



Mission Consolidated Independent School District  
 • 1201 Bryce Drive • Mission, Texas 78572  
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 • Website: [www.mcisd.net](http://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, December 9, 2020, at 6:00 PM** in the **by Video Conference or Telephone Call**. 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.

**In accordance with Governor Abbott’s declaration of the COVID-19 public health threat and action to temporarily suspend certain provisions of the Texas Open Meetings Act, a quorum of the District’s Board of Directors will hold its regular Board meeting by videoconference or teleconference. The public will have the option to attend and participate in the meeting remotely by videoconference or by teleconference. Instructions on joining the meeting will be available at the Mission CISD’s website at [www.missioncisd.net](http://www.missioncisd.net)**

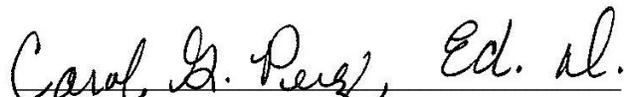
Members of the public wishing to make public comment during the meeting must register by emailing [agallardo@mcisd.org](mailto:agallardo@mcisd.org) prior to 4:00 p.m. on the date of the meeting. This meeting will be recorded, and the audio recording will be available on the District’s website after the meeting. A copy of the agenda packet will be available on the District’s website at the time of the meeting.

<b>I. Call Meeting to Order</b>	
<b>II. Public Comment(s) on Specific Agenda Item(s)</b>	
<b>III. Superintendent's Update</b>	
<b>IV. <u>Transforming Teaching and Learning Committee</u></b>	
<b>1. Items for Discussion at Regular Board Meeting</b>	
a. PreK-3 and PreK-4 Systems Adoption Committee Members	3
b. Purchase of Laptop Computers for Staff	6
<b>V. <u>Facilities/Environment Committee</u></b>	
<b>1. Informational Item(s)</b>	
a. Technology and Information Systems Department	
(1) Presentation: Technology Agreements and Fee Structures	7
<b>VI. <u>Support Services</u></b>	
<b>1. Items for Discussion at Regular Board Meeting</b>	
a. Multi-Media Journalist	
b. Alton Memorial Junior High School Principal	
<b>2. First Reading of Changes to Board Policy</b>	19
a. CV(LOCAL): Facilities Construction Revising	
<b>3. Informational Item(s)</b>	
a. Personnel Employments, Resignations, Transfers, and Compensation Changes	
<b>VII. <u>Finance</u></b>	
<b>1. Items for Discussion at Regular Board Meeting</b>	
a. Annual Financial Report for the Year Ended June 30, 2020	
b. Renew Agreement to Partner with Nuestra Clinica del Valle School-Based Health Clinic	f2f
c. Renew Contract with The Center for Primary Care and Wellness (PCW)	22
d. Bids, Proposals and Purchases of \$50,000 and Over	
(1) Contract for Employee Uniforms #320-20-0	24

(2) Contact for Mission CISD Annex Network Cable Drops and On-Call Network Cabling #344-21-0	28
(3) Purchase of Instructional Staff Laptop Computers	30
e. Donations	31
VIII. Informational Item(s)	
1. Update on the Unlimited Tax Refunding Bonds, Taxable Series 2020	
2. Financial Reports for the Months of September and October 2020	33
a. General Fund	
b. Debt Service	
c. Self-Funded Health Insurance Fund	38
3. Tax Levy Adjustments for the Month of October 2020	45
4. Cash Disbursements for the Months of October and November 2020	50
5. 2021-2022 Budget Calendar	51
IX. Important Dates to Remember	
1. December 10, 2020 Board of Trustees Orientation 6:00 p.m.	
2. December 16, 2020 Regular Board of Trustees Meeting at 7:00 p.m.	
3. December 21, 2020 through January 3, 2021 Winter Break	
All Campuses, Departments and Administration Building Office will be Closed	
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 8:00 p.m. on December 4, 2020

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

**SUBJECT:** Approval of PreK 3 and PreK 4 Systems Adoption Committee Members  
**PRESENTER:** Dr. Sharon Roberts, Deputy Superintendent for Curriculum & Instruction

**BACKGROUND INFORMATION**

The SBOE issued *Proclamation 2021* at its June 2019 meeting which calls for English and Spanish prekindergarten systems.

The local education agency sets its own policies for selecting instructional materials for their students, but must include the requirement that materials are selected in an open meeting (Texas Government Code, Chapter 551). Mission CISD's process includes the selection of the District Instructional Materials Committee(s), which consists of teacher representatives from each campus. The superintendent or her designee is a member and will serve as chair of the committee. The role of the instructional materials committee is to examine the different systems and materials on the state-adopted lists approved by the State Board of Education. After the committee reviews the adoptions with the campus teachers, teachers vote. The committee is planning to make the final recommendation of the publisher to the Superintendent and the Board of Trustees at the March meeting.

**ADMINISTRATIVE CONSIDERATIONS**

Approval of PreK 3 and PreK 4 Systems Adoption Committee Members

**RECOMMENDATION:**

Approval of PreK 3 and PreK 4 Systems Adoption Committee Members

**FUNDING SOURCE / AMOUNT**

Not applicable

**CONTACT PERSON(S)**

Dr. Sharon Roberts, Deputy Supt. for Curriculum & Instruction  
Ana Vely Uresti, Coordinator for Fixed Assets/Warehouse/  
Textbooks/Records  
Erica Ortiz, Elementary Language Arts Coordinator  
Emily Alvarado, Literacy Coach

## **Proclamation 2021**

### **Pre-K 3 and PreK 4 Systems Adoption Committee Members**

#### **2021 Proclamation Pre-K Systems Adoption Committees**

<b>Campus</b>	<b>Pre-K 4</b>	<b>Pre-K 3</b>	<b>Representative (optional)</b>
Alton Elementary School	Maricela Recio	Felipa Gonzalez	Now Hernandez
Bryan Elementary School	Matilde Reyna	Aida Limones	Lizelle Flores
Cantu Elementary School	Wendy Zimmerman	Esmeralda Chavez	
Castro Elementary School	Victoria Pedraza	Grizelda Gaona	Olivia Flores
Cavazos Elementary School	Selene Martinez	Yadira Torres	San Juanita Hernandez
Escobar-Rios Elementary School	Karina Gaona	Maria Torres	Iveth Contreras
Leal Elementary School	Jennifer Garcia	Mayra Garza	Rosalinda Barbosa
Marcell Elementary School	Victor Alonzo	Nancy Guthrie	
Midkiff Elementary School	Gloria Padron	Maria Cervantes	
Mims Elementary School	Ianelly Nuñez	Claribel Garcia	
O'Grady Elementary School	Imbra Ramsery	Ernestina Gamboa	
Pearson Elementary School	Miriam Camara	Carmen Frias	
Salinas Elementary School	Maria Isabel Maldonado	Myrna Davila	
Waitz Elementary School	Anita Reyes	Benita Rocha	



## PROCLAMATION 2021 Timeline of Events



Students First • Innovation • Collaborative Ownership • Diversity • Continuous Learning

