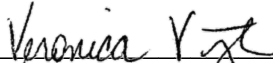
Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Dr. Veronica Viji Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

Date Submitted: 07/23/24

INFORMATION ITEM: Personnel Information - Professional Employees

RECOMMENDATION: The Board of Trustees recognizes and acknowledges the new professional hires for the 2024 – 2025 school year and the resignations listed below.

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

Name	Campus	Effective Date
Comparato, Kari	A.J. Briesemeister Middle School	08/05/24
Crockett, Amy	Rodriguez Elementary	08/05/24
Garcia, Luis	Jim Barnes Middle School	08/05/24
Giovanoni, Stephen	Seguin High School	08/05/24
Gonzalez, Jessica	Seguin High School	08/05/24
Haas, Madeleine	McQueeney Elementary	08/05/24
Jimenez, Kiara	Ball Early Childhood Center	08/05/24
Johnson, Jacqueline	Jefferson Elementary	08/05/24
Martinez, Stella	A.J. Briesemeister Middle School	08/05/24
Moore, Jennifer	Weinert Elementary	08/05/24
*Palmer, Amy	Patlan Elementary	08/05/24
*Pogue, Tara	Seguin High School	08/05/24
Ramos, Alma	Koenncke Elementary	08/05/24
Servantes, Belinda	Rodriguez Elementary	08/05/24
Shelton, Chelsea	Vogel Elementary	08/05/24
Trevino, Ashley	Seguin High School	08/05/24
White, Nicole	A.J. Briesemeister Middle School	08/05/24
Wilcox, Bethany	Seguin High School	08/05/24
Yanez, Alejandro	Jim Barnes Middle School	08/05/24

*returning employee

**BOARD’S
ACKNOWLEDGEMENT
RESIGNATIONS:**

Black, Lisandra, Patlan Elementary School, effective 06/12/24

Ms. Black, Academic Dean, has resigned to work for another school district.
Ms. Black has 4 years with Seguin ISD.

Carney, Ann Mary, Matador Special Services Department, effective 06/26/24

Ms. Carney, Occupational Therapist, has resigned due to other employment.

Ms. Carney has 3 years with Seguin ISD.

Cox, Howard, Jim Barnes Middle School, effective 06/26/24

Mr. Cox, 7th Grade Social Studies Teacher, has resigned to work for another school district.

Mr. Cox has 1 year with Seguin ISD.

Delgado, Valeria, Rodriguez Elementary, effective 06/12/24

Ms. Delgado, 3rd Grade Bilingual Teacher, has resigned due to other employment.

Ms. Delgado has 4 years with Seguin ISD.

Diaz, Denali, ACE Department, effective 06/18/24

Ms. Diaz, Family Engagement Coordinator, has resigned due to relocation.

Ms. Diaz has 2 years with Seguin ISD.

Dockery, Monica, Seguin High School, effective 05/31/24

Ms. Dockery, Registered Nurse, has resigned and elected to retire.

Ms. Dockery has 4 years with Seguin ISD.

Eppler, Scott, Seguin High School, effective 05/31/24

Mr. Eppler, Athletic Coordinator, has resigned due to other employment.

Mr. Eppler has 3 years with Seguin ISD.

Gallini, Natausha, Jim Barnes Middle School, effective 06/24/24

Ms. Gallini, ESL Teacher, has resigned to work at another school district.

Ms. Gallini has 2 years with Seguin ISD.

Gilmore, De'Janae, Seguin High School, effective 06/24/24

Ms. Gilmore, PE Teacher, has resigned due to other employment.

Ms. Gilmore has 2 years with Seguin ISD.

Guerrero, Kimberly, Rodriguez Elementary, effective 06/06/24

Ms. Guerrero, 2nd Grade Teacher, has resigned to work at another school district.

Ms. Guerrero has 10 years with Seguin ISD.

Henley, Tiffany, Jim Barnes Middle School, effective 06/21/24

Ms. Henley, 7th Grade Math Teacher, has resigned to work at another school district.

Ms. Henley has 2 years with Seguin ISD.

Hoffman Luna, Sarah, Jefferson Elementary, effective 06/12/24

Ms. Hoffman Luna, First Grade Teacher, has resigned to work for another school district.

Ms. Hoffman Luna has 1 year with Seguin ISD.

Kutscher, Roben, Seguin High School, effective 06/24/24

Ms. Kutscher, Special Education Teacher, has resigned to work for another school district.

Ms. Kutscher has 5 years with Seguin ISD.

Lavers, Guillermina, Rodriguez Elementary, effective 06/13/24

Ms. Lavers, 3rd Grade Dual Language Teacher, has resigned to work for another school district.

Ms. Lavers has 3 years with Seguin ISD.

Long, Haley, Jefferson Elementary, effective 07/02/24

Ms. Long, Essential Academics Teacher, has resigned due to other employment.

Ms. Long has 2 years with Seguin ISD.

Lopez, Monica, Seguin High School, effective 06/28/24

Ms. Lopez, Math Teacher, has resigned to work for another school district.

Ms. Lopez has 1 year with Seguin ISD.

Mergele, Jennifer, Seguin High School, effective 06/26/24

Ms. Mergele, Special Education Interventionist, has resigned due to other employment.

Ms. Mergele has 1 year with Seguin ISD.

Paul, Sabrina, McQueeney Elementary, effective 07/01/24

Ms. Paul, Essential Academics Teacher, has resigned due to other employment.

Ms. Paul has 3 years with Seguin ISD.

Torres, Khloe, Rodriguez Elementary, effective 06/25/24

Ms. Torres, Special Education Teacher, has resigned due to other employment.

Ms. Torres has 1 year with Seguin ISD.

Winslow, Joseph, Seguin High School, effective 06/13/24

Mr. Winslow, Social Studies Teacher, has resigned due to other employment.

