



Mission Consolidated Independent School District

- 1201 Bryce Drive, Mission, Texas 78572
- Telephone: (956) 323 5505 Fax: (956) 323 5634
- Website: www.mcisd.net

Notice and Agenda

The Board of Trustees of the Mission Consolidated Independent School District will hold a **Board of Trustees WORKSHOP** on **Wednesday, January 12, 2022, at 7:30 PM** in the **Mission CISD Annex, 925 E. Business HWY. 83, Mission, Tx 78572**. At this meeting, the Board may deliberate or act on any of the subjects listed on the following agenda. The President may change the order of items listed below for the convenience of the Board.

A G E N D A

I. Call to Order

II. Call Meeting to order and acknowledge Board Members Present

III. Public Comment(s) on Specific Agenda Item(s)

IV. Superintendent's Update and Recognitions

V. TRANSFORMING TEACHING and LEARNING

1. Presentation(s) to the Board

a. Career and Technical Education Program

VI. FACILITIES/ENVIRONMENT

1. Construction Projects

a. Status Report/Presentation on the Tom Landry Stadium Repairs – Ricardo Hinojosa Structural Engineering & G&G Contracting 4

b. Final Completion for the Security Vestibules Project at Alton Memorial Jr. High, K. White Jr. High, Pearson Elementary & Roosevelt Alternative - EGV Architects 27

c. Administrations Rankings and Enter Into Negotiations in the Order of Ranking for the Field Events for the Middle School Project – Javier Hinojosa Engineering 32

d. Final Design for the Child Nutrition Program Walk-in Freezers for Bryan, Marcell and Salinas Elementary Project – Chanin Engineering 34

e. Final Design for the K. White Jr. High and R. Cantu Jr. High Scoreboard Project – Chanin Engineering 35

f. Substantial Completion for the Canopies and Sidewalks at the Mission High School Special Education 18+ Program – PBK Architects 37

VII. SUPPORT SERVICES

1. Discussion

a. Recommendation of possible positions for next Board Meeting:

(1) Leal Elementary Assistant Principal

- (2) 3 Year ESSER III Finance Office Accountant
- (3) Educational Diagnostician in Special Education
- b. Second Reading and Adoption of TASB-Policy Update 118, affecting local policies: 43
 - (1) CFD(LOCAL) ACCOUNTING: ACTIVITY FUNDS MANAGEMENT
 - (2) CQB(LOCAL) TECHNOLOGY RESOURCES: CYBERSECURITY
 - (3) DFE(LOCAL) TERMINATION OF EMPLOYMENT: RESIGNATION
 - (4) DP(LOCAL) PERSONNEL POSITIONS
 - (5) EHAA(LOCAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)
 - (6) EHBC(LOCAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES
 - (7) EIE(LOCAL) ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION
 - (8) FDE(LOCAL) ADMISSIONS: SCHOOL SAFETY TRANSFERS
 - (9) FEA(LOCAL) ATTENDANCE: COMPULSORY ATTENDANCE
 - (10) FEC(LOCAL) ATTENDANCE: ATTENDANCE FOR CREDIT
 - (11) FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT
 - (12) FL(LOCAL) STUDENT RECORDS

VIII. FINANCE

1. Discussion

- a. Order of General Election for May 7, 2022, Mission CISD Board of Trustees Election 67
- b. Donations 70

2. Informational

- a. Financial Reports for the Month of November 2021
 - (1) General Funds and Debt Service 72
 - (2) Self-Funded Health Insurance Fund 75
- b. Tax Levy Adjustments for the Month of November 2021 81
- c. Disbursements for the Month of November 2021 86


IX. Important Dates to Remember

- 1. January 19, 2022 Regular Board of Trustees Meeting at 6:30 p.m.

X. Adjournment

In accordance with the Texas Open Meetings Act, the Board may enter into a closed meeting to deliberate any item that is listed above that fits within an exception listed in Subchapter D. Any final action, decision, or vote on a subject deliberated in closed meeting will be taken in an open meeting held in compliance with the Texas Open Meetings Act.

This Notice was posted by 6:00 p.m., on January 7, 2022.



 Dr. Carol G. Perez, Superintendent of Schools
 Mission Consolidated Independent School District

MCISD TOM LANDRY STADIUM
CIVIL AND STRUCTURAL REPAIRS CSP #520-21-0
MCISD Board of Trustees Workshop Meeting
January 13, 2022



Status as of January 3rd, 2022

Updates:

Home Side Piers

- 25 piers of the 102 piers have had the concrete removed a minimum of 42 inches per the repair detail. (See Attachments)
- 25 piers of the 102 piers have had the reinforcing in place. It was noticed that several existing pier reinforcement centers from the existing piers are not aligned with the center of the anchor rod group along gridline "B" and at the center of the columns along gridline "C". Cost and time change order is pending.

Home Side Pier Located at Gridlines “C” &”16” (See Attachments)

- The center of the exposed pier vertical reinforcement does not align with the center of the column. Debris was found during the excavation of this pier.
- Cost and time change order is pending.

Home Side Pier Located at Gridline “C2” and “E14-E5”, Offsets above Existing Construction Joint. (See Attachments)

- It was noticed that the existing conditions of the pier construction above the construction joint was offsetted. Cost and time change order is pending.



HINOJOSA ENGINEERING, INC.

Civil Engineering • Structural Engineering

108 West 18th Street Mission, Texas 78572

Tel: (956) 581-0143 | Fax: (956) 581-2074

Registration Number F-908 | Expiration Date 09/30/2022

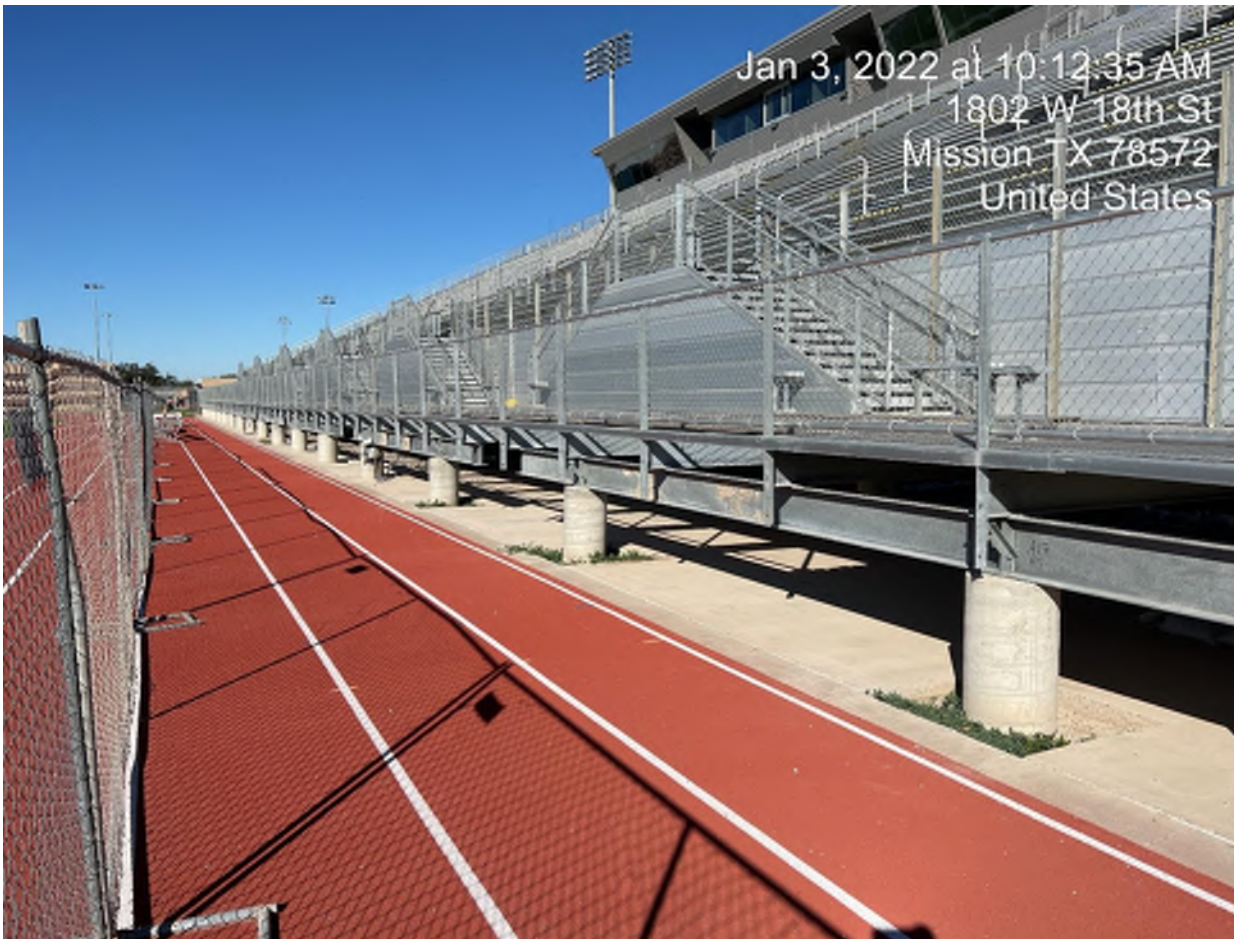
Date: 01/03/2022

Project Name: MCISD Tom Landry Stadium Civil & Structural Repairs Competitive Seal Proposal #520-21-0

Project Location: W 15th St., Mission, TX 78572

Comments: 01-03-2022 Tom Landry Stadium Home Side Gridline A

Piers A17-A12



Comments:

- Homeside Gridline A is shown above

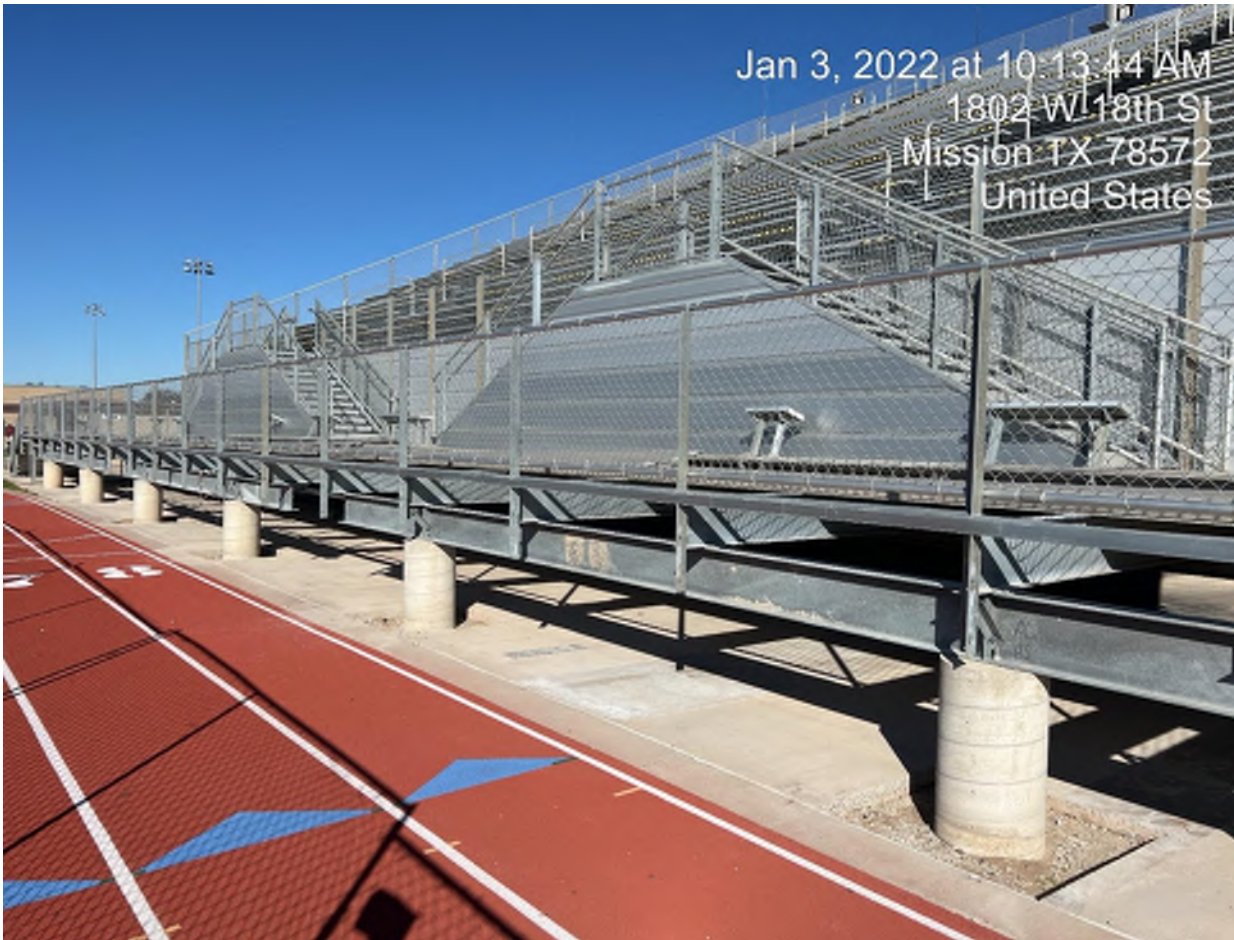
Piers A11-A7



Comments:

- Homeside Gridline A is shown above

Piers A6-A1



Comments:

- Homeside Gridline A is shown above

Notice: Observation and/or statements made on this document do not affect or replace project plans, specifications, or contractual requirements.

