

# Agenda of Regular Meeting

## The Board of Trustees Seguin ISD

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A Regular Meeting of the Board of Trustees of Seguin ISD will be held May 24, 2022, beginning at 6:30 PM in the Board Room, 1221 E Kingsbury, Seguin, TX 78155.

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

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

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

  - A. those wishing to speak shall sign up before the meeting begins stating the concern or noting the agenda item they wish to address; audience participation is limited to five minutes; the Board shall not deliberate any subject that is not on the posted agenda.
4. **Reports/Information Items:**
  - A. Introduction of Newly Appointed Administrators 5
  - B. Strategic Priority and Initiative Report: Istation 6
  - C. Strategic Priority and Initiative Report: Matador Mentor Program 30
  - D. Information Regarding Seguin ISD's Purchase of the TX High Dosage Tutoring Package from BookNook, Inc. 41
5. **Closed Session:** Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act
  - A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.

- B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of 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 will take appropriate action on items, if necessary, as discussed in Closed Session
  - A. Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).
- 7. **Consent Agenda Items - Consider and Possible Approval as Applicable**  
 Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.
  - A. Approval of Board Minutes of Regular Meeting - April 26, 2022 and Budget Workshop - May 4, 2022. 42
  - B. Approval of Tax Collection Reports for April 2022 53
  - C. Approval of Proposed Budget Amendments & Financial Statements for April 2022 54
  - D. Approval of Donations Received April 2022 62
  - E. Approval of the Publication of Notice of Public Meeting To Discuss Budget and Proposed Tax Rate
  - F. Information Regarding Purchases Through the BuyBoard Purchasing Cooperative for a total cost of \$129,088
  - G. Information Regarding Purchases Through the DIR Purchasing Cooperative for a total cost of \$1,188,246
  - H. Information Regarding Seguin ISD's Participation in the ESC XIII Regional Day School Program for the Deaf (RDSPD)
  - I. Seguin Independent School District Purchasing Cooperative Management Fees Report 2021-2022
  - J. Personnel Information - Professional Employees
  - K. Acknowledge Public Information Act Requests April-May, 2022
- 8. **Action Items**
  - A. Adopt the Resolution for the Assignment of Fund Balance
  - B. 2022-2023 Employee Salary Increase Recommendation
  - C. 2022-2023 Compensation Handbook Recommendation
- 9. **Board Comments and Request**
- 10. **Adjourn**

**RECOGNITION ITEM:**     **Campus Highlight**

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

Tonight’s presentation is provided courtesy of Vogel Elementary School. Principal Rhonda Jubela will highlight a campus based initiative.

**RATIONALE:**             The purpose of this presentation is to recognize the performance and effort put forth daily by Seguin ISD students, staff and campus administrators. Campuses will have the opportunity to share an example of an activity that fosters academic achievement and refines instructional focus during regular board meetings of 2021-22.

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

**PAPERWORK IMPACT:**             None

**BUDGET IMPACT/ INFORMATION:**     None

**EXHIBITS:**                     None

**RESOURCE PERSONNEL:**             Sean Hoffmann, Chief Communications Officer

Submitted by: Matthew Gutierrez                     Date Submitted: 05/24/22  
(Signature) \_\_\_\_\_  
(Name)     Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

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

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

- **Superintendent’s Students of the Month from Vogel ES, Barnes MS and Seguin High School**
- **Superintendent’s Student Advisory Team**
- **Superintendent’s Apple Award winners**
- **St. Andrew’s Episcopal Church**
- **Leadership Service Recognition**

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

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

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

**PAPERWORK IMPACT:**             None

**BUDGET IMPACT/ INFORMATION:**     None

**EXHIBITS:**                     None

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

Submitted by: Matthew Gutierrez                     Date Submitted: 05/24/22  
(Signature)     Dr. Matthew Gutierrez, Superintendent  
(Name)         1221 E. Kingsbury St., Seguin, TX 78155  
(Address)      (830) 401-8614  
(Telephone)

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

**RECOMMENDATION:**     The Board acknowledge the newly appointed 2022-2023 Administrative Hires.

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

**REFERENCE and COMPLIANCE:**     DCB (LOCAL), Employment Practices, Term Contracts

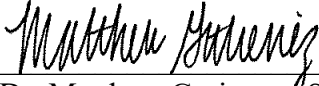
**BUDGET IMPACT/ INFORMATION:**     None

**PAPERWORK IMPACT:**             None

**EXHIBITS:**                     None

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

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

 Date Submitted: 05/24/22  
Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

**INFORMATION ITEM:**     **Strategic Priority and Initiative Report: Istation**

**RECOMMENDATION:**     That the Board of Trustees receives an update regarding Istation instructional reading levels in Kindergarten – 5<sup>th</sup> Grade.

**RATIONALE:**             The purpose of this report is to present the reading progress of students using Istation’s nationally normed Istation’s Indicators of Progress (ISIP). The assessment measures student growth with an engaging, computer-adaptive diagnostic and screening program. This instructional initiative is tied to closing student literacy gaps and reaching the District’s goal of 100% of students reading on grade level by the end of third grade.


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

**PAPERWORK IMPACT:**             None

**BUDGET IMPACT/ INFORMATION:**             None

**EXHIBITS:**                     Istation Presentation

**RESOURCE PERSONNEL:**             Andrea Jaramillo, Deputy Chief of Learning and Innovation  
Mark Cantú, Chief Innovation Officer

Submitted by:              Date Submitted: 05/24/22  
(Signature)             Dr. Matthew Gutierrez, Superintendent  
(Name)             1221 E. Kingsbury St., Seguin, TX 78155  
(Address)             (830) 401-8614  
(Telephone)

# Strategic Priority and Initiative Report

May 24, 2022 Board Meeting



# Strategic Priorities

## Strategic Priorities

- 1. Improve student learning through improved instructional practice**
2. Engage parents, industry and community partners to enrich the experience of students and staff and to establish Seguin ISD as an integral part of the community
3. Create the conditions in Seguin ISD to recruit, retain and engage employees



# Strategic Initiatives

## Superintendent and Board Goals

1. **Increase K-3 literacy proficiency - 100% on level by end of 3rd grade**
2. Implement PLCs district-wide
3. Utilize Rigor and Relevance Framework district-wide
4. Develop a Guaranteed and Viable Curriculum

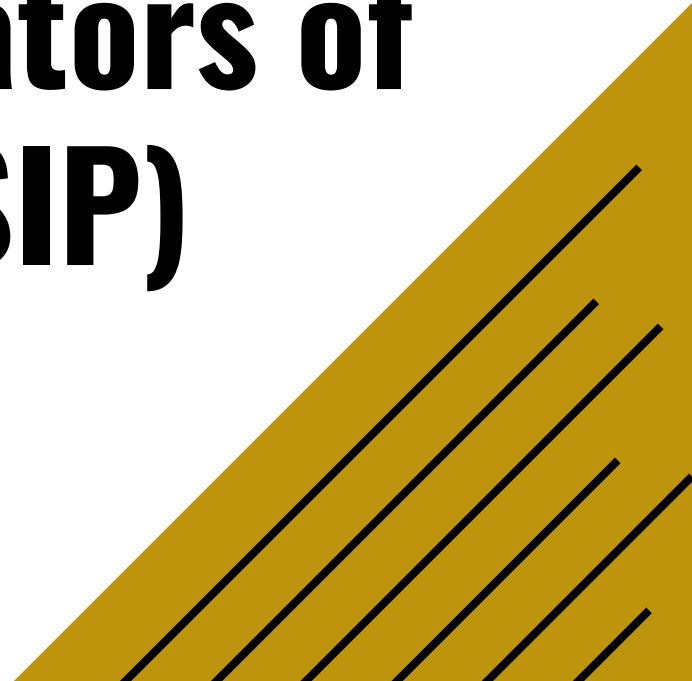


# Strategic Priority and Initiative Reports

Initiatives	Report Time											
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>K-3 Literacy Proficiency - 100% on level by end of 3rd grade</b>		X				X			X			
<b>Implement PLCs district-wide</b>			X					X				
<b>Utilize Rigor and Relevance Framework district-wide</b>				X				X				
<b>Develop a Guaranteed and Viable Curriculum</b>					X		X			X		

