

# 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 September 23, 2025, 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. **Recognition/Campus Presentations**

- A. Student/Staff/Board/Community Recognition 4  
Emily Allen and Dr. Jack Lee
- B. Campus Highlight 5  
Annaliza Rangel

4. **Reports/Information Items**

- A. Introduction of Newly Appointed Administrators 6  
Jeremy Nueman
- B. Personnel Information - Professional Employees 7  
Jeremy Nueman
- C. Seguin Education Foundation's Annual Report 9  
Jill Nash
- D. 2025 STAAR Assessment and Accountability Update 24

	Monica Lyons and Kristi Miranda	
E.	Financial Statements for August 2025 Liz Banks	40
F.	New Vendors Liz Banks	45
G.	Purchases made over \$50,000 Liz Banks	47
5.	<b>Action Items</b>	
A.	Appointment of Director(s) to the Seguin Education Foundation Jill Nash	49
6.	<b>Closed Session</b>	
	The 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.	Safety Audit Findings (closed session) Dr. Ruben Carrillo	51
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.	
D.	Pursuant to Texas Government code Sections § 551.0821 - Deliberation regarding public school student.	
7.	<b>Reconvene to Open Meeting</b>	
	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).	
8.	<b>Consent Agenda Items - Consider and Possible Approval as Applicable</b>	
	Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.	
A.	Approval of Board Minutes of Team of 8 Training - August 19, 2025; Public Meeting - August 26, 2025; Regular Meeting - August 26, 2025; and Team of 8 Training - September 9, 2025. Nancy Ramirez	52
B.	Approval of Tax Collection Reports for August 2025	64

	Liz Banks	
C.	Approval of Proposed Budget Amendments September 2025	65
	Liz Banks	
D.	Approval of Donations Received August 2025	69
	Liz Banks	
E.	Consideration and Possible Action to Delegate Authority to Chief Financial Officer for Easement Purchase Agreement with the City of Seguin	71
	Liz Banks	
F.	Authorization of Agreements Between Seguin ISD and Tangram Rehabilitation Network in the amount of \$839,500	72
	Liz Banks and Monica Lyons	
G.	Submission of a Class Size Exception Waiver to the Texas Education Agency	81
	Dr. Jack Lee	
H.	Request for Professional Development Waiver 2025-2026	82
	Dr. Jack Lee	
I.	Approval of BLUE Jean Educational Consulting Agreement	83
	Dr. Jack Lee	
J.	Acknowledge Public Information Act Requests August-September 2025	87
	Emily Allen	
9.	<b>Action Items</b>	
A.	Approval for Non-Tuition-Based Pre-kindergarten for Seguin ISD Employees	89
	Dr. Jack Lee	
B.	Nominate Candidate for the Guadalupe County Appraisal District Board of Directors	90
	Denise Crettenden	
10.	<b>Board Comments and Request</b>	
11.	<b>Adjourn</b>	

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

**RECOMMENDATION:**     That the Board of Trustees recognizes the positive accomplishments of students, staff, trustees, and community partners during a board meeting 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 Patlan Elementary School, Rodriguez Elementary School, Barnes Middle School, and Seguin High School**
- **Superintendent’s Apple Award**

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

**REFERENCE and COMPLIANCE:**     BJA (LOCAL) Superintendent: Qualifications and Duties

**PAPERWORK IMPACT:**     None

**BUDGET IMPACT/ INFORMATION:**     None

**EXHIBITS:**     None

**RESOURCE PERSONNEL:**     Dr. Jack Lee, Superintendent  
Emily Allen, Executive Director of Communications

Submitted by:  
(Name)     Dr. Jack Lee, Superintendent  
(Address)     1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone)     (830) 401-8614  
(Date)     09/23/25

**RECOGNITION ITEM:    Campus Highlight**

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

Patlan Elementary and Principal Annaliza Rangel will provide tonight's presentation on the four key areas of the school's Targeted Improvement Plan: intervention, writing, science, and "Great Expectations." The plan highlights how staff are addressing students' needs through small groups and meaningful intervention, strengthening writing across all subjects, and increasing hands-on learning and vocabulary in science. In addition, Patlan staff are reinforcing campus culture with "Great Expectations" practices that build positive relationships and high expectations for all learners.

**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 2025-26 regular board meetings.

**REFERENCE and COMPLIANCE:**    BJA (LOCAL) Superintendent: Qualifications and Duties

**PAPERWORK IMPACT:**    None

**BUDGET IMPACT/ INFORMATION:**    None

**EXHIBITS:**    None

**RESOURCE PERSONNEL:**    Emily Allen, Executive Director of Communications

Submitted by:  
    (Name)    Dr. Jack Lee, Superintendent  
    (Address) 1221 E. Kingsbury St., Seguin, TX 78155  
    (Telephone) (830) 401-8614  
    (Date)    09/23/25

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

**RECOMMENDATION:**     The Board acknowledges the newly appointed 2025-2026 Administrative Hires.

**RATIONALE:**             Strategic Goal # 4: Seguin ISD will improve student, parent, and staff satisfaction as determined by the districtwide survey.

**REFERENCE & COMPLIANCE:**     DCB (LOCAL), Contracts

**BUDGET IMPACT/ INFORMATION:**     None

**PAPERWORK IMPACT:**             None

**EXHIBITS:**                     None

**RESOURCE PERSONNEL:**             Jeremy Nueman, Chief Human Resources Officer

Submitted by:  
    (Name)             Dr. Jack Lee, Superintendent  
    (Address)         1221 E. Kingsbury St., Seguin, TX 78155  
    (Telephone)      (830) 401-8614  
    (Date)             09/23/25

**INFORMATION ITEM:    Personnel Information - Professional Employees**

**RECOMMENDATION:**    The Board of Trustees recognizes and acknowledges the new professional hires for the 2025–2026 school year and the resignations listed below.

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

<b>Name</b>	<b>Location</b>	<b>Title</b>	<b>Effective Date</b>
Langenstein, Rosa	Rodriguez Elementary	Special Education Intervention Teacher	9/15/25
Perez, Joe	A.J. Briesemeister Middle School	Special Education Inclusion Teacher	8/25/25
Walker, Shanice	Student Support Services	Student Support Specialist/Case Manager	9/8/25
Williamson, Donna	Weinert Elementary	Dyslexia Interventionist Teacher	8/26/25

**BOARD’S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**Barrett, Benjamin, A.J. Briesemeister Middle School, effective 9/3/25**

Mr. Barrett, Social Studies Teacher, has resigned due to personal reasons  
Mr. Barrett has 4 days with Seguin ISD.

**Craig, Amanda, A.J. Briesemeister Middle School, effective 8/22/25**

Ms. Craig, Science Teacher, has resigned due to medical reasons.  
Ms. Craig has 16 days with Seguin ISD.

**Jordan, Jessica, Seguin High School, effective 9/17/25**

Ms. Jordan, Assistant Principal, has resigned due to personal reasons.  
Ms. Jordan has 1 year with Seguin ISD.

**Kenney, Ryan, A.J. Briesemeister Middle School, effective 8/20/25**

Mr. Kenney, 8th Grade Social Studies Teacher, has resigned due to personal reasons.  
Mr. Kenney has 14 days with Seguin ISD.

**RATIONALE:** Strategic Goal 4: Seguin ISD will improve student, parent, and staff satisfaction as determined by the districtwide survey.

**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:** Jeremy Nueman, Chief Human Resources Officer

Submitted by:  
(Name) Dr. Jack Lee, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614  
(Date) 09/23/25

**INFORMATION ITEM:**

**Seguin Education Foundation's Annual Report**

**RECOMMENDATION:**

That the Board of Trustees receive an update on the Seguin Education Foundation's current operations and financial position as for the fiscal year ending on August 31, 2025.

**RATIONALE:**

To provide the board with regular updates on the activities of the Seguin Education Foundation (SEF)

**REFERENCE and COMPLIANCE:**

Seguin ISD/Seguin Education Foundation Memorandum of Understanding, Section E.1. and Seguin Education Foundation Bylaws Article VIII, Section 8.01.

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT INFORMATION:**

None

**EXHIBITS:**

SEF Presentation

**RESOURCE PERSONNEL:**

Jill Nash, Executive Director, Seguin Education Foundation

Submitted by:

(Name)  
(Address)  
(Telephone)  
(Date)

Dr. Jack Lee, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614  
09/23/25

# Annual Review



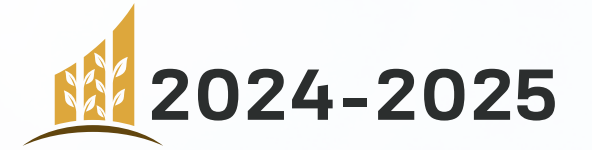


# MISSION

**The Seguin Education Foundation generates and distributes resources to enrich teaching, inspire learning, and enhance opportunities for students enrolled in the Seguin Independent School District.**



# GOALS

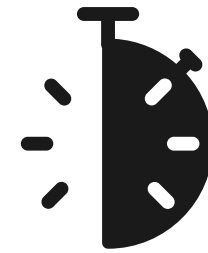
2024-2025



**Encourage  
all students  
to achieve  
academic  
excellence**



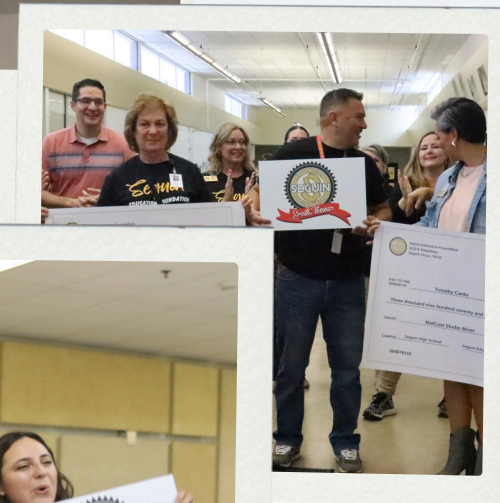
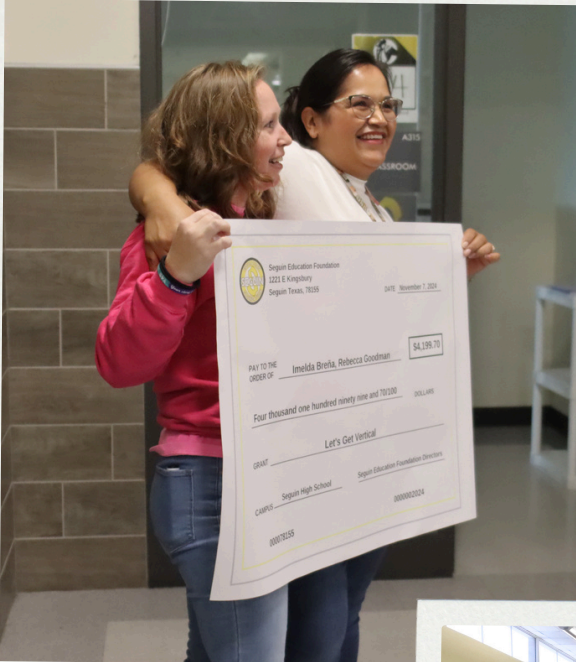
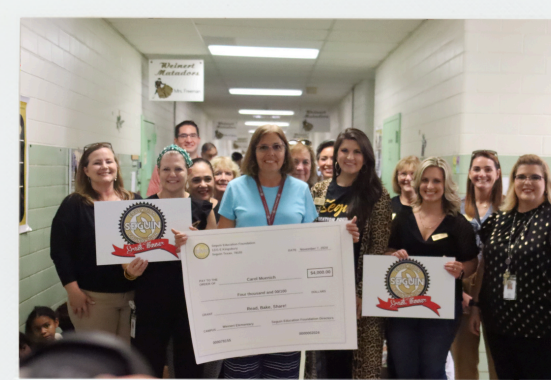
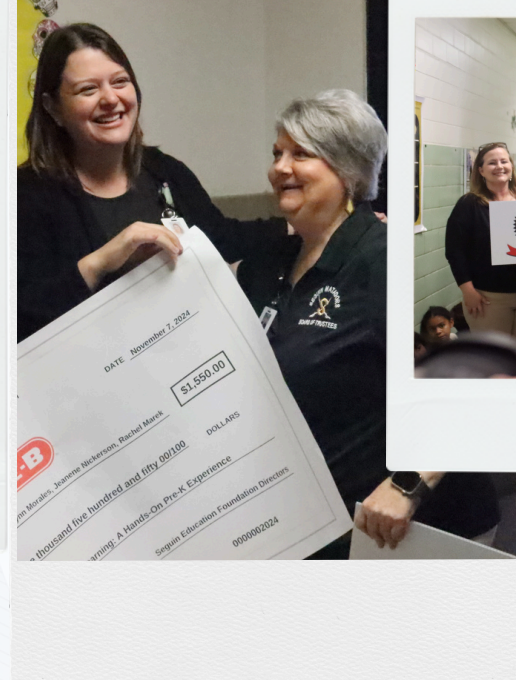
**Support staff  
for innovative  
and exemplary  
teaching**



**Build  
community  
awareness  
for the SEF &  
the Seguin  
ISD**



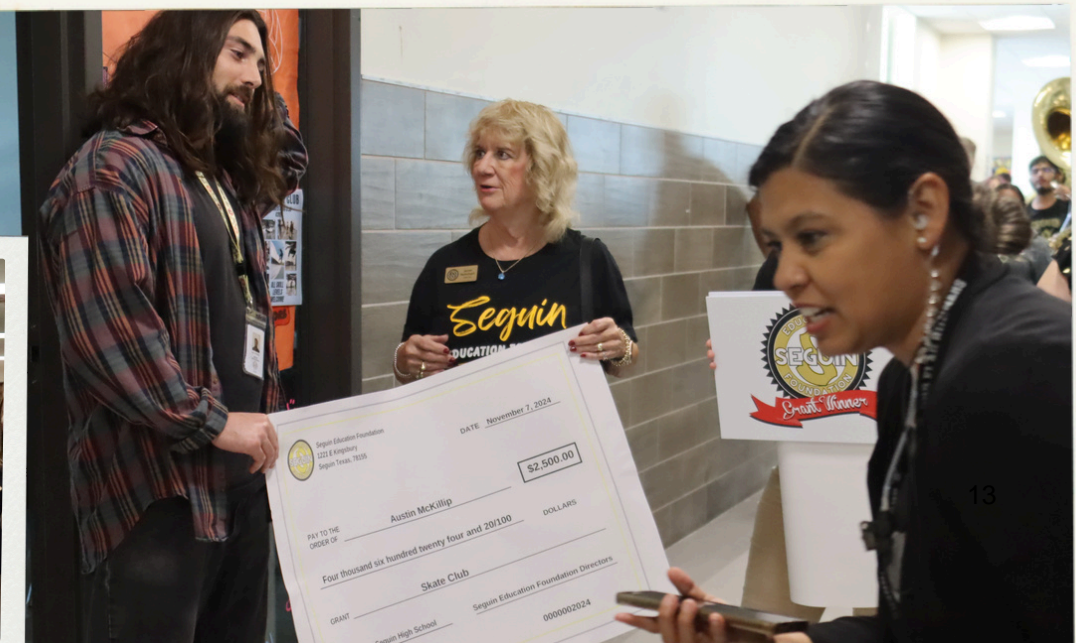
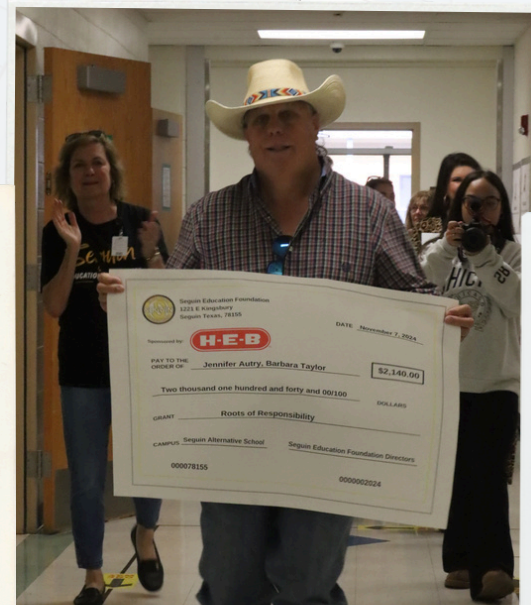
**Inspire  
parents,  
community, &  
alumni to  
participate  
with the  
school district**