### PreK 3 and PreK 4 Systems

- November 19, 2020.....Principals select campus teachers to represent their campus and serve on District PreK 3 and PreK 4 Systems Adoption Committee. Each teacher has the opportunity to review the systems and instructional materials and/or an online version
- December 16, 2020 .....Board of Trustees approve the PreK 3 and PreK 4 Systems Adoption Committee
- January 13, 2021 .....Publisher PreK 3 and PreK 4 Systems Hearings; publishers present their products to the District PreK 3 and PreK 4 Systems Adoption Committee
- January 22, 2021 .....Approved Publishers (eligible for the elections) allowed to provide Mission CISD with complete samples for each campus after the presentations
- Early February.....District Language Arts Department will disseminate the instructional material samples to the designated campus committee members
- February 9-16, 2021.....PreK 3 and PreK 4 Systems Adoption Committee members at each campus will schedule grade level meetings to review and collaborate on the sample adoption materials using the district rubric
- February 17-22, 2021 .....Elections: Pre-K3 and Pre-K4 teachers vote on-line. The selected systems must accumulate a simple majority (50% + 1) of total votes in order to be awarded the adoption
- February 25-26, 2021.....Run-off elections will be held if no vendor receives a simple majority of the total votes
- March 3, 2021.....PreK 3 and PreK 4 Systems Adoption Committee recommendations are presented to the Board of Trustees at the Board Workshop
- March 10, 2021.....PreK 3 and PreK 4 Systems recommendations presented to the Board of Trustees for approval

**Our Vision:** Mission CISD will prepare and inspire all students to be equipped to excel in the college and career of their choice, dominate 21st century skills in leadership, knowledge, language, and technology to compete in a global economy and serve as successful citizens in their community.

**Declaración de la Visión:** Mission CISD preparará e inspirará a todos los estudiantes a estar preparados para sobresalir en la universidad y la carrera de su elección, dominar habilidades del siglo 21 en liderazgo, conocimiento, lenguaje y tecnología para competir en una economía global y servir comocidadanos exitosos en su comunidad

**SUBJECT:** Award the Purchase of Laptop Computers for Staff

**PRESENTER:** Kim Risica, Executive Director for Special Programs and School Improvement  
Joel Garcia, Executive Director for Technology and Information Systems

**BACKGROUND INFORMATION**

Due to the current COVID 19 pandemic and as per Texas Education Agency guidance, Mission CISD continues to offer students the opportunity to either attend in-person instruction at their assigned campus or continue to attend instruction virtually. At the present time, we have over 90% of our students engaging remotely from home; based on the current survey information, that number is likely to see a minimal decrease in the months ahead. The majority of district teachers are also engaged in remote delivery of instruction from their homes.

In order to meet the instructional delivery and technology needs of teachers to ensure the highest quality instruction, updated and efficient laptop devices need to be purchased. The district is currently surveying teaching staff to get an idea of current inventory. This information will be utilized to determine a final count and equitable distribution. Based on current information, the district is looking to purchase approximately 1000 devices.

**ADMINISTRATIVE CONSIDERATIONS**

The purchase will be made using a Purchasing Cooperative. Using an interlocal purchase co-op complies with purchase requirements of TEC 44.031 and local board policy requiring an approved purchasing method for contracts valued at \$50,000 or more. The district is currently soliciting pricing information.

**FUNDING SOURCE AND AMOUNT**

Funding will be provided through District Title I, Part A allocation at an estimated cost of \$1,200,000.00

**RECOMMENDATION:**

Approve the purchase of Laptop Computers for Staff

**CONTACT PERSON (S)**

Dr. Sharon Roberts, Deputy Superintendent for Curriculum and Instruction  
Rumalda Ruiz, Assistant Superintendent for Finance  
Kim Risica, Executive Director for Special Programs & School Improvement  
Joel Garcia, Executive Director for Technology and Information Systems  
Roosevelt Rios, Purchasing Coordinator

**SUBJECT:** Presentation - Technology Agreements and fee structures

**PRESENTER:** Joel Garcia, Executive Director for Technology and Information Systems

**BACKGROUND INFORMATION**

The Mission Consolidated Independent School District Mobile Device initiative will ensure that the students in grades Pre-K through 12 have regular, equitable access to the digital tools and resources that allow them to be successful learners outside of the school day and during virtual instruction. The district will provide students in grades Pre-K through 12 devices that can expand their learning opportunities beyond the walls of Mission CISD schools.

The Mobile Device Student/Parent Agreement provides guidance and fees if a mobile device, power adapter, or hotspot are damaged, lost, or stolen. District staff needs to work with our community, in all scenarios, to ensure continuity of instruction.

**ADMINISTRATIVE CONSIDERATIONS**

Administration presents this as an informational item to the board of trustees.

**FUNDING SOURCE AND AMOUNT**

N/A.

**RECOMMENDATION:**

Informational item only.

**ATTACHMENT:**

Mobile Device Initiative Student-Parent Agreement.  
Mobile Device User and Procedure Guide.

**CONTACT PERSON (S)**

Lorena Garcia, Deputy Superintendent for Support Services  
Rick Rivera, Assistant Superintendent for Operations  
Rumalda Ruiz, Assistant Superintendent for Finance  
Joel Garcia, Executive Director for Technology and Information Systems  
Noe Pena, Director for Technology Systems

Mission Consolidated Independent School District  
2020-2021 School Year  
Mobile Device Student/Parent Agreement

**Introduction:**

The Mission Consolidated Independent School District Mobile Device initiative will ensure that the students in grades Pre-K through 12 have regular, equitable access to the digital tools and resources that allow them to be successful learners outside of the school day and during virtual instruction. The district will provide students in grades Pre-K through 12 devices that can expand their learning opportunities beyond the walls of Mission CISD schools.

**Description:**

The Mission Consolidated Independent School District has adopted a Mobile Device initiative, which will provide a mobile device to each student in grades Pre-K through 12. The students are issued a mobile device at the start of the school year. The students may take the mobile device home but are expected to bring their device to school each day. Students must return the device, the charger, and the case (if applicable) at the end of the school year.

**Repairing and Replacing the device issued to your child:**

**A. Mobile Devices**

• **Accidental Damage**

1. If the mobile device is accidentally damaged, there is no fee.
2. The student or parent must complete a Broken or Missing Equipment Form.
3. The campus will collect the damaged mobile device and issue another mobile device to the student.

• **Negligence or vandalism**

1. If the mobile device's damage is due to negligence or vandalism and the mobile device can be repaired, then the fee is \$25.
2. If the mobile device's damage is due to negligence or vandalism and the mobile device cannot be repaired, then the student may be responsible for the replacement value, as described in Section D below.
3. The student or parent must complete a Broken or Missing Equipment Form.
4. The campus will collect the damaged mobile device and issue another mobile device to the student.
5. If a student vandalizes a device, the student may face disciplinary action in accordance with the Student Code of Conduct.

• **Lost**

1. If the mobile device is lost, then the student may be responsible for the replacement value, as described in Section D below.
2. The student or parent must complete a Broken or Missing Equipment Form.
3. The campus will issue another mobile device to the student.
4. The status of both mobile devices is updated in Destiny Resource Manager.
5. If the parent finds the lost mobile device, they may return the mobile device for reimbursement.

• **Theft**

1. If the mobile device is stolen, then the parent must provide a police report. Devices will be tracked, and once the device is located, the police will retrieve the device.
2. The student or parent must complete a Broken or Missing Equipment Form.

3. The campus will issue another mobile device to the student.

## **B. Power Adapters**

- **Accidental Damage**

1. If the power adapter is accidentally damaged, there is no fee.
2. The student or parent must complete a Broken or Missing Equipment Form.
3. The campus will collect the damaged power adapter and issue another power adapter to the student.

- **Negligence or vandalism**

1. If the power adapter's damage is due to negligence or vandalism, then the fee is \$25.
2. The student or parent must complete a Broken or Missing Equipment Form.
3. The campus will collect the damaged power adapter and issue another power adapter to the student.
4. If a student vandalizes a device, the student may face disciplinary action in accordance with the Student Code of Conduct.