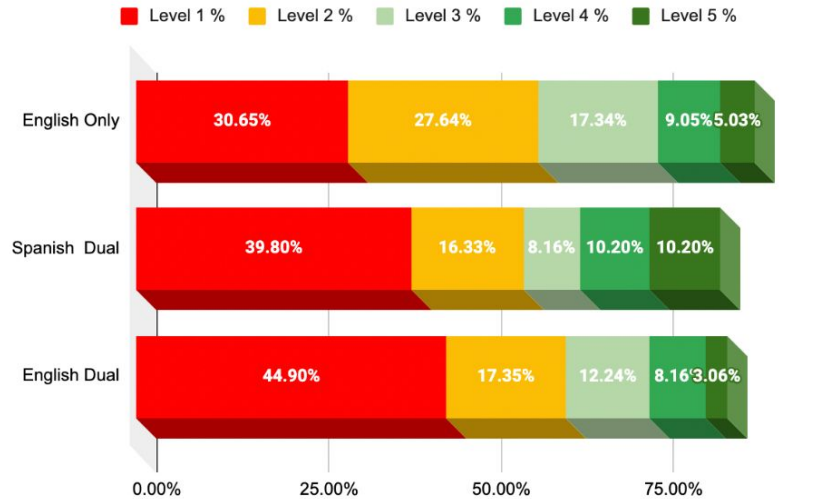


# Station's Indicators of Progress (ISIP)

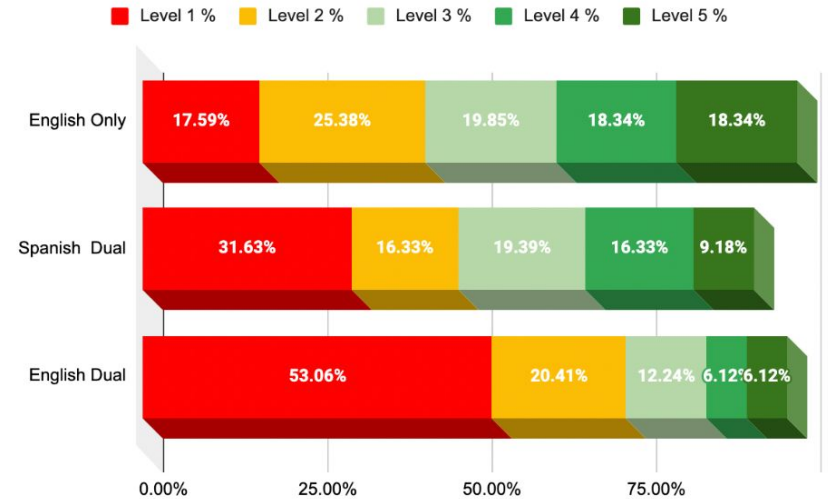


# Istation ISIP Data: Kinder BOY → EOY

## Kinder BOY September

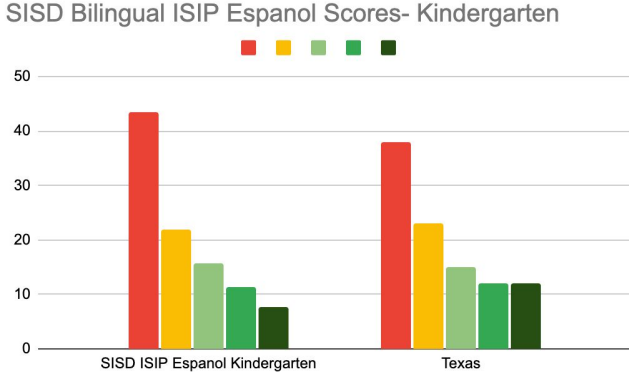
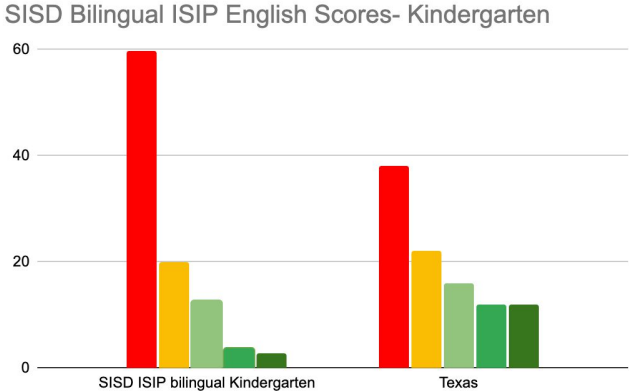
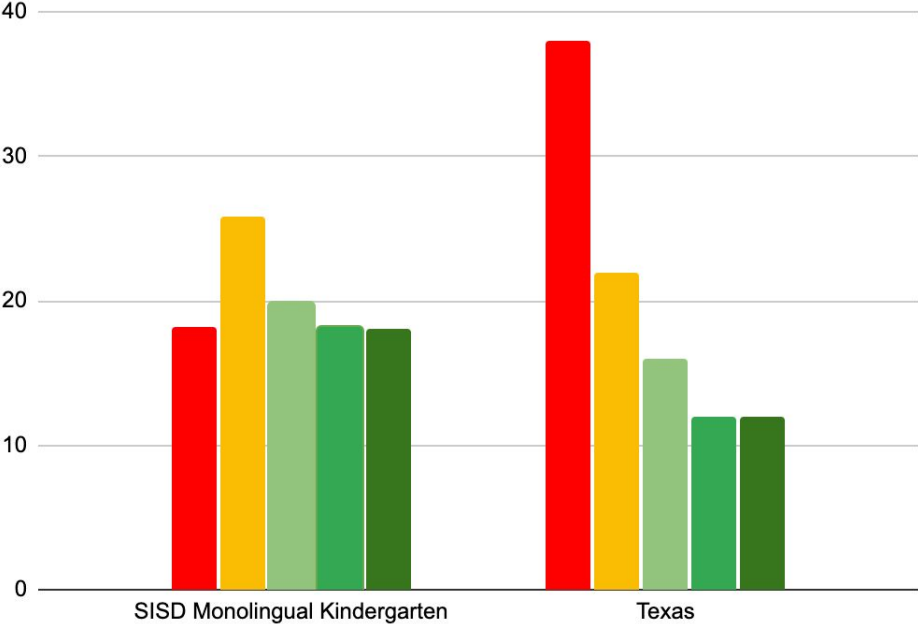


## Kinder EOY May

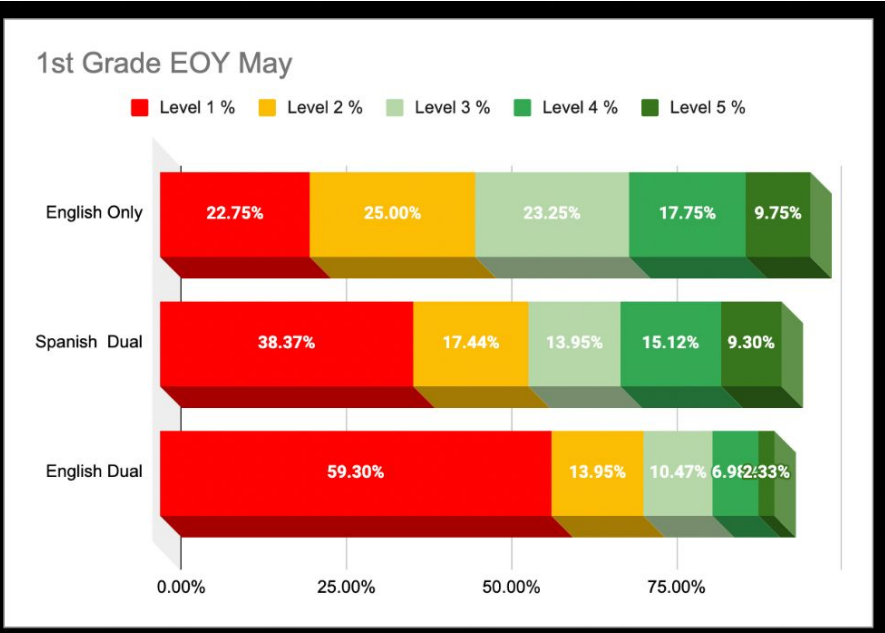
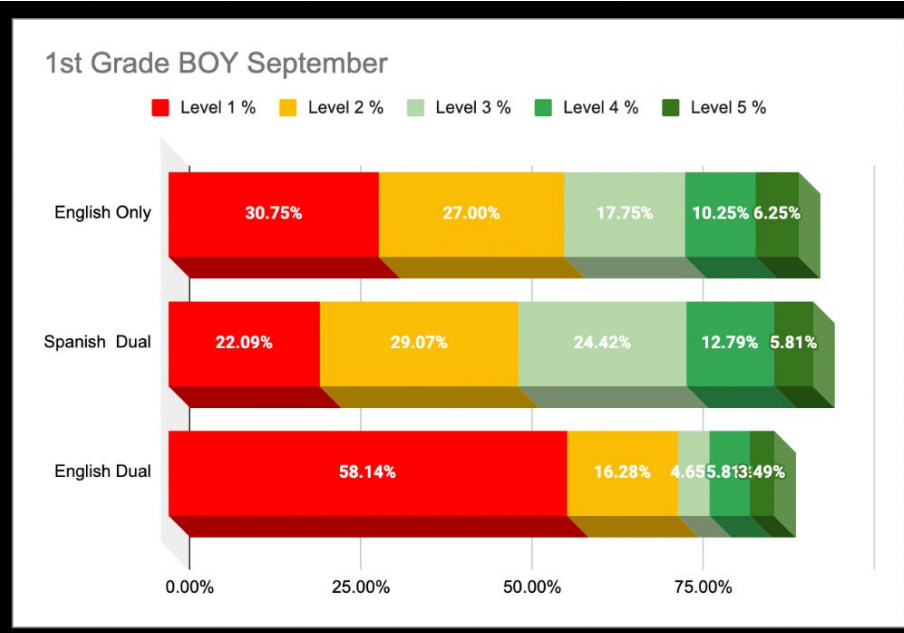


Language Allocation Plan: 90% Spanish, 10% English

# Istation ISIP Data: Kinder EOY Comparison



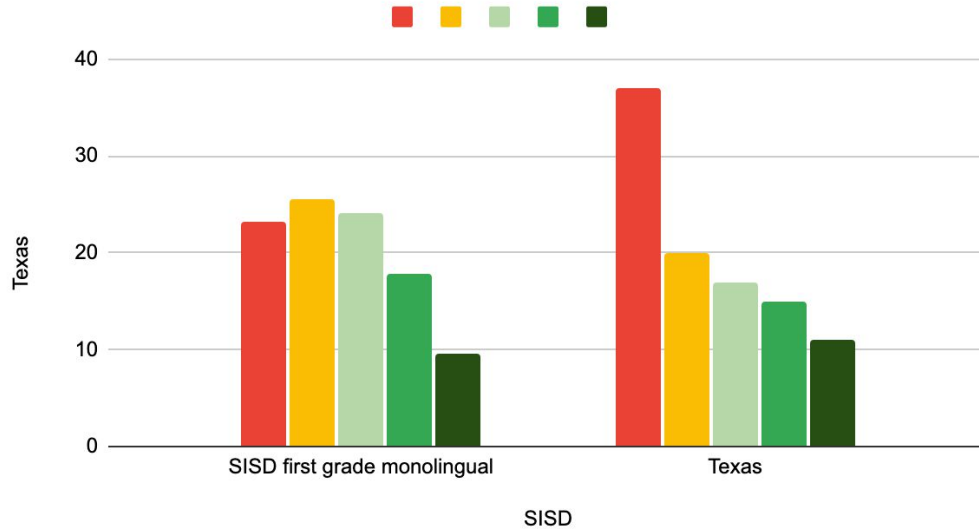
# Istation ISIP Data: First Grade BOY → EOY



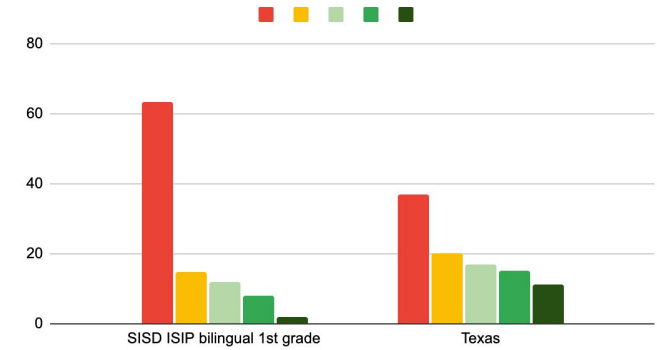
Language Allocation Plan: 80% Spanish, 20% English