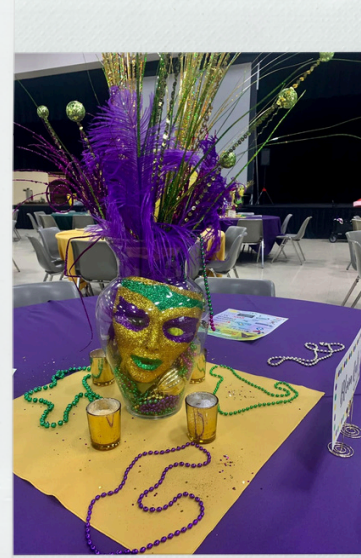


# SURPRIZE PATROL

November 2024

\$105,000






# MARDI GRAS

*February 2025*

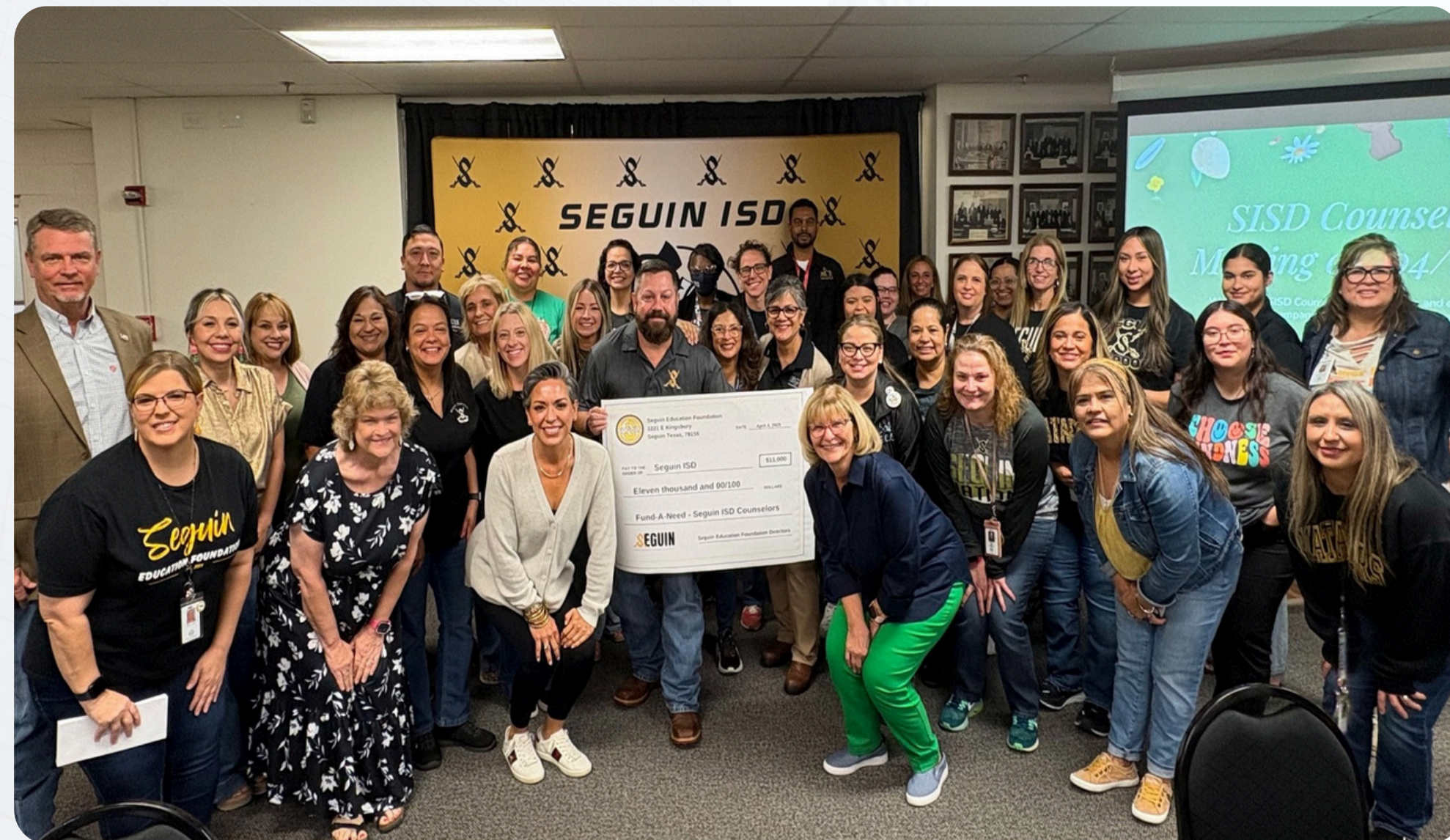
**\$160,811**



# 2025 Mardi Gras Paddle Raise Recipient Seguin ISD Counselors

 2024-2025

**\$11,000**





**2025 GRANTS  
\$100,000**



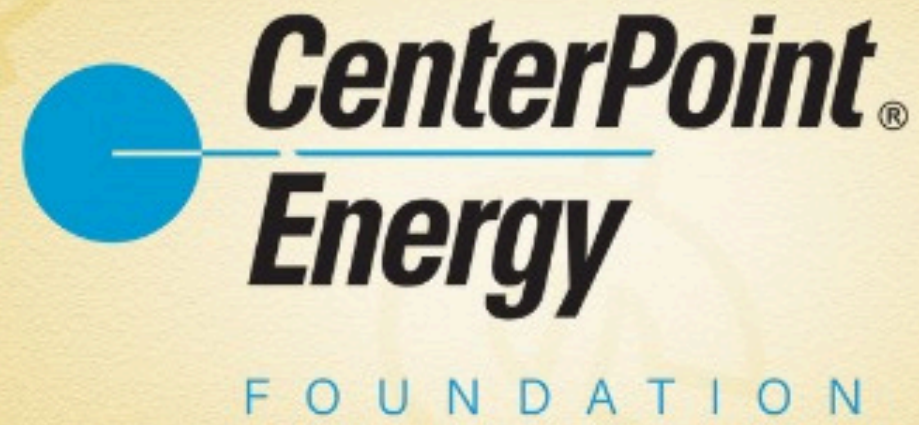
# CELEBRATION OF EXCELLENCE

*May 2025*

**\$14,574**



# THANK YOU!



\$1,000,000



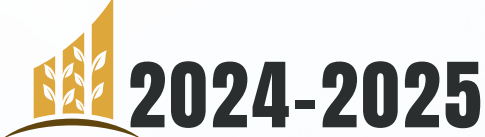


**\$2000**

We are honored to introduce Mary Hansen as the new intern serving both the Seguin Education Foundation and Seguin ISD. This partnership, established through Seguin High School's Career and Technical Education (CTE) program, is designed to connect academic learning with practical workplace experience. By combining classroom instruction with hands-on application, this initiative equips students with the skills and knowledge needed for future career success. We are confident that Mary's involvement will strengthen this collaboration and contribute meaningfully to our mission.



**EXECUTIVE BOARD**



**President - Debbie Magin**  
**VP of Development - Krista Moreno**  
**VP of Administrative Affairs - Steve Parker**  
**Secretary - Seguin ISD Superintendent, Dr. Jack Lee**  
**Treasurer - Mary Hernandez**  
**Executive Committee Members at Large:**  
**Bryan Spahn and Jennifer Meservey**  
**SISD Trustees - Linda Duncan and Grace Mueller**



**DIRECTORS**

<b>Kelly Avriett</b>	<b>Elizabeth McCown</b>	<b>Alissa Sommers</b>
<b>Kellie Brueggemann</b>	<b>Selina Medina</b>	<b>Alyssa Spaw</b>
<b>Drew Engelke</b>	<b>Anna Moreno</b>	<b>Kasie Tankersley</b>
<b>Amber Fletcher</b>	<b>Jess Noble</b>	<b>Janet Tschirhart</b>
<b>Forrest Fletcher</b>	<b>Robyn Popa</b>	<b>Bree Vickers</b>
<b>Hunter Hewell</b>	<b>Susan Riordan</b>	<b>Janice Weaver</b>
<b>Cassie Koehler</b>	<b>Tony Rivera</b>	<b>James York</b>
<b>Kirsten Legore</b>	<b>Yesenia Rizo</b>	<b>Tacie Zelhart</b>
<b>Julie Leos</b>	<b>Stephanie Ryan</b>	



# SEF Upcoming events:

- ✓ Employee Giving Campaign
- ✓ Welcome Wagon
- ✓ Grant SurPRIZE Patrol:  
November
- ✓ Mardi Gras:  
February 12, 2026
- ✓ Celebration of Excellence:  
May 12, 2026



**Questions?**



**INFORMATION ITEM:**      **2025 STAAR Assessment and Accountability Update**

**RECOMMENDATION:**      That the Board of Trustees receives an update regarding 2025 STAAR Assessment and Accountability.

**RATIONALE:**                      The purpose of this report is to present the 2025 STAAR results and accountability scores.

**REFERENCE and COMPLIANCE:**      Strategic Goals: 1. (HB3) Increase the percentage of third-grade students who score meets grade level or above on STAAR (State of Texas Assessment of Academic Readiness) Reading from 36% to 55% by August 2027. 2. (HB3) Increase the percentage of third-grade students who score meets grade level or above on STAAR Mathematics from 28% to 52% by August 2027.

**PAPERWORK IMPACT:**                      None

**BUDGET IMPACT/ INFORMATION:**                      None

**EXHIBITS:**                                      2025 STAAR Assessment and Accountability

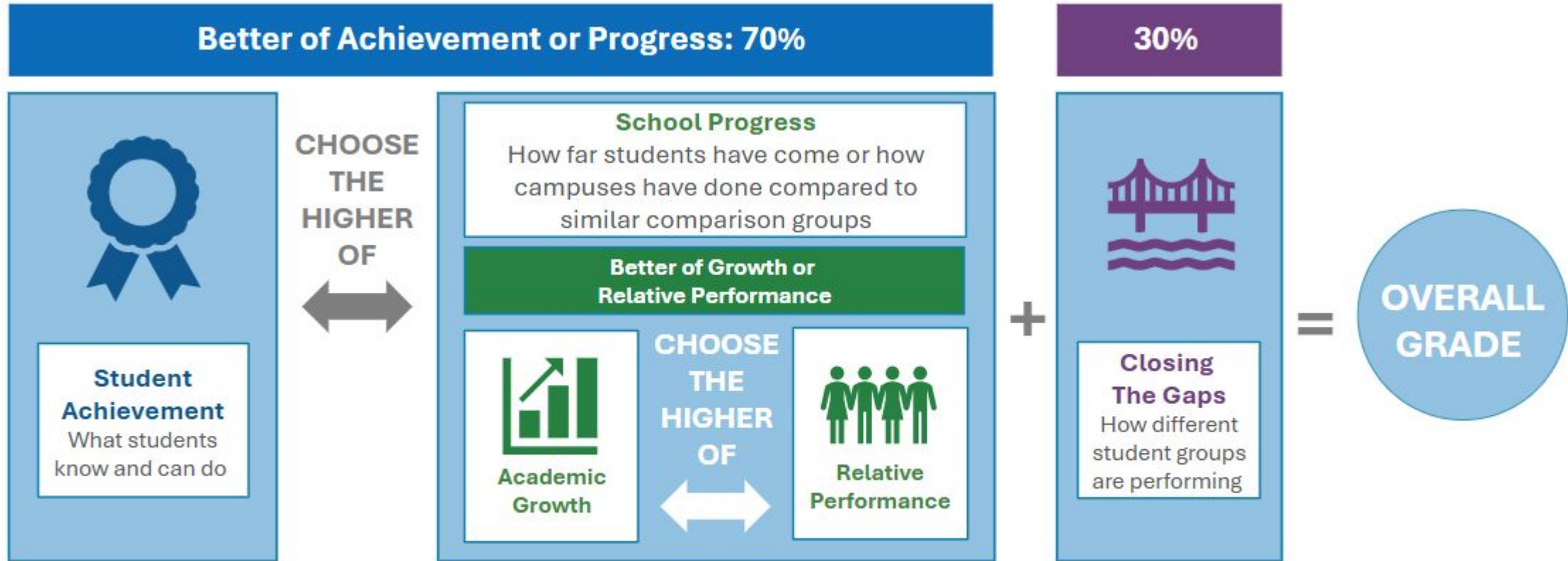
**RESOURCE PERSONNEL:**                      Monica Lyons, Chief Academic Officer

Submitted by:  
    (Name)      Dr. Jack Lee, Superintendent  
    (Address)   1221 E. Kingsbury St., Seguin, TX 78155  
    (Telephone) (830) 401-8614  
    (Date)        09/23/25

# Seguin ISD Accountability 2024 and 2025

September 2025

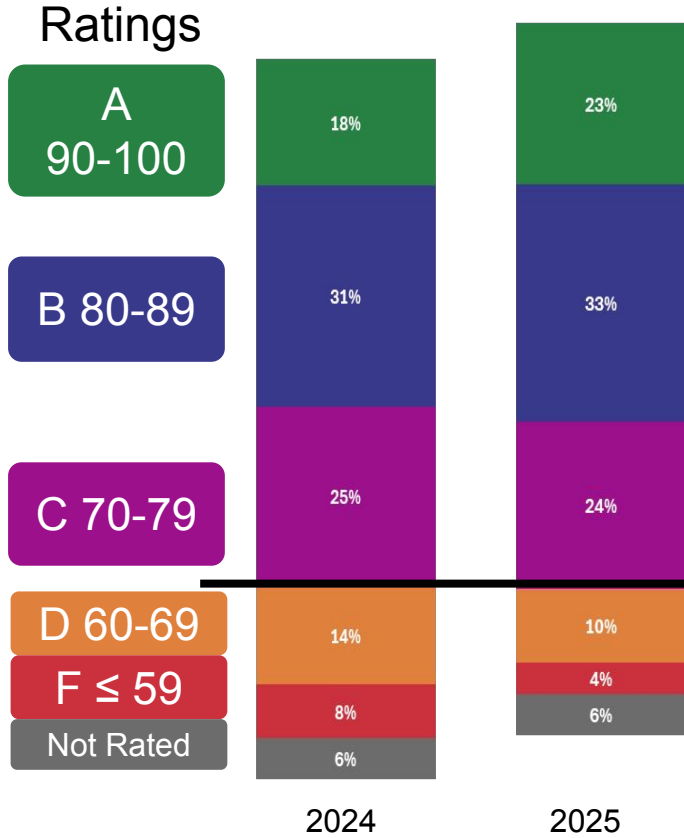
# Calculating Overall A-F Results



*Note: If a campus receives a D or an F for 3 of the 4 domains listed above, their final scale score is capped at 69 and 59 (respectively), unless the campus is not scored on all four domains, or the student achievement domain is above a D or F (respectively).*

[Click for an example of how school results are calculated](#)

## Across Texas Campuses: 2024 vs 2025 Ratings



**31%** campuses increased in ratings from the prior year.

Same	Increased	Decreased
4855	2714	1290
55%	31%	15%

**86%** of campuses stayed in the same score or improved from the prior year.

## Our Campuses: 2024 to 2025 Ratings

	2024	2025
A	2	1
B	1	5
C	1	3
D	7	2
F	2	1
NR	1	2

**58%** campuses increased in ratings from the prior year.

Same	Increased	Decreased
2	7	3
16%	58%	25%

**75%** of campuses stayed in the same score or improved from the prior year.

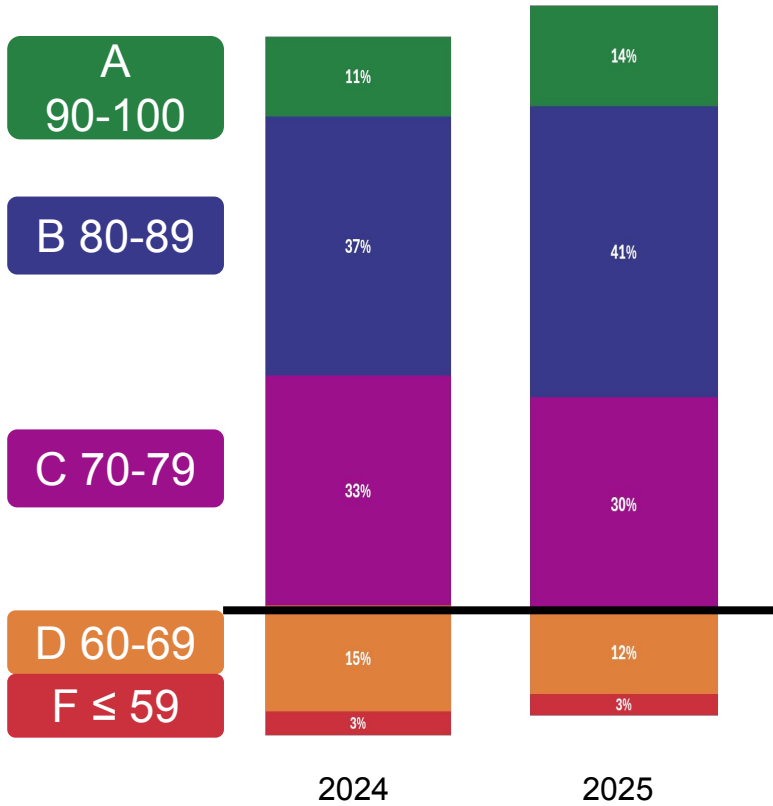
Resources:

- [TXschools.gov](https://www.txschools.gov),
- [accountability reports](#) <sup>27</sup>

# Overall District Rating Results: 2024 to 2025 Comparison



## Across Texas Districts: 2024 vs 2025 Ratings



**24%** districts increased in ratings from the prior year.

Stayed the Same	Increased	Decreased
773	285	145
64%	24%	12%

**88%** of districts stayed in the same score or improved from the prior year.

## Our District: 2024 to 2025 Ratings

2024		2025	
Scale Score	Letter Rating	Scale Score	Letter Rating
<b>67</b>	<b>D</b>	<b>66</b>	<b>D</b>

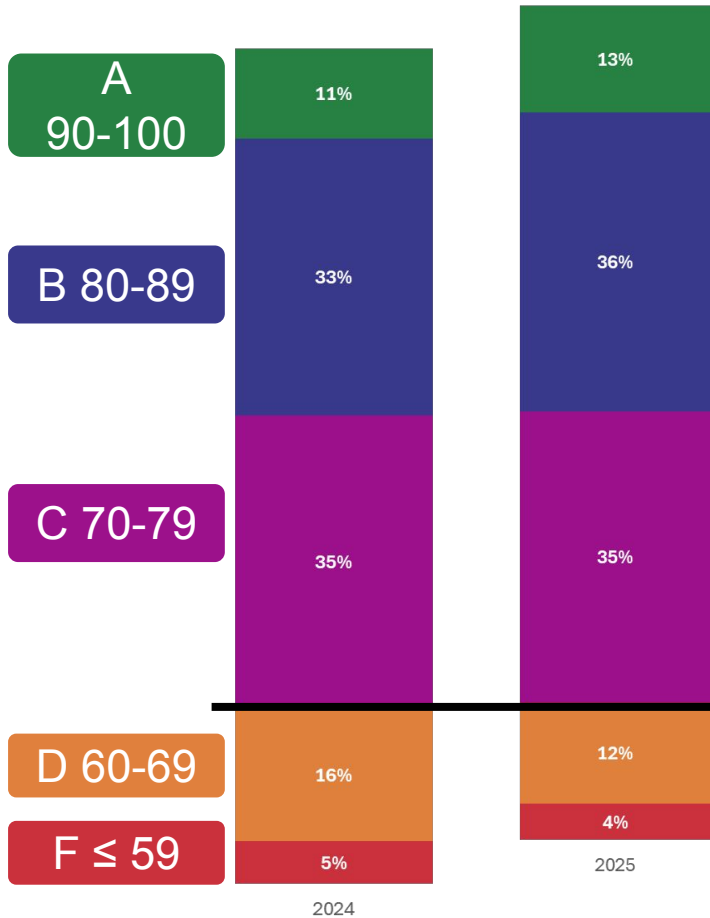
# Domain I- Student Achievement:

## STAAR Performance, CCMR, Graduation Rates

# Domain 1: Student Achievement Proportional Weighting

				Domain 1			
Campus	%EcoDis	Gr 3-12 Enrollment	Total Enrollment	Gr 3-12 Enrollment	Proportional Weight*	Campus Scale Score	Proportional Points
SEGUIN H S	64.4	2,017	2,017	2,017	38.5%	70	26.950
MERCER & BLUMBERG LRN CTR	69.9	73	73	73	1.4%	92	1.288
JIM BARNES MIDDLE	70.3	762	762	762	14.5%	59	8.555
BRIESEMEISTER MIDDLE	75	797	797	797	15.2%	71	10.792
BALL EARLY CHILDHOOD CENTER	89.3	0	412				
JEFFERSON AVE EL	88.5	209	409	209	4.0%	56	2.240
ORALIA R RODRIGUEZ EL	84.7	248	497	248	4.7%	60	2.820
WEINERT EL	64.5	227	442	227	4.3%	65	2.795
MCQUEENEY EL	73.5	168	324	168	3.2%	71	2.272
PATLAN EL	79.5	201	424	201	3.8%	73	2.774
KOENNECKE EL	65.1	285	559	285	5.4%	72	3.888
VOGEL EL	64.3	257	482	257	4.9%	71	3.479
DISCIPLINE ALTERNATIVE SCHOOL AT SAEGERT	90.9	44	44				
JUVENILE DETENTION CENTER	22.2	27	27				
<b>SEGUIN ISD</b>				<b>5,244</b>			<b>67.853</b>

## Across Texas Districts: 2024 vs 2025 Ratings



**19%** districts increased in ratings from the prior year.

Same	Increased	Decreased
851	223	106
72%	19%	9%

**91%** of districts stayed in the same score or improved from the prior year.

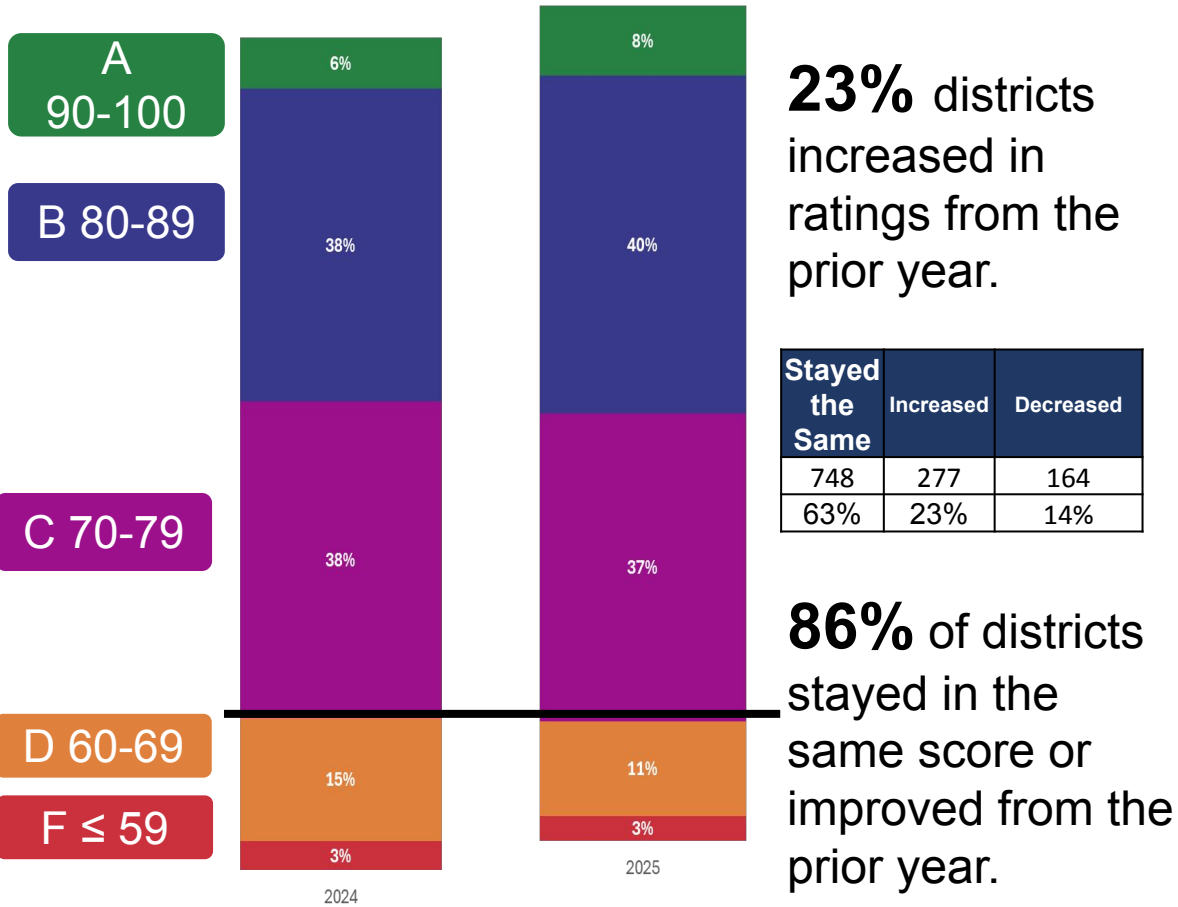
	2024	2025
<b>Student Achievement Score</b>	<b>67</b>	<b>68</b>

STAAR, CCMR, and Grad/Dropout data provided for districts are for informational purposes only and are not used in calculating weighted district domain scores.

## **Domain II- School Progress:**

Academic growth (A) from one year to next, Relative Performance (B) how does our performance compare to schools with similar students populations

## Across Texas Districts: 2024 vs 2025 Ratings



Stayed the Same	Increased	Decreased
748	277	164
63%	23%	14%

## Our District: 2024 to 2025 Ratings

	2024	2025
<b>Academic Growth</b>	62	66
<b>Relative Performance</b>	69	68
<b>School Progress Score</b>	<b>69</b>	<b>68</b>

Academic Growth and Relative Performance data provided for districts are for informational purposes only and are not used in calculating weighted district domain scores.

# Domain III – Closing the Gaps:

Ensuring success for ALL students, Econ. Disc, EB, SPED,  
Racial/Ethnic

# Domain 2: Closing the Gaps Proportional Weighting

	Domain 3			
Campus	Gr 3-12 Enrollment	Proportional Weight*	Campus Scale Score	Proportional Points
SEGUIN H S	2,017	38.50%	49	18.865
MERCER & BLUMBERG LRN CTR	73	1.40%	85	1.19
JIM BARNES MIDDLE	762	14.50%	47	6.815
BRIESEMEISTER MIDDLE	797	15.20%	75	11.4
BALL EARLY CHILDHOOD CENTER				
JEFFERSON AVE EL	209	4.00%	77	3.08
ORALIA R RODRIGUEZ EL	248	4.70%	71	3.337
WEINERT EL	227	4.30%	77	3.311
MCQUEENEY EL	168	3.20%	76	2.432
PATLAN EL	201	3.80%	75	2.85
KOENNECKE EL	285	5.40%	76	4.104
VOGEL EL	257	4.90%	80	3.92
DISCIPLINE ALTERNATIVE SCHOOL AT SAEGERT				
JUVENILE DETENTION CENTER				
<b>SEGUIN ISD</b>	<b>5,244</b>			<b>61</b>
<b>District's 2025 Domain Scores Based on Proportional Weighting</b>	<b>District Domain 3 Score (Capped at 89 if: any campus D3 score &lt;70 or any AEA D3 score &lt;60)</b>			<b>61</b>

# Campus Ratings

# Seguin ISD Overall Rating Summary

- ★ Weekly Triad Meeting
- ★ Target Improvement Plans: ESF
- ★ Curriculum Professional Learning
- ★ Curriculum Coaching and Support
- ★ Data Tracking
- ★ Monitor Implementation with Walkthrough & PLC Tools

District/Campus Name	2024				2025			
	Student s	Eco Dis	Overall		Student s	Eco Dis	Overall	
			Rating	Score			Rating	Score
<b>SEGUIN ISD</b>	<b>7,252</b>	<b>75.90%</b>	<b>D</b>	<b>67</b>	<b>7,269</b>	<b>71.70%</b>	<b>D</b>	<b>66</b>
BALL EARLY CHILDHOOD CENTER	388	95.60%	D	69	412	89.30%	B	81
JEFFERSON AVE EL	403	93.10%	F	52	409	88.50%	B	84
KOENNECKE EL	541	67.30%	D	69	559	65.10%	B	81
MCQUEENEY EL	311	75.90%	C	76	324	73.50%	B	80
ORALIA R RODRIGUEZ EL	513	86.00%	B	83	497	84.70%	D	67
PATLAN EL	434	82.90%	A	92	424	79.50%	B	81
VOGEL EL	417	68.60%	D	60	482	64.30%	C	79
WEINERT EL	488	70.70%	D	61	442	64.50%	C	76
BRIESEMEISTER MIDDLE	735	77.10%	D	66	797	75.00%	C	76
JIM BARNES MIDDLE	790	74.80%	D	60	762	70.30%	F	55
JUVENILE DETENTION CENTER	22	9.10%	F	49	27	22.20%	Not Rated	
MERCER & BLUMBERG LRN CTR	73	84.90%	A	90	73	69.90%	A	90
SEGUIN H S	2,104	70.20%	D	69	2,017	64.40%	D	37 64
DISCIPLINE ALTERNATIVE SCHOOL AT SAEGERT	33	75.80%	Not Rated		44	90.90%	Not Rated	

## **Patlan Distinction Designation**

**Academic Achievement in Reading Language Arts**  
**Academic Achievement in Mathematics**  
**Top 25% Comparative Academic Growth**  
**Postsecondary Readiness**

## **Jefferson Distinction Designation**

**Top 25% Comparative Academic Growth**

## **McQueeney Distinction Designation**

**Top 25% Comparative Academic Growth**

## **Koennecke Distinction Designation**

**Top 25% Comparative Academic Growth**

Thank You

**INFORMATION ITEM:**      **Financial Statements for August 2025**

**RATIONALE:**                      The District’s official budget includes the General Fund, Child Nutrition Fund, and Debt Service Fund. The attached 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:**      None

**PAPERWORK IMPACT:**      None

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

**RESOURCE PERSONNEL:**      Elizabeth Banks, Chief Financial Officer, RTSBA  
Sally Eckhart, Budget Coordinator

Submitted by:  
    (Name)                      Dr. Jack Lee, Superintendent  
    (Address)                  1221 E. Kingsbury St., Seguin, TX 78155  
    (Telephone)                (830) 401-8614  
    (Date)                        09/23/25

## 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**  
**Financial Statements**  
**General Operating Fund**  
**August, 2025**

Month 2 of 12      0.17%

REVENUE	Adopted Budget	August 31, 2025	August 31, 2025	Budget Remaining	Percent Collected
		Amended Budget	Year to Date Actual Revenues		
Local					
Property Taxes-Current	36,705,360	36,705,360	-	36,705,360	0.00%
Property Taxes-Delinquent	1,000,000	1,000,000	319,887	680,113	31.99%
Property Taxes-Penalty & Interest	629,000	629,000	67,980	561,020	10.81%
Interest Income	900,000	900,000	196,373	703,627	21.82%
Other Local Income	475,000	2,475,000	1,262,253	1,212,747	51.00%
State	38,615,154	38,615,154	540,428	38,074,726	1.40%
Federal	767,000	767,000	17,484	749,516	2.28%
<b>REVENUE</b>	<b>79,091,514</b>	<b>81,091,514</b>	<b>2,404,405</b>	<b>78,687,109</b>	<b>2.97%</b>
EXPENSE BY FUNCTION (BOARD APPROVED)	Adopted Budget	August 31, 2025	August 31, 2025	Budget Remaining	Percent Expended
		Amended Budget	Year to Date Actual Expenditures		
11 - Instruction	44,994,828	46,109,444	2,251,512	43,857,932	4.88%
12 - Instructional Resources & Media Svcs	1,093,681	1,099,692	99,525	1,000,167	9.05%
13 - Curr & Instructional Staff Development	592,703	597,738	85,564	512,174	14.31%
21 - Instructional Leadership	2,318,118	2,408,981	326,270	2,082,711	13.54%
23 - School Leadership	5,163,188	5,198,226	572,581	4,625,645	11.01%
31 - Guidance & Counseling Services	3,133,002	3,191,989	273,083	2,918,906	8.56%
32 - Social Work Services	694,724	698,659	67,336	631,323	9.64%
33 - Health Services	918,998	924,356	51,837	872,519	5.61%
34 - Student Transportation	3,672,980	3,655,210	459,086	3,196,124	12.56%
35 - Food Service	-	-	-	-	-
36 - Co-curricular Activities	2,278,671	2,280,798	335,498	1,945,300	14.71%
41 - General Administration	3,556,289	3,569,473	533,658	3,035,815	14.95%
51 - Plant Maintenance & Operations	8,838,321	11,422,508	2,142,829	9,279,679	18.76%
52 - Security & Monitoring Services	1,599,854	1,647,070	114,870	1,532,201	6.97%
53 - Data Services	2,379,265	2,313,120	609,781	1,703,340	26.36%
61 - Community Services	26,845	26,845	545	26,300	2.03%
71 - Debt Services	-	665,000	665,000	-	100.00%
81 - Facilities Acquisition & Construction	-	-	(116,227)	116,227	0.00%
93 - Payments to Fiscal Agent/SSA	2,695,312	1,762,670	-	1,762,670	0.00%
99 - Intergovmntl Charges (Appraisal Servs)	954,500	954,500	143,790	810,710	15.06%
<b>EXPENSE</b>	<b>84,911,279</b>	<b>88,526,279</b>	<b>8,616,536</b>	<b>79,909,743</b>	<b>9.73%</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ (5,819,765)</b>	<b>\$ (7,434,765)</b>	<b>(6,212,131)</b>		
Other Sources	-	-	-		
Other Uses	-	-	-		
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>RESULT OF ACTIVITIES</b>	<b>\$ (5,819,765)</b>	<b>\$ (7,434,765)</b>	<b>\$ (6,212,131)</b>		
EXPENSE BY OBJECT (INFORMATION ONLY)	Adopted Budget	August 31, 2025	August 31, 2025	Budget Remaining	Percent Expended
		Amended Budget	Year to Date Actual Expenditures		
6100 - Salaries	61,168,017	62,168,132	3,824,799	58,343,333	6.15%
6144 - TRS On-Behalf Payments	5,307,700	5,307,700	539,470	4,768,230	10.16%
6200 - Purchased & Contracted Services	9,736,649	12,473,201	1,588,480	10,884,721	12.74%
6300 - Supplies & Materials	4,113,799	4,260,863	1,208,389	3,052,474	28.36%
6400 - Other Operating Costs	4,455,802	3,505,270	906,625	2,598,645	25.86%
6500 - Debt Service	-	665,000	665,000	-	100.00%
6600 - Capital Outlay	129,312	146,113	(116,227)	262,340	-79.55%
<b>EXPENSE</b>	<b>84,911,279</b>	<b>88,526,279</b>	<b>8,616,536</b>	<b>79,909,743</b>	<b>9.73%</b>