Respectfully Submitted,
Alberto Trevino Sr.

Photos By: Antonio Navarro IV (Construction administrator)
Report Typed By: Antonio Navarro IV (Construction administrator)
Report Done By: Alberto Trevino Sr. (Structural Project Manager)



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Project Name: MCISD Tom Landry Stadium Civil & Structural Repairs Competitive Seal Proposal #520-21-0

Project Location: W 15th St., Mission, TX 78572

Comments: 01-03-2022 Tom Landry Stadium Home Side Piers

East Section



Comments:

- Homeside Gridline B-D East section is shown above

Middle Section



Comments:

- Homeside Gridline B-D East section is shown above

West Section



Comments:

- Homeside Gridline B-D East section is shown above

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Date: 01/03/2022

Project Name: MCISD Tom Landry Stadium Civil & Structural Repairs Competitive Seal Proposal #520-21-0

Project Location: W 15th St., Mission, TX 78572

Comments: 01-03-2022 Tom Landry Stadium Home Side Gridline F

Piers F17-F12



Comments:

- Homeside Gridline F is shown above

Piers F11-F7



Jan 3, 2022 at 9:56:10 AM
1802 W 18th St
Mission TX 78572
United States

Comments:

- Homeside Gridline F is shown above

Piers F6-F1



Comments:

- Homeside Gridline F is shown above

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Alberto Trevino Sr.

Photos By: Antonio Navarro IV (Construction administrator)
Report Typed By: Antonio Navarro IV (Construction administrator)
Report Done By: Alberto Trevino Sr. (Structural Project Manager)



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Registration Number F-908 | Expiration Date 09/30/2022

Date: 01/03/2022

Project Name: MCISD Tom Landry Stadium Civil & Structural Repairs Competitive Seal Proposal #520-21-0

Project Location: W 15th St., Mission, TX 78572

Comments: 01-03-2022 Tom Landry Stadium Home Side Excavation of Gridline E

Photo: 1

E17

- The demolished flatwork around the pier has been removed.



Photo: 2

E16

- The demolished flatwork around the pier has been removed.



Photo: 3

E15

- The demolished flatwork around the pier has been removed.



Photo: 4

E14

- Pier has been Excavated.
- Offset can be seen.



Photo: 5

E13

- Pier has been Excavated.
- Offset can be seen.



Photo: 6

- Pier has been Excavated.
- Offset can be seen.

E12



Photo: 7

- Pier has been Excavated.
- Offset can be seen.

E11



Photo: 8

- Pier has been Excavated.
- Offset can be seen.

E10



Photo: 9

- Pier has been Excavated.
- Offset can be seen.

E9



Photo: 10

- Pier has been Excavated.
- Offset can be seen.

E8









Photo: 11

- Pier has been Excavated.
- Offset can be seen.

E7



<p>Photo: 12</p> <ul style="list-style-type: none"> • Pier has been Excavated. • Offset can be seen. 	<p>E6</p> 
<p>Photo: 13</p> <ul style="list-style-type: none"> • Pier has been Excavated. • Offset can be seen. 	<p>E5</p> 
<p>Photo: 14</p> <ul style="list-style-type: none"> • The demolished flatwork around the pier has been removed. • Pier dirt removal Has commenced. 	<p>E4</p> 

<p>Photo: 15 E3</p> <ul style="list-style-type: none"> The demolished flatwork around the pier has been removed. 	
<p>Photo: 16 E2</p> <ul style="list-style-type: none"> The demolished flatwork around the pier has been removed. 	
<p>Photo: 17 E1</p> <ul style="list-style-type: none"> The demolished flatwork around the pier has been removed. 	

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Respectfully Submitted,
Alberto Trevino Sr.

Photos By: Jose L. Gomez (Construction Administrator)
Report Typed By: Jose L. Gomez (Construction Administrator)
Report Done By: Alberto Trevino Sr. (Structural Project Manager)



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Date: 01/03/2022

Project Name: MCISD Tom Landry Stadium Civil & Structural Repairs Competitive Seal Proposal #520-21-0

Project Location: W 15th St., Mission, TX 78572

Comments: 01-03-2022 Tom Landry Stadium Visitors Side Piers

East Section



Comments:

- Homeside Gridline A and B East section is shown above

Middle Section



Comments:

- Homeside Gridline A and B middle section is shown above

West Section



Comments:

- Homeside Gridline A and B West section is shown above

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Report Done By: Alberto Trevino Sr. (Structural Project Manager)



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Date: 01/03/2022

Project Name: MCISD Tom Landry Stadium Civil & Structural Repairs Competitive Seal Proposal #520-21-0

Project Location: W 15th St., Mission, TX 78572

Comments: 01-03-2022 Tom Landry Stadium Visitors side Side gridline C

Piers C18-C13



Comments:

- Visitors side Gridline C is shown above

Pier C7-12



Jan 3, 2022 at 10:43:10 AM
1802 W 18th St
Mission TX 78572
United States

Comments:

- Visitors side Gridline C is shown above

Pier C6-C1



Comments:

- Visitors side Gridline C is shown above

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Alberto Trevino Sr.

Photos By: Antonio Navarro IV (Construction administrator)
Report Typed By: Antonio Navarro IV (Construction administrator)
Report Done By: Alberto Trevino Sr. (Structural Project Manager)

SUBJECT: Final Completion for the Security Vestibules Project at Alton Memorial Jr. High, K. White Jr. High, Pearson Elementary & Roosevelt Alternative - EGV Architects

PRESENTER: Ricardo Rivera
Assistant Superintendent for Operations

BACKGROUND INFORMATION

Mission CISD Administration and Risk Management have been working cooperatively with law enforcement agencies to explore additional safety and security measures to ensure students and staff are safe and secure at all times. One security measure is to try to ensure that our campus front doors are equipped with necessary security systems to limit or prohibit the entrance of intruders who may want to cause criminal intent. All our campuses have door security access systems and in addition some campuses have entrance vestibules as an additional safety measure. Several elementary campuses are currently limited with these systems.

At the Regular Board of Trustees meeting held on Wednesday, November 13, 2019 the Board approved the following:

Administration requests to explore a project at campuses for the installation of door security and monitoring systems along with assessing the construction of a vestibule similar to ones constructed at MHS, RCJH and Escobar/Rios (our most recent constructed or renovated campuses). All campuses are equipped with front door security cameras and call buttons where the front office staff need to activate locking mechanisms to allow persons entrance into the campus. However, not all campuses have a vestibule where visitors are checked and verified before being able to have access to the entire campus. The construction of vestibules will serve as an additional safety measure against possible intruders. Since many of our campus entrances are constructed differently there are varying options on how a vestibule may or may not be built. Some campuses may be as simple as constructing a glass barrier as a separation similar to what is installed at Escobar/Rios Elementary school. Other campuses may need to have a vestibule constructed at the entrance similar to what was just completed at VMHS. Other campuses may need more of a design due to not being able to utilize the other two options. The Construction and Maintenance departments will be responsible for the construction of these vestibules, however, due to the total costs and the need to ensure that we are meeting all building and ADA compliance codes and requirements we are requesting Consideration and Approval to Advertise for Request for Qualifications (RFQ) for the Selection of Architect/Consultant for Elementary Campus Security Vestibules Project.

The Board of Trustees must take the necessary action in accordance with Texas Education Code 44.035 which consists of the selection/designation of an architect/consultant and/or engineer to prepare construction documents for this project. The engineer and/or architect/consultant selected or designated will have full responsibility for complying with the Texas Engineering Practice Act (Article 3271a, Vernon's Texas Civil Statutes) or Chapter 478, Acts of the 45th Legislature, Regular Session, 1937 (Article 249a, Vernon's Texas Civil Statutes) as applicable.

The selected architect/consultant/engineer along with preparing construction documents will be required to provide MCISD with an estimated project budget if required by Administration.

If the engineer or architect/consultant is not a full-time employee of the District, the Board must select the engineer or architect/consultant on the basis of demonstrated competence and qualifications as provided by Section 2254.004, Government Code.

On Wednesday, February 12, 2020 the Board selected EGV Architects, Inc. as the districts professional services firm to act as the district's representative for the duration of the project.

At the Regular Board of Trustees meeting held on Wednesday, June 24, 2020 the Board approved the following:

Consideration and Approval of Project and Proposed Budget for the Districtwide Security Vestibules Project.

Consideration and Approval as Design Build as Procurement Method for the Districtwide Security Vestibules Project.

There are twelve (12) district campuses that will require vestibules, however, seven (7) can be constructed using store front framing. Each of these campuses is a different design and configuration and will be contracted out to vendors.

Before soliciting bids or proposals for this project, Texas Education Code 44.031(a) requires the board of a school district, considering a construction project to take the following action. 1. The board must consider the method of delivery that provides the best value for this project. Administration recommends competitive sealed proposals as the method of delivery due to the nature of the project. 2. Selection criteria for the project must also be considered. Attached is a copy of the recommended selection criteria used for previous District large scale projects. 3. The Board must designate the selection committee to evaluate and rank the proposals. (This was reviewed and approved by the Purchasing Department)

After some delays in the original procurement method Administration recommends Consideration and Approval of Changing the Procurement Process from Design Build to Competitive Sealed Proposals (CSP) for the Districtwide Security Vestibules Project in order to expedite the project.

At the Regular Board of Trustees meeting held on September 09, 2020 the Board approved of changing the procurement process from design build to competitive sealed proposals (CSP) for the Districtwide Security Vestibules Project.

Advertisements in the local newspapers were posted on April 28, 2021 and May 05, 2021. A pre-proposal meeting was held on Thursday, May 06, 2021 with proposals scheduled to be publicly opened on Thursday, May 13, 2021. There were no proposals submitted and Administration extended the solicitation for an additional two weeks. A second pre-proposal meeting was held Thursday, May 20, 2021 and proposals were opened on Thursday, May 27, 2021 at 2:00 p.m.. Pre-ranking of the proposals were conducted by Ms. Ebona Garcia, Mr. Ricardo Rivera, Ms. Dora

Garcia, Mr. Joel Garcia, and Ms. Daisy Cuevas on Friday, May 28, 2021 at 11:00 a.m..

Pre-ranking of proposals by Administration is a district process to pre-check if all requested documents and information in the Competitive Sealed Proposal (CSP) was submitted.

However, since the district no longer has a Facilities/Environment Committee and we now use the Board of Trustees Work Shop format Administration presents the option of presenting Consideration and Approval to Accept Administrations Rankings and Enter into Negotiations in the Order of Ranking for the Security Entrances for AMJH, KWJH, Pearson Elementary & Roosevelt Alternative Project

Two proposals were submitted for this project; however, one proposal was incomplete and could not be included in the ranking process thus Administration presents one proposal to consider.