- **Lost**

1. If the power adapter is lost, then the fee is \$25.
2. The student or parent must complete a Broken or Missing Equipment Form.
3. The campus will issue another power adapter to the student.
4. If the parent finds the lost power adapter, the parent may return one of the power adapters for reimbursement.

- **Theft**

1. If the power adapter is stolen, then the parent must provide a police report.
2. The student or parent must complete a Broken or Missing Equipment Form.
3. The campus will issue another power adapter to the student.

## **C. Hot Spots**

- **Accidental Damage**

1. If the hot spot is accidentally damaged, there is no fee.
2. The student or parent must complete a Broken or Missing Equipment Form.
3. The campus will collect the damaged hot spot and issue another hot spot to the student.
4. The campus will notify Technology about the damaged hot spot so that the hot spot may be deactivated.

- **Negligence or vandalism**

1. If the hot spot's damage is due to negligence or vandalism, then the student may be responsible for the replacement value, as described in Section D below.
2. The student or parent must complete a Broken or Missing Equipment Form.
3. The campus will collect the damaged hot spot and issue another hot spot to the student.
4. The campus will notify Technology about the damaged hot spot so that the hot spot may be deactivated.
5. If a student vandalizes a device, the student may face disciplinary action in accordance with the Student Code of Conduct.

- **Lost**

1. If the hot spot is lost, then the student may be responsible for the replacement value, as described in Section D below.
2. The student or parent must complete a Broken or Missing Equipment Form.
3. The campus will issue another hot spot to the student.
4. The campus will notify Technology about the lost hot spot so that the hot spot may be deactivated.
5. If the parent finds the lost hot spot, the parent may return the deactivated hot spot for reimbursement.

- **Theft - Procedures**

1. If the hot spot is stolen, then the parent must provide a police report.

2. The student or parent must complete a Broken or Missing Equipment Form.
3. The campus will issue another hot spot to the student.
4. The campus will notify Technology about the stolen hot spot so that the hot spot may be deactivated.

**D. Lost device and Accessories:**

- Devices that are lost are the responsibility of the student.
- Devices that are damaged beyond repair due to negligence or vandalism are the responsibility of the student.
- Lost devices must be reported to the building principal within 24 hours of the incident.
- Students must pay the associated charges to replace the lost device and accessories.
- **Parent may work with the campus on a payment plan.**

**Apple Device (Grades PK4 through 1st)**

Model	Brand	Cost	Power adapter	Case
Apple iPad 7th Generation	Apple	\$ 100.00	\$ 25.00	\$ 42.00
Apple iPad Mini	Apple	\$ 100.00	\$ 25.00	\$ 42.00

**Chromebook Device (Grades 2nd through 4th)**

Model	Brand	Cost	Power adapter	Case
Chromebook	Dell	\$ 25.00	\$ 25.00	N/A
Chromebook – G4	HP	\$ 50.00	\$ 25.00	N/A
Chromebook – G5	HP	\$ 75.00	\$ 25.00	N/A
Chromebook – G6	HP	\$ 100.00	\$ 25.00	N/A
Chromebook – G7	HP	\$ 150.00	\$ 25.00	N/A
Chromebook – G8	HP	\$ 150.00	\$ 25.00	\$ 20.00
3100	Lenovo	\$ 150.00	\$ 25.00	\$ 20.00
Series 2	Samsung	\$ 25.00	\$ 25.00	N/A
Series 3	Samsung	\$ 25.00	\$ 25.00	N/A

**Windows Device (Grades 5th through 12th)**

Model	Brand	Cost	Adapter	Case
Latitude 5410	Dell	\$ 100.00	\$ 25.00	N/A

**Samsung Tablet**

Model	Brand	Cost	Adapter	Case
Tab A	Samsung	\$ 75.00	\$ 25.00	N/A
Tab 4	Samsung	\$ 25.00	\$ 25.00	N/A

**Verizon**

Model	Brand	Cost	Adapter	Case
Mobile Hotspot	Verizon	\$ 70.00	\$ 15.00	N/A

**Be Responsible:**

- Devices must be brought to school with a full charge when requested by the teacher/campus.
- No stickers or writing are allowed on the device or case.
- Students must take measures to protect the device from damage or theft.
- At no time shall the device be used for unlawful or inappropriate activities.
- The device, power cord and protective case that are assigned to the student are required to be handed in at the end of the school year. The student may be charged if any of these items are missing.

- Students are not allowed to let others use their device.

**Be Respectful:**

- Students must follow the Mission Consolidated Independent School District's Acceptable Computer and Internet Use and Safety Policies at all times while using district issued devices.
- Violations of the Acceptable Computer and Internet Use and Safety Policies or items stated in this document will be addressed by the school administration to determine the proper course of action.
- No right of privacy exists in the use of devices provided by the school.
- All student devices are tracked by the district.

**Please read the acknowledgement statements below:**

I understand that I am completely responsible for the device and its accessories while it is checked out to me and I am not permitted to loan the device or accessories to anyone else.

I understand that if my device is damaged, I must bring it to the Campus for repair as soon as possible.

I understand that I am to bring the device fully charged to school whenever requested. In addition, my device must be in its protective case at all times.

I agree to return the device and its case in the same condition in which it was checked out to me on or before the last day of the school year and, if applicable, no more than two (2) days after withdrawing from the Mission CISD. Failure to return my device may result actions necessary to collect the device such as reporting to Mission CISD Security Department.

I agree to the Mobile Device Student/Parent Agreement, Mobile Device User and Procedure Guide, and the Mission CISD Acceptable Computer and Internet Use Policy.

I understand that inappropriate and irresponsible use and conduct while using the device and/or other technology resources and/or school network shall result in disciplinary action. I agree to be a responsible digital citizen and user, and will conduct myself appropriately while online.

If You agree with the acknowledgement statements listed above, please sign the agreement below.

Student Name (print name): \_\_\_\_\_

Grade in 2020-2021: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Mission Consolidated Independent School District

## Mobile Device User and Procedure Guide

This document provides detailed information to parents and students about caring for the technology being entrusted to them.

### 1. Receiving a Mobile Device

#### a. Parent Signature

Parents and students are expected to read and sign the Mobile Device Student/Parent Agreement.

#### b. Student Distribution

Students and the parents of students who are receiving a Mission CISD mobile device for the first time will have an opportunity to attend a device distribution at the start of the school year.

#### c. Transfer/New Student Distribution

All transfers/new students will be able to pick up their mobile devices from designated areas at each school.

### 2. Returning the Mobile Device

#### a. End of Year

At the end of the school year, students will turn in their mobile devices and charger. Failure to turn in their assigned mobile device and charger will result in the student being charged the items replacement cost.

#### b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Mission CISD must turn in their mobile device, case, and charger to the principal/counselor office on their last day of attendance.

Failure to turn in the mobile device will result in the student being charged the replacement cost of the mobile device and accessories.

### 3. Taking Care of the Mobile Device

Students are responsible for the general care of the mobile device the school has issued them. Students with mobile devices that are broken or fail to work correctly must fill out a Broken Device form and take the device to the Technology Help Desk as soon as possible to be taken care of properly. A Mission CISD mobile device should never be taken to an outside computer service for any repairs or maintenance. Students should never leave their mobile devices unattended.

#### a. General Precautions

- No food or drink should be next to a mobile device.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into the mobile device's appropriate port.

# Mission Consolidated Independent School District

## Mobile Device User and Procedure Guide

- Mobile devices should not be used or stored near pets.
- Mobile devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Mobile devices must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of a mobile device.
- Mobile devices should never be loaned to another student or individual during the school day or otherwise.
- If you leave your device in your vehicle, the vehicle should be locked, and the device is placed out of sight.