**Seguin Independent School District  
Financial Statements  
Child Nutrition Fund  
August, 2025**

Month 2 of 12      0.17%

REVENUE	Adopted Budget	August 31, 2025	August 31, 2025	Budget Remaining	Percent Collected
		Amended Budget	Year to Date Actual Revenues		
Local					
Property Taxes-Current	-	-	-	-	
Property Taxes-Delinquent	-	-	-	-	
Property Taxes-Penalty & Interest	-	-	-	-	
Interest Income	100,000	100,000	15,787	84,213	15.79%
Other Local Income	340,500	340,500	20,148	320,352	5.92%
State	55,500	55,500	-	55,500	0.00%
Federal	7,174,000	7,174,000	492,132	6,681,868	6.86%
<b>REVENUE</b>	<b>7,670,000</b>	<b>7,670,000</b>	<b>528,067</b>	<b>7,141,933</b>	<b>6.88%</b>
EXPENSE BY FUNCTION (BOARD APPROVED)	Adopted Budget	August 31, 2025	August 31, 2025	Budget Remaining	Percent Expended
		Amended Budget	Year to Date Actual Expenditures		
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	7,643,500	7,643,500	848,327	6,795,173	11.10%
36 - Co-curricular Activities	-	-	-	-	
41 - General Administration	-	-	-	-	
51 - Plant Maintenance & Operations	19,500	19,500	2,099	17,401	10.76%
52 - Security & Monitoring Services	7,000	7,000	132	6,868	1.89%
53 - Data Services	-	-	-	-	
61 - Community Services	-	-	-	-	
71 - Debt Services	-	-	-	-	
81 - Facilities Acquisition & Construction	-	-	-	-	
93 - Payments to Fiscal Agent/SSA	-	-	-	-	
99 - Intergovmntl Charges (Appraisal Svcs)	-	-	-	-	
<b>EXPENSE</b>	<b>7,670,000</b>	<b>7,670,000</b>	<b>850,558</b>	<b>6,819,442</b>	<b>11.09%</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$(322,491)</b>		
Other Sources	-	-	-		
Other Uses	-	-	-		
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$(322,491)</b>		
EXPENSE BY OBJECT (INFORMATION ONLY)	Adopted Budget	August 31, 2025	August 31, 2025	Budget Remaining	Percent Expended
		Amended Budget	Year to Date Actual Expenditures		
6100 - Salaries	3,181,000	3,181,000	347,476	2,833,524	10.92%
6144 - TRS On-Behalf Payments	-	-	-	-	
6200 - Purchased & Contracted Services	182,900	182,900	28,036	154,864	15.33%
6300 - Supplies & Materials	4,191,000	4,191,000	467,958	3,723,042	11.17%
6400 - Other Operating Costs	65,100	65,100	7,088	58,012	10.89%
6500 - Debt Service	-	-	-	-	
6600 - Capital Outlay	50,000	50,000	-	50,000	0.00%
<b>EXPENSE</b>	<b>7,670,000</b>	<b>7,670,000</b>	<b>850,558</b>	<b>6,819,442</b>	<b>11.09%</b>

**Seguin Independent School District  
Financial Statements  
Debt Service Fund  
August, 2025**

Month 2 of 12

0.17%

REVENUE	Adopted Budget	August 31, 2025	August 31, 2025	Budget Remaining	Percent Collected
		Amended Budget	Year to Date Actual Revenues		
Local					
Property Taxes-Current	20,585,821	20,585,821	-	20,585,821	0.00%
Property Taxes-Delinquent	300,000	300,000	184,244	115,756	61.41%
Property Taxes-Penalty & Interest	200,000	200,000	37,690	162,310	18.85%
Interest Income	400,000	400,000	79,860	320,140	
Other Local Income	-	-	-	-	
State	2,100,000	2,100,000	-	-	
Federal	-	-	-	-	
<b>REVENUE</b>	<b>23,585,821</b>	<b>23,585,821</b>	<b>301,793</b>	<b>23,284,028</b>	<b>1.28%</b>
EXPENSE BY FUNCTION (BOARD APPROVED)	Adopted Budget	August 31, 2025	August 31, 2025	Budget Remaining	Percent Expended
		Amended Budget	Year to Date Actual Expenditures		
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	23,585,821	23,585,821	9,235,283	14,350,538	39.16%
81 - Facilities Acquisition & Construction				-	
93 - Payments to Fiscal Agent/SSA				-	
99 - Intergovmntl Charges (Appraisal Servs)				-	
<b>EXPENSE</b>	<b>23,585,821</b>	<b>23,585,821</b>	<b>9,235,283</b>	<b>14,350,538</b>	<b>39.16%</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(8,933,490)</b>		
Other Sources	-	-	793		
Other Uses	-	-	-		
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 793</b>		
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (8,932,696)</b>		
EXPENSE BY OBJECT (INFORMATION ONLY)	Adopted Budget	August 31, 2025	August 31, 2025	Budget Remaining	Percent Expended
		Amended Budget	Year to Date Actual Expenditures		
6100 - Salaries				-	
6144 - TRS On-Behalf Payments				-	
6200 - Purchased & Contracted Services				-	
6300 - Supplies & Materials				-	
6400 - Other Operating Costs				-	
6500 - Debt Service	23,585,821	23,585,821	9,235,283	14,350,538	39.16%
6600 - Capital Outlay				-	
<b>EXPENSE</b>	<b>23,585,821</b>	<b>23,585,821</b>	<b>9,235,283</b>	<b>14,350,538</b>	<b>39.16%</b>

**INFORMATION ITEM:**      **New Vendors**

**RATIONALE:**                      To provide the Board of Trustees with regular updates on vendors that have responded to Requests for Proposals and are being added to the district's approved vendor list.

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

**BUDGET IMPACT / INFORMATION:**                      None

**EXHIBITS:**                                      Vendor Forms

**RESOURCE PERSONNEL:**                      Elizabeth Banks, Chief Financial Officer, RTSBA  
Jennifer Martinez, Purchasing Coordinator, RTSBA

Submitted by:  
    (Name)                                      Dr. Jack Lee, Superintendent  
    (Address)                                      1221 E. Kingsbury St., Seguin, TX 78155  
    (Telephone)                                      (830) 401-8614  
    (Date)                                              09/23/25



**INFORMATION ITEM:**      **Purchases Made Over \$50,000**

**RATIONALE:**                      To provide the Board of Trustees with regular updates on purchases made greater than \$50,000.

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

**BUDGET IMPACT / INFORMATION:**                      None

**EXHIBITS:**                                      Purchasing Information Form

**RESOURCE PERSONNEL:**                      Elizabeth Banks, Chief Financial Officer, RTSBA  
Jennifer Martinez, Purchasing Coordinator, RTSBA

Submitted by:  
    (Name)                                      Dr. Jack Lee, Superintendent  
    (Address)                                      1221 E. Kingsbury St., Seguin, TX 78155  
    (Telephone)                                      (830) 401-8614  
    (Date)                                              09/23/25



**ACTION ITEM:**

**Appointment of Director(s) to the Seguin Education Foundation**

**RECOMMENDATION:**

It is recommended that the President of the Board of Trustees support the Seguin Education Foundation (SEF) by appointing representatives from the Board of Trustees to serve on the SEF Board of Directors.

**RATIONALE:**

The SEF Bylaws, section 2.04, outline the appointment of two representatives from the Board of Trustees to serve on the SEF Board of Directors. This appointment is for a one-year term, from September 2024 to the annual SEF meeting in September 2025. The two appointed representatives will join a diverse board of approximately 33 other Directors, comprising both Community and School District members. The SEF Directors convene three times a year, with meetings held in January, April, and September. As part of their responsibilities, the Board of Trustees' representatives will be expected to serve on one or more committees. These may include the Annual Mardi Gras Gala (a fundraising banquet), the Celebration of Excellence (a recognition banquet for the top 10% of the graduating class and their Educational Heroes), the Nominating Committee, the Audit Committee, the Grant Committee, or any other committee of their choosing. As stated in Section 2.04 of the bylaws, "Two trustee representatives of the Seguin Independent School District Board of Trustees, appointed annually by the Board President, shall hold a permanent official seat with vote."

**REFERENCE and COMPLIANCE:**

Strategic Priority #2: Engage parents, industry, and community partners to enrich the experience of students and staff and to establish Seguin ISD as an integral part of the community.

**PAPERWORK IMPACT:** None

**BUDGET IMPACT INFORMATION:** None

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Dr. Jack Lee, Superintendent  
Denise Crettenden, Board President  
Jill Nash, Executive Director, Seguin Education Foundation

Submitted by:  
(Name) Dr. Jack Lee, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614  
(Date) 09/23/25

**INFORMATION ITEM:**

**Safety Audit Findings (closed session)**

**RECOMMENDATION:**

Board of Trustees receive information regarding the Districtwide Intruder Detection Audit Report Findings.

**RATIONALE:**

The top priority of Seguin ISD and the State of Texas is keeping students and staff safe. The Texas Education Agency recently conducted an Intruder Detection Audit.

**REFERENCE and COMPLIANCE:**

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

**PAPERWORK IMPACT:**

Minimal

**BUDGET IMPACT INFORMATION:**

None

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Dr. Ruben Carrillo, Chief Technology and Security Officer

Submitted by:

(Name) Dr. Jack Lee, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614  
(Date) 09/23/25

# Minutes of Team of 8 Training

## The Board of Trustees

### Seguin ISD

---

A Team of 8 Training of the Board of Trustees of Seguin ISD was held Tuesday, August 19, 2025, beginning at 6:00 p.m. in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Joshua Bright, Lisa Burns, Denise Crettenden, Linda Duncan, William Dwyer, Alejandro R. Guerra, Grace Mueller, and Dr. Jack Lee, Superintendent

Absent:

Also Present: Orin Moore, Texas Association of School Boards (TASB) Consultant; and Nancy Ramirez, Superintendent Secretary.

#### 1. Call to Order

- A. Mrs. Crettenden called the Team of 8 Training to order at 6:00 p.m. and a quorum was established.
- B. The meeting of the Seguin ISD has been duly called and notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.
- C. The pledges were led by Mr. Dwyer, followed by a moment of silence.

#### 2. Audience with the Board

No one signed up to address the Board.

#### 3. Team of 8 Training: Facilitated by Orin Moore, Texas Association of School Boards (TASB) Consultant

##### A. Board Development

The Board participated in a Team of 8 Training facilitated by Orin Moore to become more familiar with management oversight, board duties, roles, and governance.

#### 4. Adjourn

Mr. Bright moved, seconded by Mr. Guerra to adjourn the meeting. The meeting adjourned at 8:55 p.m.

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

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Secretary/September 23, 2025

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President/September 23, 2025

# Minutes of Public Meeting

## The Board of Trustees

### Seguin ISD

---

A Public Meeting of the Board of Trustees of Seguin ISD was held Tuesday, August 26, 2025, beginning at 6:00 PM in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Joshua Bright, Lisa Burns, Denise Crettenden, Linda Duncan, William Dwyer, Alejandro R. Guerra, Grace Mueller, and Dr. Jack Lee, Superintendent

Absent:

Also Present: Elizabeth Banks, Chief Financial Officer, Dr. Ruben Carrillo, Chief Technology and Security Officer; Monica Lyons, Chief Academic Officer; Jeremy Nueman, Chief Human Resources Officer; Dr. Kenneth Vogel, Chief Student Support Services Officer; Emily Allen, Executive Director of Communications; Nancy Ramirez, Superintendent Secretary, and Media.

#### 1. Call to Order

A. Mrs. Crettenden called the public meeting to order at 6:03 p.m. and a quorum was established.

#### 2. Public Meeting to Discuss the Budget and Proposed Tax Rate for the 2025-2026 School Year

The Board met to discuss the Budget and Proposed Tax Rate for the 2025-2026 school year. All questions and comments from the board were addressed. There were no questions from the public.

#### 3. Adjourn

Mr. Bright moved, seconded by Mrs. Mueller, to adjourn meeting. The meeting adjourned at 6:05 p.m.

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Secretary/September 23, 2025

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President/September 23, 2025

# 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, August 26, 2025, beginning at 6:30 p.m. in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Joshua Bright, Lisa Burns, Denise Crettenden, Linda Duncan, William Dwyer, Alejandro R. Guerra, Grace Mueller, and Dr. Jack Lee, Superintendent

Absent:

Also Present: Elizabeth Banks, Chief Financial Officer, Dr. Ruben Carrillo, Chief Technology and Security Officer; Monica Lyons, Chief Academic Officer; Jeremy Nueman, Chief Human Resources Officer; Dr. Kenneth Vogel, Chief Student Support Services Officer; Emily Allen, Executive Director of Communications; Pete Silvius, Director of Whole Child Initiatives; Dr. Samuel Parrott, Fine Arts Coordinator; Nancy Ramirez, Superintendent Secretary, and Media.

#### 1. Call to Order

A. Mrs. Crettenden 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 Mrs. Crettenden, followed by a moment of silence.

C. Superintendent Announcements:

Dr. Lee 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.

D. Board Member Reports:

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

#### 2. Audience with the Board

Jason Biesenbach signed up to address the Board regarding Action Item 8E.

Jackie Biesenbach signed up to address the Board regarding Action Item 8E.

Jennifer McDevitt signed up to address the Board regarding Action Item 8E.

#### 3. Reports/Information Items:

**A. Personnel Information – Professional Employees** The Board of Trustees received information regarding the following new hires and resignations for the 2025-2026 school year listed below:

##### New Hire Elections:

Name	Location	Title	Effective Date
Aguilar, Salvador	Seguin High School	Special Education Inclusion Teacher	8/1/25
Alexander, Ursula	Vogel Elementary	Special Education Intervention Teacher	8/5/25

Barrera, Jeremiah	A.J. Briesemeister Middle School	Assistant Band Director	8/1/25
Busselman, Amanda	Ball Early Childhood Center	Early Childhood Special Education Teacher	8/1/25
Cadena, Ninfa	Jim Barnes Middle School	Digital Multimedia Teacher	8/18/25
Craig, Amanda	A.J. Briesemeister Middle School	8th Grade Science Teacher	8/1/25
DeLaCruz, LeeAnn	Jefferson Elementary	Instructional Coach	7/28/25
Denhollem, John	Weinert Elementary	Special Education Resource Teacher	8/1/25
Flasher, Maria	Jim Barnes Middle School	Reading Language Arts Teacher	8/1/25
Figuroa, Elisa	Weinert Elementary	3rd Grade Teacher	8/11/25
*Gunter, Janiece	Jim Barnes Middle School	6th Grade Social Studies Teacher	8/1/25
Hernandez-Torres, Linda	Weinert Elementary	Instructional Coach	7/28/25
*Jobson, Mathew	Patlan Elementary	Special Education Intervention Teacher	8/11/25
Johnson, Tiyana	McQueeney Elementary	Kindergarten Self-Contained Teacher	8/1/25
*Loeffler, William	Rodriguez Elementary	PE Teacher	8/8/25
Maldonado, Dacia	Ball Early Childhood Center	ECSE Resource Teacher	8/1/25
Martinez, Alejandro	Seguin High School	Art Teacher	8/1/25
Martinez Salas, Sandra	Jefferson Elementary	5th Grade ELAR Teacher	8/1/25
Moore, Rachel	Seguin High School	Choir Director	8/1/25
Newbury, Matthew	Rodriguez Elementary	Special Education Intervention Teacher	8/1/25
Palmer, Lane	Seguin High School	Assistant Band Director	8/1/25
Pedersen, Amy	Seguin High School	English Teacher	8/4/25
Podorsky, Laurie	Jim Barnes Middle School	Math Instructional Coach	8/11/25
Rabinowitz, Alan	A.J. Briesemeister Middle School	7th Gr Math Teacher	8/1/25
Spacek, Adyson	A.J. Briesemeister Middle School	6th Grade Math Teacher	8/1/25
Van Hoose, Cheryl	McQueeney Elementary	5th Grade Math/Science Teacher	8/1/25

\*returning employee

**Resignations:**

**Blancarte IV, Luis, A.J. Briesemeister Middle School, effective 7/10/25**

Mr. Blancarte, Band Director, has resigned to work for another school district.