Company and Base bid and Number of days

Risica & Sons, Inc.- Incomplete package

REFCO - \$85,625.00 - 60 days

Alternate: \$6,850.00 (4) sets of electric strikes, power supplies and wall switches, furnished and installed

Total Proposal: \$92,475.00

Initial project negotiations were held on June 10, 2021 with Mr. Connor Friedrichs, REFCO V.P., Mr. Joel Garcia and Mr. Ricardo Rivera. On Monday, June 14, 2021, REFCO submitted their best and final offer (BAFO). In their BAFO they also recommended a substitution for door closers from a specified LCN model to a Stanley closer. After consulting with EGV Architects and our maintenance personnel the substitution is acceptable.

The Board of Trustees has the option to accept this BAFO, to decline the offer and direct Administration to reject all offers and re-advertise for the project using the same specifications and design.

Administration presents Consideration and Approval to Accept the Best and Final Offer (BAFO) and to Enter Into Contract for the Security Entrances for AMJH, KWJH, Pearson Elementary & Roosevelt Alternative.

BAFO Base Bid: \$81,000.00

Closer Substitution: (\$1,600.00)

BAFO Final (base): \$79,400.00

BAFO Alternate: \$6,850.00

Total Proposal: \$86,250.00

Construction Time: 60 days from notice to proceed (NTP)

At the Special Board of Trustees meeting held on June 23, 2021, the Board approved REFCO Best and Final Offer of \$86,250.00 with 60 days. Notice to Proceed was effective July 27, 2021, with substantial completion will be September 25, 2021.

At the Regular Board of Trustees Meeting held on September 8, 2021, the Board approved Change Order #01 for Thirty-three (33) delay days for the Security Entrances for Alton Memorial Jr. High, K. White Jr. High, Pearson Elementary & Roosevelt Alternative. If approved the new substantial completion will be October 28, 2021.

At the Regular Board of Trustees Meeting held on November 10, 2021, the Board approved the following items, Consideration and Approval of Construction Change Directive #1 & #2 for "Credit" on Hardware Handle and for Aluminum Frame Support for the Security Vestibules Project at Alton Memorial Jr. High, K. White Jr. High, Pearson Elementary & Roosevelt Alternative – EGV Architects

Const. Change Directive #1 Credit hardware handle:	(\$750.00)
Const. Change Directive #2 Aluminum Supports Cost:	<u>\$750.00</u>
Balance:	\$0.00

Accept Substantial Completion for the Security Vestibules Project at Alton Memorial Jr. High, K. White Jr. High, Pearson Elementary & Roosevelt Alternative - EGV Architects

ADMINISTRATIVE CONSIDERATIONS

As per EGV Architects, presents Final Completion for the Security Vestibules Project at Alton Memorial Jr. High, K. White Jr. High, Pearson Elementary & Roosevelt Alternative.

FUNDING SOURCE

Local
Safety and Security grant in the award of \$252,229.00
Leal, Mims & O'Grady (previously awarded) \$49,286.00
Balance: \$202,943.00

RECOMMENDATION

Administration presents, final completion for the Security Vestibules Project at Alton Memorial Jr. High, K. White Jr. High, Pearson Elementary & Roosevelt Alternative - EGV Architects.

EXHIBIT

EGV Architects - Final Completion Letter

CONTACT PERSONS

Ricardo Rivera, Assistant Superintendent for Operations
Adrian Hernandez, Coordinator for Project & Energy Management



January 3, 2022

Mission C. I. S. D.
Maintenance Department
Attn: Mr. Ricardo Rivera
520 Holland Ave.
Mission, TX 78572

Re: Security Entrances at Alton Memorial, K.White Jr. High, Pearson Elem. and
Roosevelt Alternative School

Dear Mr. Ricardo Rivera,

To the best of our knowledge, all work has been completed as per manufacturer's specifications. R. E. Friedrichs Company (REFCO) has completed the punch list items. We recommend release of final payment to REFCO for the above referenced project.

If you have any questions please call at (956) 843-2987.

Sincerely,

A handwritten signature in blue ink, appearing to read 'E. Vela', is written over the word 'Sincerely,'.

Eduardo G. Vela, Architect

XC: R. E. Friedrichs Company (REFCO)

SUBJECT: Administrations Rankings and Enter Into Negotiations in the Order of Ranking for the Field Events for the Middle School Project – Javier Hinojosa Engineering

PRESENTER: Ricardo Rivera, Assistant Superintendent for Operations

BACKGROUND INFORMATION

The Athletic Department and Administration is requesting track and field long jump and triple jump runways at all four of our middle schools. These runways will benefit our Jr. High athletes the opportunity for very much needed practice runs. When traveling to our High Schools for practice to utilize those runways it significantly limits both our HS and JH jumpers practice run-throughs. Civil engineering will be required for this project. Depending on the recommended locations additional civil engineering services may be required for drainage purposes.

Administration will use competitive sealed proposals (CSP’s) as the procurement method as approved by the Board of Trustees in the February 2021 Board of Trustees meeting. This method was approved as the primary default method for projects.

Administration used the on-call professional services agreement for the project assessment. Javier Hinojosa Civil Engineering’s estimated project cost is \$269,168.

At the Regular Board meeting held on August 11, 2021 the Board approved Utilizing the On-call Professional Services for the Field Events for the Middle School Project – Javier Hinojosa Civil Engineering.

At the Regular Board meeting held on October 20, 2021, the Board approved Schematic Design for the Field Events for the Middle School Project. Designs have been reviewed, approved and signed-off by each campus Principal and Coach Ibarra, Athletic Director.

ADMINISTRATIVE CONSIDERATIONS

Advertisements in the local newspapers were posted on December 08, 2021 and December 15, 2021. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence and qualifications. Pre-ranking is scheduled for Friday, January 07, 2022. After the review Administration will then recommend those firms to be reviewed and ranked in order of selection. The recommendations will then be presented for approval to the Board of Trustees and Administration will then enter into negotiations in the order of selection.

FUNDING SOURCE

General Funds/Athletic Fund

Est. Project Budget:	\$269,168.00
Project Contingency 20%:	\$ 53,833.60
Est. Professional Services 12%:	<u>\$ 32,300.16</u>
Est. Total Project Cost:	\$355,301.76

RECOMMENDATION

Administrations presents Administrations Rankings and Enter Into Negotiations in the Order of Ranking for the Field Events for the Middle School Project – Javier Hinojosa Engineering.

EXHIBIT

Ranking Sheet – Pending – (to be distributed at the meeting)

CONTACT PERSONS

Ricardo Rivera, Assistant Superintendent for Operations

Dora Garcia, Coordinator for Purchasing

Adrian Hernandez, Coordinator for Project & Energy Management

SUBJECT: Final Design for the Child Nutrition Program Walk-in Freezers for Bryan, Marcell and Salinas Elementary Project – Chanin Engineering

PRESENTER: Ricardo Rivera, Assistant Superintendent for Operations

BACKGROUND INFORMATION

The Child Nutrition Program (CNP) is in need to add three stand-alone walk-in freezers at Bryan Elementary, Marcell Elementary and Salinas Elementary near the campus cafeteria area. The three walk-in freezers are required to be placed/installed on concrete slabs and electrical work is required for the connection.

An on-call structural engineer will be the prime engineer and may require an electrical, mechanical, and plumbing engineer (MEP) as a consultant. Professional services are needed to over-see the project due to design weight and electrical connections requirements.

Administration will use competitive sealed proposals (CSP's) as the procurement method as approved by the Board of Trustees in the February 2021 Board of Trustees meeting. This method was approved as the primary default method for projects. However, at the November 10, 2021 Board of Trustees meeting, the Board approved Job Order Contracting (JOC) and this method may be used for this smaller project.

Administration used the on-call professional services agreement for the project assessment. Chanin Structural Engineering's estimated project cost is \$90,000.00.

At the Regular Board of Trustees Meeting held on August 11, 2021, the Board approved of Utilizing the On-call Professional Services for the Child Nutrition Program Walk-in Freezer at Bryan, Salinas & Marcell Elementary Project – Chanin Structural Engineering.

At the Regular Board of Trustees Meeting held on December 15, 2021, the Board approved Schematic Design for the Child Nutrition Program Walk-in Freezers for Bryan, Marcell and Salinas Elementary Project – Chanin Engineering.

ADMINISTRATIVE CONSIDERATIONS

Chanin Engineering has continued to meet with MCISD Staff and Administration on the designs, thus Administration will be presenting Final Design for the Child Nutrition Program Walk-in Freezers for Bryan, Marcell and Salinas Elementary Project – Chanin Engineering. Designs have been reviewed and approved by staff.

FUNDING SOURCE

Federal Funds/Local Funds

Est. Project Budget:	\$90,000.00
Project Contingency 20%:	\$18,000.00
Est. Professional Services 12%:	<u>\$10,800.00</u>
Est. Total Project Cost:	\$118,800.00

RECOMMENDATION

Administration presents Final Design for the Child Nutrition Program Walk-in Freezers for Bryan, Marcell and Salinas Elementary Project – Chanin Engineering.

EXHIBT:

Final Design – Pending – (to be distributed at the meeting)

CONTACT PERSONS

Ricardo Rivera, Assistant Superintendent for Operations
Adrian Hernandez, Coordinator for Project & Energy Management

SUBJECT: Final Design for the K. White Jr. High and R. Cantu Jr. High Scoreboard Project – Chanin Engineering

PRESENTER: Ricardo Rivera, Assistant Superintendent for Operations

BACKGROUND INFORMATION

The Athletics Department, R. Cantu Jr. High and K. White Jr. High are to purchase a scoreboard at the football/soccer fields. Electrical and technology circuits are not required as per Ms. Ibarra, Athletic Director. On-site is electrical power availability and uses wireless wi-fi. The Purchasing department is assisting with the procurement. Due to the type of installation and concerns on wind-load structural engineering is required.

Administration will use competitive sealed proposals (CSP’s) as the procurement method as approved by the Board of Trustees in the February 2021 Board of Trustees meeting. This method was approved as the primary default method for projects. However, at the November 10, 2021 Board of Trustees meeting, the Board approved Job Order Contracting (JOC) and this method may be used for this smaller project.

Administration will use the on-call professional services agreement for project administration. It will be the responsibility of the design/engineer professional to provide an estimated project budget. When provided, Administration will advise the Board of Trustees as an informational update.

At the Regular Board of Trustees Meeting held on September 8, 2021 the Board approved the project, proposed budget and utilizing the on-call professional services for the scoreboard installation at K. White Jr. High and R. Cantu Jr. High project. - Chanin Structural Engineering estimated project cost is \$30,000.00 each campus.

At the Regular Board of Trustees Meeting held on December 15, 2021, the Board approved Schematic Design for the K. White Jr. High and R. Cantu Jr. High Scoreboard Project – Chanin Engineering

ADMINISTRATIVE CONSIDERATIONS

Chanin Engineering has continued to meet with MCISD Staff and Administration on the designs, thus Administration will be presenting Final Design for the K. White Jr. High and R. Cantu Jr. High Scoreboard Project – Chanin Engineering. Designs have been reviewed and approved by staff.

FUNDING SOURCE

Local Funds

Est. Project Budget per School:	\$30,000.00
Project Contingency 20%:	\$ 6,000.00
Est. Professional Service 15%:	<u>\$ 4,500.00</u>
Est. Total Project Cost:	\$40,500.00 per school

RECOMMENDATION

Administration presents Final Design for the K. White Jr. High and R. Cantu Jr. High Scoreboard Project – Chanin Engineering

EXHIBT:

Final Design - Pending – (to be distributed at the meeting)

CONTACT PERSONS

Ricardo Rivera, Assistant Superintendent for Operations
Adrian Hernandez, Coordinator for Project & Energy Management

SUBJECT: Substantial Completion for the Canopies and Sidewalks at the Mission High School Special Education 18+ Program – PBK Architects

PRESENTER: Ricardo Rivera
Assistant Superintendent for Operations

BACKGROUND INFORMATION

Mission CISD Administration has been working with Mission High school Special Education +18 Program on upgrading their educational facilities. Currently this program is mainly housed at the portable buildings east of the main campus. Currently there are limited canopies and sidewalks where students need to walk to and from class, thus the need for these additions.