### b. Carrying a mobile device

- Always leave your mobile device in the provided case and handle with care.
- Never lift a mobile device by the screen.
- Never carry a mobile device with the screen open.

### c. Opening the mobile device

- Open the mobile device only when resting on a flat surface such as a table or desk.
- To open the mobile device, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position. (Figure 1. Opening a mobile device.)
- The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

Figure 1.



### d. Closing the mobile device

- Before closing the screen, make sure there is nothing on the keyboard to prevent the device's full closure. Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the mobile device is resting on a flat surface such as a table or desk.

# Mission Consolidated Independent School District

## Mobile Device User and Procedure Guide

- Close the mobile device using two hands – one at either corner of the screen (Figure 2. Closing a mobile device.) Close the screen gently.

Figure 2.



### e. Screen Care

- The mobile device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a mobile device when it is closed.
- Do not store a mobile device with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g., pens, pencils, or earbuds).
- Never lift the mobile device by the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### f. Asset Tags

- All mobile devices are labeled with a Mission CISD asset tag.
- Mission CISD Asset tags tag may not be modified or tampered with in any way.

## 4. Using a mobile device

### a. Media

- Inappropriate media (pictures, music, movies, etc.) may not be used as mobile device backgrounds or themes.
- Inappropriate media (images, videos, etc.) may not be stored on or accessed on the mobile device.

### b. Audio

- Sound must always be muted unless permission is obtained from a teacher.
- Headphones or earbuds may be used at the discretion of the teachers.

# Mission Consolidated Independent School District

## Mobile Device User and Procedure Guide

- Students can provide their headphones and/or ear buds and are expected to bring them every day.

### **c. Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Student work should be stored in an Internet/cloud application; students will print directly from their mobile devices at school to designated printers, or students may log into a print station to print their work in the computer labs. Students are only to print content related to school assignments. If a student is caught printing material that is not school-related, the student will have their print capability turned off.
- Students may set up their home printers with the Google Cloud Print solution to print from their mobile devices at home. Information about Google Cloud Print can be obtained at <http://www.google.com/cloudprint/learn/>.

### **d. Network Access and Security**

- Students will log into their mobile device using their school-issued Google Apps for Education account.
- Students should never share their account passwords with others unless requested by an administrator.

### **e. Managing and Saving Digital Work with a mobile device**

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the mobile device's hard drive.
- Students should always remember to save their files frequently when working on digital media (although many cloud-based applications, including Google Docs, automatically save work).
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

## **5. Student Responsibilities**

### **a. Following Classroom Guidelines**

Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.

### **b. Bringing the Mobile Device to School**

# Mission Consolidated Independent School District

## Mobile Device User and Procedure Guide

Students are expected to bring a fully charged mobile device to school every day and bring their mobile devices to all classes unless specifically advised not to do so by their teacher.

**c. If a student does not bring his/her mobile device to school, it will be treated the same as if a student did not bring his/her textbook or homework to class.**

- Students should indicate to their teacher that they do not have a mobile device with them.
- Teachers may direct the student who has forgotten the mobile device to seek another student's assistance to view information.

**d. Mobile Device being repaired**

- Loaner mobile device may be issued to students when their school-issued mobile device is being repaired by the Technology Help Desk.
- A student borrowing a mobile device must check out the loaner device and is responsible for any damage to or losing the loaned device.
- Mobile devices on loan to students, having their devices repaired, may be taken home at the discretion of the Mission CISD Technology Department. (Students will receive an e-mail notice when their computer is ready. The loaned computer must be turned in to receive their mobile device.)
- Loaner devices must be treated with the same respect as any other device, as outlined in this document.

**e. Charging Mobile Device**

- Charging cables must be kept at home.
- Mobile devices must be brought to school each day with a full charge.
- Students should charge their mobile devices at home every evening.
- Charging will not be available in the classrooms. An uncharged mobile device will be treated the same as a missing textbook or homework.

**f. Using a Mobile Device Outside of School**

- Students are encouraged to use their mobile devices at home and other locations outside of school. A Wi-Fi Internet connection will be required for most mobile device use; however, some applications can be used while not connected to the Internet.
- Students are bound by the Mobile Device Student/Parent Agreement, Mobile Device User and Procedure Guide, and the Mission CISD Acceptable Computer and Internet Use Policy.

**6. Operating System and Security**

Students may not use or install any operating system on their mobile devices.

# Mission Consolidated Independent School District

## Mobile Device User and Procedure Guide

### **a. Updates**

- The mobile devices update automatically. Students do not need to update their mobile devices manually.

### **b. Virus Protection**

- There is no need for additional virus protection.

## **7. Content Filter**

The district utilizes an Internet content filter that follows the federally mandated Children's Internet Protection Act (CIPA). All mobile devices will have all Internet access provided by the district filtered, protected, and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

## **8. Software**

### **a. Google Apps for Education**

- Chromebooks seamlessly integrate with the Google Apps for Education (G-Suite) of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

### **b. Chrome Web Apps and Extensions**

- Students will have the ability to download only school approved apps and extensions from the Chrome Web Store.
- Students may be asked to download apps or extensions as part of classwork. Students are expected to have apps or extensions installed on their mobile devices that have been are required by their teachers.  
Some web apps or extensions will be available to use when the mobile device is not connected to the Internet.
- Apps are also subject to internet filtering.

## **9. Mobile device Identification**

- a. The district will maintain a log of all mobile devices that include the mobile device serial number, asset tag code, and name and ID number of the student assigned to the device. Mobile devices will be checked in and out to the students very similar to when library books are checked in and out.

## **10. Repairing/Replacing mobile device**

- a. All mobile devices in need of repair must be brought to the Technology Help Desk as soon as possible.

## **11. No Expectation of Privacy**

Students have no expectation of confidentiality or privacy concerning any mobile device usage, regardless of whether that use is for district-related or personal purposes, other

## Mission Consolidated Independent School District Mobile Device User and Procedure Guide

than as expressly provided by law. The District may, without prior notice or consent, monitor and log the use of student mobile devices at any time for any reason related to the operation of the District. Students agree to such access and monitoring of their use by using a mobile device.

Any attempt to bypass or disable security features is forbidden and may result in disciplinary action, including loss of technology/mobile device use.

**SUBJECT:** Consideration and Approval of First Reading of Changes to Board Policy CV(LOCAL)-Facilities Construction

**PRESENTER:** Lorena Garcia, Deputy Superintendent for Support Services

**BACKGROUND INFORMATION**

As a part of regular reviews of policies and procedures, administration will bring forward recommended changes to Board Policies for consideration to make sure they not only meet all legal requirements, but also reflect current and best practices of the district.

**ADMINISTRATIVE CONSIDERATIONS**

A recent review of construction related policies resulted in a recommendation from legal counsel for changes to CV(LOCAL) to reflect the default method of delivery for construction projects at or above the threshold of \$50,000. This would not only reflect the district practice but will set it as the default and therefore would require fewer Board actions during the procurement process.

**FUNDING SOURCE AND AMOUNT**

N/A

**RECOMMENDATION**

Approval of First Reading of changes to Board Policy CV(LOCAL)-Facilities Construction

**CONTACT PERSON (S)**

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

FACILITIES CONSTRUCTION

CV  
(LOCAL)

**Compliance with Law**

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

**Construction Contracts**

The default project delivery/contract award method to be used for each construction contract valued at or above \$50,000 is Competitive Sealed Proposals. The Board may select an alternative project delivery/contract award method based upon the recommendation of the Superintendent that another project delivery/contract award method if he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved. See CH series for requirements applicable to the procurement of services or materials to be incorporated into a construction project by means of an agreement that is authorized under the Interlocal Cooperation Act.]