Mr. Blancarte has 18 years with Seguin ISD.

**Brown, Jessica, Vogel Elementary, effective 5/29/25**

Ms. Brown, Agricultural Ecology & 5th Grade Science Teacher, has resigned due to personal reasons.

Ms. Brown has 5 years with Seguin ISD.

**Bryan, Dennis, Rodriguez Elementary, effective 7/19/25**

Mr. Bryan, PE Teacher, has resigned due to other employment.  
Mr. Bryan has 3 years with Seguin ISD.

**Burrows, Michelle, Weinert Elementary, effective 8/7/25**

Ms. Burrows, Essential Academics Teacher, has resigned due to personal reasons.  
Ms. Burrows has 4 days with Seguin ISD.

**Cervantes, Samantha, Curriculum & Instruction Department, effective 8/15/25**

Ms. Cervantes, ACE Coordinator, has resigned due to personal reasons.  
Ms. Cervantes has 2 years with Seguin ISD.

**Currie, Taylor, Patlan Elementary, effective 7/28/25**

Ms. Currie, 5th Grade Science Teacher, has resigned due to other employment.  
Ms. Currie has 4 years with Seguin ISD.

**Stanfield, Danielle, Koennecke Elementary, effective 5/29/25**

Ms. Stanfield, 5th Grade Teacher, has resigned to work for another school district.  
Ms. Stanfield has 7 years with Seguin ISD.

**B. Financial ISD 24-25 & 25-26 Budget Update**

The Board of Trustees received an update on both prior and current fiscal year budgets.

**C. Financial Statements for July 2025**

The Board of Trustees received an update regarding the financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund for July 2025.

**D. New Vendors**

The Board of Trustees received an update regarding vendors that have responded to requests for proposals and are being added to the district's approved vendor list.

**E. Purchases made over \$50,000**

The Board of Trustees received an update regarding purchases made greater than \$50,000.

**4. Action Items**

**A. Consideration and Possible Action to Delegate Authority to the Superintendent to Negotiate the Agreement between Seguin ISD and San Antonio Will Smith Zoo School**

Mr. Dwyer moved, seconded by Mr. Bright, to delegate authority to the superintendent to negotiate the agreement between Seguin ISD and San Antonio Will Smith Zoo School.

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

**Mrs. Crettenden moved action item 4.B. Consideration and Approval of the District and Campus Performance Objectives for the 2025-26 School Year until after closed session.**

### **C. Designation of Non-Business Days for Public Information Act (PIA) Requests**

Ms. Duncan moved, seconded by Mrs. Mueller, for the approval of the designation of non-business days for Public Information Act (PIA) requests as presented.

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

The Board recessed from 7:19 p.m. until 7:23 p.m.

5. **Closed Meeting** –The Board went into closed session at 7:24 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.
  - D. Pursuant to Texas Government Code Section § 551.0821 – Deliberation regarding public school student.

The Board recessed 8:39 p.m. until 8:45 p.m.

6. **Reconvene to Open Meeting:** The Board reconvened at 8:45 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:**

Special Meeting, July 10, 2025  
Regular Meeting, July 22, 2025  
Special Meeting, July 29, 2025

#### **B. Approval of Tax Collection Reports for July 2025**

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for July 2025. 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 for August 2025**

The Board of Trustees approved the proposed budget amendments for the General Fund, Child Nutrition Fund, and Debt Service Fund as of August 2025.

#### **D. Approval of Donations Received July 2025**

The Board of Trustees approved the donations received by the District during the month of July 2025 in the amount of \$500.00 from various businesses 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. Designate the Chief Financial Officer to Calculate the New Revenue Tax Rate and the Voter Approval Rate for the 2025 Tax Year, in Accordance With Tax Code 26.01(c). Said Officer Previously Prepared and Published All Required Notices and Calculations**

The Board of Trustees approved to designate the Chief Financial Officer to calculate the No New Revenue Tax Rate and the Voter Approval Rate for the 2025 Tax Year. According to Texas Tax Code section 26.04 (c) school districts are now required to designate an officer to calculate the tax rate.

**F. Authorization of Agreement Between Seguin ISD and Thrive Learning Services in the amount of \$102,600**

The Board of Trustees authorized an agreement to provide services to student(s) eligible for applicable special education services pursuant to the Individuals with Disabilities Education Act (IDEA) for the 2025-2026 school year. Specialized services are required as per Individualized Education Plan.

**G. 2025-2026 Student Code of Conduct**

The Board of Trustees approved revisions to the Student Code of Conduct for the 2025-2026 school year. Administrative staff along with the District Educational Improvement Council (DEIC), as presented on August 18, 2025, recommends TASB Model Code of Conduct changes as indicated.

**I. Consideration of Approval of Certified Appraisers for 2025-2026**

The Board of Trustees approved 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 2025-2026 school year.

<b>Barnes Middle School</b>	<b>Briesemeister Middle School</b>
Jay Law, Principal	Linda Guzman, Principal
Andrew Mason, Associate Principal	Joseph Alvarez, Associate Principal
Ernesto Gonzales, Assistant Principal	Gabriela Blancarte, Assistant Principal
Stacy Thomas, Assistant Principal	Roger Gonzales, Assistant Principal
<b>Seguin High School</b>	<b>Learning and Leadership</b>
Alberto Muñoz, Principal	Monica Lyons, Chief Academic Officer
Diana Farris, Associate Principal	Cyndi Perez, RTI Specialist
Christopher Podorsky, Assistant Principal	Adrienne Flores, Elementary Coordinator
Dr. Raye White, Assistant Principal	Sergio Jaurrieta, Director of CTE
Natalie McFadden, Assistant Principal	Nilda Vella, Secondary Science Coordinator
Jessica Jordan, Assistant Principal	Pete Silvius, Director of Whole Child
<b>Ball Early Childhood Center</b>	Bianca Duvall, Early College HS/P-Tech Director
Debra Reiley, Principal	

Genaro Mendoza, Assistant Principal	
<b>Koennecke Elementary</b>	<b>Jefferson Elementary</b>
Lesli Mahaffey, Principal	Maria Guerra, Principal
Amanda Santos, Assistant Principal	Erica Villarreal, Assistant Principal
<b>Human Resources</b>	<b>Patlan Elementary</b>
Shantill Vann, New Teacher Specialist	Annaliza Rangel, Principal
	Tanya Webb, Assistant Principal
<b>McQueeney Elementary</b>	<b>Rodriguez Elementary</b>
Trisha Eckols, Principal	Ofelia Santiago, Principal
Sharon Johnson, Assistant Principal	
<b>Weinert Elementary</b>	<b>Vogel Elementary</b>
Tiffany Wehe, Principal	Rhonda Trainer-Garcia, Principal
Jessica Castro, Assistant Principal	Emilie Rohde, Associate Principal
<b>Matador Special Services</b>	<b>Saegert MBLC and District Alternative School</b>
Dawn Lynn, Special Education Coordinator	Aaron Hannah, MBLC/DAEP Principal
Allison Higginbotham, Special Education Compliance Coordinator	

**J. Acknowledge Public Information Act Requests July-August 2025**

The Board of Trustees received information regarding the Public Information Act requests received since July 1, 2025. The purpose of this agenda item is to keep trustees apprised of the District’s Public Information program.

**Mrs. Mueller moved, seconded by Ms. Duncan, to approve Consent Action Items:**

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

- Special Meeting, July 10, 2025
- Regular Meeting, July 22, 2025
- Special Meeting, July 29, 2025

**B. Approval of Tax Collection Reports for July 2025**

**C. Approval of Proposed Budget Amendments for August 2025**

**D. Approval of Donations Received July 2025**

**E. Designate the Chief Financial Officer to Calculate the New Revenue Tax Rate and the Voter Approval Rate for the 2025 Tax Year, in Accordance With Tax Code 26.01(c). Said Officer Previously Prepared and Published All Required Notices and Calculations**

**F. Authorization of Agreement Between Seguin ISD and Thrive Learning Services in the amount of \$102,600**

**G. 2025-2026 Student Code of Conduct**

**I. Consideration of Approval of Certified Appraisers for 2025-2026**

**J. Acknowledge Public Information Act Requests July-August 2025**

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

**Mrs. Burns requested to pull Consent Agenda item 7.H. Consideration and Approval of School Health Advisory Council (SHAC) Annual Report, SHAC Goals, and Committee Members for further discussion.**

**H. Consideration and Approval of School Health Advisory Council (SHAC) Annual Report, SHAC Goals and Committee Members**

Ms. Duncan moved, seconded by Mr. Dwyer, for the approval of the School Health Advisory Council (SHAC) annual report, and appoint the SHAC membership roster. Texas Education Code Chapter 28, Section 28.004 requires school boards to appoint a minimum of 5 members to the School Health Advisory Council. The majority of the members appointed must be Seguin ISD parents who are not employed by the district. One appointed member must serve as the chair or co-chair of the council.

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

Please note, the minutes will reflect the order of the meeting.

**4. B. Consideration and Approval of the District and Campus Performance Objectives for the 2025-26 School Year**

Mr. Bright moved, seconded by Mrs. Mueller, to accept the DIP and the CIP as presented by administration. Texas Education Code 11.251(a) states that the Board of Trustees shall annually approve both the district and campus performance objectives. These objectives form the basis of the district and campus improvement plans, with strategies and activities that lead to attainment of the objectives developed by the District and Campus side councils.

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

**8. Action Items:**

**A. Consideration and Approval of School Health Advisory Council (SHAC) Annual Report, SHAC Goals and Committee Members**

Ms. Duncan moved, seconded by Mr. Dwyer, to approve the annual SHAC report, and appoint the SHAC committee members. Texas Education Code Chapter 28, Section 28.004 requires school boards to appoint a minimum of 5 members to the School Health Advisory Council. The majority of the members appointed must be Seguin ISD parents who are not employed by the district. One appointed member must serve as the chair or co-chair of the council. In addition, the Board of Trustees is required to receive annually a written report on SHAC recommendations and activities for the past year.

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

**B. 2025-2026 Fine Arts Stipend Schedule Recommendation**

Ms. Duncan moved, seconded by Mrs. Mueller, to approve the 2025-2026 Fine Arts Stipend Schedule Recommendation.

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

**C. 2025-2026 Compensation Plan - Teacher Hiring Table, Pay Grades, and Substitute Pay**

Ms. Duncan moved, seconded by Mr. Bright, to approve the 2025-2026 compensation plan, teacher hiring table, pay grades, and substitute pay. The rationale to the recommendation to adjust our teacher hiring table to align with the Teacher Retention Allotment from House Bill 2. This includes increases to compensation and adjustments to pay grades, with the goal of both rewarding our current employees and remaining competitive with other local school districts. These proactive steps are intended to improve teacher retention and attract high-quality talent, ultimately benefiting the long-term success of our district.

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

**D. Adoption of Order Setting the Tax Rate for 2025**

Mrs. Mueller moved, seconded by Mr. Guerra, for the approval of the adoption of the order setting the tax rate for 2025.

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

**E. Discussion and Possible Action on Homeschool UIL Participation**

Mr. Dwyer moved, seconded by Mr. Guerra, to adopt and approve the resolution as written in the agenda. For the record, the district will opt out of homeschool UIL participation.

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

**F. First Reading for Consideration or Approval of Local District Update (LDU) – EFB, EIA, FD, FM and FNCE**

Mr. Bright moved, seconded by Ms. Duncan, to approve the Local District Update (LDU) – EFB, EIA, FD, FM, and FNCE. 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. (LOCAL) policy revisions to EFB and FNCE are TASB recommended to aligning with recent legislative changes. EIA(LOCAL) is updating prekindergarten from twelve week grading periods to nine weeks that aligns with kindergarten through grade 12. FD and FM (LOCAL) have clarifying language added in regards to UIL participation.

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

**Board Comments and Request**

Mr. Guerra acknowledged students, families, former students, staff and administrators for their work in regard to the recent TEA accountability ratings and the work that is still to come.

All prior Board requests have been addressed.

**9. Adjourn**

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

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

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Secretary/September 23, 2025

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President/September 23, 2025

# Minutes of Team of 8 Training

## The Board of Trustees

### Seguin ISD

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A Team of 8 Training of the Board of Trustees of Seguin ISD was held Tuesday, September 9, 2025, beginning at 6:00 p.m. in the Board Room, 1221 E. Kingsbury, Seguin, Texas.

Present: Joshua Bright, Lisa Burns (arrived at 6:04 p.m.), Denise Crettenden, Linda Duncan, William Dwyer, Alejandro R. Guerra, Grace Mueller, and Dr. Jack Lee, Superintendent

Absent:

Also Present: Elizabeth Banks, Chief Financial Officer; Orin Moore, Texas Association of School Boards (TASB) Consultant; and Nancy Ramirez, Superintendent Secretary.

#### 1. Call to Order

- A. Mrs. Crettenden called the Team of 8 Training to order at 6:03 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. Mueller, followed by a moment of silence.

#### 2. Audience with the Board

No one signed up to address the Board.

#### 3. Team of 8 Training: Facilitated by Orin Moore, Texas Association of School Boards (TASB) Consultant

##### A. Board Development

The Board participated in a Team of 8 Training, facilitated by Orin Moore, to discuss and review the Board Operating Procedures.

The Board recessed from 8:09 p.m. until 8:15 p.m.

#### 4. Adjourn

Mr. Bright moved, seconded by Mr. Dwyer, to adjourn the meeting. The meeting adjourned at 8:32 p.m.

**Ayes: Bright, Burns, Crettenden, Duncan, Dwyer, Guerra, and Mueller**

**Nays: None**

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Secretary/September 23, 2025

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President/September 23, 2025

**ACTION ITEM:**

**Approval of Tax Collection Reports for August 2025**

**RECOMMENDATION:**

That the Board of Trustees approves the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for August 2025.

**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 August 2025:

Current	\$	-
Delinquent		315,231
Penalty and Interest		61,197
Total Monthly Collections	\$	<u>376,427</u>
Total Tax Collections Year to Date	\$	<u>609,801</u>
Delinquent Tax Levy		3,752,038
Percent Collected through August 2025		16.25%
Percent of Tax Levy Collected last year		17.09%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

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

Submitted by:

(Name)

Dr. Jack Lee, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614

(Date)

09/23/25

**ACTION ITEM:** **Approval of Proposed Budget Amendments for September 2025**

**RECOMMENDATION:** That the Board of Trustees approve the proposed budget amendments for the General Fund, Child Nutrition Fund, and Debt Service Fund as of September, 2025.

**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.

This amendment will reclass funds for principal travel, CTSO advisor stipends, and redistribution of insurance recovery funds received for Oak Park Mall construction and repairs to be completed by MTX.

**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 for the General Operating Fund, Child Nutrition Fund, and Debt Service Fund are attached.