If MCISD is to proceed with this project, The Board of Trustees must take the following action in accordance with Education Code 44.035.

Select or designate an engineer or architect to prepare construction documents for the project. The engineer or architect selected or designated will have full responsibility for complying with the Texas Engineering Practice Act (Article 3271a, Vernon’s Texas Civil Statutes) or Chapter 478, Acts of the 45th Legislature, Regular Session, 1937 (Article 249a, Vernon’s Texas Civil Statutes), as applicable.

The selected architect/engineer along with preparing construction documents will be required to provide MCISD with an estimated project budget.

If the engineer or architect is not a full-time employee of the District, the Board must select the engineer or architect on the basis of demonstrated competence and qualifications as provided by Section 2254.004, Government Code.

At the Regular Board of Trustees meeting held on December 18, 2019 the Board approve the for Request for Qualification (RFQ’s) for an engineer or architect for this project.

At the Special Board of Trustees meeting held on January 29, 2020, the Board approved the ranking and selection for professional services for the district-wide construction projects the selected firm awarded to negotiate was PBK Architects.

At the Regular Board of Trustees meeting held on February 12, 2020 the Board approved to grant authority to Superintendent Dr. Perez, to authorize the negotiations the contract for professional services for the district-wide construction projects. The selected firm awarded the project was PBK Architects.

Advertisements in the local newspapers were posted on December 19, 2020 and December 26, 2020. Proposals were publicly opened January 28, 2021. Pre-ranking of the proposals were conducted by Ms. Lorena Garcia, Mr. Ricardo Rivera, Ms. Dora Garcia, Mr. Carlos Lerma, Ms. Rumalda Ruiz and Ms. Daisy Cuevas.

Pre-ranking of proposals by Administration is a district process to pre-check if all requested documents and information in the Request for Proposals (RFP) was submitted. In prior years the Evaluation and Selection Committee conducted the formal evaluation. The pre-ranking of proposals was then unofficial. The Request

for Proposal (RFP) package includes document CSP – 00350 Evaluation and Selection Criteria for Competitive Sealed Proposals which defines this portion of the procurement process. The District Evaluation and Selection Committee is comprised of three (3) Board of Trustees Facilities Committee Members and one (1) appointed Administration Staff. The Evaluation and Selection Committee will evaluate, rank and publish all proposals. The Evaluation and Selection criteria has been approved by the Mission C. I. S. D.’s Board. Once the M. C. I. S. D. Board of Trustees approves the ranking, the District Evaluation and Selection Committee then authorized Administration to negotiate a contract with the highest-ranking Proposer.

However, since the district no longer has a Facilities/Environment Committee and we now use the Board of Trustees Work Shop format Administration presents the option of presenting Consideration and Approval to Accept Administrations Rankings and Enter into Negotiations in the Order of Ranking for the Special Education Titans 18+ Program Sidewalks and Canopy Project.

Two proposals were submitted for this project and were ranked by the Administration Committee. The Board must now consider the rankings and approve to enter into negotiations with the top ranked firms in the order selected. Rankings listed below:

<u>Company</u>	<u>Base Proposal</u>	<u>Days</u>	<u>Total Points</u>
G & G Contractors	\$149,100.00	120	97.0
Peacock Contractors	\$206,500.00	120	86.5

Alternate Proposal

G &G Contractors	\$136,700.00	180	97.0
Peacock Contractors	\$157,000.00	150	93.2

G & G Contractors **Grand Total: \$285,800.00**
 Peacock Contractors **Grand Total: \$363,500.00**

Project Scope Base Proposal:

Canopy and sidewalk from MHS Building “R” to Cummings Street and sidewalks on east and west side of Titans Center to meet with Special Education Portable buildings behind and front entrance sidewalk to parking lot.

Alternate:

Construction of additional canopies to cover base sidewalks.

At the Regular Board Meeting February 10, 2021, the Board approved to negotiate with the top rank vendor, G&G Contractors.

Initial project negotiations were held on February 24, 2021, with Mr. Rene Garza Jr., G & G Construction, Mr. Carlos Lerma and myself. Mr. Garza reviewed his cost proposal for both the base bid and the alternate and he had a deadline of Monday, March 01, 2021 at 12:00 p.m. to submit his best and final offer (BAFO).

Administration submitted G & G Construction (BAFO) we believe it’s in the districts best interest. Administration presented Consideration and Approval to Accept the

Best and Final Offer (BAFO) and to Enter Into Contract for the Special Education Titans 18+ Program Sidewalks and Canopy Project.

The Board of Trustees had the option to accept this BAFO, the initial base proposal and alternate, to decline the offer and direct Administration to enter into negotiations with the next contractor or to reject all offers and re-advertise for the project using the same specifications and design or direct the engineer to re-design the project to meet the approved budget.

<u>Company</u>	<u>Base Proposal</u>	<u>Days</u>	<u>Alternate Proposal</u>
G & G Contractors	\$149,100.00	120	\$136,700.00

Original Price: \$149,100.00 with Alt. \$136,700.00 Grand Total: \$285,800.00

At the Special Board Meeting held on March 03, 2021, the Board approved G & G Construction best and final offer of \$149,100.00 with 120 days. Notice to Proceed was effective April 22, 2021, with substantial completion will be October 19, 2021.

At the Regular Board Meeting held on September 8, 2021, the Board approved some of the following items listed below:

Change Proposal Request #01 for Temporary Covering of Footings for Aluminum Canopy for the Mission High School Special Education 18+ Program.

Contingency Allowance:	\$25,000.00
CPR#01 Temp. covering:	<u>\$ 8,716.88</u>
Contingency Balance:	\$16,283.12

Change Proposal Request #02 to Replace the Aluminum Canopy with a Steel Canopy Structure for the Mission High School Special Education 18+ Program was not recommended by Administration and PBK Architects.

Change Proposal Request #03 to Replace Aluminum Canopies Vendor for the Mission High School Special Education 18+ Program.

Contingency Allowance:	\$25,000.00
CPR#1 Temp. covering:	8,716.88
CPR#03 replace vendor:	<u>\$28,700.00</u>
Contingency Balance:	(\$12,416.88)

Change Order #1 for One Hundred Ninety (190) Delay Days for the Mission High School Special Education 18+ Program was pulled out item.

ADMINISTRATIVE CONSIDERATIONS

As per PBK, the work has been reviewed, inspected and determined to be substantially completed as per contract documents as of December 21, 2021. Thus, PBK and G & G Construction presents Substantial Completion for the Canopies and Sidewalks at the Mission High School Special Education 18+ Program – PBK Architects. Punchlist items for corrections are being addressed and the contractor has 30 days from substantial completion to complete these items.

FUNDING SOURCE

General Fund

RECOMMENDATION

Administration presents Substantial Completion for the Canopies and Sidewalks at the Mission High School Special Education 18+ Program – PBK Architects.

EXHIBIT

PBK Architects - Substantial Completion Form

CONTACT PERSONS

Ricardo Rivera, Assistant Superintendent for Operations

Adrian Hernandez, Coordinator for Project & Energy Management




AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> Mission CISD Special Education Canopies & Walkways Mission, TX 78572	CONTRACT INFORMATION: Contract For: General Construction Date: March 25, 2021	CERTIFICATE INFORMATION: Certificate Number: 001 Date: January 3, 2022
OWNER: <i>(name and address)</i> Mission Consolidated Independent School District 1201 Bryce Dr. Mission, Texas 78572	ARCHITECT: <i>(name and address)</i> PBK Architects, Inc. 6316 North 10 th Street, Bldg A, Suite 1 McAllen, Texas 78504	CONTRACTOR: <i>(name and address)</i> G&G Contractors 711 E. Wisconsin Road Edinburg, Texas 78539

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.
(Identify the Work, or portion thereof, that is substantially complete.)

<u>PBK Architects, Inc.</u>		<u>David I. Iglesias, Client</u>	<u>December 21, 2021</u>
ARCHITECT <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION

WARRANTIES
The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)
General Contractor, subcontractors and manufactures warranties to commence upon the date of substantial completion as indicated above.

WORK TO BE COMPLETED OR CORRECTED
A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)
Architectural Punch List - 12/20/2021
Contractor Punch List - 12/17/2021

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$5,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

G&G Contractors
CONTRACTOR (Firm
Name)



SIGNATURE

Rene Garza,
Superintendent
PRINTED NAME AND TITLE

1/3/2022
DATE

Mission Consolidated
Independent School District
OWNER (Firm Name)

SIGNATURE

Dr. Carol G. Perez,
Superintendent of
Schools
PRINTED NAME AND TITLE

DATE

SUBJECT: Approval of Second Reading and Adoption of TASB-Policy Update 118, affecting local policies:
CFD(LOCAL) ACCOUNTING: ACTIVITY FUNDS MANAGEMENT
CQB(LOCAL) TECHNOLOGY RESOURCES: CYBERSECURITY
DFE(LOCAL) TERMINATION OF EMPLOYMENT: RESIGNATION
DP(LOCAL) PERSONNEL POSITIONS
EHAA(LOCAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)
EHBC(LOCAL) SPECIAL PROGRAMS:
COMPENSATORY/ACCELERATED SERVICES
EIE(LOCAL) ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION
FDE(LOCAL) ADMISSIONS: SCHOOL SAFETY TRANSFERS
FEA(LOCAL) ATTENDANCE: COMPULSORY ATTENDANCE
FEC(LOCAL) ATTENDANCE: ATTENDANCE FOR CREDIT
FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT
FL(LOCAL) STUDENT RECORDS

PRESENTER: Lorena Garcia, Deputy Superintendent for Support Services

BACKGROUND INFORMATION

As a part of our TASB Policy Service, the District gets localized policy updates throughout the year that are generally based upon changes in law, case rulings, or TEA rulings. Update 118 address changes in law based upon the most recent state legislative sessions. The (LOCAL) policies included for consideration here, have been reviewed by administration and the district's legal counsel.

ADMINISTRATIVE CONSIDERATIONS

Items included for presentation reflect appropriate changes to drafts sent by TASB based upon input from legal counsel and administration. Administrative practice has been to provide the policy review as a part of the Board Workshop with a request that the agenda item be approved for inclusion on the consent agenda for the regular board meeting. These items were initially reviewed during workshops in December. Additional edits recommended by legal counsel were reviewed during the Regular Board of Trustees Meeting in December. Items presented here are for adoption.

FUNDING SOURCE AND AMOUNT

N/A

RECOMMENDATION

Approval of Second Reading and Adoption of TASB-Policy Update 118, affecting local policies:

CFD(LOCAL) ACCOUNTING: ACTIVITY FUNDS MANAGEMENT
CQB(LOCAL) TECHNOLOGY RESOURCES: CYBERSECURITY
DFE(LOCAL) TERMINATION OF EMPLOYMENT: RESIGNATION
DP(LOCAL) PERSONNEL POSITIONS
EHAA(LOCAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)
EHBC(LOCAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES
EIE(LOCAL) ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION
FDE(LOCAL) ADMISSIONS: SCHOOL SAFETY TRANSFERS
FEA(LOCAL) ATTENDANCE: COMPULSORY ATTENDANCE
FEC(LOCAL) ATTENDANCE: ATTENDANCE FOR CREDIT
FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT
FL(LOCAL) STUDENT RECORDS

CONTACT PERSON (S)

Lorena Garcia, Deputy Superintendent for Support Services
Craig Verley, Director of Public Relations and Marketing
David Hansen, Legal Counsel

**Fiduciary
Responsibility**

The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District accounting practices and procedures, and the Texas Education Agency (TEA) *Financial Accountability System Resource Guide*.

**Student Activity
Funds**

The Superintendent shall ensure that student activity accounts are maintained to manage all class funds and other funds raised and collected by student clubs or organizations for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.