For construction contracts valued at or above \$50,000, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

**Change Orders**

Change orders permitted by law shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.

**Project Administration**

All construction projects shall be administered by the Superintendent or designee.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

**Final Payment**

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

**SUBJECT:** Renew Agreement to Partner with Nuestra Clinica Del Valle for School Based Health Clinic

**PRESENTER:** Rumalda Ruiz, Assistant Superintendent for Finance

**BACKGROUND INFORMATION**

Nuestra Clinica Del Valle is a non-profit corporation that offers their services to children and their families who have health needs but are unable to afford or obtain health care services from health care providers. The corporation provides health care services to low income students and their families through their establishment, maintenance and operation of a school based health center.

As per the agreement, Mission CISD provides a District-owned facility located on the corner of Los Ebanos and 5 Mile Line in Alton, Texas. The Nuestra Clinica Del Valle has been using our facility to provide services since 2004.

**ADMINISTRATIVE CONSIDERATIONS**

The District wishes continue this partnership in an effort to assist in stabilizing the physical well-being of students, to reduce student absenteeism and increase students' ability to meet academic potential.

The current agreement will expire on December 31, 2020. Nuestra Clinica Officials are requesting a 5 year renewal to continue operating the clinic.

Agreement is under legal review by District's Legal Counsel.

**FUNDING SOURCE AND AMOUNT**

In-kind contribution.

**RECOMMENDATION:**

Renew Agreement to Partner with Nuestra Clinica Del Valle for School Based Health Clinic

**CONTACT PERSON (S)**

Carolina G. Perez, Ed. D., Superintendent of Schools  
Lorena Garcia, Deputy Superintendent for Support Services  
Rumalda Ruiz, Assistant Superintendent for Finance  
Nurse Yesenia Trevino, MSN, ACRN, FNP-C, Health Service Coordinator  
Lucy Ramirez Torres, Nuestra Clinica Del Valle Chief Executive Officer

**SUBJECT:** Consideration and Approval to Renew Contract with The Center for Primary Care and Wellness (PCW)

**PRESENTER:** Rumalda Ruiz, Assistant Superintendent for Finance

### **BACKGROUND INFORMATION**

At the December 18, 2019 Regular Board of Trustees meeting, the Board approved the contract with the Center for Primary Care and Wellness for a three-year term. The intent of this contract is to provide additional benefits to District employees and increase the District's wellness program. PCW is conveniently accessible within the City of Mission to provide quality preventative care and other related services to District employees. The services include but not limited to routine office visits, immunizations and injections, minor office surgery, office labs, radiology, etc. District employees are allowed to access the services for a reduced copay of \$10.00 per visit regardless of which medical plan they are enrolled in.

In addition to its reduced copay, the Center for Primary wellness has also offered the following intangible benefits:

- Guaranteed same-day appointments,
- Minimum waiting times,
- Flexible hours,
- Free on-site employee health and wellness outreach services in coordination with District's Wellness Program,
- Treatment of work-related injuries or illnesses as part of a worker's compensation network of providers for the District's Self-Funded Workers' Compensation Plan and,
- Compliance with the District's pharmacy formulary/pharmacy drug list (PDL) to ensure employees are prescribed both cost effective and formulary medications.

The direct contracting arrangement was not intended to replace the availability of network providers on the Blue Cross Blue Shield network, but rather as an enhancement through a direct arrangement with the District.

### **ADMINISTRATIVE CONSIDERATIONS**

Below you will find PCW's utilization and cost metrics in comparison to other clinics for the past 12 months:

Total visits: 1,213  
Average per other clinic: 32

Paid per service: \$82.73  
Average per other clinics<sup>22</sup> \$253.46

Paid per claimant/patient: \$163.71  
Average per other clinics: \$301.97

Total paid claims: \$100,351  
Additional discounting: 9%  
Total savings: \$9,031

Based on the utilization and cost metrics which reflect a savings to the District and in consideration of the intangible services offered to District Employees, Administration recommends to renew the contract with the Primary Center for Care and Wellness. This renewal is for the second year of a three-year contract.

### **FUNDING SOURCE AND AMOUNT**

Self-Insurance Fund

### **RECOMMENDATION**

Information Item.

### **CONTACT PERSON (S)**

Lorena Garcia, Deputy Superintendent for Support Services  
Rumalda Ruiz, Assistant Superintendent for Finance  
Sylvia Cruz, Director of Payroll, Employee Benefits & Risk Management  
Roosevelt Rios, Coordinator for Purchasing

**SUBJECT:** Contract for Employee Uniforms #320-20-0

**PRESENTER:** Rumalda Ruiz, Assistant Superintendent for Finance

**BACKGROUND INFORMATION**

The intent of this solicitation is to provide a method to procure Employee Uniforms to meet the needs of the District.

**ADMINISTRATIVE CONSIDERATIONS**

The District solicited Request for Proposals in compliance with TEC Sec 44.031(a) requiring an approved method of procurement for expenditures of similar categories valued at an annual aggregate of \$50,000 or greater.

A summary of the response review and evaluation process is as follows:

- |                                    |   |
|------------------------------------|---|
| 1. Number of responses received -  | 5 |
| 2. Number of vendors recommended - | 1 |

**FUNDING SOURCE AND AMOUNT**

Respective campus and departmental budgets

Estimated \$78,000 Based on FY2020 expenditures

**RECOMMENDATION**

Contract for Employee Uniforms #320-20-0 to Prudential Overall Supply.

**CONTACT PERSON (S)**

Rumalda Ruiz, Assistant Superintendent for Finance  
Roosevelt Rios, Coordinator for Purchasing

Mission Consolidated Independent School District  
Purchasing Department

FY2021 Term Contract:	Employee Uniforms #320-20-0
Awarded To:	1. <u>Prudential Overall Supply</u>
Term:	One Year, Option to renew another year
Term Period :	December 2020 – December 2021