**RESOURCE PERSONNEL:** Elizabeth Banks, Chief Financial Officer, RTSBA  
Sally Eckhart, Budget Coordinator

Submitted by:  
(Name) Dr. Jack Lee, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614  
(Date) 09/23/25

**SEGUIN ISD  
GENERAL FUND  
PROPOSED BUDGET AMENDMENT  
September, 2025**

	Description	Approved Budget	Increase (Decrease)	Proposed Budget
<b>Revenue:</b>				
57XX	Local Revenue	\$ 41,709,360	\$ -	\$ 41,709,360
58XX	State Revenue	\$ 38,615,154	\$ -	\$ 38,615,154
59XX	Federal Revenue	\$ 767,000	\$ -	\$ 767,000
	<b>Revenue Budget</b>	<b>\$ 81,091,514</b>	<b>\$ -</b>	<b>\$ 81,091,514</b>
<b>Expense:</b>				
11 -	Instruction	\$ 46,109,444	\$ (1,900)	\$ 46,107,544
12 -	Instructional Resources & Media Svcs	\$ 1,099,692	\$ -	\$ 1,099,692
13 -	Curr & Instructional Staff Development	\$ 597,738	\$ -	\$ 597,738
21 -	Instructional Leadership	\$ 2,408,981	\$ -	\$ 2,408,981
23 -	School Leadership	\$ 5,198,226	\$ 900	\$ 5,199,126
31 -	Guidance & Counseling Services	\$ 3,191,989	\$ -	\$ 3,191,989
32 -	Social Work Services	\$ 698,659	\$ -	\$ 698,659
33 -	Health Services	\$ 924,356	\$ -	\$ 924,356
34 -	Student Transportation	\$ 3,655,210	\$ -	\$ 3,655,210
35 -	Food Service	\$ -	\$ -	\$ -
36 -	Co-curricular Activities	\$ 2,280,798	\$ 1,000	\$ 2,281,798
41 -	General Administration	\$ 3,569,473	\$ -	\$ 3,569,473
51 -	Plant Maintenance & Operations	\$ 11,422,508	\$ (1,080,594)	\$ 10,341,914
52 -	Security & Monitoring Services	\$ 1,647,070	\$ -	\$ 1,647,070
53 -	Data Services	\$ 2,313,120	\$ -	\$ 2,313,120
61 -	Community Services	\$ 26,845	\$ -	\$ 26,845
71 -	Debt Services	\$ 665,000	\$ -	\$ 665,000
81 -	Facilities Acquisition & Construction	\$ -	\$ 1,080,594	\$ 1,080,594
93 -	Payments to Fiscal Agent/SSA	\$ 1,762,670	\$ -	\$ 1,762,670
99 -	Intergovernmental Charges (Appraisal Servs)	\$ 954,500	\$ -	\$ 954,500
	<b>Expenditure Budget</b>	<b>\$ 88,526,279</b>	<b>\$ -</b>	<b>\$ 88,526,279</b>
	<b>Assigned Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Unassigned Fund Balance (Budget Deficit)</b>	<b>\$ (7,434,765)</b>	<b>\$ -</b>	<b>\$ (7,434,765)</b>

**SEGUIN ISD  
CHILD NUTRITION  
PROPOSED BUDGET AMENDMENT  
September, 2025**

	Description	Approved Budget	Increase (Decrease)	Proposed Budget
<b>Revenue:</b>				
57XX	Local Revenue	\$ 440,500	\$ -	\$ 440,500
58XX	State Revenue	\$ 55,500	\$ -	\$ 55,500
59XX	Federal Revenue	\$ 7,174,000	\$ -	\$ 7,174,000
<b>Revenue Budget</b>		<b>\$ 7,670,000</b>	<b>\$ -</b>	<b>\$ 7,670,000</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	\$ 7,643,500	\$ -	\$ 7,643,500
36	Co-curricular Activities	\$ -	\$ -	\$ -
41	General Administration	\$ -	\$ -	\$ -
51	Plant Maintenance & Operations	\$ 19,500		\$ 19,500
52	Security & Monitoring Services	\$ 7,000	\$ -	\$ 7,000
53	Data Services	\$ -	\$ -	\$ -
61	Community Services	\$ -	\$ -	\$ -
71	Debt Services	\$ -	\$ -	\$ -
81	Facilities Acquisition & Construction	\$ -	\$ -	\$ -
93	Payments to Fiscal Agent/SSA	\$ -	\$ -	\$ -
99	Intergovernmental Charges (Appraisal Servs)	\$ -		\$ -
<b>Expenditure Budget</b>		<b>\$ 7,670,000</b>	<b>\$ -</b>	<b>\$ 7,670,000</b>
<b>Assigned Fund Balance</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Unassigned Fund Balance (Budget Deficit)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**SEGUIN ISD  
DEBT SERVICE  
PROPOSED BUDGET AMENDMENT  
September, 2025**

	Description	Approved Budget	Increase (Decrease)	Proposed Budget
<b>Revenue:</b>				
57XX	Local Revenue	\$ 21,485,821	\$ -	\$ 21,485,821
58XX	State Revenue	\$ 2,100,000	\$ -	\$ 2,100,000
59XX	Federal Revenue	\$ -	\$ -	\$ -
<b>Revenue Budget</b>		<b>\$ 23,585,821</b>	<b>\$ -</b>	<b>\$ 23,585,821</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	\$ 23,585,821	\$ -	\$ 23,585,821
81 -	Facilities Acquisition & Construction	\$ -	\$ -	\$ -
93 -	Payments to Fiscal Agent/SSA	\$ -	\$ -	\$ -
99 -	Intergovernmental Charges (Appraisal Servs)	\$ -	\$ -	\$ -
<b>Expenditure Budget</b>		<b>\$ 23,585,821</b>	<b>\$ -</b>	<b>\$ 23,585,821</b>
<b>Assigned Fund Balance</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Unassigned Fund Balance (Budget Deficit)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**ACTION ITEM:**

**Approval of Donations Received August 2025**

**RECOMMENDATION:**

That the Board of Trustees approve donations received by the District during the month of August 2025.

**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:**

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

Submitted by:

(Name)  
(Address)  
(Telephone)  
(Date)

Dr. Jack Lee, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614  
09/23/25

**Donations Received By Seguin ISD  
During the 2025-26 School Year**

<b>Donor</b>	<b>Purpose</b>	<b>Campus Receiving Donation</b>	<b>Date Rcvd</b>	<b>Amount/Value</b>	<b>Board Approval</b>
Fantastic Sam's	Cosmetology supplies	Seguin High School Cosmetology	08/15/25	\$ 1,000.00	pending

NOTE: This listing includes only documented, unsolicited donations received by the District during August 2025. 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:** **Consideration and Possible Action to Delegate Authority to Chief Financial Officer for Easement Purchase Agreement with the City of Seguin**

**RECOMMENDATION:** That the Board of Trustees Consider and Take Possible Action to delegate authority to the Chief Financial Officer, Elizabeth Banks, for easement and purchase agreement with the City of Seguin for one permanent and one temporary construction easement. This property is at the corner of the districts property by the Mercer Blumberg Learning Center.

**RATIONALE:** The granting of this easement will increase water service capacity in the area. It is part of the waterline upgrades being done by the City of Seguin. The purchase amount is \$61,500. The terms are similar to the last easement related to the city water upgrades that was located at the AJB and Rodruiguez campuses.

**REFERENCE and COMPLIANCE:** CV (LEGAL), CV (LOCAL), CH (LEGAL), CH (LOCAL)

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** Increase in revenue of \$61,500

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Elizabeth Banks, Chief Financial Officer

Submitted by:  
(Name) Dr. Jack Lee, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614  
(Date) 09/23/25

**ACTION ITEM:** **Authorization of Agreements Between Seguin ISD and Tangram Rehabilitation Network in the amount of \$839,500**

**RECOMMENDATION:** That the Board of Trustees authorize an agreement to provide services to student(s) eligible for applicable special education services pursuant to the Individuals with Disabilities Education Act (IDEA) for the 2025-2026 school year.

**RATIONALE:** Specialized services are required as per Individualized Education Plan.

**REFERENCE and COMPLIANCE:** EHBAC (LEGAL) Special Education  
EHBA (LEGAL) Special Programs

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** These will be funded by both state and federal funds. No impact to the general fund budget.

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Elizabeth Banks, Chief Financial Officer, RTSBA  
Monica Lyons, Chief Academic Officer  
Rebecca Bird, Director of Special Education

Submitted by:  
(Name) Dr. Jack Lee, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614  
(Date) 09/23/25

Contract by and Between  
Seguin Independent School District  
And  
Tangram Rehabilitation Network, Inc.  
d/b/a Texas Hill Country School

**Contract Period:** August 1, 2025 – July 31, 2026

**Contract Amount:** \$1050.00 per diem for 365 days, totaling \$383,250.00 for Contract period  
**Student:**

- 1) This Contract and Agreement (“Contract”) is entered into by and between Seguin Independent School District (hereinafter called “District”) and Tangram Rehabilitation Network, Inc. d/b/a Texas Hill Country School (hereinafter called “Contractor”) for the purpose of providing services to a student eligible for special education services pursuant to the “IDEA” who is both under the age of twenty-two (22) years and is a resident of the state of Texas.
- 2) The Contractor will provide the specialized facilities and qualified and appropriately certified personnel in accordance with 19 T.A.C. §231.1 necessary to supply all services covered by this contract (with the exception of transportation services to and from Texas Hill Country School to the Student’s residence) without cost or charge to parents, guardians, surrogate, or adult student.
- 3) The Contractor will ensure that at all times properly certified teachers and/or related service providers, as set forth above, will supervise all instruction and provide related services as specified by the Seguin ISD ARDC for the Student.
- 4) Written authorization by the parent, guardian, or adult client is necessary to release any confidential information, as related to the services covered by this Contract, to any Third Party. The only exception would be any court-ordered release of information. Contractor agrees to comply with the Family Educational Rights and Privacy Act (FERPA). For the purposes of this Contract, Seguin ISD is not a Third Party and is entitled to receipt of confidential information from the Contractor regarding the Student unless the Parent/Guardian expressly objects to the release of confidential information from the Contractor to the District.
- 5) During the Contract period, if the Contractor becomes unable to or fails to provide specialized facilities or personnel necessary under this Contract, the Contractor agrees to notify the District as soon as practical; under such circumstances the District may withhold payment to Contractor until said facilities and/or personnel are regained. In the alternative, the District may terminate the Contract.
- 6) Disputes which arise under this Agreement may be resolved by non-binding mediation or may be litigated in state court in Hays County, Texas.
- 7) The District and the Contractor agree and understand that the parent(s) or guardian(s) of this student have voluntarily given their permission for this student to participate in all activities

of the Texas Hill Country School and to receive the services indicated below and provided under the terms of this Contract.

- a) Residential Services that include supervision while on-site, behavioral management services, psychological services, and meals and documentation of all such services as reasonable and customary in order to enable the Parent/Guardian and the District to review the services.
  - b) Educational services supervised by properly certified teacher documented as reasonable and customary in order to enable the Parent-Guardian and the District to review such services.
  - c) Related Services documented as reasonable and customary including, if or as indicated:
    - i. Behavior therapy;
    - ii. Health services;
    - iii. Speech therapy.
- 8) Transportation Services will be provided by the Contractor. Other services provided by the Contractor which may be billed separately to the District may include the following depending on the ARD documentation provided to the Day School by the District:
- a) In-Home Training;
  - b) Parent Training;
  - c) Teacher/Staff Training;
  - d) In-Service Training;
  - e) Any supervision/training provided by the Contractor on Seguin ISD premises.

Prior to instituting such services, Contractor shall give written notice as soon as reasonably practical to the District.

- 9) The District will pay to the Contractor for its complete and satisfactory performance of this Contract Three Hundred Eighty-Three Thousand Two Hundred Fifty Dollars (\$383,250.00) for all the services covered by this Contract, which includes a daily per diem of \$1050.00 for each of the 365 calendar days of the Texas Hill Country School's 2025-26 service calendar. This sum shall be earned and payable in monthly installments in the amounts specified in each monthly billing provided the District by the Contractor.

In the event of an absence from the rehabilitation program (hospitalization, home visits, or vacation) a bed-hold rate will be charged at the full per diem rate equivalent. Absences of greater than 30 [thirty] days may constitute grounds for discharge.

The first payment is due on October 25, 2025 and shall be due and payable on or before the same day of each succeeding calendar month thereafter until the entire sum is paid in full.

Failure to pay for services rendered may result in the Student's discharge from the program and/or initiation of collection procedures.

- 10) The Contractor will maintain its records and accounts for a minimum of three years to assure a proper accounting to the District of all money, state and/or federal, applicable to this Contract. The Contractor will compile and furnish to the District and the parent/legal guardian any reports that the District requires to comply with applicable laws, rules, and regulations of the State of Texas Board of Education and in order to comply with all applicable federal regulations and executive orders.
- a) Individual Education Plans ("IEP"): To be furnished by the school district ARD committee. The IEP will be jointly implemented and monitored by the Contractor and the School District.
  - b) Progress and reports related to the IEP: To be furnished in writing by the Contractor to the District (who will then forward to the Parent/Guardian) on a schedule provided by the ARD committee.
  - c) Copies of all psychological evaluation reports or evaluations released to the Contractor's related services providers.
  - d) The District is responsible for providing annual re-consideration at an ARDC meeting of appropriateness of the instructional arrangement.
  - e) The three-year Full and Individual Evaluation shall be responsibility of the District.
  - f) Scheduling and holding duly constituted ARDC meetings shall be the responsibility of the District however the Contractor agrees to cooperate in providing a meeting place for such ARDC meetings and attendance by Contractor's employees and related services providers as needed. In addition, the Contractor agrees to notify the District as soon as reasonably practical if any events occur which would occasion the need for an ARDC meeting. Examples of such events include but are not limited to three or more unexcused absences by the Student during the Contract Period, failure of the Student to complete work or cooperate with educational or behavioral management services during the Contract Period, or a statement of dissatisfaction of the Parent/Guardian to the Contractor about the services received by the Student at the Day School.
- 11) The term of this Contract shall begin on August 1, 2025. The Contract may be terminated unilaterally by either party with thirty-day (30) notice or if student is absent for thirty consecutive days without written or pre-approved excuse. In the event that the Contract is terminated prior to the Contract Period, fees and charges shall be pro-rated to the date of discharge. If the ARD committee decides that the student should return to day school services, the new daily rate will determined; however the parties to the Contract acknowledge that the least restrictive environment cannot change from Residential to Day School without the District holding a duly constituted ARD meeting with the Contractor and the Parent/Guardian and execution of a new contract.

- 12) This instrument constitutes the entire agreement by and between the parties for the purpose of accomplishing the results and objects herein contained and as stated in the ARD committee report.
- 13) The expected outcomes of this Contract include, but are not limited to, successful treatment as indicated by progress on treatment plan goals, behavior stabilization, graduation if appropriate, the provision of a free appropriate public education including specified related services, and assistance with transition to less restrictive environments such as back to Seguin High School, and/or fulfillment of specified time period on Contract for attendance of Student.
- 14) At the end of the contracting period the Contractor will provide the District with all necessary and appropriate paperwork regarding the Student including documentation of progress and whether goals and objectives have been met.
- 15) Notice required by this Agreement shall be made in writing and delivered to the parties to and at:


Tangram Rehabilitation Network, Inc. d/b/a Texas Hill Country School  
Jane Stewart, Executive Director  
1320 Wonder World Dr., Ste 104  
San Marcos, Texas 78666

Seguin Independent School District  
Rachel Bloxham, Special Education Transition Coordinator  
1221 E. Kingsbury  
Seguin, Texas 78155

- 16) Notwithstanding any provisions or conditions in this Contract to the contrary, this Contract in its particulars is subject to and governed by all Texas state laws and Texas State Board of Education policies, and any recourse to judicial action under this Contract shall be in the courts of the state of Texas unless under federal jurisdiction.

Accepted and approved on behalf of Texas Hill Country School this the 20 day of July 2025.

By:

  
Jane Stewart, Executive Director  
Tangram Rehabilitation Network, Inc.  
d/b/a Texas Hill Country School  
Duly authorized

Accepted and approved on behalf of Seguin Independent School District this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By:

\_\_\_\_\_  
Seguin Independent School District  
Duly authorized

Contract by and Between  
Seguin Independent School District  
And  
Tangram Rehabilitation Network, Inc.  
d/b/a Texas Hill Country School

**Contract Period:** August 1, 2025 – July 31, 2026

**Contract Amount:** \$1250.00 per diem for 365 days, totaling \$456,250.00 for Contract period

**Student:**

- 1) This Contract and Agreement (“Contract”) is entered into by and between Seguin Independent School District (hereinafter called “District”) and Tangram Rehabilitation Network, Inc. d/b/a Texas Hill Country School (hereinafter called “Contractor”) for the purpose of providing services to a student eligible for special education services pursuant to the “IDEA” who is both under the age of twenty-two (22) years and is a resident of the state of Texas.
- 2) The Contractor will provide the specialized facilities and qualified and appropriately certified personnel in accordance with 19 T.A.C. §231.1 necessary to supply all services covered by this contract (with the exception of transportation services to and from Texas Hill Country School to the Student’s residence) without cost or charge to parents, guardians, surrogate, or adult student.
- 3) The Contractor will ensure that at all times properly certified teachers and/or related service providers, as set forth above, will supervise all instruction and provide related services as specified by the Seguin ISD ARDC for the Student.
- 4) Written authorization by the parent, guardian, or adult client is necessary to release any confidential information, as related to the services covered by this Contract, to any Third Party. The only exception would be any court-ordered release of information. Contractor agrees to comply with the Family Educational Rights and Privacy Act (FERPA). For the purposes of this Contract, Seguin ISD is not a Third Party and is entitled to receipt of confidential information from the Contractor regarding the Student unless the Parent/Guardian expressly objects to the release of confidential information from the Contractor to the District.
- 5) During the Contract period, if the Contractor becomes unable to or fails to provide specialized facilities or personnel necessary under this Contract, the Contractor agrees to notify the District as soon as practical; under such circumstances the District may withhold payment to Contractor until said facilities and/or personnel are regained. In the alternative, the District may terminate the Contract.
- 6) Disputes which arise under this Agreement may be resolved by non-binding mediation or may be litigated in state court in Hays County, Texas.
- 7) The District and the Contractor agree and understand that the parent(s) or guardian(s) of this student have voluntarily given their permission for this student to participate in all activities

of the Texas Hill Country School and to receive the services indicated below and provided under the terms of this Contract.