Student activity funds shall be included in the annual audit of the District's fiscal accounts. [See CFC]

**Use and
Expenditure**

Funds collected by student groups shall be used only for purposes authorized by the student club or organization. The principal and sponsor shall manage and approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

**District and Campus
Activity Funds**

The Superintendent shall ensure District accounting practices and procedures address the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District's educational purpose, which includes retaining qualified employees and enhancing employee morale.

Approval

Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.

Carryover Funds

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If a club or organization ceases to function or exist, the unexpended funds shall be credited to the appropriate administrative activity account.

- Plan** The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.
- Coordinator** The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency in cybersecurity matters.
- Training** The Board delegates to the Superintendent the authority to:
1. Determine the cybersecurity training program to be used in the District;
 2. Verify and report compliance with training requirements in accordance with guidance from the Department of Information Resources; and
- The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.
- Security Breach Notifications** Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:
1. Written notice.
 2. Email, if the District has email addresses for the affected persons.
 3. Conspicuous posting on the District's websites.
 4. Publication through broadcast media.
- The District shall disclose a breach involving sensitive, protected, or confidential student information as required by law.

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

**General
Requirements**

All resignations shall be submitted in writing to the Superintendent. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

At-Will Employees

The Superintendent shall be authorized to accept the resignation of an at-will employee at any time. The Superintendent may delegate to other administrators the authority to accept a resignation of an at-will employee.

Contract Employees

The Superintendent shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. The resignation requires no further action by the District and is accepted upon receipt by the Superintendent or other person designated by Board action.

The Superintendent shall be authorized to accept a contract employee's resignation submitted or effective at any other time. shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

Withdrawal of
Resignation

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

PERSONNEL POSITIONS

DP
(LOCAL)

**Principal
Qualifications**

In addition to the minimal certification requirement, a principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budgets and personnel and to coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
6. Prior experience in instructional leadership roles; and
7. Other qualifications deemed necessary by the Board and included in the job description.

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Superintendent shall develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.

**Human Sexuality
Instruction**

The following process shall apply regarding the adoption of curriculum materials for the district's human sexuality instruction:

1. The Board shall adopt a resolution convening the District's school health advisory council (SHAC) to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

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

**Accelerated
Instruction**

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

**Accelerated
Learning Committee**

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

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

Curriculum Mastery	Promotion, grade-level advancement, and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC] The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.
Students Receiving Special Education Services	Any modified promotion standards for a student receiving special education services shall be determined by the student's admission, review, and dismissal (ARD) committee and documented in the student's individualized education program (IEP). [See EHBA series and EKB]
Standards for Mastery	In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows: <ol style="list-style-type: none">1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.
Kindergarten	In kindergarten, promotion to the next grade level shall be based on the student meeting grade-level standards (essential knowledge and skills) in the core areas of language arts, mathematics, science, and social studies as measured by attainment of an overall core subject average of Satisfactory (S) or better, with a letter grade of at least an S in language arts.
Grades 1–5	In grades 1–5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics.
Grades 6–8	In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in four of the following areas: reading, writing, mathematics, science, and social studies.
Grades 9–12	Grade-level advancement for students in grades 9–12 shall be earned by course credits.

Safe Schools Data

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses, as defined by the Penal Code, while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
 - a. Attempted murder;
 - b. Indecency with a child;
 - c. Aggravated kidnapping;
 - d. Aggravated assault on someone other than a District employee or volunteer;
 - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
 - f. Aggravated robbery; or
 - g. Continuous sexual abuse of a young child or disabled individual.

School Safety Transfers

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

From a Persistently Dangerous School

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a
Violent Criminal
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

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

Excused Absences

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

Higher Education Visits

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

Armed Services Enlistment

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

Early Voting or Election Clerk

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

Learner or Driver's License

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

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

[For extracurricular activity absences, see FM.]

Withdrawal for Nonattendance

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

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

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

Students Attending Homeschools

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

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

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

child is being homeschooled and the date the homeschooling began.

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

Enforcing
Compulsory
Attendance

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

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

**Absences
Considered**

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has attended the required percentage of days under this policy.

**Attendance
Committees**

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent shall make the specific appointments in accordance with legal requirements.

**Parental Notice of
Excessive Absences**

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

**Methods for
Regaining Credit or
Awarding a Final
Grade**

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

Personal Illness

The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

Best Interest Standard

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

Guidelines on Extenuating Circumstances

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

Imposing Conditions for Awarding Credit or a Final Grade

The attendance committee shall consider the student's unique circumstances and, if necessary, shall impose conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.
3. Attending tutorial sessions as scheduled.
4. Completing other instructional programs, as specified by the committee.
5. Taking an examination to earn credit. [See EHDB]

In all cases, the student must earn a passing grade in order to receive credit.

Mission CISD
108908

ATTENDANCE
ATTENDANCE FOR CREDIT

FEC
(LOCAL)

Appeal Process

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).

**Program to Address
Child Sexual Abuse,
Trafficking, and
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

Restrictions on Reporting

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#)¹;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers. [See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus principal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee

to first report his or her suspicion to a District or campus administrator.

Confidentiality

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the rules of the investigating agency.

Immunity

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

Failing to Report Suspected Child Abuse or Neglect

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

Responsibilities Regarding Investigations

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

¹ Texas Abuse Hotline Website: <http://www.txabusehotline.org>

Comprehensive System

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

Cumulative Record

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

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

Custodian of Records

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

Types of Education Records

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

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

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

Access by Parents

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

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

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

the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

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

Access by School Officials

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

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

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

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

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

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

**Transcripts and
Transfers of Records**

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

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

**Records
Responsibility for
Students in Special
Education**

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

A current listing of names and positions of persons who have access to records of students in special education is maintained at the office of the special education director.

**Procedure to Amend
Records**

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

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

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

**Directory
Information**

Directory information for District students has been classified into two separate categories:

1. Items for use only for school-sponsored purposes; and
2. Items for all other purposes.

STUDENT RECORDS

FL
(LOCAL)

School-Sponsored
Purposes

For the following school-sponsored purposes—participation in school-sponsored activities and events; participation in a telemedicine or health and wellness-related program officially authorized by the District; publication in a student directory; a student yearbook; or official school publications, including the District's website and programs for school-sponsored events, news coverage, and the like—directory information shall include student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

All Other Purposes

For all other purposes, directory information shall include student name and grade level.

+SUBJECT: Order of General Election for May 7, 2022, Mission CISD Board of Trustees Election

PRESENTER: Joel Garcia, Assistant Superintendent for Finance

BACKGROUND INFORMATION

Section 3.004 of the Texas Election Code requires the Board of Trustees of an independent school district to order all regular elections for trustees and give notice thereof as specified in Section 4.003 of the Texas Election Code and Section 41.001 of the Texas Election Code requires that election for trustees in independent school districts shall be held a uniform election date as provided by law.

Saturday, May 7, 2022 is a uniform election date as provided by law and the Board of Trustees of Mission CISD has previously adopted the May uniform election date as the date of the election for trustees for Mission CISD.

ADMINISTRATIVE CONSIDERATIONS

Presented for consideration is the Mission CISD Order of General Election ordering a Trustee election. The Ordinance defines the parameters for the elections and includes the polling times and places during the early voting and election day.

The Ordinance calls for Trustee elections for positions 1, 6 and 7 to serve for terms of four years each position.

In order to ensure that the May 7, 2022 Board of Trustees Election is in compliance with the Texas Election Code the Order of General Election must be approved on or before Friday, February 18, 2022.

FUNDING SOURCE AND AMOUNT:

Not Applicable

RECOMMENDATION:

Order of General Election for May 7, 2022, Mission CISD Board of Trustees Election.

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent for Finance

Sylvia Cruz, Director for Payroll, Employee Benefits and Risk Management

**ORDER OF GENERAL ELECTION FOR OTHER POLITICAL SUBDIVISIONS
 ORDEN DE ELECCIÓN GENERAL PARA OTRAS SUBDIVISIONES POLÍTICAS**

An election is hereby ordered to be held on ____/____/____ for the purpose of voting on:
 (date)

*(Por la presente se ordena celebrar una elección el ____/____/____ con el propósito de votar sobre.)
 (fecha)*

List Offices/Propositions/Measures on the ballot *(Enúmere los puestos/proposiciones/medidas oficiales en la boleta)*

Early voting by personal appearance will be conducted each weekday at:
(La votación adelantada en persona se llevará a cabo de lunes a viernes en:)

The Main Early Voting Location *(sitio principal de votación adelantada)*

Location *(sitio)* Hours *(horas)*

--	--

Branch Early Voting Locations *(sucursal sitios de votación adelantada)*

Location *(sitio)* Hours *(horas)*

Early voting by personal appearance will be conducted each weekend at:
(La votación adelantada en persona se llevará a cabo en el fin de semana en:)

The Main Early Voting Location *(sitio principal de votación adelantada)*

Location *(sitio)* Hours *(horas)*

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Branch Early Voting Locations *(sucursal sitios de votación adelantada)*

Location *(sitio)* Hours *(horas)*

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

City (Ciudad) Zip Code (Código Postal)

Telephone Number (Número de teléfono)

Email Address (Dirección de Correo Electrónico)

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBM)s must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____.
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____.
(date)(fecha)

Issued this _____ day of _____, 20 _____.
(day) (month) (year)

(Emitida este día _____ de _____, 20 _____.)
(día) (mes) (año)

Mr. Jerry Zamora

Signature of Presiding Officer (Firma del Dirigente que Preside)

Mr. Roy Vela

Signature of Board Member
(Firma del Director)

Mr. Juan Gonzalez

Signature of Board Member
(Firma del Director)

Mrs. Veronica Mendoza

Signature of Board Member
(Firma del Director)

Mrs. Petra Ramirez

Signature of Board Member
(Firma del Director)

Mrs. Minnie Rodgers

Signature of Board Member
(Firma del Director)

Mrs. Iris Iglesias

Signature of Board Member
(Firma del Director)

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.

Nota de Instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.

SUBJECT: Donations for the Month of December 2021

PRESENTER: Joel Garcia, Assistant Superintendent for Finance

BACKGROUND INFORMATION

In accordance with Board Policy CDC (Legal), all bequest of property for the benefit of the public schools shall, when not otherwise directed by the grantor, vest the property in the Board. Funds or other property donated, or the income therefrom, may be expended:

1. For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation; or
2. For any legal purpose if the donor designated no specific purpose.

The district receives donations from various sources throughout the school year. The majority of donations are given to the student activity funds to be used for student travel and awards. Some donations are in cash and some are non-cash, such as equipment, food, and services.

AMINISTRATION CONSIDERATION

For the period reported, total donations were \$267,441.10. The largest cash donations received was \$265,925.90 and there were no non-cash donations received. These donations benefit our students.

FUNDING SOURCE AND AMOUNT

N/A

RECOMMENDATION:

Approval of donations will be taken to the January 19, 2022 Regular Board Meeting.

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent for Finance
Anna Zuniga, CPA, Director for Finance
Rosalinda Rodriguez, Accountant

Mission Consolidated Independent School District
Donations through December 2021

Date	Campus / Scholarship	Cash	Non-Cash	Donor	Purpose
11/10/21	Veterans Memorial High School		338.00	Alton Scrap Metal	Donation to FFA for scrap metal pick-up.
11/19/21	Midkiff Elementary		727.20	Midkiff PTO	Donation to be used as needed.
11/19/21	Mission Junior High School		200.00	Izaguirre Engineering Groupe	Donation for Brickfire Spirit night.
11/19/21	Mission Junior High School		250.00	TKC Environmental, LLC	Donation for Brickfire Spirit night.
12/23/21	Mission & Veterans Memorial HS	265,925.90		Su Casa Corporation	Donation is to provide Scholarships to Mission graduates.
	Total donations	\$ 265,925.90	\$ 1,515.20		

SUBJECT: Financial Report for General Fund and Debt Service for the Month of November 2021

PRESENTER: Joel Garcia, Assistant Superintendent for Finance

BACKGROUND INFORMATION

As per Board Policy CFA (LEGAL), The Board shall prepare an annual financial statement that shows the following for each fund subject to its authority during the fiscal year:

1. The total receipts of the fund, itemized by the source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general sources from which funds are derived.
2. The total disbursements of the fund, itemized by the nature of the expenditure.
3. The balance in the fund at the close of the fiscal year.