Mr. Winslow has 2 years with Seguin ISD.

Worthy, Madison, Rodriguez Elementary, effective 06/27/24

Ms. Worthy, Teacher, has resigned due to other employment.

Ms. Worthy has 9 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: Personnel Information

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

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

Date Submitted: 07/23/24

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

INFORMATION ITEM: **Acknowledge Public Information Act Requests June - July 2024**

RECOMMENDATION: That the Board of Trustees acknowledge Public Information Act requests received since June 6, 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: June 6 – July 9, 2024 Public Information Act request roster

RESOURCE PERSONNEL: Dr. Veronica Vijil, Superintendent

Submitted by: _____ Date Submitted: 07/23/24
(Signature) Veronica Vijil
(Name) Dr. Veronica Vijil, Superintendent
(Address) 1221 E. Kingsbury St., Seguin, TX 78155
(Telephone) (830) 401-8614

Sequin ISD PIA Requests received from June 6-July 9, 2024				
Date	Requester	Requested Documents	Status	Action
066 060724	Ryan McDonald, U. S. Marines	Directory information for current and former SHS graduates	Completed	Document provided
067 061224	Lorena Garza, National School Chaplain Association	Results of school board vote on school chaplains.	Completed	Document provided
068 061824	Tim Lee, Texas Retired Teachers Association	Employee 2023-2024 retiree list	Completed	Document provided
069 062624	Creative Energy	Employee, board email addresses and titles	In progress	
001 July 9, 2024	Texas Scorecard	From Aug. 1, 2023 to July 9, 2024: Any and all records of all GSA (Gay Straight Alliance/Genders and Sexualities Alliance) clubs in the school district. This includes, but is not limited to: presentation materials, lists of teacher sponsors, and lists of all GSAs at every school in the district.	In progress	
Sequin ISD processed 69 PIA requests during the 2023-24 (7/1/23 - 6/30/24) school year.				

ACTION ITEM: **Review and Approval of the 2024-2025 Optional Flexible School Day Program Application for Seguin High School and Mercer-Blumberg Learning Center’s FSD Program and the Application for the Mercer-Blumberg Learning Center with Graduation Alliance**

RECOMMENDATION: The Board of Trustees will review and approve the 2024-2025 OFSD application for Seguin High School and Mercer-Blumberg Learning Center’s FSD programs and the OFSD application for Mercer-Blumberg Learning Center with Graduation Alliance.

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

In partnership with Graduation Alliance, SISD through the Mercer-Blumberg Learning Center 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; 2024-2025 FSD & Graduation Alliance Program Overviews

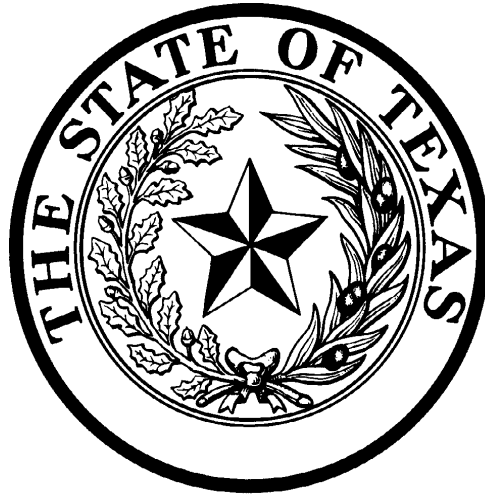
BUDGET IMPACT/ INFORMATION: Will increase average daily attendance and overall graduation rates

EXHIBITS: Seguin High School & Mercer-Blumberg Learning Center FSD Program Application, Mercer-Blumberg Learning Center with Graduation Alliance Presentation,

RESOURCE PERSONNEL: Cristobal Saldaña, Associate Principal, Seguin High School
Christine Perez, Principal, Seguin High School
Don Hastings, Principal, Mercer-Blumberg Learning Center
Monica Lyons, Chief Academic Officer, Seguin ISD

Submitted by: Veronica Vijil Date Submitted: 07/23/24
(Signature) Veronica Vijil, Superintendent
(Name) 1221 E. Kingsbury St., Seguin, TX 78155
(Address) (830) 401-8614
(Telephone)

Texas Education Agency



APPLICATION

Updated April 2024

Optional Flexible School Day Program (OFSDP)

 2024-2025 School Year

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

Definition of Program Provisions

Eligible Students

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

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

AND

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

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

Assessment

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

Participation in University Interscholastic League (UIL)

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

Attendance Credit

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

Board Approval

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

Continuation or Revocation of Program Authorization

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

Reporting Requirements

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

Provisions of Agreement

Article I – Parties to Agreement

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

Seguin Independent School District

(Legal Name of School District or Open-Enrollment Charter School)

located at

1221 E. Kingsbury, Seguin, Texas 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 512-463-8916.
- 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	<u>Dr. Veronica Vijil</u>	_____
Typed Title	<u>Superintendent</u>	Authorized Signature

Appendix One Assurances

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

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

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

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

and

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

The district agrees:

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

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

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

Alejandro Guerra, 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, Superintendent, Seguin ISD, 830-401-814

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

 Signature of Person Authorized to Bind the District or Charter School Date

Appendix Two
Board Approval

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

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

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

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

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

Month: July

Day: 23

Year: 2024

Time: 6:30 PM

Location: Seguin ISD Board Room, 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.

 Alejandro Guerra, President, Seguin ISD Board of Trustees, 830-401-6814
Name, Title, and Telephone Number of School Board President

Signature of SchoolBoard President Date

 Dr. Veronica Vijil, Superintendent, Seguin ISD, 830-401-6814
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. 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. Provide the location and a brief description of the in-person student engagement center.