# Istation ISIP Data: First Grade EOY Comparison

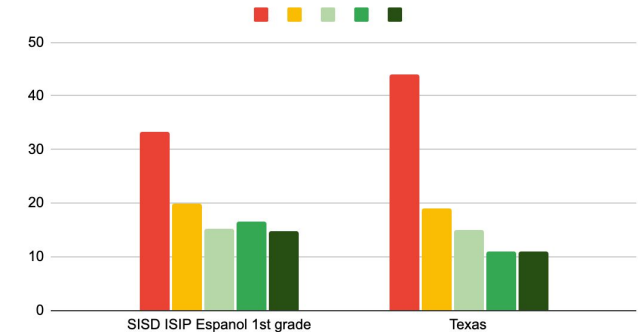
## First Grade



## SISD Bilingual ISIP English scores- 1st grade



## SISD Bilingual ISIP Espanol scores- 1st grade



# Istation ISIP Data: Second Grade BOY → EOY

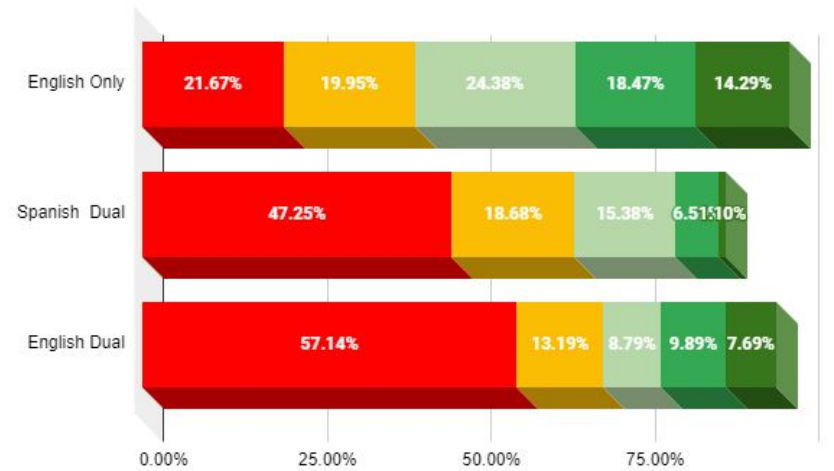
2nd Grade BOY September

■ Level 1 % 
 ■ Level 2 % 
 ■ Level 3 % 
 ■ Level 4 % 
 ■ Level 5 %



2nd Grade EOY May

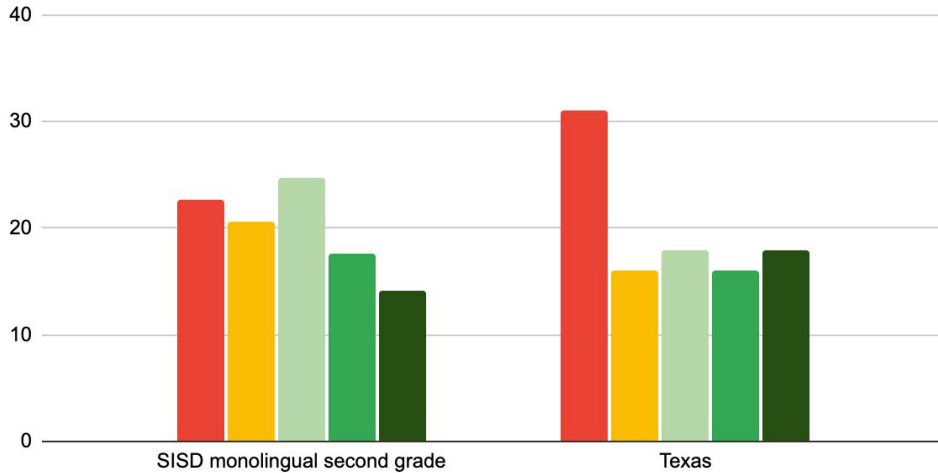
■ Level 1 % 
 ■ Level 2 % 
 ■ Level 3 % 
 ■ Level 4 % 
 ■ Level 5 %



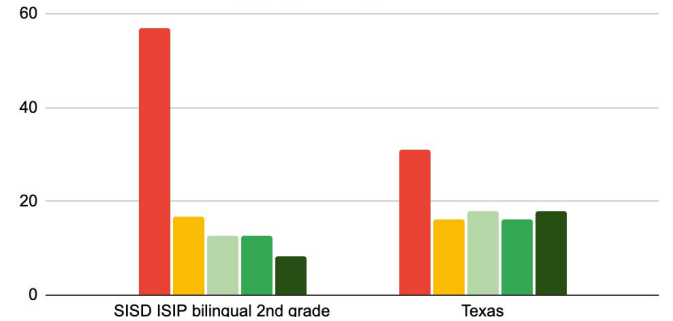
Language Allocation Plan: 70% Spanish, 30% English

# Istation ISIP Data: Second Grade EOY Comparison

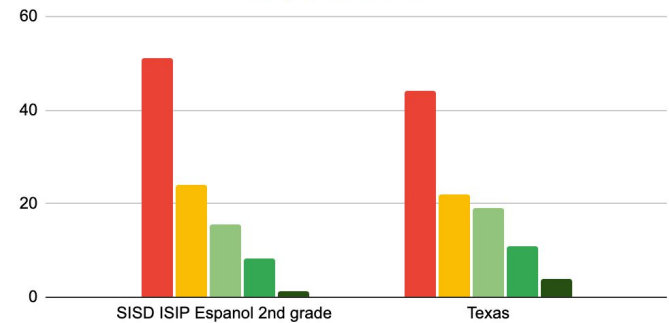
## Second Grade



## ISIP English- bilingual 2nd grade



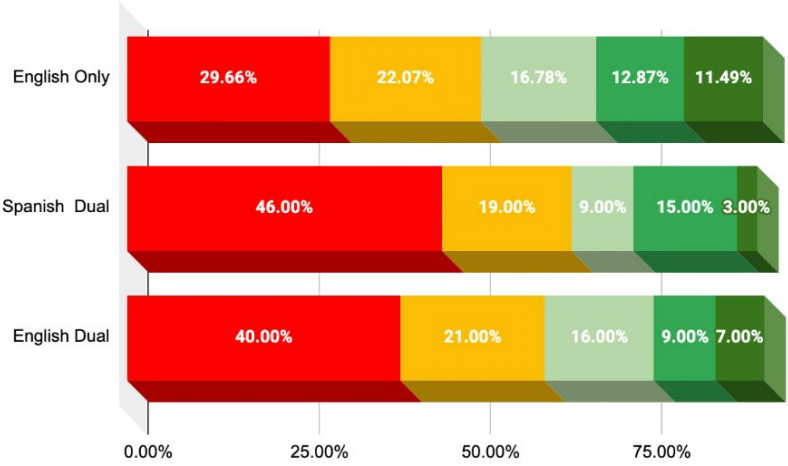
## ISIP Espanol- 2nd grade



# Istation ISIP Data: Third Grade BOY → EOY

3rd Grade BOY September

■ Level 1 % 
 ■ Level 2 % 
 ■ Level 3 % 
 ■ Level 4 % 
 ■ Level 5 %



3rd Grade EOY May

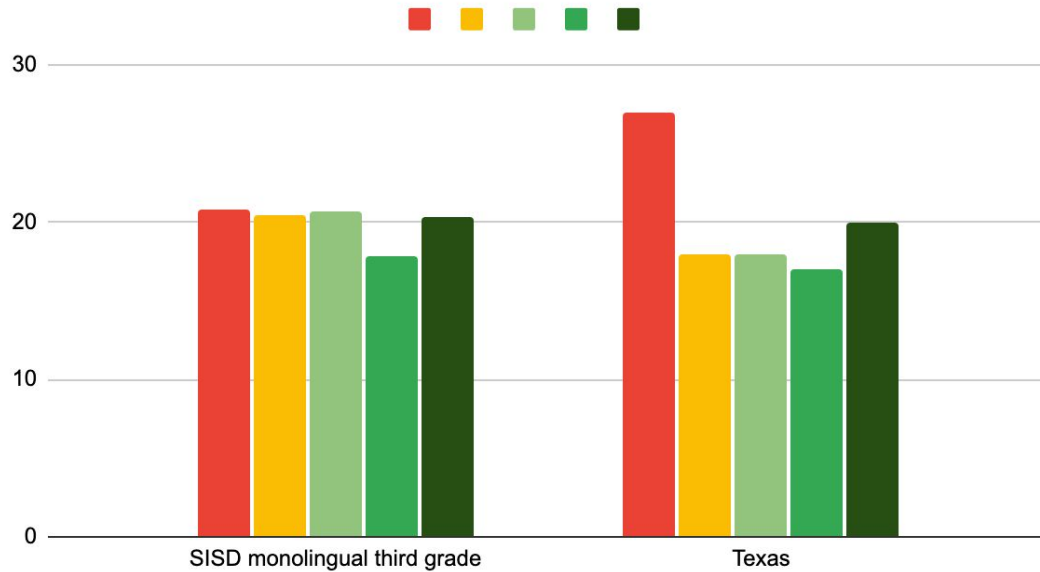
■ Level 1 % 
 ■ Level 2 % 
 ■ Level 3 % 
 ■ Level 4 % 
 ■ Level 5 %



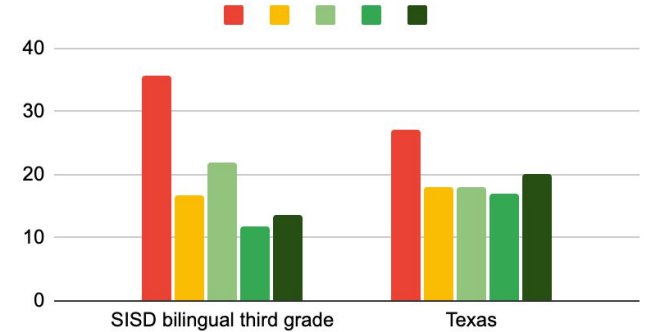
Language Allocation Plan: 60% Spanish, 40% English

# Istation ISIP Data: Third Grade EOY Comparison

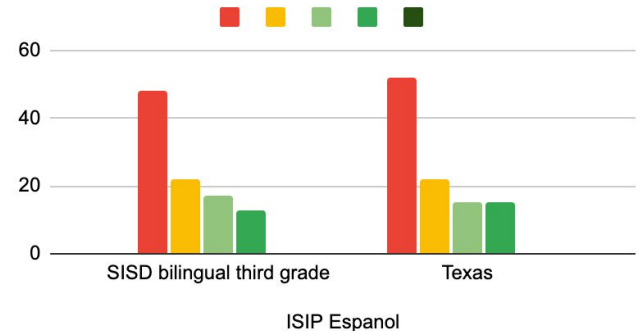
Third grade



SISD English ISIP bilingual scores-3rd g...