Monthly financial reports are prepared throughout the year by Administration for information purposes only.

ADMINISTRATIVE CONSIDERATIONS

The General Fund Financial reports compare the budgeted revenues and expenditures.

Actual revenues for November 2021 totaled \$53,016,377 and actual expenditures totaled \$47,501,300. The excess total revenues over expenditures and other operating uses is \$5,521,704.

These numbers do not include outstanding encumbrances for payroll and supplies. Budget by function is sufficient to meet expenditures.

The Debt Fund financial report is also attached.

FUNDING SOURCE AND AMOUNT

Not applicable.

RECOMMENDATION

Information item only.

CONTACT PERSON(S)

Joel Garcia, Assistant Superintendent for Finance
Anna Zuniga, CPA Director for Finance

Mission Consolidated Independent School District

General Fund

November 30, 2021

		Budget	Actual	Difference	%
Revenues					
5700	Local and Intermediate Sources	\$ 27,728,439	\$3,729,589	\$ (23,998,850)	13.45%
5800	State Program Revenues	130,446,452	43,020,726	(87,425,726)	32.98%
5900	Federal Program Revenues	22,687,952	6,266,061	(16,421,891)	27.62%
	Total Revenues	\$ 180,862,843	\$ 53,016,377	\$ (127,846,466)	
Expenditures					
11	Instruction	\$ 73,358,015	\$18,267,895	\$ 55,090,120	24.90%
12	Instrucional Resources & Media Services	2,522,688	557,459	1,965,229	22.10%
13	Curriculum and Personnel Development	2,248,646	793,490	1,455,156	35.29%
21	Instructional Administration	2,869,916	1,002,977	1,866,939	34.95%
23	School Administration	9,709,472	3,040,049	6,669,423	31.31%
31	Guidance and Counseling Services	6,176,276	1,690,958	4,485,318	27.38%
32	Attendance and Social Work Services	587,220	206,189	381,031	35.11%
33	Health Services	1,974,224	475,477	1,498,747	24.08%
34	Pupil Transportation	6,481,181	1,647,363	4,833,818	25.42%
35	Food Services	15,337,356	5,578,107	9,759,249	36.37%
36	Co-Curricular Activities	8,553,395	2,126,125	6,427,270	24.86%
41	General Administration	5,899,249	2,305,409	3,593,840	39.08%
51	Plant Maintenance and Operations	33,675,100	7,496,505	26,178,595	22.26%
52	Security and Monitoring	3,538,780	868,911	2,669,869	24.55%
53	Data Processing Services	3,331,940	1,024,958	2,306,982	30.76%
61	Community Services	399,873	78,852	321,021	19.72%
71	Debt Service	1,036,320	233,159	803,161	22.50%
81	Facilities Acquisition and Construction	8,469,628	(38,433)	8,508,061	-0.45%
95	Juvenile Justice Alt. Education	20,000	-	20,000	0.00%
99	Other Intergovernmental Charges	296,080	145,851	150,230	0.00%
	Total Expenditures	\$ 186,485,359	\$47,501,300	\$ 138,984,059	0
1100	Excess (Deficiency)	\$ (5,622,516)	\$5,515,077	\$ 11,137,593	
Non-Operating Revenue					
7912	Sale of Real or Personal Property	\$ 132,680	\$ 6,627	\$ (126,053)	5.00%
7915	Operating Transfers In	16,480,615	\$ -	(16,480,615)	0.00%
	Total Non-Operating Revenue	\$ 16,613,295	\$ 6,627	\$ (16,606,668)	
Non-Operating Expenses					
8911	Other Uses	\$ (18,022,997)	\$ -	\$ (18,022,997)	0.00%
	Total Non-Operating Expenses	\$ (18,022,997)	\$ -	\$ (18,022,997)	
1200	Excess (Deficiency)	\$ (7,032,218)	\$ 5,521,704	\$ (23,492,072)	
0100	Fund Balance - Beginning Audited	\$ 80,898,169	\$ 80,898,169	\$ -	
3000	Fund Balance - Ending Un-Audited	\$ 73,865,951	\$ 86,419,873	\$ (23,492,072)	

Mission Consolidated Independent School District

November 30, 2021

DEBT SERVICE FUND 599

		Budget	Actual	Difference	%
Revenues					
5700	Local and Intermediate Sources	\$ 4,182,889	\$ 540,128	\$ (3,642,761)	12.91%
5800	State Program Revenues	4,274,159	3,902,778	(371,381)	91.31%
	Total Revenues	\$ 8,457,048	\$ 4,442,906	\$ (4,014,142)	
Expenditures					
71	Debt Services	\$ 8,457,048	\$ 1,793,824	\$ 6,663,225	21.21%
	Total Expenditures	\$ 8,457,048	\$ 1,793,824	\$ 6,663,225	
1100	Excess (Deficiency)	\$ -	\$ 2,649,083	\$ 2,649,083	
Non-Operating Revenue					
7900	Operating Transfers In	\$0	\$0	\$0	0.00%
Non-Operating Expenses					
8900	Operating Transfers Out	\$ -	\$ -	\$ -	0.00%
1200	Excess (Deficiency)	\$ -	\$ 2,649,083	\$ 2,649,083	
0100	Fund Balance - Beginning Audited	\$ 5,114,405	\$ 5,114,405	\$ -	
3000	Fund Balance - Ending Un-Audited	\$ 5,114,405	\$ 7,763,488	\$ 2,649,083	

SUBJECT: Self-Funded Group Health Insurance Financial Report for the Month of November 2021

PRESENTER: Joel Garcia, Assistant Superintendent for Finance

BACKGROUND INFORMATION

Mission CISD offers a self-funded group health insurance plan to its employees administered by Blue Cross Blue Shield of Texas. District employees have the option to elect health insurance coverages from three plans (High Deductible, Base, and High Plan).

As a self-funded group health insurance plan, Mission CISD assumes the financial risk for providing health care benefits to its employees and their dependents. In practical terms, Mission CISD pays for each out of pocket claim as they are incurred instead of paying a fixed premium to an insurance carrier. Mission CISD has set up the Health Insurance Fund to account for premiums funded by the District and its employees and to pay incurred claims and administrative costs.

ADMINISTRATIVE CONSIDERATIONS

Actual revenues for November 2021 totaled \$1,198,256.68 and actual expenditures totaled \$1,859,049.61 The excess revenues over expenses was (660,792.93). The total net position as of November totaled (\$1,566,630.74).

The Self-Funded Group Health Insurance Financial Report is also attached. There were four large claims in November. The large claims were for \$166,501.12, \$123,575.05, \$170,940 and \$192,418.80 for a total of \$653,434.97.

FUNDING SOURCE AND AMOUNT

Not applicable.

RECOMMENDATION

Information item only.

CONTACT PERSON(S)

Joel Garcia, Assistant Superintendent for Finance
Anna Zuniga, Director for Finance, CPA
Sylvia Cruz, Director for Payroll, Employee Benefits & Risk Management



Mission

**Consolidated Independent
School District**

Self-Funded Group Health Plan

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November 2021



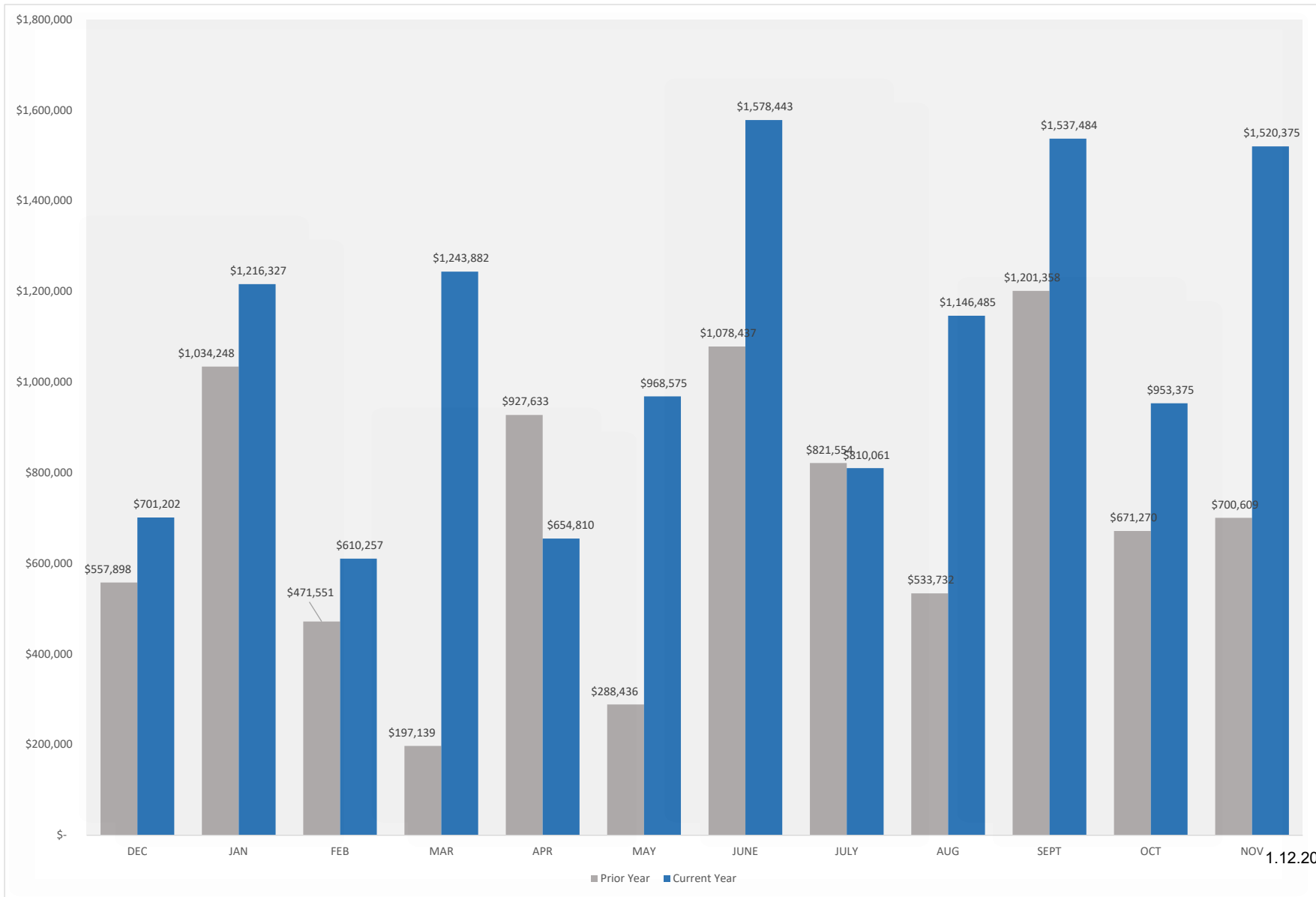
Self Funded Health Insurance Fund

Statement of Revenues, Expenses and Changes in Net Position for 5 months ending November 2021