Vendor		Duratex Apparel		Exclusive Decals & Screenprinting		MCM Sporting Goods		Prudential Overall Supply		ServiceWear Apparel	
		Contact Name: Leila Tueme Phone # 956-631-3692 email: leila@duratexapparel.com		Contact Name: Jose Flores Phone # 956-584-0101 email:		Contact Name: Norma Lee Garza Phone # 956-581-1632 email: mcmsports@yahoo.com		Contact Name: Mike Ray Phone # 949-250-4855 email: mikeray@prudentialuniforms.com		Contact Name: Jim Burnett Phone # 615-301-6191 email: info@servicewearapparel.com	
Line Item	DESCRIPTION	Note	Unit Price	Note	Unit Price	Note	Unit Price	Note	Unit Price	Note	Unit Price
1	<ul style="list-style-type: none"> <li>Work Shirt – Men</li> <li>Polyester/Cotton*</li> <li>Short Sleeve</li> <li>Double- needle stitching</li> <li>Flat knit collar</li> <li>3 button placket</li> <li>Open hem sleeves</li> <li>No pocket</li> <li>Soil release machine washable fabric</li> <li>Two colors</li> <li>Embroidered department logo on the left</li> </ul>	Duratex Brand add \$2 on XXL and up	\$18.90	Blue Generation Button Up	\$20.00	S-XL	\$18.95	ST665 Sport-Tek Heather Colorblock Contender Polo XS-XL 2XL 3XL 4XL	\$20.90 \$22.56 \$25.89 \$27.55	SP24KK	\$15.03
2	<ul style="list-style-type: none"> <li>Work Pants – Men</li> <li>100 % Cotton</li> <li>Double- stitched seams</li> <li>Reinforced quarter front pockets</li> <li>Two reinforced back inset pockets</li> <li>Reinforced belt loops</li> <li>Comfort waistband</li> <li>Soil release machine washable fabric</li> <li>Solid colors</li> </ul>	Duratex Brand add \$2 on size 42 and up	\$16.90	Red Kap Industrial Work Pant Style PT20	\$14.85			PC20- Red Kap Wrinkle Resistant Cotton Work Pant 30-42 44-54	\$23.22 \$27.88	PC44NV	\$20.06
3	<ul style="list-style-type: none"> <li>Work Pants – Women</li> <li>Polyester/Cotton 65/35</li> <li>Double stitched seams</li> <li>Reinforced quarter front pockets</li> <li>Two reinforced back inset pockets,</li> <li>Reinforced belt loops</li> <li>Comfort waistband</li> <li>Soil release machine washable fabric</li> <li>Solid colors</li> <li>Lady cut with elastic on back</li> </ul>	Duratex Brand add \$2 on size 42 and up	\$16.90	Red Kap Pants Style PT61	\$24.49			PT61-Red Kap Womens Elastic Insert Work Pant 4-20 22-24	\$21.05 \$25.26	PT59NV	\$17.40
4	<ul style="list-style-type: none"> <li>Men's relaxed fit</li> <li>100% Cotton</li> <li>Rinsed washed wear denim</li> <li>Reinforced deep front pockets</li> <li>Two reinforced back pockets</li> <li>Reinforced belt loops</li> <li>U – cut inseam</li> <li>Soil release machine washable fabric</li> <li>Various sizes</li> </ul>	Duratex Brand add \$2 on size 42 and up	\$18.90	Key Brand Denim Pants	\$17.99			PD60 Red Kap Men's Relaxed Fit Jean 30-42 44.54	\$20.33 \$24.39	Classic Fit PD54PW Relaxed Fit PD60PW	\$14.56 \$14.00
5	<ul style="list-style-type: none"> <li>Work Pants Denim – Men/Women</li> <li>Men's/Women's relaxed fit 100% Cotton</li> <li>Rinsed washed wear denim</li> <li>Reinforced deep front pockets</li> <li>Two reinforced back pockets</li> <li>Reinforced belt loops</li> <li>U – cut inseam</li> <li>Soil release machine washable fabric</li> <li>Various sizes</li> </ul>	Duratex Brand add \$2 on size 42 and up	\$18.90	Key Brand Denim Pant	\$17.99			PD63 Red Kap Women's Jean 2-20 22-24	\$19.46 \$23.35	Male PD90PW Female PD91PW	\$17.68 \$18.44
6	<ul style="list-style-type: none"> <li>Work Pants – Men/Women</li> <li>Polyester/Cotton</li> <li>Double stitched seams</li> <li>Reinforced quarter front pockets</li> <li>Two reinforced back inset pockets,</li> <li>Reinforced belt loops</li> <li>Comfort waistband</li> <li>Soil release machine washable fabric</li> <li>Solid colors</li> </ul>	Duratex Brand add \$2 on size 42 and up	\$16.90	Red Kap Style PT60	\$19.65			PT20 Red Kap Industrial Pant 30-44 46-60	\$14.49 \$17.39	Male PT2A Female PT3L	\$25.26 \$25.91
7	<ul style="list-style-type: none"> <li>Work Smock Shirt – Women</li> <li>Polyester/Cotton</li> <li>Short Sleeve</li> <li>Open hem with vents</li> <li>Open collar with stays</li> <li>Button front</li> <li>Full cut body with back yoke</li> <li>Two patch pockets</li> <li>Soil release machine washable fabric</li> <li>Solid colors</li> </ul>	Duratex Brand add \$2 on XXL and up	\$18.90	Red Kap Style TP23	\$20.00			TP23 Red Kap Women's Smock Loose Fit Short Sleeve S-XL 2X-4XL	\$18.82 \$21.73	Light Blue TP23LB Navy Blue TP23NV	\$18.12 \$18.74
8	<ul style="list-style-type: none"> <li>Work Pants – Men</li> <li>Polyester/Cotton</li> <li>Doubled stitched seams</li> <li>Reinforced quarter front pockets</li> <li>Two reinforced back inset pockets</li> <li>Reinforced belt loops</li> <li>Comfort waistband</li> <li>Soil release machine washable fabric</li> <li>Solid colors</li> </ul>	Duratex Brand add \$2 on size 42 and up	\$16.90	Red Kap Style PT60	\$19.65			PT20 Red Kap Industrial Pant 30-44 46-60	\$14.49 \$17.39	PT10	\$17.58
9	<ul style="list-style-type: none"> <li>Work Pants – Women</li> <li>Polyester/Cotton</li> <li>Inner lined waist band</li> <li>Full elastic waistband</li> <li>Slack style front pockets</li> <li>Brass ratcheting zipper</li> <li>Post – cure durable press</li> <li>Soil release machine washable fabric</li> <li>Solid colors</li> </ul>	Duratex Brand add \$2 on size 42 and up	\$16.90	Red Kap Style PT60	\$19.65			PT21 Red Kap Women's Industrial Pant 04-20 22-28	\$20.84 \$25.02	PT59NV	\$17.40
10	<ul style="list-style-type: none"> <li>Work Shirt – Men/Women</li> <li>Polyester/Cotton</li> <li>Long Sleeve</li> <li>Long oval tail hem.</li> <li>Full-cut body with back yoke</li> <li>Two patch pocket</li> <li>Button down collar</li> <li>Soil release machine washable fabric</li> <li>Solid colors</li> </ul>	Duratex Brand add \$2 on XXL and up	\$19.90	Blue Generation 45	\$23.50	PLAIN XS-XL	\$20.00	SP24- Red Kap Industrial Shirt/1T12 Red Kap Meridan Performance Twill Shirt/S608 Port Authority Long Sleeve Easy Care Shirt SP14 S-XL SP14 2X-5XL 1T12 S-XL 1T12 2XL-5XL S608 XS-XL S608 2XL S608 3XL S608 4XL S608 5XL S608 6XL	\$17.43 \$20.66 \$27.92 \$32.64 \$24.19 \$25.85 \$29.18 \$30.84 \$34.16 \$35.83	SP14	\$17.38