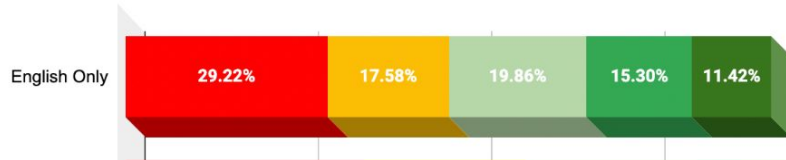
SISD Bilingual ISIP Espanol- 3rd grade



# Istation ISIP Data: Fourth Grade BOY → EOY

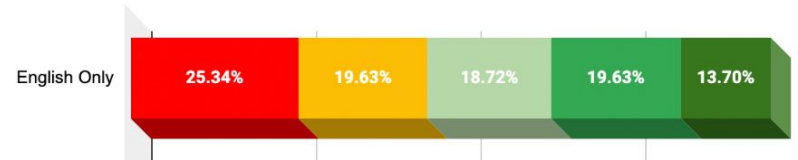
4th Grade BOY September

Level 1 %   Level 2 %   Level 3 %   Level 4 %   Level 5 %

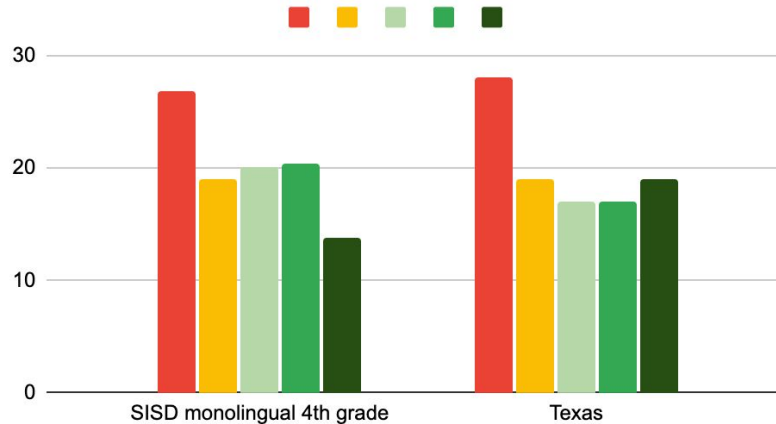


4th Grade EOY May

Level 1 %   Level 2 %   Level 3 %   Level 4 %   Level 5 %

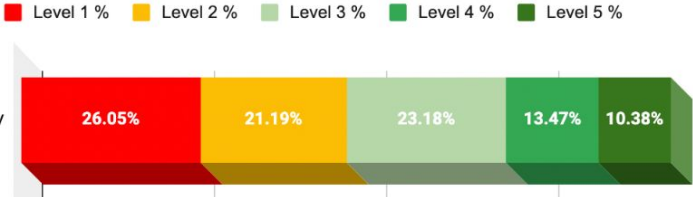


Level 1, Level 2, Level 3, Level 4 and Level 5

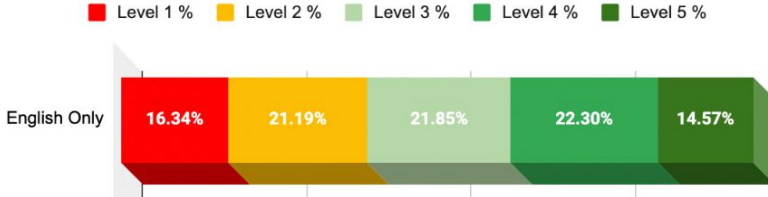


# Istation ISIP Data: Fifth Grade BOY → EOY

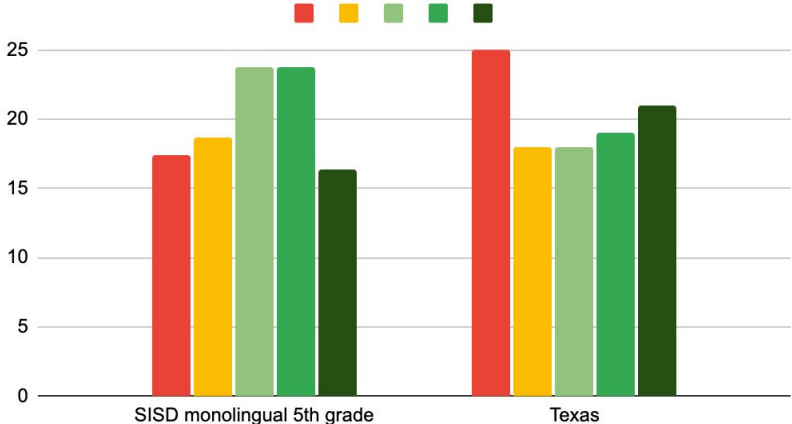
5th Grade BOY September



5th Grade EOY May



Fifth Grade



# Emergent Bilinguals

23



el niña y perro  
are played Pech



maria y su mama ven al abuelita  
con un auto bus.



# Teacher Supports

- Interventionist Team pushing into grade levels to intervene & enrich
- Small Group Reading Instruction Materials as a non-negotiable
- In house Texas Reading Academy Facilitator to coach teachers in the Science of Reading



# Next Steps

- Continue Texas Reading Academies and coaching support
- Continue intervention/enrichment expectations and non-negotiables
- Vertical Alignment with Literacy Coordinators PK-12
- Consider enrichment opportunities to maximize instruction for our  
Level 5 students

# **BookNook**

## **Middle School Intervention**



# What is BookNook?



## SYNCHRONOUS

Our patented platform automatically syncs devices providing a collaborative student-teacher experience whether in-person, remote, or hybrid.



## RIGOROUS

Based on the Science of Reading, our standards-aligned supplemental curriculum was crafted to maximize literacy skills in optimal time-frames.



## INTUITIVE

Each lesson provides thoughtful support at every step of the process allowing teachers, paraprofessionals, and after-school staff to feel confident leading instruction.

For older students who need additional time to master foundational reading skills, BookNook is a powerful intervention that adapts to students' individual needs and moves them quickly through earlier grade level standards.

# Middle School Intervention Block Prescriptions

## Student Intervention Profiles

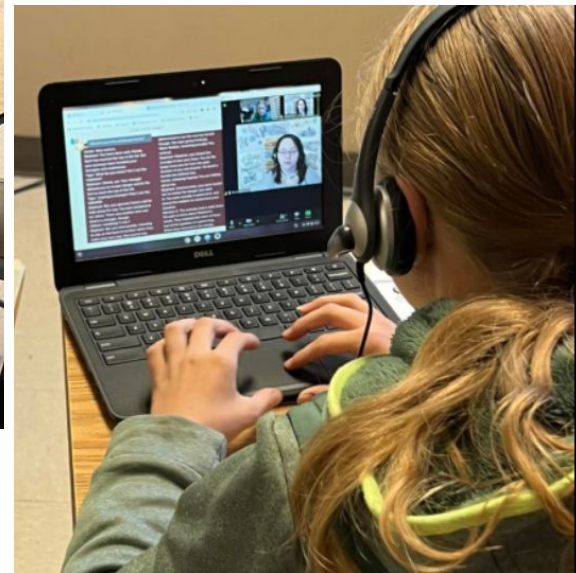
	6	7	8
LEVEL 2 ELA	1-2 GL Behind in ELA	1-2 GL Behind in ELA	1-2 GL Behind in ELA
LEVEL 3 ELA	More than 2 GL Behind in ELA	More than 2 GL Behind in ELA	More than 2 GL Behind in ELA
LEVEL 2 MATH	1-2 GL Behind in Math	1-2 GL Behind in Math	1-2 GL Behind in Math
LEVEL 3 MATH	More than 2 GL Behind in Math	More than 2 GL Behind in Math	More than 2 GL Behind in Math
ENRICHMENT	On GL in ELA/Math per STAAR '21	On GL in ELA/Math per STAAR '21	On GL in ELA/Math per STAAR '21

# Middle School Intervention Block Prescriptions

## Cycle 1 Interventions by Profile

	6	7	8
<b>LEVEL 2 ELA</b>	BookNook, English Teacher	BookNook, English Teacher	BookNook, English Teacher
<b>LEVEL 3 ELA</b>	BookNook, Virtual Tutor, Social Studies Teacher	BookNook, Virtual Tutor, Social Studies Teacher	BookNook, Virtual Tutor, Social Studies Teacher
<b>LEVEL 2 MATH</b>	MATHia, Science Teacher	MATHia, Science Teacher	MATHia, Science Teacher
<b>LEVEL 3 MATH</b>	MATHia, Math Teacher	MATHia, Math Teacher	MATHia, Math Teacher
<b>ENRICHMENT</b>	Advanced Academics	Advanced Academics	Advanced Academics

# Next Steps



**INFORMATION ITEM:** **Strategic Priority and Initiative Report: Matador Mentor Program**

**RECOMMENDATION:** That the Board of Trustees receives information regarding the Matador Mentor Program.

**RATIONALE:** The purpose of this report is to present information on support provided to new teacher and their mentors through the Matador Mentor program.


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

**PAPERWORK IMPACT:** None

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** Matador Mentor Program Presentation

**RESOURCE PERSONNEL:** Danica Murillo, Deputy Chief of Human Resources

Submitted by:  Date Submitted: 05/24/22  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614



# Matador Mentor Program

Danica Murillo, Deputy Chief of Human Resources



# Program Overview

# STRATEGIC PRIORITIES

1. Improve student learning through improved instructional practice
2. Engage parents, industry and community partners to enrich the experience of students and staff and to establish Seguin ISD as an integral part of the community
3. Create the conditions in Seguin ISD to recruit, retain and engage employees

# Purpose & Structure

Provide support for new teachers to improve instructional practice and increase learning outcomes for students.

- Two year cycle
- Mentors exhibit knowledge of TEKS and T-TESS system.
- Partnership with the New Teacher Center (NTC) for coaching support
- Combination of monthly meetings and full-day learning sessions.