- a) Residential Services that include supervision while on-site, behavioral management services, psychological services, and meals and documentation of all such services as reasonable and customary in order to enable the Parent/Guardian and the District to review the services.
  - b) Educational services supervised by properly certified teacher documented as reasonable and customary in order to enable the Parent-Guardian and the District to review such services.
  - c) Related Services documented as reasonable and customary including, if or as indicated:
    - i. Behavior therapy;
    - ii. Health services;
    - iii. Speech therapy.
- 8) Transportation Services will be provided by the Contractor. Other services provided by the Contractor which may be billed separately to the District may include the following depending on the ARD documentation provided to the Day School by the District:
- a) In-Home Training;
  - b) Parent Training;
  - c) Teacher/Staff Training;
  - d) In-Service Training;
  - e) Any supervision/training provided by the Contractor on Seguin ISD premises.

Prior to instituting such services, Contractor shall give written notice as soon as reasonably practical to the District.

- 9) The District will pay to the Contractor for its complete and satisfactory performance of this Contract Four Hundred Fifty-Six Thousand Two Hundred Fifty Dollars (\$456,250.00) for all the services covered by this Contract, which includes a daily per diem of \$1250.00 for each of the 365 calendar days of the Texas Hill Country School's 2025-26 service calendar. This sum shall be earned and payable in monthly installments in the amounts specified in each monthly billing provided the District by the Contractor.

In the event of an absence from the rehabilitation program (hospitalization, home visits, or vacation) a bed-hold rate will be charged at the full per diem rate equivalent. Absences of greater than 30 [thirty] days may constitute grounds for discharge.

The first payment is due on October 25, 2025 and shall be due and payable on or before the same day of each succeeding calendar month thereafter until the entire sum is paid in full.

Failure to pay for services rendered may result in the Student's discharge from the program and/or initiation of collection procedures.

- 10) The Contractor will maintain its records and accounts for a minimum of three years to assure a proper accounting to the District of all money, state and/or federal, applicable to this Contract. The Contractor will compile and furnish to the District and the parent/legal guardian any reports that the District requires to comply with applicable laws, rules, and regulations of the State of Texas Board of Education and in order to comply with all applicable federal regulations and executive orders.
  - a) Individual Education Plans ("IEP"): To be furnished by the school district ARD committee. The IEP will be jointly implemented and monitored by the Contractor and the School District.
  - b) Progress and reports related to the IEP: To be furnished in writing by the Contractor to the District (who will then forward to the Parent/Guardian) on a schedule provided by the ARD committee.
  - c) Copies of all psychological evaluation reports or evaluations released to the Contractor's related services providers.
  - d) The District is responsible for providing annual re-consideration at an ARDC meeting of appropriateness of the instructional arrangement.
  - e) The three-year Full and Individual Evaluation shall be responsibility of the District.
  - f) Scheduling and holding duly constituted ARDC meetings shall be the responsibility of the District however the Contractor agrees to cooperate in providing a meeting place for such ARDC meetings and attendance by Contractor's employees and related services providers as needed. In addition, the Contractor agrees to notify the District as soon as reasonably practical if any events occur which would occasion the need for an ARDC meeting. Examples of such events include but are not limited to three or more unexcused absences by the Student during the Contract Period, failure of the Student to complete work or cooperate with educational or behavioral management services during the Contract Period, or a statement of dissatisfaction of the Parent/Guardian to the Contractor about the services received by the Student at the Day School.
- 11) The term of this Contract shall begin on August 1, 2025. The Contract may be terminated unilaterally by either party with thirty-day (30) notice or if student is absent for thirty consecutive days without written or pre-approved excuse. In the event that the Contract is terminated prior to the Contract Period, fees and charges shall be pro-rated to the date of discharge. If the ARD committee decides that the student should return to day school services, the new daily rate will determined; however the parties to the Contract acknowledge that the least restrictive environment cannot change from Residential to Day School without the District holding a duly constituted ARD meeting with the Contractor and the Parent/Guardian and execution of a new contract.

- 12) This instrument constitutes the entire agreement by and between the parties for the purpose of accomplishing the results and objects herein contained and as stated in the ARD committee report.
- 13) The expected outcomes of this Contract include, but are not limited to, successful treatment as indicated by progress on treatment plan goals, behavior stabilization, graduation if appropriate, the provision of a free appropriate public education including specified related services, and assistance with transition to less restrictive environments such as back to Seguin High School, and/or fulfillment of specified time period on Contract for attendance of Student.
- 14) At the end of the contracting period the Contractor will provide the District with all necessary and appropriate paperwork regarding the Student including documentation of progress and whether goals and objectives have been met.
- 15) Notice required by this Agreement shall be made in writing and delivered to the parties to and at:

Tangram Rehabilitation Network, Inc. d/b/a Texas Hill Country School  
 Jane Stewart, Executive Director  
 1320 Wonder World Dr., Ste 104  
 San Marcos, Texas 78666

Seguin Independent School District  
 Rachel Bloxham, Special Education Transition Coordinator  
 1221 E. Kingsbury  
 Seguin, Texas 78155

- 16) Notwithstanding any provisions or conditions in this Contract to the contrary, this Contract in its particulars is subject to and governed by all Texas state laws and Texas State Board of Education policies, and any recourse to judicial action under this Contract shall be in the courts of the state of Texas unless under federal jurisdiction.

Accepted and approved on behalf of Texas Hill Country School this the 30 day of July, 2025.

By: Jane Stewart  
 Jane Stewart, Executive Director  
 Tangram Rehabilitation Network, Inc.  
 d/b/a Texas Hill Country School  
 Duly authorized

Accepted and approved on behalf of Seguin Independent School District this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
 Seguin Independent School District  
 Duly authorized

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

**RECOMMENDATION:** The Board of Trustees approves the submission of a class size exception waiver to the Texas Education Agency for the 2025-2026 academic year.

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

Increase in enrollment continues to be a challenge. Jefferson Elementary has seen 1 section exceed the limit of 22, Koennecke Elementary has seen 6 sections exceed the limit of 22, Patlan Elementary has seen 2 sections exceed the limit of 22, Rodriguez Elementary has seen 2 sections exceed the limit of 22, and Vogel Elementary has seen 8 sections exceed the limit of 22. Individual class information is included in the corresponding exhibit.

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

**PAPERWORK IMPACT:** A waiver request will be filed with TEA by September 24, 2025.

**BUDGET IMPACT INFORMATION:** None

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Monica Lyons, Chief Academic Officer

Submitted by:  
(Name) Dr. Jack Lee, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614  
(Date) 09/23/25

**ACTION ITEM:**

**Request for Professional Development Waiver 2025-2026**

**RECOMMENDATION:**

The Board of Trustees approve the application to request a waiver for professional development minutes.

**RATIONALE:**

The Expedited General Staff Development waiver allows districts to train staff on various educational strategies designed to improve student performance instead of a maximum of 2,100 minutes of student instruction. The following days are scheduled for staff development on the 2025-2026 school calendar. There are 170 student days on the school calendar that exceed the 75,600 required minutes by at least 900 minutes. The waiver provides more flexibility in the schedule.

**Staff Development Dates**

- October 31, 2025
- January 5, 2026
- January 6, 2026
- February 16, 2026

**REFERENCE  
and COMPLIANCE:**

EB(LEGAL): School Year

**BUDGET IMPACT:**

None

**PAPERWORK  
IMPACT:**

None

**EXHIBITS:**

None

**RESOURCE  
PERSONNEL:**

Monica Lyons, Chief Academic Officer

Submitted by:

(Name) Dr. Jack Lee, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614  
(Date) 09/23/25

**ACTION ITEM:** **Approval of BLUE Jean Educational Consulting Agreement**

**RECOMMENDATION:** That the Board of Trustees approve the consulting agreement as presented.

**RATIONALE:** Board policy CH(LOCAL) states:

“The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place, except as otherwise provided in this policy.”

This agreement includes facilitating several areas of district-wide planning and work, including the following:

- Strategic Planning Sessions & Creation of Graduate Profile
- District-Wide Instruction Program Review
- Professional Development Sessions for campus/district Leadership
- Professional Development Plan
- Other Needs as They are Identified/Determined

**PAPERWORK**

**IMPACT:** None

**BUDGET IMPACT/  
INFORMATION:**

Budgeted Funds

**EXHIBITS:** Consulting Agreement

**RESOURCE**

**PERSONNEL:** Dr. Jack Lee, Superintendent

Submitted by:

(Name) Dr. Jack Lee, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, Texas 78155  
(Telephone) (830) 401-8614  
(Date) 09/23/25



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## CONSULTING AGREEMENT

<b>Agreement Between:</b>	BLUE Jean Educational Consulting, LLC, “BLUE Jean EC,” and Seguin Independent School District, “Seguin ISD”
<b>Scope of Work:</b>	To provide instructional support, strategic planning, and organizational improvement services to the Seguin ISD to support leadership, alignment, and academic gains.
<b>Term:</b>	Effective September 2025 through August 2026
<b>Specific Deliverables:</b>	<ul style="list-style-type: none"><li>• Engage in strategic planning to create an aligned focus through long-term goals, key actions, and a graduate profile.</li><li>• Conduct a comprehensive instructional program review to identify strengths and opportunities to support student academic gains.</li><li>• Support the superintendent with the organizational structure, planning, and processes including but not limited to reorganization options, executive guidelines, and professional development plans.</li><li>• Facilitate professional development with key district and campus leaders on the state accountability system.</li><li>• Provide the superintendent and board with evaluation options based on measurable outcomes.</li><li>• Facilitate and/or support other projects, planning, or professional learning as agreed upon throughout the agreement term.</li><li>• Consultation (on-site or via phone) as needed to support the agreed-upon work.</li></ul>
<b>Agreements:</b>	<p>The scope of work and fee structure are preliminary proposals for review, discussion, and consideration by all parties. The proposal will be considered agreed upon once both parties have provided their signatures. Work will not be initiated until the agreement is signed.</p> <p>BLUE Jean EC will ensure work is completed in a timely manner based on the timeline agreed upon by both parties.</p> <p>BLUE Jean EC will ensure that any draft plans or projects are provided for review to Seguin ISD at least two weeks before the due date, unless both parties agree upon an alternative timeline.</p> <p>Seguin ISD will provide information as requested by BLUE Jean EC in a timely manner in accordance with the agreed-upon timeline.</p> <p>Seguin ISD agrees to provide specific, candid feedback following any initial</p>

project or planning drafts to ensure that BLUE Jean EC accurately meets Seguin ISD's goals and intentions.

BLUE Jean EC agrees to provide all training resources for facilitating or delivering planning or professional learning. Seguin ISD will be responsible for providing snacks and meals, facility fees, projection equipment, and technical support as needed.

Either party may request consultation regarding projects, plans, or professional learning to support the accuracy and quality of content.

BLUE Jean EC will keep all coaching discussions confidential to support the coaching relationship; however, observations within the sessions may be generally shared with the superintendent to improve Seguin ISD.

Seguin ISD agrees to provide access to district information, data, branding, and/or photos as necessary for BLUE Jean EC to provide knowledgeable consultation, planning, and timely deliverable completion.

BLUE Jean EC will provide all deliverables in a format that consistently aligns with Seguin ISD's vision, mission, logo, and color scheme.

BLUE Jean EC will provide access to files and presentations upon request, understanding that BLUE Jean EC will be credited as the creator.

Seguin ISD agrees to allow BLUE Jean EC to use portions of any projects or planning for promotional and/or marketing purposes. No projects will be shared in their entirety.

Seguin ISD agrees to submit payment for services on or before the payment deadline noted in this agreement.

The agreement may be modified at any time through a mutual, written agreement by both parties.

If either party elects to exit this agreement for any reason, Seguin ISD agrees to pay for the services rendered at the time the agreement is canceled.

**Associated Costs:**

The standard rate for services is \$150 per hour (off-site services) or \$ 2,300 per day (on-site services). Anticipated service hours are estimated and will be tracked to determine final costs. Invoiced amounts will not exceed 10 additional service hours beyond the quoted estimate.

Strategic Planning + Graduate Profile	Flat Rate	\$15,000
Instructional Program Review	5 days on-site + 30 off-site hours	\$16,000
Accountability System Professional Development	2 days on-site	\$4,600

Executive Team Guidelines, Reorganization Planning, and Professional Development Plan	75 off-site hours	\$11,250
Additional projects, planning, or professional learning as agreed upon throughout the agreement term	52 off-site hours or 3.5 on-site days	\$7,800
<b>Agreement Total</b>		<b>\$54,650</b>

**Fee Schedule:** An invoice for services provided will be sent monthly, and payment must be received within 30 days.

**Signatures:**

Seguin ISD:	Date:
	September 9, 2025

BLUE Jean Educational Consulting:      Date:

**INFORMATION ITEM:**     **Acknowledge Public Information Act Requests August - September 2025**

**RECOMMENDATION:**     That the Board of Trustees acknowledges Public Information Act requests received since August 15, 2025.

**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:**                 August 18, 2025 – September 12, 2025 Public Information Act request roster

**RESOURCE PERSONNEL:**             Dr. Jack Lee, Superintendent  
Emily Allen, Executive Director of Communications

Submitted by:  
    (Name)     Dr. Jack Lee, Superintendent  
    (Address)  1221 E. Kingsbury St., Seguin, TX 78155  
    (Telephone) (830) 401-8614  
    (Date)     09/23/25

<b>Seguin ISD PIA Requests received from August 18, 2025 - September 12, 2025</b>				
<b>Date</b>	<b>Requester</b>	<b>Requested Documents</b>	<b>Status</b>	<b>Action</b>
008 August 18, 2025	Greg Smith	Employee name, title, department, email, hire data, re-hire date, salary	Completed	Document shared
009 Aug. 20, 2025	Elaine Schacht, Weinert PTC	Weinert students' names, teachers' names/emails for Read-A-Thon	Completed	Document shared
010 Aug. 20, 2025	Heidi Baker, SmartProcure	Employee name, title, department, email, phone number, business cell phone, email address, office address	Completed	Document shared
011 Aug. 22, 2025	Leila Darwiche, SA Express-News	Title/salary information confirmation on head football coach	Completed	Document shared
012 Aug. 25, 2025	DC 2 (SW) Brittany Kagarise, Navy Recruiter	Contact information for the class of 2026	Completed	Document shared
013 Sept. 2, 2025	Baylee Arenare, Univ. of Mary Hardin-Baylor	Name, position, & emails for all district employees	Completed	Document shared
014 Sept. 2, 2025	Carlin Green, Equitable Advisors	Employee name, title, campus/department, total pay, years in TRS, tenure with district, phone, email, date of retirement/resignation	Completed	Document shared
015 Sept. 4, 2025	Amy Hebert, Retirement Education Partners	Employee name, email, title/position, campus name, salary	Completed	Document shared

**ACTION ITEM:** **Approval for Non-Tuition-Based Pre-kindergarten for Seguin  
ISD Employees**

**RECOMMENDATION:** That the Board of Trustees approve non-tuition-based pre-kindergarten for district employees.

**RATIONALE:** At the March 2025 Board meeting, the Seguin ISD Board of Trustees approved the introduction of tuition fees for pre-kindergarten enrollment for district employees. However, due to recent legislation that qualifies classroom teachers for non-tuition-based pre-kindergarten, we now recommend extending this benefit to include all district employees.