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:	830-401-6814
Email Address:	vvijil@seguin.k12.tx.us

District PEIMS Coordinator:	Yolanda Garcia
Email Address:	ygarcia@seguin.k12.tx.us

OFSDP Contact Name:	Dr. Don Hastings*
Email Address:	dhastings@seguin.k12.tx.us

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

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

*Contact for Mercer-Blumberg Learning Center and Graduation Alliance partnership

**Contact for Seguing High School FSD program

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

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

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

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

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

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

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

Appendix Three: Attendance and Compliance Procedures of Proposed Program

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 for each staff position that will be obligated to the program.

The district provides at least one administrator and one counselor assigned. 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. School staff will be available during regular school hours to facilitate communication between the Graduation Alliance and students.

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's 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 that 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 a 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 support 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 the 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 flashcards, 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 members 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,"

- a. **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.

- b. **How the district will make sure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.** 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 student's attendance minutes will be adjusted to reflect attendance minutes only for the courses they successfully completed with a 70% or better.

- 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).**

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, and 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 the 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 an energetic and sustained commitment to learners.”

b. Indicate how students will be offered or provided referrals for mental health services.

Upon a teacher, local advocate, or academic coach identifying student needs, the students will be referred to the designated district counselor who can advance referrals as appropriate.

10. If students are attending a dropout recovery program offered in a remote or hybrid setting, as defined by TEC, §19.081 (e-2):

a. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state.

First and foremost, the online dropout recovery program provides students with the opportunity to earn an accredited high school diploma providing students the opportunity to pursue the option to continue their educational endeavors.

Additionally, the online dropout recovery program curriculum offers elective courses that align with the 2022-24 Approved List of Industry-Based Certification including:

Dropout Recovery Elective	2022-2024 IBC List Certification
COS211 Child Development	430 Child Development Associate
ART211 Digital Photography	1036 Certified Professional Photographer
MAT300 Financial Literacy	1018 WB-920 Microsoft Dynamics 365 Fundamentals Finance and Operations Apps
Lifetime Nutrition and Wellness	1032 Pre-professional Certificate, Food, and Wellness
Principles of Allied Health	1022 Nationally Registered Certified EKG Technician 380 Certified EKG Technician 786 Patient Care Technician 470 Certified Clinical Medical Assistant
Principles of Information Technology	1077 Information Technology Specialist: HTML and CSS 1078 Information Technology Specialist: HTML5 Application Development 1079 Information Technology Specialist: Java 1080 Information Technology Specialist; JavaScript 1081 Information Technology Specialist: Networking
Professional Communication	937 Audio-Visual Communications
Social Media Marketing	1042 Student Social Media Marketing Certification
Web Design	1049 Web Design

b. 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 the 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.

c. 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's 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 prevented academic success.

d. 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.

e. 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 regular operating hours. Students have access to the library, student resource center, and any additional student tutoring or support services through Mercer-Blumberg Learning Center.

Appendix Three–
Seguin High School/Mercer-Blumberg Learning Center FSD Program
Attendance and Compliance Procedures of Proposed Program

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

Teachers in OFSDP will provide and facilitate instruction through Edgenuity Learning and are certified to teach in the State of Texas. The teaching staff will consist of four teachers. Department leads will also be assigned to assist in monitoring the program. One will hold a Special Education certification and facilitate individualized educational services. Another department lead will hold an English as a Second Language (ESL) endorsement to facilitate sheltered instruction as needed by students. Students may participate in the Career and Technical Education Program with approval from the Principal, or Designee, in conjunction with the CTE Director. Administrators and counselors who help to facilitate this program will hold State of Texas certificates in the assigned areas. Together they will offer additional support and guidance to these students as needed. Additional services (wraparound services, etc.) will be administered through our Communities in Schools program partnership.

Application, eligibility, and consent will be included in the student's permanent records cumulative folder. Attendance records will be maintained through PEIMS and the assigned program coordinators at both Seguin High School and MBLC. Attendance will be taken daily by the teacher via an attendance form that students sign each day that certifies the number of instructional minutes received each day. The teacher will verify and submit student attendance sheets to the attendance office weekly. All student records will be kept in a secured location at both Seguin High School and MBLC.

A process will be implemented to maintain records of student enrollment, eligibility, consent, and attendance to verify the number of a student's instructional minutes. Students not meeting the required 45 minutes of daily instruction will be recorded on the daily and weekly attendance records. If a student continuously does not meet the daily required minutes, he or she will be referred to the OFSD Administrator for a conference. If a student is chronically absent, district truancy services will be implemented to recover instructional time for students. Regarding item 7c in Appendix 3, Seguin ISD will utilize the recommended formula (180- Traditional Days Present x 240) to determine the maximum number of eligible OFSDP minutes. Students will not receive more than 10,800 minutes per course. Also, students will not be simultaneously enrolled

in OFSDP and traditional programs. As an additional safeguard, our student information system, TEAMS, will not allow for a student to be dual-coded within the system.

Seguin ISD will create and deliver an attendance training session in order to ensure that attendance practices comply with Sections 2.2.3 and 1.1.6 of the Student Attendance Accounting Handbook. Campus and district audits will be held to ensure that Student Detail Audit reports for the OFSDP track are reviewed and certified every six weeks. OFSDP credit recovery in the summer is reserved for eligible students needing to regain course credit that was lost due to insufficient attendance, per the 90% attendance requirement. A designated certified teacher who is working during summer school OFSDP courses will be responsible for having students sign in on a designated attendance form to certify the number of instructional minutes received. The OFSDP Coordinator will be responsible for calculating the number of minutes each student needs for meeting the 90% attendance requirement.