# Types of Cohort Support

	Year One Cohort (21-22 Hires)	Year Two Cohort (20-21 Hires)
Mentor Support	<ul style="list-style-type: none"><li>● 3 days of professional learning with the New Teacher Center</li><li>● 1 virtual forum with the NTC</li><li>● 2 district pull-out days*</li><li>● BOY, MOY, and EOY meetings</li></ul>	<ul style="list-style-type: none"><li>● 1 day of professional learning with New Teacher Center</li><li>● 1 virtual forum with the NTC</li><li>● BOY, MOY, and EOY meetings</li></ul>
New Teacher Support	<ul style="list-style-type: none"><li>● Weekly meetings with mentor</li><li>● 5 hours of professional learning with the New Teacher Center</li><li>● 2 district pull-out days*</li><li>● Observation by mentor</li><li>● BOY, MOY, and EOY meetings</li></ul>	<ul style="list-style-type: none"><li>● Bi-monthly meetings with mentor</li><li>● Observation by mentor</li><li>● BOY, MOY, and EOY meetings</li></ul>

\* District pull-outs are used to work on analyzing lesson plans and student work, conduct classroom observations of colleagues across the district, and reflect on goals and feedback.

# The New Teacher Center



**NEW  
TEACHER  
CENTER**

NTC works to disrupt the predictability of educational inequities for systemically underserved students by accelerating educator effectiveness.

- Currently in Year 2 of our partnership
- TEA approved program using research based practices for mentor support
- Support provided by NTC this year included:
  - 3 days of in-person professional learning for mentors
    - Effective mentoring partnerships, coaching cycles, data driven instruction, lesson planning, and the learning environment
  - 5 hours of support for new teachers
  - 1 virtual forum for mentors
  - Kiano Coaching Tools (planning, observations, coaching logs)



# Looking Ahead

# 2022-2023 School Year

- Continue two-year cohort cycles with dedicated support for new teachers and mentors
- Hire a New Teacher Support Specialist to provide classroom coaching for new teachers
- Rewards and recognition for mentors and new teachers
- Campus visits
- Individual meetings with new teachers





# Testimonials



**INFORMATION ITEM:** **Information Regarding Seguin ISD's Purchase of the TX High Dosage Tutoring Package from BookNook, Inc.**

**RECOMMENDATION:** That the Board of Trustees receives information regarding Seguin ISD's purchase of the TX High Dosage Tutoring Package at a cost of \$92,500.

**RATIONALE:** The Texas Education Agency (TEA) has provided local education agencies (LEAs) with several vetted tutoring platform vendors, such as BookNook. BookNook provides an online tutoring platform for in-person and remote tutoring sessions that align with TEA's approved curriculum and high impact tutoring principles. High impact tutoring helps students to accelerate in the classroom.


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

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** Funds are provided using federal grant funds received through the Texas COVID Learning Acceleration Supports (TCLAS) Decision 1.

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Andrea Jaramillo, Deputy Chief of Innovation and Learning  
Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Jennifer Martinez, Purchasing Coordinator, CTSBO

Submitted by:  Date Submitted: 05/24/22  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

# Minutes of Regular Meeting

## The Board of Trustees

### Seguin ISD

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A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, April 26, 2022, beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador, Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Carl Jenkins, Glenda Moreno, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez, Superintendent

Absent:

Also Present: Nikki Bittings, Chief Student Services Officer; Mark Cantu, Chief Innovation Officer; Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Andrea Jaramillo, Deputy Chief of Innovation and Learning; Bill Lewis, Chief Operating Officer and Associate Superintendent; Cindy Moreno, Chief Human Resources Officer; Dr. Allison Willemin, Jason Adams, Fine Arts Director; Dr. James Diaz, A.J. Briesemeister Principal; Anna Lisa Vargas, Early College High School Director; Brent Alexander, Director with School District Strategies; Kathy Mathias, with Moak Casey; Garrett Peters with KE Andrews; Samantha Gallegos, Chief High School Program Officer with Alamo Colleges District; Randall Dawson, Vice President of Academic Success with St. Philip's College; Nancy Ramirez, Superintendent Secretary and media.

#### 1. Call to Order

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

B. The pledges were led by Nico Francis, third grader at Rodriguez Elementary, followed by a moment of silence.

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, upcoming key dates and event information since the last board meeting, which included recognizing staff and student achievements and successes from across the district. Dr. Gutierrez also shared the STAAR testing dates that are coming up in May.

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. Campus Highlight

The presentation was provided courtesy of Briesemeister Middle School. Dr. Diaz, principal, and the AJB Administration shared a video highlighting campus based initiatives and culture.

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

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

- **Best Communities for Music Education Award**  
Dr. Gutierrez recognized the district's music program, staff and Mr. Adam for all they do for our students and the different music programs around the district. Seguin ISD was honored to receive the coveted Best Communities for Music Education Award for the fourth straight year.
- **Superintendent's Elementary, Middle and High School Students of the Month**  
Dr. Gutierrez was honored to recognize Nico Francis, third grade student at Rodriguez Elementary, Ruben Bolanos, sixth grade student at Briesemeister Middle School and Jackie Cruz, an eleventh grader at Mercer Blumberg Learning Center for going above and beyond as leaders and exceptional students in and out of the classroom. They are all excellent role models working hard to achieve their goals while assisting their peers.

### 3. **Audience with the Board**

Dr. Paul Bain Martin signed up to address the Board regarding a variety of school and community related concerns regarding growth, addition and connectivity responses.

### 4. **Reports/Information Items:**

#### **A. Alamo Colleges District (ACD) Presentation**

The Board of Trustees received information from Ms. Gallegos & Mr. Dawson, regarding the partnership with Alamo Colleges District and Seguin ISD. Seguin ISD and Alamo Colleges District (ACD) have been in partnerships for many years and the collaboration grew in 2014 with the launch of the Early College High School. In the near future, the relationship will continue to grow when the new Pathways to Early College High School at Seguin High School opens in the fall of 2023. Alamo Colleges District will provide data to reflect the progress of the partnership, to include multiyear enrollment, academic success and cost savings to students. In addition, ACD will present a certificate of appreciation to Seguin ISD

#### **B. 2022 District Demographic Update**

The Board of Trustees received information from Mr. Alexander regarding the current demographic findings of the new demographic study. A demographic study was conducted by School District Strategies to provide data as to the future size and structure of the district student population. This data will be used for facility planning, budgeting, evaluating program locations and creating future staffing models.

#### **C. Strategic Priority and Initiative Report: Rigor, Relevance, Engagement and Professional Learning Communities (PLC)**

The Board of Trustees received an update from Ms. Jaramillo regarding the rigorous, relevant, and engaging instruction and PLCs. The purpose of this report is to present the progress on the utilization of the Rigor, Relevance and Engagement Rubrics. Campus leaders are engaging in the Collaborative Instruction Review process to coach teachers on how to improve lesson plans and instructional delivery using the rubrics to guide conversations. Professional Learning Communities have been guiding instruction at Seguin ISD over that past few years. Campus leaders have worked to strengthen PLCs and the efforts to refine our PLC practices.

The Board recessed from 8:01-8:12 p.m.

5. **Closed Meeting** –The Board did not adjourn into closed session.
  - A. Pursuant to Texas Government Code Section §§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.
  - B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).
6. **Reconvene to Open Meeting** –
  - A. Possible action to approve professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of employee(s).
7. **Consent Agenda Items – Consider and Possible Approval:**
  - A. Approval of Board Minutes for:**  
Regular Meeting, March 29, 2022  
Board Workshop, April 13, 2022
  - B. Approval of Tax Collection Reports for March 2022**  
The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for March 2022. The Texas Property Tax Code requires the collector of taxes for a taxing unit prepare a written report of tax collections made for the preceding month. The Guadalupe County Tax Assessor-Collector collects ad valorem taxes for the District.
  - C. Approval of Proposed Budget Amendments & Financial Statements for March 2022**  
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 March 31, 2022.
  - D. Approval of Investment Report for the Third Quarter Ended March 31, 2022**  
The Board of Trustees approved the Investment Report for the Quarter ended March 31, 2022. State law and Board Policy require quarterly reports regarding the District’s investments. This report is designed to allow the Board of Trustees to review the investment activity for the Third quarter January through March 2022. The District’s earnings rates, investment position, and yield information are presented for the period.
  - E. Approval of District-Wide Special Education Services (RFP #: 21-05)**  
The Board of Trustees approved to contract with each of the recommended respondents, as reflected in the exhibit, for Special Education Services. A Request for Proposals (RFP#: 21-05) was issued on August 7, 2020 for Special Education Services. The bid was competitively solicited in compliance with Board Policy. Of the one responses received, all met the RFP requirements. With approval from the Board of Trustees, the following respondent will be added to the list of approved vendors for this RFP: Patricia Buckley. The list of previously approved vendors is available on the Bids page of the District website. All approved vendors will continue to qualify under this RFP for the remaining contract term, which will end on June 30, 2023.
  - F. Personnel Information**  
The Board of Trustees recognized and acknowledged the new hires for the 2021-2022 school year and the resignations listed below:

**New Hire Elections:**

Name	Campus	Effective
Applewhite, Caleb	Seguin High School	8/4/2022
Barrett, Megean	AJB Middle School	7/25/2022
Bergamini, Jessie	Seguin High School	8/4/2022
Elley, Sara	Vogel Elementary	4/18/2022
Gloria, Christina	Seguin High School	8/4/2022
Goodine, Hanna	Weinert Elementary	8/4/2022
Guerrero, Jordan	AJB Middle School	8/4/2022
Hughey, Nicole	Barnes Middle School	8/4/2022
Riley, Lauren	Barnes Middle School	8/4/2022
Tuffentsamer, Shelby	Barnes Middle School	8/4/2022

**Resignations:**

**Alexius, Jobie, Weinert Elementary, effective 4/8/2022**

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

Ms. Alexius has 4 years with Seguin ISD.

**Driver, Daniel, AJB Middle School, effective 6/3/2022**

Mr. Driver, Special Education Teacher, has resigned due to relocation.

Mr. Driver has 2 years with Seguin ISD.

**Ferrel, Julia, Barnes Middle School, effective 6/3/2022**

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

Ms. Ferrel has ½ year with Seguin ISD.