Vendor		Duratex Apparel		Exclusive Decals & Screenprinting		MCM Sporting Goods		Prudential Overall Supply		ServiceWear Apparel	
		Contact Name: Leila Tueme Phone # 956-631-3692 email: leila@duratexapparel.com		Contact Name: Jose Flores Phone # 956-584-0101 email:		Contact Name: Norma Lee Garza Phone # 956-581-1632 email: mcmsports@yahoo.com		Contact Name: Mike Ray Phone # 949-250-4855 email: mikeray@prudentialuniforms.com		Contact Name: Jim Burnett Phone # 615-301-6191 email: info@servicewearapparel.com	
Line Item	DESCRIPTION	Note	Unit Price	Note	Unit Price	Note	Unit Price	Note	Unit Price	Note	Unit Price
11	Work Shirt – Men/Women Polyester/Cotton • Short Sleeve • Long oval tail hem. • Full-cut body with back yoke • Two patch pocket • Button down collar • Soil release machine washable fabric • Solid colors	Duratex Brand add \$2 on XXL and up	\$18.90	Blue Generation	\$20.00	PLAIN XS-XL	\$20.00	SP24 Red Kap Industrial Shirt/1T22 Red Kap Meridina Performance Twill Shirt SS/S508 Port Authority Short Sleeve Easy Care Shirt SP24 S-XL \$15.81 SP24 2X-5XL \$18.11 1T22 S-XL \$25.92 1T22 2XL-5XL \$27.92 S508 XS-XL \$22.52 S508 2XL \$24.19 S508 3XL \$27.51 S508 4XL \$29.18 S508 5XL \$32.50 S508 6XL \$34.16		SP24KK	\$15.03
12	Work Shirt – Men/Women • 100% Polyester • Short Sleeve • Double-needle stitching • Flat knit color • 3 button placket • Open hem sleeves • No pockets Soil release machine washable fabric, two colors	Duratex Brand add \$2 on XXL and up	\$19.90	SporTek Solid Polo	\$18.00	PLAIN XS-XL	\$18.95	ST665/LST665 Sport Tek Heather Colorblock Contender Polo XS-XL \$20.90 2XL \$22.56 3XL \$25.89 4XL \$27.55		M/F SL90/91	\$20.33
13	Work Shirt – Men • Polyester/Cotton approx. 65/35 • Long Sleeve • Long oval tail hem • Full-cut body with back yoke • Two patch pocket • Button down collar • Soil release machine washable fabric • Solid colors	Duratex Brand add \$2 on XXL and up	\$19.90	Blue Generation	\$23.50	PLAIN XS-XL	\$20.00	SP14 Red Kap Industrial Shirt/1T12 Red Kap Meridina Performance Twill Shirt/S608 Port Authority Long Sleeve Easy Care Shirt SP14 S-XL \$17.43 SP14 2X-5XL \$20.66 1T12 S-XL \$27.92 1T12 2XL-5XL \$32.64 S608 XS-XL \$24.19 S608 2XL \$25.85 S608 3XL \$29.18 S608 4XL \$30.84 S608 5XL \$32.16 S608 6XL \$34.16		SP90	\$20.54
14	Work Shirt – Men • Polyester/Cotton approx. 65/35 • Short Sleeve • Long oval tail hem • Full-cut body with back yoke • Two patch pocket • Open collar with stays • Soil release machine washable fabric • Solid colors	Duratex Brand add \$2 on XXL and up	\$19.90	Blue Generation Raplin Release	\$22.00	PLAIN XS-XL	\$18.95	SP24 Red Kap Industrial Shirt/1T22 Red Kap Meridina Performance Twill Shirt SS/S508 Port Authority Short Sleeve Easy Care Shirt SP24 S-XL \$15.81 SP24 2X-5XL \$18.11 1T22 S-XL \$25.92 1T22 2XL-5XL \$27.92 S508 XS-XL \$22.52 S508 2XL \$24.19 S508 3XL \$27.51 S508 4XL \$29.18 S508 5XL \$32.50 S508 6XL \$34.16		SP80	\$18.92
15	Work Shirt – Women • Polyester/Cotton approx. 65/35 • Short Sleeve • Long oval tail hem • Full-cut body with back yoke • No pocket • Open collar with stays • Soil release machine washable fabric • Solid colors	Duratex Brand add \$2 on XXL and up	\$18.90	Blue Generation Poplin Release	\$22.00	PLAIN XS-XL	\$20.00	L508 Port Authority Ladies Short Sleeve Easy Care Shirt L508 XS-XL \$22.52 L508 2XL \$24.19 L508 3XL \$27.51 L508 4XL \$29.18 L508 5XL \$32.50 L508 6XL \$34.16		SP81	\$18.92
16	Work Shirt – Women • Polyester/Cotton approx. 65/35 • Long Sleeve • Long oval tail hem • Full-cut body with back yoke • No pocket • Open collar with stays • Soil release machine washable fabric • Solid colors	Duratex Brand add \$2 on XXL and up	\$18.90	Blue Generation	\$23.50	PLAIN XS-XL	\$20.00	L608 Port Authority Ladies Long Sleeve Easy Care Shirt L608 XS-XL \$24.19 L608 2XL \$25.85 L608 3XL \$29.18 L608 4XL \$30.84 L608 5XL \$34.16 L608 6XL \$35.83		SP91	\$20.54
17	Work Shirt – Women • Polyester/Cotton approx. 65/35 • 3/4 Sleeve • Long oval tail hem • Full-cut body with back yoke • No pocket • Open collar with stays • Soil release machine washable fabric • Solid colors	Duratex Brand add \$2 on XXL and up	\$18.90	Blue Generation 3/4 Sleeve	\$23.50	PLAIN XS-XL	\$21.00	L612 Port Authority Ladies 3/4 Sleeve Easy Care Shirt L612 XS-XL \$22.52 L612 2XL \$24.19 L612 3XL \$27.19 L612 4XL \$27.51		TX1009B	\$28.97
18	Welding shirt • 100% Cotton • fire resistant • Long sleeve • No pockets • Long oval tail hem • Solid colors • Breathable light welding protector	Duratex Brand add \$2 on XXL and up	\$21.00	Bulwark FR SLN2	\$58.00			Sww2 Bulwark Welding Work Shirt Sww2 M-XL \$99.90 Sww2 2XL-3XL \$133.37		Sww2SY	\$82.48
19	JACKET • 100% Polyester knit shell with waterproof finish • 100% Polyester mesh interior • Three-panel hood with adjustable locking draw cord • Reverse coil zipper • Front zippered pockets • Elastic binding cuffs • Navy Blue, black, or grey	All Sizes	\$25.00	5317-Port Authority Jacket	\$29.00			J719 Port Authority Active Hooded Soft Shell Jacket J719 XS-XL \$45.80 J719 2XL \$47.47 J719 3XL \$50.79 J719 4XL \$52.46		Male GV0016 Female GV0017B	\$42.28 \$28.43
20	JACKET • 100% cotton duck cloth • Polyfill nylon lining • Hood • Rib knit cuffs and waistbands • Front hand pockets • Left pocket sized logo embroidery in solid white thread • Navy, duck brown, or black	S-XL \$49.00 XXL \$51.00 3XL \$52.00 4XL \$56.00 J763		C53T38 Red Kap Jacket	\$38.00			J763H Corner Stone Duck Cloth Hooded Jacket J763H XS-XL \$62.43 J763H 2XL \$64.10 J763H 3XL \$67.42 J763H 4 XL \$69.08 J763H 5XL \$72.41 J763H 6XL \$74.07		Navy Blue JD20ND Brown JD20BD	\$56.19 \$54.46

**SUBJECT:** Contract for Network Cabling Drops at Mission CISD Annex Building and On-Call Cabling Services 344-21-0

**PRESENTER:** Rumalda Ruiz, Assistant Superintendent for Finance

**BACKGROUND INFORMATION**

The Mission CISD Annex facility will house the following departments:

- Information Systems
- Technology Systems
- Safety and Security
- Fixed Assets, Warehouse, Textbooks and Records Management

The Annex facility will also house the district network operations center and the district staff development training and conference center.

Mission CISD needs to purchase 347 network cable drops as part of the installation of the technology infrastructure at the Annex facility.

**ADMINISTRATIVE CONSIDERATIONS**

The District solicited Request for Proposals in compliance with TEC Sec 44.031(a) requiring an approved method of procurement for expenditures of similar categories valued at an annual aggregate of \$50,000 or greater.