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

Optional Flexible School Day Program (OFSDP) - Appendix 5

949010

School Year 2024-2025

<p>Students may not be reported with more than one ADA in total on the 42400 Basic Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4</p>	<p>Eligibility Designation 1 = TEC §29.081 At-Risk Students 2 = TEC §25.092 Minimum Attendance 3 = TEC §29.908 Early College High School 4 = TEC §39A.107 Campus Turnaround Plan 5 = Credit Recovery** 6 = TEC §29.081(e-1) Campus-Based Dropout Recovery Program 7 = TEC §29.081(e-2) Remote/Hybrid Dropout Recovery Program</p>	<p>School Year Period of Agreement Reported in TSDS PEIMS Summer Collection 3</p> <p>Program start date must be 30 days after application submission.</p> <p>Program end date must not exceed the last day of the regular school calendar.</p>	<p>Summer Period of Agreement Reported in TSDS PEIMS Extended Collection 4</p> <p>**Credit Recovery - Designation 5</p> <p>Summer period of agreement should not exceed 30 days or extend past July 31st.</p>
---	---	--	--

Nine Digit District and Campus Number	Campus Name	Eligibility Designation							Estimated Students Participating	Program Start Date	Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day	Summer Program Start Date	Summer Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day
		1	2	3	4	5	6	7									
94901001	SEGUIN H S	1				5			100	8/15/2024	5/23/2025	SUMTWTWFS	240	5/24/2025	7/31/2025	SUMTWTWFS	240
94901002	MERCER & BLUMBERG LRN CTR						7		100	8/15/2024	5/23/2025	SUMTWTWFS	240	5/24/2025	7/31/2025	SUMTWTWFS	240
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2024-2025

Optional Flexible School
Day Program

Presentation, Report,
& Applications

Optional Flexible School Day

Definition

OFSDP is a program allowing a district to offer to provide flexible hours and days of attendance for students in grades 9-12 who meet the following criteria:

- Previous drop out/at-risk of dropping out
- Participant of an approved Early College High School Plan
- Campus implementing an innovative redesign as approved by the TEA Commissioner
- Previous denial of credit for one or more classes as a result of failing to meet attendance requirements under TEC §25.092

Optional Flexible School Day

— Description —

The goal of the program is to improve graduation rates for students who are in danger of dropping out of school, have fallen behind in core subjects, or who have dropped out.

Students in an OFSDP may attend a fixed or flexible schedule outside the traditional attendance requirement.

Examples:

Weekend/night classes
Extended day classes
Credit Recovery classes
Flexible schedules

Optional Flexible School Day

Target Population

Students who are unable to attend school in a traditional setting due to extenuating circumstances, including:

Examples:

- Students who must seek employment to support their family
- Students who must provide child care during the school day
- Students having a documented history (medical, behavior, etc.) of being unable to succeed in a full day/large school setting
- Students who have dropped out and wish to re-enroll in a non-traditional setting

Optional Flexible School Day

Requirements for Eligibility

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.

Optional Flexible School Day

Two Programs

Seguin High School/Mercer-Blumberg Learning Center

- FSD Program

Mercer-Blumberg Learning Center

- Dropout Recovery Program, in partnership with Graduation Alliance



Optional Flexible School Day

FSD Procedure

Application Procedure:

1. Student meets with counselor
2. Student completes FSD Application
3. Parents/Guardians and Student meet with OFSD Review Committee
4. Upon approval, student enrolls in FSD on the first day of the next grading period



Optional Flexible School Day

Program Results



667 Semesters
of Credits Recovered



85 Students
Graduated



Anticipated
Enrollment: 80



Graduation Alliance

@MBLC

Online dropout
recovery program

Students 26 years and under
are eligible

Students have the opportunity
to earn diploma



Graduation Alliance

@MBLC

Students have access to:

- Academic Coach
- Texas Certified Teacher
- Local Advocate
- Tutoring 24/7
- Support to pass EOCs
- Accommodations as needed



Graduation Alliance

@MBLC

- No upfront cost to the district
- Cost based on course completion
- Reclaimed ADA





Questions?



Thank you!

ACTION ITEM:

Home School UIL Participation

RECOMMENDATION:

Recommend that the Board of Trustees approve Home School students to participate in UIL activities.

RATIONALE:

Recent legislation, HB 547, now allows for home school children to participate in UIL activities. Seguin ISD has received interest from home school parents who reside in the district; and would like to request that their students participate in Seguin ISD UIL events.

REFERENCE and COMPLIANCE:

HB 547; FM(LEGAL) Student Activities

PAPERWORK IMPACT:

Minimal

BUDGET IMPACT/ INFORMATION:

No significant impact.

EXHIBITS:

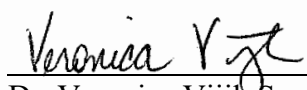
Presentation

RESOURCE PERSONNEL:

Monica Lyons, Chief Academic Officer
Craig Dailey, Athletic Director

Submitted by:

(Signature)



Date Submitted: 07/23/24

(Name)

Dr. Veronica Vijil, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614

Seguin ISD

Home School UIL Participation



Information on Policy FM (Legal): Student Activities

A public school that participates in an activity sponsored by UIL may provide a non-enrolled student, who otherwise meets UIL eligibility standards to represent that school in a UIL activity, with the opportunity to participate in the activity on behalf of the school in the same manner that the school provides the opportunity to participate to students enrolled in the school.

"Non-enrolled student" means a student who receives instruction as a homeschooled student as described by Education Code 29.916(a)(1) from a nonpublic school [see EK].