**Flack, Robert, Seguin High School, effective 6/3/2022**

Mr. Flack, ELA Teacher, has resigned due to personal reasons.

Mr. Flack has 9 years with Seguin ISD.

**Gleason, Adam, AJB Middle School, effective 6/3/2022**

Mr. Gleason, Math Teacher, has resigned due to personal reasons.

Mr. Gleason has 4 years with Seguin ISD.

**Hall, David, LLI, effective 6/13/2022**

Mr. Hall, Math Specialist, has resigned due to personal reasons.

Mr. Hall has 3 years with Seguin ISD.

**Hinesly, Maloree, Patlan Elementary, effective 6/3/2022**

Ms. Hinesly, 2<sup>nd</sup> Grade Teacher, has resigned due to personal reasons.

Ms. Hinesly has 3 years with Seguin ISD.

**Intessimone, Susan, Barnes Middle School, effective 6/3/2022**

Ms. Intessimone, Counselor, has resigned due to personal reasons.

Ms. Intessimone has 1 year with Seguin ISD.

**Jones, Deja, Jefferson Elementary, effective 6/3/2022**

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

Ms. Jones has 1 year with Seguin ISD.

**Keesee, Chevonne, Jefferson Elementary, effective 6/3/2022**

Ms. Keesee, Virtual Teacher, has resigned to accept a position with

another school district.

Ms. Keesee has 1 year with Seguin ISD.

**Dr. Kouhana, Hilary, Seguin High School, effective 6/3/2022**

Dr. Kouhana, ELA Teacher, has resigned due to personal reasons.

Dr. Kouhana, has 1 year with Seguin ISD.

**Krause, Dawn, Koennecke Elementary, effective 6/3/2022**

Ms. Krause, GT Teacher, has resigned and elected to retire.

Ms. Krause has 29 years with Seguin ISD.

**Ledezma, Jackline, AJB Middle School, effective 6/3/2022**

Ms. Ledezma, Social Studies Teacher, has resigned due to personal reasons.

Ms. Ledezma has 3 years with Seguin ISD.

**Luckey, Chelsea, Seguin High School, effective 6/3/2022**

Ms. Luckey, ELA Teacher, has resigned to accept a position closer to home.

Ms. Luckey has 4 years with Seguin ISD.

**Miles, Samantha, Seguin High School, effective 6/3/2022**

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

Ms. Miles has 6 years with Seguin ISD.

**Moore, Rhonda, Ball Early Childhood, effective 6/9/2022**

Ms. Moore, RN, has resigned and elected to retire.

Ms. Moore has 20 years with Seguin ISD.

**Morgan, Kelly, Barnes Middle School, effective 6/3/2022**

Ms. Morgan, ELAR Teacher, has resigned to accept a position closer to home.

Ms. Morgan has 1 year with Seguin ISD.

**Morris, Lynze, Vogel Elementary, effective 6/3/2022**

Ms. Morris, 2<sup>nd</sup> Grade Teacher, has resigned due to relocation.

Ms. Morris has 1 year with Seguin ISD.

**Palacios, Samantha, Barnes Middle School, effective 4/1/2022**

Ms. Palacios, ELAR Teacher, has resigned due to accept a position with Region 20.

Ms. Palacios has 4 years with Seguin ISD.

**Pogue, Tara, Barnes Middle School, effective 6/3/2022**

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

Ms. Pogue has 3 years with Seguin ISD.

**Ramos, Ramiro, Rodriguez Elementary, effective 6/3/2022**

Mr. Ramos, PE Teacher, has resigned and elected to retire.

Mr. Ramos has 28 years with Seguin ISD.

**Reavis, Laura, AJB Middle School, effective 6/3/2022**

Ms. Reavis, Math Interventionist, has resigned due to personal reasons.

Ms. Reavis has 6 years with Seguin ISD.

**Rouser, Megan, Patlan Elementary, effective 6/3/2022**

Ms. Rouser, Special Education Teacher, has resigned due to military reassignment.

Ms. Rouser has 3 years with Seguin ISD.

**Sherrill, Kaylyn, Patlan Elementary, effective 6/3/2022**

Ms. Sherrill, 3<sup>rd</sup> Grade Teacher, has resigned to accept a position with another school district.

Ms. Sherrill has 1 year with Seguin ISD.

**Tomlinson, Shaeleigh, Seguin High School, effective 6/3/2022**

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

Ms. Tomlinson has 1 year with Seguin ISD.

**Vestal, Kristian, Barnes Middle School, effective 6/3/2022**

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

Ms. Vestal has 5 years with Seguin ISD.

**West, Brandon, DAEP, effective 4/13/2022**

Mr. West, Teacher/Coach, has resigned due to personal reasons.

Mr. West has 2 years with Seguin ISD.

**Wiley, Lyndsey, AJB Middle School, effective 6/3/2022**

Ms. Wiley, ELAR Teacher, has resigned to accept a position with another school district.

Ms. Wiley has 6 years Seguin ISD.

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

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

**Regular Meeting, March 29, 2022**

**Board Workshop, April 13, 2022**

**B. Approval of Tax Collection Reports for March 2022**

**C. Approval of Proposed Budget Amendments & Financial Statements for March 2022**

**D. Approval of Investment Report for the Third Quarter Ended March 31, 2022**

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

**F. Personnel Information**

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

**Nays: None**

**8. Action Items:**

**A. Acknowledge Board Redistricting Committee Members and Board of Trustees Charge to the Committee**

Ms. Duncan moved, seconded by Mrs. Moreno to approve the list of committee members and the charge of the committee:

<b>Committee Member</b>	<b>Appointed By</b>
Timothy Haas	Cinde Thomas -Jimenez
Elizabeth Dixon	Carl Jenkins
Ileen Rangel	Ben Amador
Linda Dietz	Linda Duncan
Doris Guerrero	Glenda Moreno
Wanda Rosales	Alejandro R. Guerra
Mike Barrow	Denise Crittenden
Sharon Johnson	Dr. Matthew Gutierrez

<b>Non-Voting Members</b>	
Bill Lewis	Associate Superintendent
Cynthia Moreno	Chief Human Resources Officer
Tori Beutnagal	Associate Principal JBMS
Nikki E. Bittings	Chief Student Services Officer
Sean Hoffmann	Chief Communications Officer

The Redistricting Committee will consider the following charge while developing a single member district map to present to the board:

- Use identifiable geographic boundaries for SMD boundaries when possible
- Maintaining communities of interest such as neighborhoods
- Adopt compact and contiguous districts
- Avoid retrogression

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

**Nays: None**

**B. TEA’s System of Great Schools (SGS) Middle School Redesign**

Mrs. Moreno moved, seconded by Mr. Guerra to adopt the timeline, blueprint, and performance agreements for A.J. Briesemeister and Jim Barnes Middle Schools. Seguin ISD joined TEA’s System of Great Schools Network in June 2022. The network is a 4-year program that provides district leaders with technical assistance, professional learning communities, and support in applying for grants and other financial resources. Twenty districts, enrolling about 550,000 students, participate in the SGS Network. These districts are united by the commitment to ensure that every student has access to a high-quality, best-fit school. The SGS Strategy is a district-level problem solving approach that district leaders use to understand school performance and community demand and deliver the schools families want, need, and deserve. District leaders use the strategy to expand what works, replace what does not, and pursue all possible options to create high-quality, best-fit schools. The strategy includes four levers: analyze school performance, expand great options, improve access to options, and create new organizational structures. Using the TCLAS, Decision 9 grant award of \$1,500,000.00, A.J. Briesemeister and Jim Barnes Middle Schools will implement a three-year school redesign plan to create extraordinary equitable learning experiences in order to increase student outcomes.

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

**Nays: None**

**C. Discussion and Possible Action Regarding the Application of Appraised Value Limitation on Qualified Property**

Mr. Jenkins moved, seconded by Ms. Duncan to accept Magnolia Solar Development LLC Application for an Appraised Value Limitation on Qualified Property, to authorize the Superintendent to review the Application for completeness and submit to the Comptroller, to authorize the Superintendent to enter into any agreement to extend the deadline for Board action beyond 150 days, subject to Board ratification, and to retain consultants to assist the District in processing the Application. Chapter 313 of the Texas Tax Code allows Texas School Districts to participate in economic development activities by entering into Value Limitation Agreements often

referred to as "Chapter 313 Agreements". Value Limitation Agreements work by capping a qualifying business's taxable value for the purpose of calculating District Maintenance and Operations (M&O) taxes for the life of the Agreement. During this time, the company continues to pay its full share of the Interest and Sinking (I&S) portion of School District taxes. Following the limitation period, the company must maintain a viable presence in the community, and will resume paying School District taxes on the full value of the property. All board questions and comments were addressed by, Mr. Hillberg, Ms. Mathias with Moak Casey and Mr. Peters with KE Andrews.

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

**D. Adopt the Resolution for the Assignment of Fund Balance**

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

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

**E. Approval of District Annual Financial Audit Services (RFQ#: 22-05)**

Mr. Amador moved, seconded by Mrs. Crettenden to approve to contract with Belt Harris Pechacek, LLLP for Annual Financial Audit Services for the fiscal year ended June 30, 2022 with the option to renew four additional years. A Request for Qualifications (RFQ#: 22-05) was issued on March 22, 2022 for Annual Financial Audit Services. The bid was competitively solicited in compliance with Board Policy. Of the four responses received, only three met the RFQ requirements. Based on the evaluations of the proposals we are recommending the firm of Belt Harris Pechacek, LLLP. This recommendation is based on the District's expected best value for services. The firm fee proposed is \$60,670.

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

**F. TEA Instructional Materials Allotment (IMA) Adoption**

Mrs. Crettenden moved, seconded by Mr. Guerra to adopt the instructional materials as outlined in the Instructional Materials Adoption List. The final selection must be recorded in the Board minutes. The State Board of Education (SBOE) issued Proclamation 2022 in April 2020 and amended it in April 2021. Proclamation 2022 includes instructional materials for the following courses: Health Education and Physical Education. Due to the approaching gap years for Math (K-12) and Science (K-12), instructional materials need to be selected to account for this time. With the middle school redesign, it was determined that new ELAR materials for grade 6-8 would be purchased to replace the current materials. The instructional materials adopted under this proclamation are scheduled to be implemented beginning in the 2022-2022 school year. The instructional materials will be ordered by school districts and open-enrollment charter schools through the Texas Education Agency's (TEA) Educational Materials (EMAT) system.