**REFERENCE and  
COMPLIANCE:** FD (LEGAL), Admissions

**BUDGET  
IMPACT:** None

**EXHIBITS:** None

**PERSONNEL  
RESOURCE:** Dr. Jack Lee, Superintendent

Submitted by:  
(Name) Dr. Jack Lee, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614  
(Date) 09/23/25

**ACTION ITEM:**                    **Nominate Candidate for the Guadalupe County Appraisal District Board of Directors**

**RECOMMENDATION:**        That the Board of Trustees approve the nomination of the candidate for the Guadalupe County Appraisal District Board of Directors.

**RATIONALE:**                    Per Section 6.03 (b.) of the Texas Property Tax Code, the terms of all members of the Guadalupe Appraisal District Board of Directors will expire on December 31, 2025. The passage of Senate Bill 2 (SB2) during 88<sup>th</sup> Legislative Session changed the configuration of an appraisal district’s board of directors effective July 1, 2024. As such, appraisal districts located within populous counties (>75,000) are required to conduct an election for appointment of a nine-member board; five (5) directors appointed by taxing units, three (3) elected directors, and the county assessor-collector serving ex-officio. For upcoming appointment cycle, two (2) of the five (5) appointed directorships are to be filled, with each appointee serving a four (4) year term commencing January 1, 2026. Each taxing unit may nominate by resolution one candidate for each directorship to be filled. Nominations must be submitted to the chief appraiser no later than October 15, 2025.

**PAPERWORK IMPACT:**                    None

**BUDGET IMPACT/ INFORMATION:**                    None

- EXHIBITS:**
- Guadalupe Appraisal District Letter/Board of Directors Election Entity Voting Entitlements September 2025
  - Guadalupe Appraisal District Board of Directors Qualifications/ Eligibility Statement
  - Resolution

**RESOURCE PERSONNEL:**

Dr. Jack Lee, Superintendent  
Denise Crettenden, Board President

Submitted by:  
(Name)            Dr. Jack Lee, Superintendent  
(Address)        1221 E. Kingsbury St., Seguin, Texas 78155  
(Telephone)     (830) 401-8614  
(Date)            09/23/25

# GUADALUPE APPRAISAL DISTRICT

## Main Office

3000 N. Austin St.  
Seguin, Texas 78155  
(830) 303-3313  
(830) 372-2874 (Fax)  
cstiers@guadalupead.org



## Schertz Substation

1052 FM 78, Ste. 103  
Schertz, Texas 78154  
(830) 303-3313 Option 0  
(877) 254-0888 (Fax)

September 2, 2025

9489 0178 9820 3035 7427 73

Seguin ISD

Attn: Dr. Jack Lee, Superintendent and Board of Trustees President  
1221 E. Kingsbury  
Seguin, Texas 78155

Pursuant to Senate Bill 2 (88th Legislative Session), effective July 1, 2024, appraisal districts in counties with populations over 75,000 are governed by a nine-member board: five (5) directors appointed by taxing units, three (3) elected directors, and the county assessor-collector serving ex-officio. For the upcoming appointment cycle, two (2) of the five (5) appointed directorships are to be filled, with each appointee serving a four (4) year term commencing January 1, 2025. This notice is provided to the representatives of the taxing units eligible to participate in the nomination and voting process. Following is a brief timeline of this process:

- The chief appraiser delivers notice of election and voting entitlement to the taxing units.
- Each taxing unit may **nominate by resolution** one candidate for each directorship to be filled (2 directorships are to be filled). The Tax Assessor-Collector (TAC) is no longer required to participate in the appointment election with the passage of SB2. County TACs now serve as an ex officio voting director on appraisal district's board of directors. Nominations by way of resolution **must be submitted** to the chief appraiser no later than **October 15, 2025**.
- The chief appraiser will then prepare and deliver a ballot of all nominees to each taxing unit before **October 30, 2025**.
- The governing body of each taxing unit must determine their vote by resolution and submit it to the chief appraiser before **December 15, 2025**.
- The chief appraiser will tabulate the votes, declare the winners, and submit the results to the governing body of each taxing unit before **December 31, 2025**.

## Nominee Qualifications

Under Section 6.03(d) of the Texas Tax Code, individuals are eligible to serve on the Guadalupe Appraisal District Board of Directors only if they are residents of the district and have resided within it for at least two years prior to taking office; Section 6.035 further disqualifies any individual who owns property with delinquent taxes owed for more than 60 days, unless those taxes are subject to a lawful installment agreement or deferral, with additional restrictions set out in Section 56.035. Beginning with terms starting January 1, 2026, HB 148 also requires all nominees to sign a written acknowledgment affirming their understanding of the statutory duties of service before being considered for appointment or candidacy, and mandates successful completion of annual training covering governance, ethics, budgeting, procurement, conflicts of interest, and other statutory responsibilities. Each nominee **must complete and return** the enclosed Candidate Qualifications and Acknowledgment Statement to the Guadalupe Appraisal District as part of the formal nomination process.

## Voting Allocation

Enclosed, you will find a summary of the voting entitlement of the taxing units participating in the nomination and election for the Guadalupe Appraisal District Board of Directors. Seguin ISD will have **794 votes** to cast in this election process. Votes may be allocated to one nominee or votes may be distributed to more than one nominee. The nominees who receive the largest cumulative vote total are declared the directors who will begin serving a four-year term on January 1, 2026.

Should you have any questions regarding this process, do not hesitate to contact Cherie Stiers in our office.

Sincerely,

Peter Snaddon, R.P.A., C.C.A.  
Chief Appraiser

**GUADALUPE APPRAISAL DISTRICT BOARD of DIRECTORS (APPOINTMENT) ELECTION  
ENTITY VOTING ENTITLEMENTS**

*as of 8/27/2025*

CAD	Taxing Unit ID	Taxing Unit Name	2025 Entity Levy	2025 Total Levy	Portion of Levy (%)		Total Number of Votes	Entity Votes <sup>1</sup>
094-Guadalupe	094-000-00	Guadalupe County	\$75,906,881 ÷	\$363,337,266 =	0.208916	x	5,000	<b>1,045</b>
094-Guadalupe	094-902-02	Schertz-Cibolo UC ISD	\$69,017,717 ÷	\$363,337,266 =	0.189955	x	5,000	<b>950</b>
094-Guadalupe	094-901-02	Seguin ISD	\$57,702,685 ÷	\$363,337,266 =	0.158813	x	5,000	<b>794</b>
094-Guadalupe	094-103-03	City of Seguin	\$23,569,335 ÷	\$363,337,266 =	0.064869	x	5,000	<b>324</b>
094-Guadalupe	094-903-02	Navarro ISD	\$22,809,859 ÷	\$363,337,266 =	0.062779	x	5,000	<b>314</b>
094-Guadalupe	094-904-02	Marion ISD	\$20,569,400 ÷	\$363,337,266 =	0.056612	x	5,000	<b>283</b>
094-Guadalupe	046-901-02	New Braunfels ISD	\$18,774,399 ÷	\$363,337,266 =	0.051672	x	5,000	<b>258</b>
094-Guadalupe	094-104-03	City of Cibolo	\$18,639,043 ÷	\$363,337,266 =	0.051300	x	5,000	<b>256</b>
094-Guadalupe	094-102-03	City of Schertz	\$18,545,469 ÷	\$363,337,266 =	0.051042	x	5,000	<b>256</b>
094-Guadalupe	046-902-02	Comal ISD	\$12,216,306 ÷	\$363,337,266 =	0.033622	x	5,000	<b>168</b>
094-Guadalupe	046-101-03	City of New Braunfels	\$9,561,097 ÷	\$363,337,266 =	0.026315	x	5,000	<b>132</b>
094-Guadalupe	105-902-02	San Marcos ISD	\$3,720,184 ÷	\$363,337,266 =	0.010239	x	5,000	<b>51</b>
094-Guadalupe	094-202-19	Lake McQueeney WCID #1	\$2,406,459 ÷	\$363,337,266 =	0.006623	x	5,000	<b>33</b>
094-Guadalupe	094-201-19	Lake Placid WCID #1	\$1,834,498 ÷	\$363,337,266 =	0.005049	x	5,000	<b>25</b>
094-Guadalupe	094-201-04	Lone Oak MUD	\$1,450,186 ÷	\$363,337,266 =	0.003991	x	5,000	<b>20</b>
094-Guadalupe	247-903-02	LaVernia ISD	\$1,389,739 ÷	\$363,337,266 =	0.003825	x	5,000	<b>19</b>
094-Guadalupe	015-120-03	City of Selma	\$1,344,497 ÷	\$363,337,266 =	0.003700	x	5,000	<b>19</b>
094-Guadalupe	028-903-02	Luling ISD	\$1,100,330 ÷	\$363,337,266 =	0.003028	x	5,000	<b>15</b>
094-Guadalupe	046-202-19	Lake Dunlap WCID	\$697,073 ÷	\$363,337,266 =	0.001919	x	5,000	<b>10</b>
094-Guadalupe	094-101-03	City of Marion	\$481,497 ÷	\$363,337,266 =	0.001325	x	5,000	<b>7</b>
094-Guadalupe	028-906-02	Prairie Lea ISD	\$436,470 ÷	\$363,337,266 =	0.001201	x	5,000	<b>6</b>
094-Guadalupe	015-115-03	City of Universal City	\$269,740 ÷	\$363,337,266 =	0.000742	x	5,000	<b>4</b>
094-Guadalupe	094-202-04	Guadalupe County MUD#4	\$156,459 ÷	\$363,337,266 =	0.000431	x	5,000	<b>2</b>
094-Guadalupe	094-106-03	City of Santa Clara	\$130,777 ÷	\$363,337,266 =	0.000360	x	5,000	<b>2</b>
094-Guadalupe	094-203-19	Meadow Lake WCID #1	\$102,709 ÷	\$363,337,266 =	0.000283	x	5,000	<b>1</b>
094-Guadalupe	094-204-04	Guadalupe County MUD06	\$96,617 ÷	\$363,337,266 =	0.000266	x	5,000	<b>1</b>
094-Guadalupe	094-209-04	Guadalupe County MUD #11	\$74,183 ÷	\$363,337,266 =	0.000204	x	5,000	<b>1</b>
094-Guadalupe	089-903-02	Nixon-Smiley ISD	\$72,115 ÷	\$363,337,266 =	0.000198	x	5,000	<b>1</b>
094-Guadalupe	094-211-04	Park Place MUD	\$69,432 ÷	\$363,337,266 =	0.000191	x	5,000	<b>1</b>
094-Guadalupe	094-207-04	Sky Ranch MUD	\$50,365 ÷	\$363,337,266 =	0.000139	x	5,000	<b>1</b>
094-Guadalupe	094-212-04	Steelwood Trail MUD	\$46,446 ÷	\$363,337,266 =	0.000128	x	5,000	<b>1</b>
094-Guadalupe	028-102-03	City of Luling	\$38,906 ÷	\$363,337,266 =	0.000107	x	5,000	<b>1</b>
094-Guadalupe	094-201-09	York Creek Water Dist.	\$36,556 ÷	\$363,337,266 =	0.000101	x	5,000	<b>1</b>
094-Guadalupe	105-103-03	City of San Marcos	\$15,651 ÷	\$363,337,266 =	0.000043	x	5,000	<b>0</b>
094-Guadalupe	094-213-04	Sedona MUD01	\$1,803 ÷	\$363,337,266 =	0.000005	x	5,000	<b>0</b>
094-Guadalupe	094-210-04	Marion Oaks MUD	\$1,515 ÷	\$363,337,266 =	0.000004	x	5,000	<b>0</b>
094-Guadalupe	094-214-04	Sedona MUD02	\$669 ÷	\$363,337,266 =	0.000002	x	5,000	<b>0</b>
094-Guadalupe	094-205-04	Guadalupe County MUD10	\$203 ÷	\$363,337,266 =	0.000001	x	5,000	<b>0</b>
<b>Total Votes</b>								<b>5,000</b>

Source: 2025 Adjusted Certified Roll, as of Supplement 1.

**Section 6.03 Board of Directors<sup>1</sup>**

(d) The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

**Guadalupe Appraisal District**  
**Board of Directors – Statement of Qualifications & Acknowledgment**

**Section One: Candidate Eligibility Requirements**

Pursuant to Chapter 6 of the Texas Tax Code, as amended by SB 2 (88th Legislature) and HB 148 (89th Legislature):

1. Residency Requirement

- A nominee must be a resident of the Guadalupe Appraisal District and must have resided within the district for at least two (2) years immediately preceding the date of taking office.

2. Tax Payment Requirement

- A nominee is ineligible if they own property on which delinquent property taxes have been owed for more than 60 days, unless the taxes are subject to a lawful installment agreement or deferral.

3. Conflict of Interest / Ineligible Employment

- A nominee may not be an employee of a taxing unit participating in the district unless they are also an elected official of such taxing unit.
- A nominee may not have engaged in the business of appraising property for compensation or representing property owners for compensation in appraisal district proceedings at any time during the preceding five (5) years.
- A nominee or business entity in which they hold a substantial interest may not contract with the appraisal district or with a participating taxing unit for activities governed by the Tax Code.

4. Relatives / Nepotism Restrictions

- A nominee is ineligible if related within the second degree by consanguinity or affinity to an individual engaged in compensated appraisal or tax representation activity in the district.

5. HB 148 Requirements (*Effective for Terms Beginning January 1, 2026*)

- Each candidate must sign a statutory Acknowledgment of Duties (see below).
- Each appointed/elected director must complete the required training program within one (1) year of taking office and annually thereafter. Certificates must be filed with the district.

**Guadalupe Appraisal District**  
**Board of Directors – Statement of Qualifications & Acknowledgment**

**Section Two: Acknowledgment of Duties of Member of Appraisal District Board of Directors**

I hereby acknowledge that I have read and understand the duties of a member of the board of directors of an appraisal district. I understand that the statutory responsibilities include:

1. Establishing the appraisal district office;
2. Hiring a chief appraiser;
3. Adopting the appraisal district's annual operating budget after filing notice and holding a public hearing;
4. Adopting a new budget if voting taxing units disapprove of the initial budget;
5. Determining whether to remove members of the appraisal review board if the board of directors of the appraisal district is the appointing authority and potential grounds for removal arise;
6. Notifying voting taxing units of any vacancy in an appointive position on the board and electing a replacement from submitted nominees;
7. Appointing a person to fill a vacancy in an elective position on the board;
8. Electing a chairman and a secretary of the board at the first meeting each year;
9. Holding board meetings at least quarterly;
10. Developing and implementing policies regarding reasonable access to the board;
11. Preparing information describing the board's functions and complaint procedures and making that information available to the public and to participating taxing units;
12. Notifying parties to a complaint filed with the board of the status of the complaint, unless otherwise provided;
13. In populous counties, appointing a taxpayer liaison officer and deputy taxpayer liaison officers;
14. Annually evaluating the performance of the taxpayer liaison officer and any deputy taxpayer liaison officers, including reviewing the timeliness of complaint resolution;
15. Referring matters investigated by a taxpayer liaison officer relating to the appraisal review board's conduct to the local administrative district judge with a recommendation;
16. Developing a biennial written plan for the periodic reappraisal of all property in the appraisal district, filing notice and holding a public hearing on the plan, approving the plan, and distributing copies of the plan to participating taxing units and the comptroller;
17. Making agreements with newly formed taxing units on an estimated budget allocation for that taxing unit;
18. Having an annual financial audit prepared by an independent certified public accountant, delivering a copy of the audit to each voting taxing unit, and making the audit available for inspection at the appraisal district office;
19. Designating the appraisal district depository biennially;
20. Receiving resolutions from voting taxing units disapproving of board actions;
21. Adhering to Local Government Code requirements for purchasing and entering into contracts;
22. Providing advice and consent to the chief appraiser concerning the appointment of an agricultural appraisal advisory board and determining the number of members of that advisory board;
23. Adhering to laws concerning the preservation, microfilming, destruction, or other disposition of records;
24. Adopting and implementing a policy for the temporary replacement of a member of an appraisal review board who violates ex parte communication requirements.

**Guadalupe Appraisal District**  
**Board of Directors – Statement of Qualifications & Acknowledgment**

Furthermore, I recognize that the board **does not** appraise property or review the value of individual properties. I acknowledge that tax rates and tax burdens are determined by applicable taxing jurisdictions, not the appraisal district board of directors.

**Nomination/ Eligibility Statement**

I have reviewed the eligibility requirements above and affirm that I meet the qualifications to be nominated and serve as a member of the Board of Directors of the Guadalupe Appraisal District. I further acknowledge that I have read and understand the statutory duties of a member of the board of directors as outlined in the acknowledgment section below.

Signature of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Nominee: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Street Address of Nominee's Residency: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Number of years at this residence? \_\_\_\_\_

Notary Acknowledgment

State of Texas  
County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
(Signature of Notary Public)

Printed Name: \_\_\_\_\_  
Notary Public, State of Texas

My commission expires: \_\_\_\_\_

(Seal)