Relevant Policies

A non-enrolled student who seeks to participate or participates in a UIL activity on behalf of a school is subject to the following relevant policies that apply to students enrolled in the school:

- | | |
|-------------------------------------|-------------------------------|
| 1. Registration for UIL activities; | 1. Qualifications; |
| 2. Age eligibility; | 2. Responsibilities; |
| 3. Fees; | 3. Event schedules; |
| 4. Insurance; | 4. Standards of behavior; and |
| 5. Transportation; | 5. Performance |
| 6. Physical condition; | |

Residency Requirements

A non-enrolled student may only participate in a UIL activity for the school in the district that the student would be eligible to attend based on the student's residential address. A non-enrolled student who seeks to participate in a UIL activity on behalf of a school shall be required to establish minimum proof of residency acceptable to the district in the same manner as an applicant to attend a school in the district under Education Code 25.001 [see FD].

Academic Requirements

The parent or person standing in parental relation to a non-enrolled student is responsible for oversight of academic standards relating to the student's participation in a UIL activity. As a condition of eligibility to participate in a UIL activity during the first six weeks of a school year, a non-enrolled student must demonstrate grade-level academic proficiency on any nationally recognized, norm-referenced assessment instrument, such as the Iowa Test of Basic Skills, Stanford Achievement Test, California Achievement Test, or Comprehensive Test of Basic Skills. A non-enrolled student demonstrates the required academic proficiency by achieving a composite, core, or survey score that is within the average or higher than average range of scores, as established by the applicable testing service. A district shall accept assessment results administered or reported by a third party.

Previous Enrollment in Public School

A non-enrolled student is not authorized by this section to participate in a UIL activity during the remainder of any school year during which the student was previously enrolled in a public school.

Prohibitions

With respect to a non-enrolled student's education program, nothing in these provisions shall be construed to permit an agency of this state, a public school district, or any other governmental body to exercise control, regulatory authority, or supervision over a non-enrolled student or a parent or person standing in parental relation to a non-enrolled student beyond the control, regulatory authority, or supervision required to participate in a UIL activity.

Subject only to eligibility requirements, the curriculum or assessment requirements, performance standards, practices, or creed of the education program provided to a non-enrolled student may not be required to be changed in order for the non-enrolled student to participate in a UIL activity. Subject only to eligibility requirements, for a non-enrolled student participating in an education program on January 1, 2021, the education program provided to that student may not be required to comply with any state law or agency rule relating to that education program unless the law or rule was in effect on January 1, 2021

Suspension from Extracurricular Activities

A student shall be suspended from participation in any extracurricular activity sponsored or sanctioned by a district or the UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than a course described below at Exempt Courses.

Length of Suspension

A suspension continues for at least three school weeks and is not removed during the school year until the conditions of Reinstatement, described below, are met. A suspension shall not last beyond the end of a school year.

Grade Evaluation Period

"Grade evaluation period" means:

1. The six-week grade reporting period; or
2. The first six weeks of a semester and each grade reporting period thereafter, in the case of a district with a grade reporting period longer than six weeks.

HB 547- Homeschool Participation FAQ's

<https://www.uiltexas.org/policy/homeschool-faq>

Does each school district get to decide whether or not to allow homeschool students to participate?

Yes

Who has the authority to determine if homeschool participation is allowed– the school board, superintendent, or athletic director?

This is a local school district decision

I heard the decision for varsity participation needs to be made by August 1,2024 Is that correct?

The August 1 deadline for schools to opt to allow homeschool participation has been slightly modified based on HB547's effective date of September 1. The August 1st deadline for schools to opt in to allow homeschool participation relates to VARSITY ATHLETICS PARTICIPATION ONLY.

HB 547- Homeschool Participation FAQ's

<https://www.uiltexas.org/policy/homeschool-faq>

Who administers the standardized test to determine eligibility for the first six weeks?

The parent or person standing in parental relation to a non-enrolled student is responsible for oversight of academic standards relating to the student's participation in a league activity. As a condition of eligibility to participate in a league activity during the first six weeks of a school year, a non-enrolled student must demonstrate grade-level academic proficiency on any nationally recognized, norm-referenced assessment instrument, such as the Iowa Test of Basic Skills, Stanford Achievement Test, California Achievement Test, or Comprehensive Test of Basic Skills.

Do the homeschool students need to live in the district that they participate in? Or could they transfer to another district and play on JV for one year until they are eligible on varsity?

According to section 33.0832 e of the Texas Education Code: A non-enrolled student may only participate in a league activity for the school in the school district that the student would be eligible to attend based on the student's residential address

HB 547- Homeschool Participation FAQ's

<https://www.uiltexas.org/policy/homeschool-faq>

May a homeschool student participate in both UIL basketball and homeschool basketball league? Or May a homeschool student participate in both UIL basketball and run cross country for a home school league?

No

May a homeschool student receive instruction from a private coach outside of the 60 minute athletic period?

Section 1206: SCHOOL PRACTICE AND GAME RESTRICTIONS (d)(1) Accelerated physical education activities, calisthenics, skills, strength training or conditioning exercises may be conducted during the school year within the school day provided such activities do not exceed one regular classroom period, not to exceed 60 minutes when classes meet every day (300 minutes per week for block schedules). This provision applies to a non-enrolled (home schooled) student participating in accordance with section 33.0832 of the Texas Education Code.

Information

Facts

Request made in behalf of homeschooled students.

More students have the opportunity to participate in extracurricular activities.

Wonders

Does each school district get to decide whether or not to allow homeschooled students to participate?

Yes

Who and how will we monitor academic eligibility?

Homeschool students will be required to follow the same rules and procedures as any other student

How do we monitor student from getting extra practice during the school day?

Regular classroom period, not to exceed 60 minute

How do we monitor student playing on multiple teams?

Parents must follow UIL jurisdictions

Athletic Director:
Coach Craig Dailey



ACTION ITEM:

Consideration and Take Possible Action to Approve Delegating Authority to the Chief Financial Officer, Elizabeth Oaks, to Execute Any and All Necessary Documentation Regarding Utilities at Real Property Located at 6625 FM 725, New Braunfels, Texas

RECOMMENDATION:

That the Board of Trustees Consider and Take Possible Action approving delegating authority to the Chief Financial Officer, Elizabeth Oaks, to execute any and all necessary documentation regarding utilities at the new McQueeney property, located at 6625 FM 725, New Braunfels, Texas, 78130.