## Instructional Materials

<u>Subject/ Grade Level</u>	<u>Company</u>	<u>Materials</u>	<u>Format</u>	<u>Contract</u>	<u>Funding Source</u>
PE/K-8 Proclamation 2022	CATCH Global Foundation	<a href="#">C.A.T.C.H.</a>	Digital	1 year	Whole Child Initiatives Budget
PE/9-12 Proclamation 2022	<a href="#">GoodHeart- Willcox</a>	<a href="#">Texas Fitness and Wellness</a>	Digital	1 year	Whole Child Initiatives Budget
Math/K-5 Gap Year	<a href="#">Great Minds</a>	<a href="#">Eureka Math TEKS Edition</a>	Digital	OER	Open Educational Resource approved by TEA
Math/6-Algebra I Gap Year	<a href="#">Carnegie Learning</a>	<a href="#">Carnegie Learning Texas Math Solution</a>	Digital	1 year	TEA Grant
Science/ Pre-K- 12 Gap Year	Accelerate Learning	<a href="#">STEMscopes</a>	Digital	1 year	ESSR-3
ELAR/6-8 TCLAS Grant	<a href="#">Great Minds</a>	<a href="#">Wit &amp; Wisdom</a>	Consumable Student Workbooks and Novels	1 year	ESSR-3 and TCLAS Grant

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

**Nays: None**

### **G. Instructional Materials Allotment (IMA) TEKS Certification**

Mr. Guerra moved, seconded by Ms. Duncan to approve the Instructional Materials Allotment TEKS Certification for the 2022-2023 school year. Districts are required to certify annually to the State Board of Education and to the Commissioner that for each subject area in the required curriculum students have access to the instructional materials that cover all of the Texas Essential Knowledge and Skills (TEKS). Districts will be unable to submit any requisitions or disbursements of IMA funds until the certification has been approved and submitted to the Texas Education Agency.

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

**Nays: None**

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

Ms. Duncan moved, seconded by Mrs. Moreno to approve the Superintendent's recommendations for probationary contract, term contract renewals, employment agreements for teachers and other non-administrative staff contracts and termination of probationary contracts.

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

**Nays: None**

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

Mr. Guerra moved, seconded by Mr. Amador to approve contract renewals, employment agreements, and/or extensions for administrative personnel as recommended

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

**Nays: None**

**9. Board Comments and Request**

Mrs. Thomas-Jimenez would like a timeline of when our campus websites will be updated.

All prior Board requests have been addressed.

**10. Adjourn**

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

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

**Nays: None**

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Secretary/May 24, 2022

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President/May 24, 2022

# Minutes of Board Workshop

## The Board of Trustees

### Seguin ISD

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A board workshop of the Board of Trustees of Seguin ISD was held Wednesday, May 4, 2022 beginning at 6:30 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Ben Amador (arrived at 6:49 p.m.), Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Carl Jenkins, Glenda Moreno, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez

Absent:

Also Present: Nikki Bittings, Chief Student Services Officer, Mark Cantu, Chief Innovation Officer; Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Andrea Jaramillo, Deputy Chief of Innovation and Learning; Bill Lewis, Chief Operating Officer and Associate Superintendent; Cindy Moreno, Chief Human Resources Officer; Jacob Galvan, Director of Child Nutrition; Sally Eckhart, Budget and Accounting Specialist and Nancy Ramirez, Superintendent Secretary.

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:30 p.m. and a quorum was established.

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

C. The pledges were led by Mrs. Thomas-Jimenez, followed by a moment of silence.

#### 2. Audience with the Board

Dr. Paul Bain Martin signed up to address the Board regarding growth, addiction and the ecological principle of connectivity.

#### 3. Budget Workshop:

A. 2022-23 Budget Development Update

The Board received information from Mr. Hillberg regarding the 2022-23 budget development including but not limited to Community Eligibility Provision (CEP) funding, potential salary increase scenarios and next steps. All board questions and comments were addressed.

#### 4. Adjourn

The meeting adjourned at 8:29 p.m.

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Secretary/May 24, 2022

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President/May 24, 2022

**ACTION ITEM:**

**Approval of Tax Collection Reports for April 2022**

**RECOMMENDATION:**

That the Board of Trustees approve the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for April, 2022

**RATIONALE:**

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

**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 April, 2022:

Current	\$	428,592
Delinquent		58,679
Penalty and Interest		61,244
Total Monthly Collections	\$	<u>548,516</u>
Total Tax Collections Year to Date	\$	<u>51,812,749</u>
Delinquent Tax Levy		2,204,947
Percent Collected through April 2022		72.73%
Percent of Tax Levy Collected last year		66.86%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Sally Eckhart, Budget Coordinator

Submitted by:

(Signature)

(Name)

(Address)

(Telephone)



Date Submitted: 05/24/22

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

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for April 2022**

**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 April 30, 2022.

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


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

**PAPERWORK IMPACT:** None

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

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

**RESOURCE PERSONNEL:** Anthony Hillberg, Chief Financial Officer, CPA, CSTBO  
Sally Eckhart, Budget Coordinator

Submitted by:  Date Submitted: 05/24/22  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

## Function Codes

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

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

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

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

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

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

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

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

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

35 – Food Service – Expenditures for food service operations

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

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

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

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

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

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

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

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

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

**Seguin Independent School District  
Proposed Budget Amendments and Financial Statements  
General Operating Fund  
April 2022**

	Budget					Actual			Budget Remaining
	Adopted Budget	April 1, 2022	Proposed Amendment(s)		April 30, 2022	April 1, 2022	Current Month	April 30, 2022	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current	35,924,796	35,924,796	-	-	35,924,796	34,863,386	300,233	35,163,619	761,177
Property Taxes-Delinquent	1,565,467	1,565,467	-	-	1,565,467	743,500	43,014	786,514	778,953
Property Taxes-Penalty & Interest	589,549	589,549	-	-	589,549	331,372	43,618	374,991	214,558
Interest Income	300,000	300,000	-	-	300,000	25,307	13,724	39,031	260,969
Other Local Income	106,000	106,000	-	-	106,000	234,667	8,246	242,913	-
State	27,589,065	27,589,065	-	-	27,589,065	12,923,324	2,092,091	15,015,415	12,573,650
Federal	1,167,000	1,167,000	-	-	1,167,000	1,516,005	51,128	1,567,133	-
						137,529			
<b>REVENUE</b>	<b>67,241,877</b>	<b>67,241,877</b>			<b>67,241,877</b>	<b>50,775,090</b>	<b>2,552,054</b>	<b>53,189,615</b>	<b>14,589,308</b>
<b>EXPENSE</b>									
11 - Instruction	38,026,348	38,468,366	-	(59,274)	38,409,092	22,737,686	3,097,046	25,834,732	12,574,360
12 - Instructional Resources & Media Svcs	1,039,692	1,018,559	-	(11,000)	1,007,559	598,147	74,628	672,774	334,785
13 - Curr & Instructional Staff Development	758,308	630,246	-	(125)	630,121	289,768	23,869	313,637	316,484
21 - Instructional Leadership	1,918,474	2,174,348	-	6,000	2,180,348	1,558,632	169,004	1,727,635	452,713
23 - School Leadership	4,739,389	4,854,900	-	(30,000)	4,824,900	3,239,162	377,193	3,616,355	1,208,545
31 - Guidance & Counseling Services	2,502,237	2,621,465	-	14,399	2,635,864	1,618,440	211,471	1,829,911	805,953
32 - Social Work Services	515,123	516,152	-	37,000	553,152	365,564	44,196	409,760	143,392
33 - Health Services	732,772	759,739	-	-	759,739	465,791	62,087	527,878	231,861
34 - Student Transportation	2,697,926	3,049,258	-	30,000	3,079,258	1,927,922	209,434	2,137,356	941,902
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,107,064	2,153,433	20,000	39,000	2,212,433	1,376,577	185,849	1,562,426	650,007
41 - General Administration	2,314,463	2,327,080	16,000	5,000	2,348,080	2,427,809	109,084	2,536,893	(188,813)
51 - Plant Maintenance & Operations	6,815,174	7,277,332	-	(40,000)	7,237,332	5,227,590	545,153	5,772,743	1,464,589
52 - Security & Monitoring Services	547,950	535,602	-	8,000	543,602	383,919	56,184	440,103	103,499
53 - Data Services	1,835,567	2,196,644	-	-	2,196,644	1,494,700	108,742	1,603,442	593,202
61 - Community Services	80,706	75,270	-	1,000	76,270	18,397	1,384	19,781	56,489
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	500,000	10,000	-	510,000	115,090	-	115,090	394,910
99 - Intergovernmental Charges (Appraisal Svcs)	610,684	635,684	-	-	635,684	465,305	-	465,305	170,379
<b>EXPENSE</b>	<b>67,241,877</b>	<b>70,459,078</b>	<b>46,000</b>		<b>70,505,078</b>	<b>44,975,497</b>	<b>5,275,322</b>	<b>50,250,819</b>	<b>20,254,259</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (3,217,201)</b>	<b>\$ (46,000)</b>	<b>\$ -</b>	<b>\$ (3,263,201)</b>	<b>\$ 5,799,593</b>	<b>\$ (2,723,268)</b>	<b>\$ 2,938,796</b>	<b>\$ (5,664,951)</b>
Other Sources	-	-	-	-	-	205,000	-	205,000	
Other Uses	-	-	-	-	-	-	-	-	
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 205,000</b>	<b>\$ -</b>	<b>\$ 205,000</b>	
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (3,217,201)</b>	<b>\$ (46,000)</b>	<b>\$ -</b>	<b>\$ (3,263,201)</b>	<b>\$ 6,004,593</b>	<b>\$ (2,723,268)</b>	<b>\$ 3,143,796</b>	
<b>Additional Information to the Reader</b>									
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>					<b>PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):</b>				
21 - 22 Beginning Unassigned Fund Balance (Unaudited)	\$	30,872,224			Amended Budget Expense (official test will use actuals at year end)			70,505,078	
21 - 22 Beginning Restricted Fund Balance (Unaudited)	\$	525,823			Less: Non-Operating Expenses				
			\$	31,398,047	Assigned for Ballet Folklorio Uniforms & Equipment	\$	(37,500)		
21 - 22 Actual Year to Date Revenue Over/(Under) Expense	\$	2,938,796			Assigned for SHS Band & Mariachi Uniforms & Instruments	\$	(246,000)		
21 - 22 Actual Year to Date Other Sources and Uses		205,000			Assigned for 21-22 QZAB Payment	\$	(665,000)		
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$	(5,664,951)			Assigned for Maint. Forklift, Equipment & Repainting	\$	(247,000)		
21 - 22 Estimated Year End Result of Activities	\$	(2,521,155)			Assigned for Baseball & Softball Field resurfacing & Mower	\$	(275,000)		
* 21 - 22 Estimated Ending Unassigned Fund Balance (Unaudited)	\$	<u>28,876,892</u>			Assigned for District Phone System Replacement	\$	(220,060)		
					Assigned for SHS Ag Dept trailer	\$	(18,255)		
					Assigned for Wood Fiber for district playgrounds	\$	(52,200)		
					Assigned for SHS Outdoor tables & umbrellas	\$	(27,800)		
					Assigned for Bus replacements	\$	(422,563)		
					Assigned for Baseball/Softball complex design services	\$	(410,000)		
					Assigned for Architectural Bond project renderings	\$	(100,000)		
					Restricted Program Funds - Early Education Allotment	\$	(525,823)		
					Total Non-Operating Expenses	\$	(3,247,201)		
					21 - 22 Budgeted Operating Expense (official test will use actuals at year end)	\$	67,257,877		
					25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)		25%		
					21 - 22 Minimum Unassigned Fund Balance	\$	16,814,469		
					* 21 - 22 Estimated Ending Unassigned Fund Balance (Unaudited)	\$	<u>28,876,892</u>		
					Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$	<u>12,062,422</u>		