Operating Revenues	Actual	%
<i>Premiums:</i>		
Medical - Employee	\$ 1,234,162.40	19.77%
Medical - Employer	\$ 4,706,567.49	75.40%
Administrative Fees-Refunds	\$ -	0.00%
Claim Credits		0.00%
Pharmacy Credits/Rebates	\$ -	0.00%
Stop Loss Insurance	\$ 300,724.00	0.46%
Cobra	\$ 951.69	0.02%
Non - Operating Revenues		
Interest Revenue	\$ 19.38	0.00%
Total Revenues	\$ 6,242,424.96	96%
Operating Expenses		
<i>Claims:</i>		
Medical	\$ 5,967,779.97	76.42%
Pharmacy - RX	\$ 1,424,391.85	18.24%
<i>Administrative Fees:</i>		
Medical	\$ 32,148.84	0.41%
Aggregate Stop Loss	\$ 35,157.14	0.45%
Specific Stop Loss	\$ 330,368.68	4.23%
Independent External Review Fees	\$ -	0.00%
Vendor Fees	\$ 4,340.94	0.06%
PCORI Fees	\$ 417.10	0.01%
Consulting Fees	\$ 4,500.00	0.06%
Non-Operating Expenses		
Other Expenses	\$ 9,951.18	0.13%
Total Expenses	\$ 7,809,055.70	100.00%
Operating Income (Loss)		
	\$ (1,566,630.74)	
Income (Loss) Before Contributions & Transfers		
	\$ (1,566,630.74)	
Contributions & Transfers		
Transfers In	\$ -	
Change in Net Position		
	\$ (1,566,630.74)	
Total Net Position - Beginning Unaudited		
	\$ -	
Total Net Position - Ending Unaudited		
	\$ (1,566,630.74)	



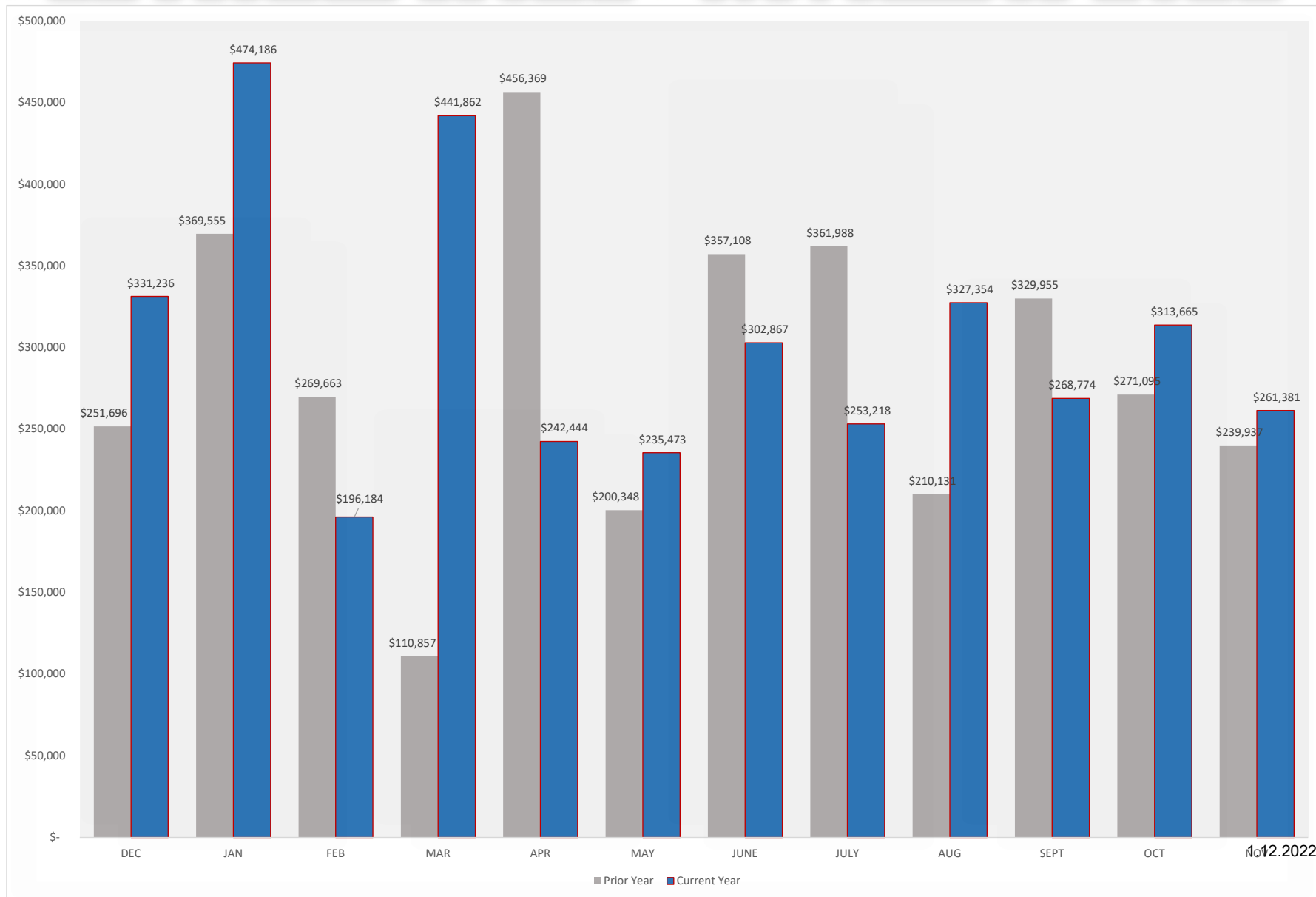
Medical Claims Expense Overview 12 Month Trend – November 2021





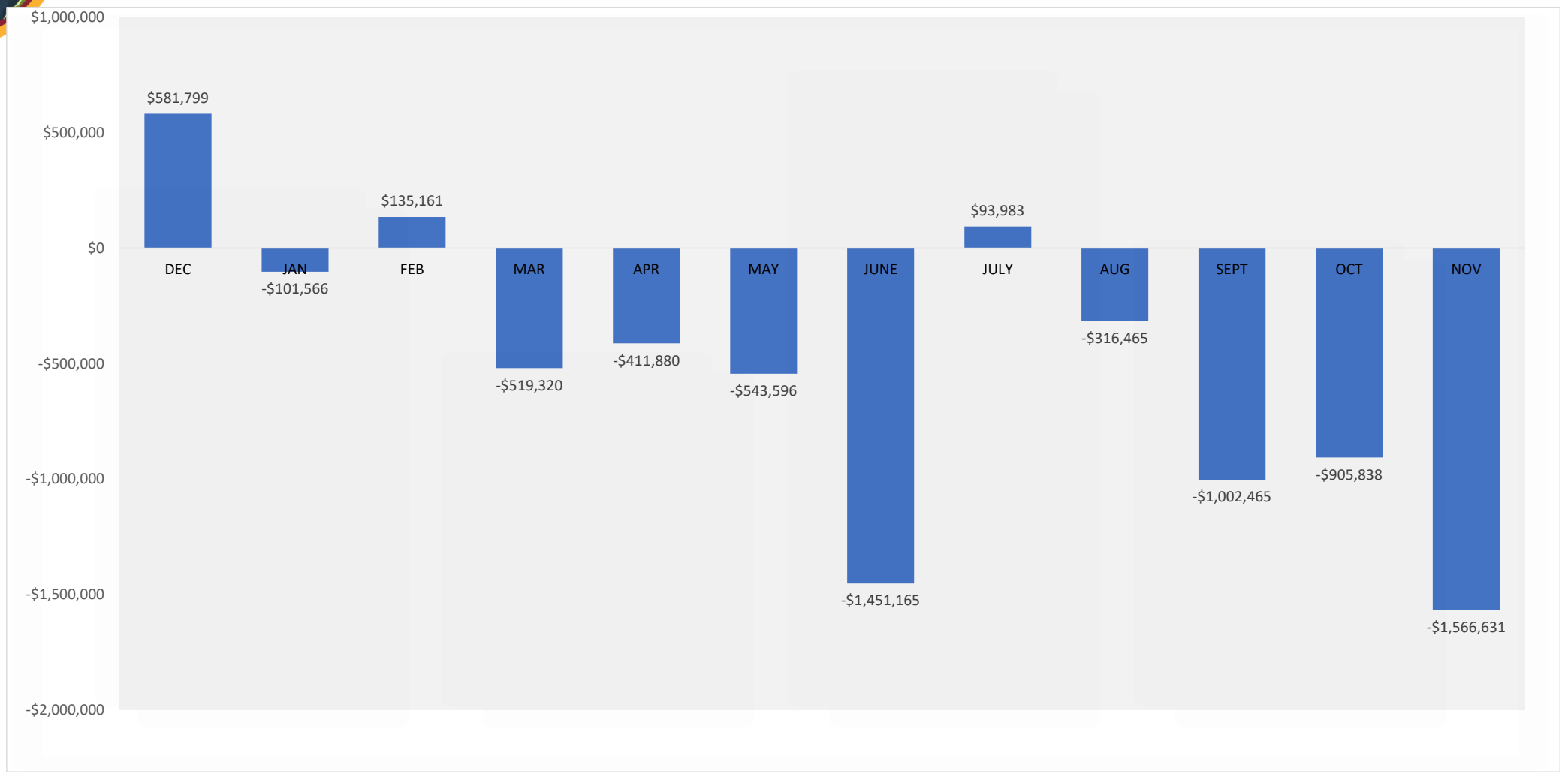
Pharmacy Claims Expense Overview

12 Month Trend – November 2021



Net Position Overview

12 month Trend – November 2021



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SUBJECT: Tax Levy Adjustments for the Month of November 2021

PRESENTER: Joel Garcia, Assistant Superintendent for Finance

BACKGROUND INFORMATION

The Hidalgo County Assessor & Collector has been collecting the District's taxes since December 1999. Both current and delinquent taxes are collected by Hidalgo County on our behalf.

ADMINISTRATIVE CONSIDERATIONS

Tax roll adjustments due to corrections, rollbacks, homesteads, dropped years, etc., resulted in a net decrease of \$19,628.28. Adjustments are reviewed and posted to the general ledger on a monthly basis. These modifications are included as part of the monthly tax report.

Collections totaled \$2,595,034.07. The monthly fee for this service is \$6,271.00.

Attached is the November 2021 Tax Collection Report

FUNDING SOURCE AND AMOUNT

Local Maintenance Levy Modification \$16,858.87
Debt Service Levy Modification \$2,769.41
Rollbacks \$0.00

RECOMMENDATION:

Informational Item

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent for Finance
Anna Zuniga, CPA Director of Finance
Rosalinda Rodriguez, Accountant

**HIDALGO COUNTY TAX OFFICE
MISSION CISD**

MODIFICATIONS FOR THE MONTH OF NOVEMBER 2021

YR	RATE	M&O	%	ADJ	M&O	I&S	%	I&S
2021	1.1332	0.9719	85.77%	(14,372.01)	(12,326.29)	0.1613	14.23%	(2,045.72)
2020	1.19930	1.02800	85.72%	(1,668.31)	(1,430.02)	0.1713	14.28%	(238.29)
2019	1.23955	1.06835	86.19%	(2,389.18)	(2,059.20)	0.1712	13.81%	(329.98)
2018	1.3398	1.1700	87.33%	(679.66)	(593.52)	0.1698	12.67%	(86.14)
2017	1.3502	1.1700	86.65%	(519.12)	(449.84)	0.1802	13.35%	(69.28)
2016	1.3582	1.1700	86.14%		0.00	0.1882	13.86%	0.00
2015	1.3672	1.1700	85.58%		0.00	0.1972	14.42%	0.00
2014	1.3300	1.1700	87.97%		0.00	0.1600	12.03%	0.00
2013	1.3000	1.1700	90.00%		0.00	0.1300	10.00%	0.00
2012	1.3000	1.1700	90.00%		0.00	0.1300	10.00%	0.00
2011	1.3000	1.1700	90.00%		0.00	0.1300	10.00%	0.00
2010	1.3000	1.0400	80.00%		0.00	0.2600	20.00%	0.00
2009	1.2800	1.0400	81.25%		0.00	0.2400	18.75%	0.00
2008	1.2400	1.0400	83.87%		0.00	0.2000	16.13%	0.00
2007	1.1800	1.0400	88.14%		0.00	0.1400	11.86%	0.00
2006	1.4574	1.3374	91.77%		0.00	0.1200	8.23%	0.00
2005	1.5632	1.4632	93.60%		0.00	0.1000	6.40%	0.00
2004	1.5691	1.4632	93.25%		0.00	0.1059	6.75%	0.00
2003	1.5841	1.4632	92.37%		0.00	0.1209	7.63%	0.00
2002	1.5841	1.4500	91.53%		0.00	0.1341	8.47%	0.00
2001	1.5341	1.4394	93.83%		0.00	0.0947	6.17%	0.00
2000	1.5341	1.4000	91.26%		0.00	0.1341	8.74%	0.00
1999	1.5050	1.4208	94.41%		0.00	0.0842	5.59%	0.00
TOTAL				(19,628.28)	(16,858.87)			(2,769.41)
				M&O				I&S
2021				(14,372.01)	(12,326.29)			(2,045.72)
2020 & PRIOR				(5,256.27)	(4,532.58)			(723.69)
TOTAL				(19,628.28)	(16,858.87)			(2,769.41)