RATIONALE:

The adoption of this resolution will allow the Chief Financial Officer, Elizabeth Oaks, to sign necessary papers for the district to be able to secure proper documentation for utilities at the district's new McQueeney property.

REFERENCE and COMPLIANCE:

CV (LEGAL), CV (LOCAL), CH (LEGAL), CH (LOCAL)

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

None

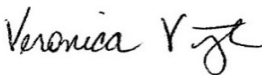
EXHIBITS:

Resolution

RESOURCE PERSONNEL:

Elizabeth Oaks, Chief Financial Officer, RTSBA

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



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

Date Submitted: 07/23/24

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

WHEREAS, the Board of Trustees of Seguin Independent School District (the “**Board**”) owns that certain real property located at 6625 FM, New Braunfels, Texas 78130 (the “**Property**”); and

WHEREAS, the Board desires to delegate authority to Elizabeth Oaks, Chief Financial Officer of Seguin Independent School District, to execute any and all necessary documentation to secure utilities at the Property following approval by legal counsel, and the Board; and

NOW, THEREFORE, the Board of Trustees of Seguin Independent School District, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, do hereby approve and adopt the following Resolutions and actions taken:

BE IT HEREBY RESOLVED THAT:

- The Board delegates authority to Elizabeth Oaks, Chief Financial Officer of Seguin Independent School District, is hereby authorized and empowered, in the name and on behalf of Seguin Independent School District, to execute any and all necessary documentation to secure utilities at the property located at 6625 FM 725, New Braunfels, Texas 78130, following approval by legal counsel, and the Board.

[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 Independent School District Board of Trustees, duly held on July 23, 2024, which Resolution is in full force and effect, and has not been revoked or amended.

Board Secretary

Dated: _____

ACTION ITEM:

Designate the Chief Financial Officer to Calculate the New Revenue Tax Rate and the Voter Approval Rate for the 2024 Tax Year

RECOMMENDATION:

That the Board of Trustees designate the Chief Financial Officer to calculate the No New Revenue Tax Rate and the Voter Approval Rate for the 2024 Tax Year.

RATIONALE:

According to Texas Tax Code section 26.04 (c) school districts are now required to designate an officer to calculate the tax rate.

REFERENCE and COMPLIANCE:

BAA (LEGAL) Board Legal Status, Powers and Duties

PAPERWORK IMPACT:

None

BUDGET IMPACT / INFORMATION:

None

EXHIBITS:

None

RESOURCE PERSONNEL:

Elizabeth Oaks, Chief Financial Officer, RTSBA

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 07/23/24

Dr. Veronica Vijil, Superintendent

1221 E. Kingsbury St., Seguin, TX 78155

(830) 401-8614

ACTION ITEM:

2024-2025 Compensation Plan - Pay Grade and Stipends

RECOMMENDATION:

Board of Trustees approve the 2024-2025 compensation plan to maintain a pay system that is competitive. Our District's administration recommends the following adjustments to the compensation pay scales as part of the Seguin ISD Compensation Plan.

RATIONALE:

Existing stipends have been adjusted to competitive levels with surrounding school districts. This process was achieved with collaboration with principals and program directors. We have also established requirements for eligibility for the payment of the bilingual stipend.

Adjust the professional/administrative pay grade ranges (minimum, midpoint and maximum) to align with current employment market benefiting (7) seven employees. Budget Impact - \$27,120.

Adjust the clerical pay grade ranges (minimum, midpoint and maximum) to align with current employment market. benefiting (53) fifty-three employees. Budget Impact - \$22,979.

Adjust the classified (maintenance, transportation) pay grade ranges (minimum, midpoint and maximum) to align with current employment market benefiting (64) sixty-four employees. Budget Impact - \$39,579.

Adjust the child nutrition pay grade ranges (minimum, midpoint and maximum) to align with current employment market benefiting (67) sixty-seven employees. Budget Impact - already approved by board in June 2024 meeting.

Total budget impact will be \$89,678 benefiting (124) one hundred twenty-four employees.

Teacher Incentive Allotment - In accordance with the Teacher Incentive Allotment (TIA) approved under House Bill 3, State of Texas 86th Legislative Session, Seguin ISD will be receiving additional state funding for each designated teacher employed. Although the District is preparing to have a designation system in place for the 2024-2025 school year, the compensation plan must address how to compensate any teacher employed during the 2023-2024 school year that earns a designation in another district or who automatically earns a Recognized designation for having achieved National Board Certification. For any funds received by Seguin ISD for a designated teacher under the TIA, 90% will be paid to the designated teacher. The remaining 10% will be used for costs as permitted by the Texas Education Agency. Should our District receive funding for a designated teacher who has resigned or retired, our District will forward payment to the resigned or retired teacher as soon as practicable. Such funds are not part of any employment contract. Distribution of the TIA funds will comply with state law and Texas Education Agency guidance.

REFERENCE and COMPLIANCE:

DEA (LEGAL) (LOCAL) Compensation and Benefits: Compensation Plan

PAPERWORK IMPACT:

Minimal

BUDGET IMPACT / INFORMATION:

General Operating Fund.

EXHIBITS:

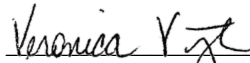
Pay Grade Recommendation Data

RESOURCE PERSONNEL:

Joel Trevino, Chief Human Resources Officer
Elizabeth Oaks, Chief Financial Officer

Submitted by:

(Signature)



Date Submitted: 07/23/24

(Name)

Dr. Veronica Vigil, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614

ACTION ITEM:

Nominate Candidates for the TASB Board of Directors

RECOMMENDATION:

That the Board of Trustees approve the nomination and endorsement of the candidates, Ginger Friesenhahn and Rich Sena for the TASB Board of Directors.