Seguin Independent School District  
 Budget Amendment Detail For General Operating Fund  
 April, 2022

Budget Report - Attachment 1  
 24-May-2022

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

BUA 49

Func 41 Budget increase for 'Bond Planning Facilitation Contract \$ 16,000

BUA 181

Func 36 Increase FB Assignment-Marching band Uniforms cost increase \$ 20,000

Func 81 Increase FB Assignment-Baseball/Softball complex desgin \$ 10,000  
 'services cost increase

Total Expenditures Increase (Decrease) \$ 46,000

Other Sources:

Total Other Sources Increase (Decrease) \$ -

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**Child Nutrition Fund**  
**April 2022**

	Budget					Actual			Budget Remaining
	Adopted Budget	April 1, 2022	Proposed Amendment(s)		April 30, 2022	April 1, 2022	Current Month	April 30, 2022	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	1,334	782	2,116	17,884
Other Local Income	771,000	771,000	-	-	771,000	223,329	28,806	252,135	518,865
State	70,000	70,000	-	-	70,000	22,291	-	22,291	47,709
Federal	3,914,000	3,914,000	-	-	3,914,000	3,975,937	655,715	4,631,652	-
<b>REVENUE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>4,222,890</b>	<b>685,303</b>	<b>4,908,194</b>	<b>584,458</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service	4,764,500	4,764,500	-	-	4,764,500	3,107,403	438,785	3,546,189	1,218,311
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	7,347	558	7,906	2,094
52 - Security & Monitoring Services	500	500	-	-	500	442	44	486	14
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
<b>EXPENSE</b>	<b>4,775,000</b>	<b>4,775,000</b>	<b>-</b>	<b>-</b>	<b>4,775,000</b>	<b>3,115,192</b>	<b>439,388</b>	<b>3,554,580</b>	<b>1,220,420</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,107,698</b>	<b>245,915</b>	<b>1,353,613</b>	<b>(635,961)</b>
Other Sources	-	-	-	-	-				
Other Uses	-	-	-	-	-				
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,107,698</b>	<b>245,915</b>	<b>1,353,613</b>	

<b>Additional Information to the Reader</b>			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
<i>21 - 22 Beginning Fund Balance (Unaudited)</i>			
Unassigned	\$	1,392,522	
Non Spendable-Inventory	\$	31,256	
Total 21 - 22 Beginning Fund Balance (Unaudited)	\$	1,423,778	
21 - 22 Actual Year to Date Revenue Over/(Under) Expense	\$	1,353,613	
21 - 22 Actual Year to Date Other Sources and Uses	\$	-	
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$	(635,961)	
21 - 22 Estimated Year End Result of Activities	\$	717,652	
<b>21 - 22 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$</b>	<b>2,141,430</b>	

Seguin Independent School District  
Budget Amendment Detail For Child Nutrition Fund  
April, 2022

Budget Report - Attachment 1  
24-May-2022

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**Debt Service Fund**  
**April 2022**

	Budget				Actual			Budget Remaining	
	Adopted Budget	April 1, 2022	Proposed Amendment(s)		April 30, 2022	April 1, 2022	Current Month		April 30, 2022
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	13,720,824	13,720,824	1,300,000	-	15,020,824	14,917,191	128,360	15,045,551	-
Property Taxes-Delinquent	135,496	135,496	100,000	-	235,496	279,190	15,666	294,855	-
Property Taxes-Penalty & Interest	-	-	60,000	-	60,000	129,593	17,626	147,219	-
Interest Income	-	-	-	-	-	8,545	4,977	13,522	-
Other Local Income	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	252,698	-	252,698	-
Federal	-	-	-	-	-	-	-	-	-
<b>REVENUE</b>	<b>13,856,320</b>	<b>13,856,320</b>	<b>1,460,000</b>	<b>-</b>	<b>15,316,320</b>	<b>15,587,218</b>	<b>166,628</b>	<b>15,753,845</b>	<b>-</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service									
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations									
52 - Security & Monitoring Services									
53 - Data Services									
61 - Community Services									
71 - Debt Services	13,856,320	13,856,320	1,460,000	-	15,316,320	13,854,519	1,459,032	15,313,551	2,769
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Servs)									
<b>EXPENSE</b>	<b>13,856,320</b>	<b>13,856,320</b>	<b>1,460,000</b>	<b>-</b>	<b>15,316,320</b>	<b>13,854,519</b>	<b>1,459,032</b>	<b>15,313,551</b>	<b>2,769</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,732,699</b>	<b>(1,292,404)</b>	<b>440,295</b>	<b>\$ (2,769)</b>
Other Sources	-	-	-	-	-	-	-	-	-
Other Uses	-	-	-	-	-	-	-	-	-
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,732,699</b>	<b>\$ (1,292,404)</b>	<b>\$ 440,295</b>	<b>\$ -</b>

<b>Additional Information to the Reader</b>	
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>	
21 - 22 Beginning Fund Balance (Unaudited)	
Total 21 - 22 Beginning Fund Balance (Unaudited)	\$ 11,989,982
21 - 22 Actual Year to Date Revenue Over/(Under) Expense	\$ 440,295
21 - 22 Actual Year to Date Other Sources and Uses	\$ -
21 - 22 Budget Remaining Revenue Over/(Under) Expense	\$ (2,769)
21 - 22 Estimated Year End Result of Activities	\$ 437,525
<b>21 - 22 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$ 12,427,507</b>

Seguin Independent School District  
Budget Amendment Detail For Debt Service Fund  
April, 2022

Budget Report - Attachment 1  
24-May-2022

Revenues:

BUA 460	Defeasance of UTRB Series 2013 Bonds	1,460,000
	Total Revenue Increase (Decrease)	<u>\$ 1,460,000</u>

Expenditures:

BUA 460		
Funct 71	Defeasance of UTRB Series 2013 Bonds	1,460,000
	Total Expenditures Increase (Decrease)	<u>\$ 1,460,000</u>

**ACTION ITEM:**

**Approval of Donations Received April 2022**

**RECOMMENDATION:**

That the Board of Trustees approve donations received by the District during the month of April 2022.

**RATIONALE:**

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

**REFERENCE and COMPLIANCE:**

CDC (LOCAL) - Other Revenues: Gifts and Solicitations

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

None

**EXHIBITS:**

Proposed Donations

**RESOURCE PERSONNEL:**

Dr. Matthew Gutierrez, Superintendent  
Anthony Hillberg, Chief Financial Officer, CPA, CTSBO  
Sally Eckhart, Budget Coordinator

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



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

Date Submitted: 05/24/22

**Donations Received By Seguin ISD  
During the 2021-22 School Year**

<b>Donor</b>	<b>Purpose</b>	<b>Campus Receiving Donation</b>	<b>Date Rcvd</b>	<b>Amount</b>	<b>Board Approval</b>
HEB	Kite Day supplies	School Climate Transformation	04/07/22	\$ 100.00	Pending
Wal-Mart	Kite Day supplies	School Climate Transformation	04/07/22	\$ 75.00	Pending

NOTE: This listing includes only documented, unsolicited donations received by the District during April, 2022. Additional donations may have been received by campuses and subsequently deposited by the campus or student group without providing detailed documentation to the Business Department.

**ACTION ITEM:**

**Approval of the Publication of Notice of Public Meeting To Discuss Budget and Proposed Tax Rate**

**RECOMMENDATION:**

That the Board of Trustees set the date and time for the public meeting to discuss the 2022-23 budget and proposed tax rate for June 28, 2022 and set the proposed tax rate to be published as follows:

Maintenance & Operations Tax Rate	\$ .8996 per \$100 assessed valuation
Interest & Sinking Tax Rate	\$0.385 per \$100 assessed valuation
 Total Tax Rate	 \$1.2846 per \$100 assessed valuation

**RATIONALE:**

School districts must follow the notice and hearing requirements of Education Code Sections 44.001 through 44.006. These requirements identify the procedures a school district must follow in order to adopt a budget and a tax rate. Districts are required to publish a Notice of Public Meeting to Discuss Budget and Proposed Tax Rate in a local newspaper. The quarter-page ad includes the proposed tax rates, the change in maintenance and debt budgets from last year, comparison of appraised value information, total outstanding debt, comparison of property taxes on an average residence and unencumbered fund balances. The ad will be published no later than June 12, 2022.

The 2022-23 budget is scheduled for consideration and adoption by the Board on June 28, 2022 at the regular board meeting following the above referenced public meeting.

**REFERENCE and COMPLIANCE:**

CCG (LEGAL) Local Revenue Sources Ad Valorem Taxes, CE (LEGAL) and CE (LOCAL) Annual Operating Budget

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

This action will cause a quarter page ad to be published in the local newspaper. The cost of this ad is provided for in the current

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Anthony Hillberg, Chief Financial Officer, CPA, CTSBO

Submitted by:

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

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

Date Submitted: 05

