ROLLBACK MODIFICATIONS FOR THE MONTH OF NOVEMBER 2021

YR	RATE	M&O	%	ADJ	M&O	I&S	%	I&S
2021			#DIV/0!	-	#DIV/0!		#DIV/0!	#DIV/0!
2020	1.1993	1.0280	85.72%	-	0.00	0.1713	14.28%	0.00
2019	1.2396	1.0684	86.19%	-	0.00	0.1712	13.81%	0.00
2018	1.3398	1.1700	87.33%	-	0.00	0.1698	12.67%	0.00
2017	1.3502	1.1700	86.65%	-	0.00	0.1802	13.35%	0.00
TOTAL				0.00	0.00			0.00
				M&O				I&S
CURRENT				-	-			-
DELINQUENT				-	-			-
TOTAL				82	-			-

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2021	M & O	.971900	2,101,122.82	.00	.00	.00	2,101,122.82	.00	.00	.00	2,101,122.82
	I & S	.161300	348,709.93	.00	.00	.00	348,709.93	.00	.00	.00	348,709.93
	TOTAL	1.133200	2,449,832.75	.00	.00	.00	2,449,832.75	.00	.00	.00	2,449,832.75
2020	M & O	1.028000	35,786.72	.00	8,168.36	.00	43,955.08	8,001.53	.00	.00	51,956.61
	I & S	.171300	5,963.31	.00	1,361.14	.00	7,324.45	.00	.00	.00	7,324.45
	TOTAL	1.199300	41,750.03	.00	9,529.50	.00	51,279.53	8,001.53	.00	.00	59,281.06
2019	M & O	1.068350	12,189.74	.00	4,352.71	.00	16,542.45	2,919.05	.00	.00	19,461.50
	I & S	.171200	1,953.37	.00	697.53	.00	2,650.90	.00	.00	.00	2,650.90
	TOTAL	1.239550	14,143.11	.00	5,050.24	.00	19,193.35	2,919.05	.00	.00	22,112.40
2018	M & O	1.170000	7,658.57	.00	3,493.01	.00	11,151.58	1,897.08	.00	.00	13,048.66
	I & S	.169800	1,111.44	.00	506.91	.00	1,618.35	.00	.00	.00	1,618.35
	TOTAL	1.339800	8,770.01	.00	3,999.92	.00	12,769.93	1,897.08	.00	.00	14,667.01
2017	M & O	1.170000	3,074.89	.00	1,721.93	.00	4,796.82	795.66	.00	.00	5,592.48
	I & S	.180200	473.57	.00	265.22	.00	738.79	.00	.00	.00	738.79
	TOTAL	1.350200	3,548.46	.00	1,987.15	.00	5,535.61	795.66	.00	.00	6,331.27
2016	M & O	1.170000	3,543.72	.00	2,348.85	.00	5,892.57	958.49	.00	.00	6,851.06
	I & S	.188200	569.98	.00	377.83	.00	947.81	.00	.00	.00	947.81
	TOTAL	1.358200	4,113.70	.00	2,726.68	.00	6,840.38	958.49	.00	.00	7,798.87
2015	M & O	1.170000	2,089.89	.00	1,462.21	.00	3,552.10	542.88	.00	.00	4,094.98
	I & S	.197200	352.23	.00	246.43	.00	598.66	.00	.00	.00	598.66
	TOTAL	1.367200	2,442.12	.00	1,708.64	.00	4,150.76	542.88	.00	.00	4,693.64
2014	M & O	1.170000	1,335.98	.00	1,076.59	.00	2,412.57	367.75	.00	.00	2,780.32
	I & S	.160000	182.70	.00	147.23	.00	329.93	.00	.00	.00	329.93
	TOTAL	1.330000	1,518.68	.00	1,223.82	.00	2,742.50	367.75	.00	.00	3,110.25
2013	M & O	1.170000	1,445.40	.00	1,270.38	.00	2,715.78	372.78	.00	.00	3,088.56
	I & S	.130000	160.61	.00	141.16	.00	301.77	.00	.00	.00	301.77
	TOTAL	1.300000	1,606.01	.00	1,411.54	.00	3,017.55	372.78	.00	.00	3,390.33
2012	M & O	1.170000	1,401.89	.00	1,454.20	.00	2,856.09	394.95	.00	.00	3,251.04
	I & S	.130000	155.77	.00	161.58	.00	317.35	.00	.00	.00	317.35
	TOTAL	1.300000	1,557.66	.00	1,615.78	.00	3,173.44	394.95	.00	.00	3,568.39
2011	M & O	1.170000	981.84	.00	1,172.83	.00	2,154.67	342.03	.00	.00	2,496.70
	I & S	.130000	109.11	.00	130.32	.00	239.43	.00	.00	.00	239.43
	TOTAL	1.300000	1,090.95	.00	1,303.15	.00	2,394.10	342.03	.00	.00	2,736.13
2010	M & O	1.040000	912.16	.00	1,146.77	.00	2,058.93	341.86	.00	.00	2,400.79
	I & S	.260000	228.04	.00	286.70	.00	514.74	.00	.00	.00	514.74
	TOTAL	1.300000	1,140.20	.00	1,433.47	.00	2,573.67	341.86	.00	.00	2,915.53

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2009	M & O	1.040000	1,018.16	.00	1,430.87	.00	2,449.03	415.29	.00	.00	2,864.32
	I & S	.240000	234.97	.00	330.23	.00	565.20	.00	.00	.00	565.20
	TOTAL	1.280000	1,253.13	.00	1,761.10	.00	3,014.23	415.29	.00	.00	3,429.52
2008	M & O	1.040000	604.15	.00	971.22	.00	1,575.37	276.59	.00	.00	1,851.96
	I & S	.200000	116.18	.00	186.78	.00	302.96	.00	.00	.00	302.96
	TOTAL	1.240000	720.33	.00	1,158.00	.00	1,878.33	276.59	.00	.00	2,154.92
2007	M & O	1.040000	601.49	.00	1,070.62	.00	1,672.11	284.58	.00	.00	1,956.69
	I & S	.140000	80.97	.00	144.12	.00	225.09	.00	.00	.00	225.09
	TOTAL	1.180000	682.46	.00	1,214.74	.00	1,897.20	284.58	.00	.00	2,181.78
2006	M & O	1.337400	382.89	.00	727.50	.00	1,110.39	181.51	.00	.00	1,291.90
	I & S	.120000	34.36	.00	65.28	.00	99.64	.00	.00	.00	99.64
	TOTAL	1.457400	417.25	.00	792.78	.00	1,210.03	181.51	.00	.00	1,391.54
2005	M & O	1.463200	208.35	.00	420.90	.00	629.25	100.84	.00	.00	730.09
	I & S	.100000	14.24	.00	28.76	.00	43.00	.00	.00	.00	43.00
	TOTAL	1.563200	222.59	.00	449.66	.00	672.25	100.84	.00	.00	773.09
2004	M & O	1.463200	787.48	.00	1,221.43	.00	2,008.91	209.75	.00	.00	2,218.66
	I & S	.105900	56.98	.00	88.41	.00	145.39	.00	.00	.00	145.39
	TOTAL	1.569100	844.46	.00	1,309.84	.00	2,154.30	209.75	.00	.00	2,364.05
2003	M & O	1.463200	122.90	.00	267.82	.00	390.72	60.99	.00	.00	451.71
	I & S	.120900	10.15	.00	22.13	.00	32.28	.00	.00	.00	32.28
	TOTAL	1.584100	133.05	.00	289.95	.00	423.00	60.99	.00	.00	483.99
2002	M & O	1.450000	108.75	.00	258.83	.00	367.58	60.24	.00	.00	427.82
	I & S	.134100	10.06	.00	23.94	.00	34.00	.00	.00	.00	34.00
	TOTAL	1.584100	118.81	.00	282.77	.00	401.58	60.24	.00	.00	461.82
2001	M & O	1.439400	107.96	.00	269.89	.00	377.85	60.41	.00	.00	438.26
	I & S	.094700	7.10	.00	17.76	.00	24.86	.00	.00	.00	24.86
	TOTAL	1.534100	115.06	.00	287.65	.00	402.71	60.41	.00	.00	463.12
2000	M & O	1.400000	105.00	.00	275.11	.00	380.11	62.48	.00	.00	442.59
	I & S	.134100	10.06	.00	26.35	.00	36.41	.00	.00	.00	36.41
	TOTAL	1.534100	115.06	.00	301.46	.00	416.52	62.48	.00	.00	479.00
1999	M & O	1.420800	35.91	.00	98.40	.00	134.31	21.34	.00	.00	155.65
	I & S	.084200	2.13	.00	5.83	.00	7.96	.00	.00	.00	7.96
	TOTAL	1.505000	38.04	.00	104.23	.00	142.27	21.34	.00	.00	163.61
1997	M & O	1.262900	47.42	.00	141.27	.00	188.69	32.61	.00	.00	221.30
	I & S	.192100	7.21	.00	21.49	.00	28.70	.00	.00	.00	28.70
	TOTAL	1.455000	54.63	.00	162.76	.00	217.39	32.61	.00	.00	250.00

12/03/2021 16:43:31 3892363
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 11/01/2021 THRU 11/30/2021
 JURISDICTION: 0048 MISSION CISD

PAGE: 75
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
ALL	M & O		2,175,674.08	.00	34,821.70	.00	2,210,495.78	18,700.69	.00	.00	2,229,196.47
ALL	I & S		360,554.47	.00	5,283.13	.00	365,837.60	.00	.00	.00	365,837.60
ALL	TOTAL		2,536,228.55	.00	40,104.83	.00	2,576,333.38	18,700.69	.00	.00	2,595,034.07
DLQ	M & O		74,551.26	.00	34,821.70	.00	109,372.96	18,700.69	.00	.00	128,073.65
DLQ	I & S		11,844.54	.00	5,283.13	.00	17,127.67	.00	.00	.00	17,127.67
DLQ	TOTAL		86,395.80	.00	40,104.83	.00	126,500.63	18,700.69	.00	.00	145,201.32
CURR	M & O		2,101,122.82	.00	.00	.00	2,101,122.82	.00	.00	.00	2,101,122.82
CURR	I & S		348,709.93	.00	.00	.00	348,709.93	.00	.00	.00	348,709.93
CURR	TOTAL		2,449,832.75	.00	.00	.00	2,449,832.75	.00	.00	.00	2,449,832.75

SUBJECT: Disbursements for the Month of November 2021

PRESENTER: Joel Garcia, Assistant Superintendent for Finance

BACKGROUND INFORMATION:

The District’s disbursements list all of the checks and other payments made during the reporting month. The check registers, wire transfers, and automated clearing house (ACH) transactions are available for inspection at the office of the Assistant Superintendent for Finance.

Monthly disbursement reports are prepared throughout the year by administration for information purposes only.

ADMINISTRATIVE CONSIDERATIONS:

The District’s total disbursements for the Month of November totaled \$13,007,719.51 as follows:

Disbursement Type	Amount
Accounts Payable Vendor Checks	\$ 2,656,284.51
District Purchasing Cards	\$ 594,118.43
ACH	\$ 1,834,805.47
Wire Transfers	\$ 213,059.83
Payroll	\$ 7,709,451.27
TOTAL	\$ 13,007,719.51

FUNDING SOURCE AND AMOUNT:

N/A

RECOMMENDATION:

Information Item.

CONTACT PERSON (S):

Joel Garcia, Assistant Superintendent for Finance
Anna Zuniga, CPA, Director for Finance
Odon Garcia Jr, Accountant