RATIONALE:

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

PAPERWORK

IMPACT:

None

**BUDGET IMPACT/
INFORMATION:**

None

EXHIBITS:

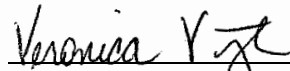
Endorsements for Ginger Friesenhahn and Rich Sena
TASB Endorsement Form

**RESOURCE
PERSONNEL:**

Dr. Veronica Vijil, Superintendent
Alejandro R. Guerra, Board President

Submitted by:

(Signature)



Date Submitted: 07/23/24

(Name)

Dr. Veronica Vijil, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614



Nancy Ramirez <pnramirez@seguin.k12.tx.us>

Fwd: Seeking Your Support for TASB Director Position

Veronica Vijil <vvijil@seguin.k12.tx.us>
 To: Board of Trustees <emp-board@seguin.k12.tx.us>

Sun, Jul 7, 2024 at 6:28 PM

FYI - I received this last Wednesday.

----- Forwarded message -----

From: **Ginger Friesenhahn** <ginger.friesenhahn@ecisd.net>
 Date: Wed, Jul 3, 2024 at 2:07 PM
 Subject: Seeking Your Support for TASB Director Position
 To: <aguerra@seguin.k12.tx.us>, <vvijil@seguin.k12.tx.us>

Dear Alejandro Guerra and Veronica Vijil,

I hope this email finds you well. My name is Ginger Friesenhahn, and I currently serve as a Board Trustee at East Central ISD. I am writing to seek your support and endorsement in continuing my position as a director for Region 20 with the Texas Association of School Boards (TASB).

I recently received information that I am running unopposed, so while I don't "need" the endorsement, I would love to bring Region 20 closer to work toward our same goals for the students. As you know, TASB plays a crucial role in advocating for public education and providing invaluable resources and training for school board members across the state. I am deeply committed to the mission of TASB and have dedicated significant effort and passion to representing the interests of our region on the board.

In light of recent challenges, it has become increasingly important to have the backing of our regional school districts to continue serving effectively. Your endorsement and support would help me ensure that our collective voice continues to be heard at the state level.

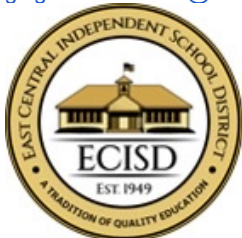
I kindly request that you and your district consider providing a formal statement or letter of support for my continued tenure as a TASB director. Your support would be immensely valuable and would reinforce the strength and unity of our region.

Additionally, please note that this matter will need to be added to your July school board meeting agenda. This will provide an opportunity for formal discussion and consideration by your board.

Thank you for considering my request. I am more than happy to discuss this further if you have any questions or need additional information. I greatly appreciate your time and support.

Best regards,

Ginger Friesenhahn
 School Board Trustee District 1
 (210) 355-8763
ginger.friesenhahn@ecisd.net



--
 Thank you,

208

7/10/24, 12:19 PM

Seguin.k12.tx.us Mail - Fwd: Seeking Your Support for TASB Director Position

Veronica Vijil, Ed.D.
Superintendent
Seguin ISD

Information Notice: This is a staff email account managed by Seguin Independent School District.

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TASB BOARD CANDIDATE BIOGRAPHICAL SKETCH

DATE: June 17, 2024

NAME: Ginger Friesenhahn

MAILING ADDRESS: [REDACTED]

CITY: [REDACTED] ZIP: [REDACTED]

BUSINESS PHONE: [REDACTED] RESIDENCE PHONE: [REDACTED]

CELL PHONE: [REDACTED] FAX NUMBER (if applicable): [REDACTED]

We communicate with our Board members primarily via e-mail. Please list your preferred email address.

EMAIL: [REDACTED]

SCHOOL DISTRICT: East Central ISD

LOCAL TERM EXPIRES: November 2026 (Month/year) YEARS ON BOARD: 2 1/2

Upon expiration of current term on your local board, will you seek reelection?

YES NO

BOARD POSITIONS HELD (including dates): none

OCCUPATION: Child Care

CURRENT EMPLOYER: Kid Kountry Early Learning Center DATES: 1991-present

EDUCATION-HIGH SCHOOL: East Central High School COLLEGE:some/child care development

HOBBIES/SPECIAL INTERESTS:

BUSINESS/PROFESSIONAL/CIVIC GROUP MEMBERS (offices held including dates):

Softball, softball coach

BUSINESS/PROFESSIONAL/CIVIC GROUP MEMBERS (offices held including dates):

Youth softball club Board President 2010-2022

Election official Bexar County Presiding Judge 2000-present

Ginger Friesenhahn

I have been an East Central ISD school board member for 2 1/2 years. I graduated from East Central in 1994 and married a 1992 EC graduate. We have 2 amazing daughters in our district. The oldest graduated this year (30 years after me) and a soon to be 8th grader that loves to play every sport our school offers. My family has owned and operated a childcare center in our district since 1985. I love our district and love that I am a big part of it. I stay focused on what is most important.....our students. Thank you for this opportunity.





TASB ENDORSEMENT FORM

DATE: 07/23/2024

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

CANDIDATE INFORMATION

NAME: Ginger Friesenhahn

SCHOOL DISTRICT: East Central ISD

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

07/23/2024
(Date)

Best regards,

(Signature of board president or officer)

PRINTED NAME: Alejandro R. Guerra

SCHOOL DISTRICT: Seguin ISD

MAILING ADDRESS: 1221 E. Kingsbury St.

CITY: Seguin ZIP: 78155

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

Must be received by TASB on or before AUGUST 29, 2024.

RETURN TO: E-mail: boardcommunications@tasb.org



Veronica Vijil <vvijil@seguin.k12.tx.us>

TASB Director Region 20

1 message

rsena@gvtc.com <rsena@gvtc.com>

Thu, Jul 11, 2024 at 12:00 PM

To: aguerra@seguin.k12.tx.us

Cc: vvijil@seguin.k12.tx.us

Dear Alejandro,

I would like to introduce myself to you as one of Region 20's TASB Board of Directors. Both Ginger Friesenhahn and I joined the TASB Board earlier this year. Ginger (Position A) and I (Position D) are seeking to continue as directors. While both unopposed, the formal election will occur at the upcoming TASA/TASB meeting in September.

It has been an honor to serve as a trustee for Boerne ISD since May 2014. During that time, I have attended every TASB SLI convention, and had the good fortune of completing Leadership TASB during the 2019-20 school year. It was a great opportunity to visit districts across our great state and see the many wonderful things being accomplished for Texas' 5.4 million public school students.

As a first generation American I have seen through my family the value of a good public education in achieving the American Dream. I would not be where I am today without the support of my parents as well as many caring and dedicated educators.

One of my priorities as a trustee has been to be heavily engaged in legislative activities and develop strong relationships with our local legislators. Each legislative session our district's trustees spend a lot of time in Austin promoting the interests of our children, staff, and taxpayers.

Needless to say, the 89th session of the Texas Legislature will be key to the future of public education. I look forward to continuing the work we have begun in advocating for the needs of our children who represent the future of our state. It is vital that Region 20 has strong input, and I look forward to working with your districts.

I kindly request that you and your district consider providing a formal statement of letter of support for our continued tenure (Ginger and myself) as TASB directors. Your support would be immensely valuable and would reinforce the strength and unity of our region.

Thank you for your consideration and I would be happy to discuss any questions or concerns that you may have. Please feel free to reach me anytime at rsena@gvtc.com or 210-833-4904.

Respectfully,

Rich Sena
Trustee, Boerne ISD
235 Johns Rd, Boerne Tx 78006



TASB BOARD CANDIDATE BIOGRAPHICAL SKETCH

DATE: May 13, 2024

NAME: Richard D. Sena

MAILING ADDRESS: [REDACTED]

CITY: [REDACTED] ZIP: [REDACTED]

BUSINESS PHONE: [REDACTED] RESIDENCE PHONE: [REDACTED]

CELL PHONE: [REDACTED] FAX NUMBER (if applicable): n/a

We communicate with our Board members primarily via e-mail. Please list your preferred email address.

E-MAIL: [REDACTED]

SCHOOL DISTRICT: Boerne ISD

LOCAL TERM EXPIRES: May 2026 YEARS ON BOARD: 10 Years
(Month/year)

Upon expiration of current term on your local board, will you seek reelection?

YES NO

BOARD POSITIONS HELD (including dates): President 2017-18, 2022-23. Vice President 2016-17, 2021-22. Secretary 2020-21, 2015-16

OCCUPATION: Insurance Agent

CURRENT EMPLOYER: Self DATES: Since 12/2004

EDUCATION-HIGH SCHOOL: Pelham Memorial High School COLLEGE: Colgate University

OTHER EDUCATION: _____ DEGREES: BA – Political Science & International Relations

HOBBIES/SPECIAL INTERESTS: Reading, Community Volunteer, Travel

BUSINESS/PROFESSIONAL/CIVIC GROUP MEMBERS (offices held including dates): Boerne Sunrise Rotary – President 2022-23. Hill Country Pregnancy Care Center – Board Member 2011to present, President 2012-14. Hill Country Mission for Health Board Member, President 2012-13. Member, Boerne Planning & Zoning Commission 2009-2018. Boerne Chamber of Commerce member 2010 to present. Volunteer at Hill Country Daily Bread and Stand by Me Mentoring Program. Kendall County Republican Club – Vice President for Programs 2021. Columnist for Boerne Star local newspaper – 2011 to present. Sunday School Teacher at Currey Creek Church 2018 to present.

ADDITIONAL COMMENTS: I believe in community service and believe in the verse, "To whom much is given much is required." I enjoy the variety of activities I am involved in and feel blessed to have the flexibility in my work schedule that allows for this commitment.

Rich Sena

Region 20, Position D

In 2014, Sena was elected to the Boerne ISD Board of Trustees. During his tenure, he has served on various committees and in officer positions, including president, vice-president, and secretary. He is currently on the Facilities and Budget committees and chair of the Legislative Advocacy Committee. Sena is a 2019 Leadership TASB graduate and Master Trustee.

He majored in political science and international relations at Colgate University. Following graduation, Sena began a career in advertising sales that spanned more than 20 years. In 1984, he joined a startup operation that brought him to Texas. Before the company was sold, he was vice-president of sales and marketing and oversaw eight sales offices with more than 200 employees. In 2004, he opened his own insurance agency, specializing in health insurance for small businesses.

Sena is active with a number of local organizations, including Hill Country Daily Bread, Stand by Me Mentoring Program, the Hill Country Mission for Health, Boerne Chamber of Commerce, Boerne Sunrise Rotary, and Kendall County Republican Club.



TASB ENDORSEMENT FORM

DATE: 07/23/2024

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

CANDIDATE INFORMATION

NAME: Rich Sena

SCHOOL DISTRICT: Boerne ISD

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

07/23/2024
(Date)

Best regards,

(Signature of board president or officer)

PRINTED NAME: Alejandro R. Guerra

SCHOOL DISTRICT: Seguin ISD

MAILING ADDRESS: 1221 E. Kingsbury St.

CITY: Seguin ZIP: 78155

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