A summary of the response review and evaluation process is as follows:

- |                                    |   |
|------------------------------------|---|
| 1. Number of responses received -  | 3 |
| 2. Number of vendors recommended - | 1 |

**FUNDING SOURCE AND AMOUNT**

General Fund Estimated cost:           \$ 77,423

**RECOMMENDATION:**

Contract for Network Cabling Drops at Mission CISD Annex Building and On-Call Cabling Services 344-21-0 to Telepro Communications.

**CONTACT PERSON (S)**

Lorena Garcia, Deputy Superintendent for Support Services  
Rick Rivera, Assistant Superintendent for Operations  
Joel Garcia, Executive Director for Technology and Information Systems  
Noe Pena, Director for Technology Systems  
Roosevelt Rios, Purchasing Coordinator



**SUBJECT:** Purchase of Instructional Staff Laptop Computers

**PRESENTER:** Rumalda Ruiz, Assistant Superintendent for Finance

### **BACKGROUND INFORMATION**

Due to the current COVID 19 pandemic and as per Texas Education Agency guidance, Mission CISD continues to offer students the opportunity to either attend in-person instruction at their assigned campus or continue to attend virtually. At the present time, we have over 90% of our students engaging remotely from home and based on current survey information, that number is likely to see a minimal decrease in the months ahead. The majority of district teachers are also engaged in remote delivery of instruction from their homes.

In order to meet the instructional delivery and technology needs of teachers and to ensure the highest quality instruction, updated and efficient laptop devices need to be purchased. The district is currently surveying teaching staff to get an idea of current inventory and this information will be utilized to determine a final count and equitable distribution. Based on current information, the district is looking to purchase approximately 1000 devices.

### **ADMINISTRATIVE CONSIDERATIONS**

The purchase will be made using a Purchasing Cooperative. Using an interlocal purchase co-op complies with purchase requirements of TEC 44.031 and local board policy requiring an approved purchasing method for contracts valued at \$50,000 or more. The district is currently soliciting pricing information.

### **FUNDING SOURCE AND AMOUNT**

Federal Funds - Title I, Part A estimated cost \$1,200,000

### **RECOMMENDATION**

Administration will be bringing a recommendation at the upcoming Board Meeting.

### **CONTACT PERSON (S)**

Dr. Sharon Roberts, Deputy Superintendent for Curriculum and Instruction  
Kim Risica, Executive Director for Special Programs & School Improvement  
Roosevelt Rios, Purchasing Coordinator

**SUBJECT:** Approval of Donations

**PRESENTER:** Rumalda Ruiz, 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, the total donations were \$4,841.02. The largest cash donation was \$1,515.00 and the largest non-cash donation was \$1,530.00. These donations benefit our students.

**FUNDING SOURCE AND AMOUNT**

N/A

**RECOMMENDATION:**

Approval of donations.

**CONTACT PERSON (S)**

Rumalda Ruiz, Assistant Superintendent for Finance  
Anna Zuniga, CPA, Director for Finance  
Rosalinda Rodriguez, Accountant

Mission Consolidated Independent School District  
Donations

Date	Campus / Scholarship	Cash	Non-Cash	Donor	Purpose
10/29/20	Waitz Elementary	71.00		International Apparel Warehouse (Duratex)	Donation to be used to purchase uniforms for students.
11/03/20	Mission VMHS	1,515.00		Joel Becerra	Donation to be used by Mission VMHS Football team.
11/09/20	Mission High School	416.02		PEL Industries	Donation will be used for students awards.
11/20/20	MHS Football Club	1,309.00		Mission Athletic Foundation	Donation to be used by MHS Football Club as needed.
12/01/20	Elementary schools (14)		1,530.00	Ricardo and Claudia Rivera	Christmas donation of 2 scooters to each elementary campus.
	Total donations	\$ 3,311.02	\$ 1,530.00		

**SUBJECT:** Financial Report for the Months of September and October 2020

**PRESENTER:** Rumalda Ruiz, Assistant Superintendent for Finance

**BACKGROUND INFORMATION**

In accordance with 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 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 September 2020 totaled \$28,760,817 and actual expenditures totaled \$22,825,284. The excess revenues and other resources over expenses and other uses was \$5,967,756.

Actual revenues for October 2020 totaled \$42,630,228 and actual expenditures totaled \$36,818,535. The excess revenues and other resources over expenses and other uses was \$5,843,915.

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)**

Rumalda Ruiz, Assistant Superintendent for Finance  
Anna Zuniga, CPA Director for Finance

Mission Consolidated Independent School District

General Fund

September 30, 2020

		Budget	Actual	Difference	%
<b>Revenues</b>					
5700	Local and Intermediate Sources	\$ 27,544,245	\$812,106	\$ (26,732,139)	2.95%
5800	State Program Revenues	128,226,929	\$27,634,821	(100,592,108)	21.55%
5900	Federal Program Revenues	16,344,257	\$313,891	(16,030,366)	1.92%
	<b>Total Revenues</b>	<b>\$ 172,115,431</b>	<b>\$ 28,760,817</b>	<b>\$ (143,354,614)</b>	
<b>Expenditures</b>					
11	Instruction	\$ 90,599,516	\$8,083,881	\$ 82,515,635	8.92%
12	Instrucional Resources & Media Services	2,549,248	\$221,990	2,327,258	8.71%
13	Curriculum and Personnel Development	3,332,145	\$876,641	2,455,504	26.31%
21	Instructional Administration	2,472,555	\$566,886	1,905,669	22.93%
23	School Administration	9,668,067	\$1,540,957	8,127,110	15.94%
31	Guidance and Counseling Services	5,757,154	\$700,031	5,057,123	12.16%
32	Attendance and Social Work Services	603,119	\$235,638	367,481	39.07%
33	Health Services	1,588,003	\$343,079	1,244,924	21.60%
34	Pupil Transportation	4,409,504	\$903,153	3,506,351	20.48%
35	Food Services	13,817,053	\$1,691,645	12,125,408	12.24%
36	Co-Curricular Activities	7,089,632	\$558,189	6,531,443	7.87%
41	General Administration	5,243,752	\$1,277,574	3,966,178	24.36%
51	Plant Maintenance and Operations	18,452,252	\$4,394,214	14,058,038	23.81%
52	Security and Monitoring	2,768,484	\$399,211	2,369,273	14.42%
53	Data Processing Services	2,938,361	\$636,882	2,301,479	21.67%
61	Community Services	336,602	\$12,463	324,139	3.70%
71	Debt Service	1,031,520	\$240,759	790,761	23.34%
81	Facilities Acquisition and Construction	3,026,133	\$4,000	3,022,133	0.13%
95	Juvenile Justice Alt. Education	20,000	\$0	20,000	0.00%
99	Other Intergovernmental Charges	358,090	\$138,090	220,000	0.00%
	<b>Total Expenditures</b>	<b>\$ 176,061,190</b>	<b>\$22,825,284</b>	<b>\$ 153,235,906</b>	<b>0</b>
1100	<b>Excess (Deficiency)</b>	<b>\$ (3,945,759)</b>	<b>\$5,935,534</b>	<b>\$ 9,881,293</b>	
<b>Non-Operating Revenue</b>					
7912	Sale of Real or Personal Property	\$ 53,000	\$ 32,222	\$ (20,778)	60.80%
7915	Operating Transfers In	15,574,924	\$ -	(15,574,924)	0.00%
	<b>Total Non-Operating Revenue</b>	<b>\$ 15,627,924</b>	<b>\$ 32,222</b>	<b>\$ (15,595,702)</b>	
<b>Non-Operating Expenses</b>					
8911	Other Uses	\$ (15,727,793)	\$ -	\$ (15,727,793)	0.00%
	<b>Total Non-Operating Expenses</b>	<b>\$ (15,727,793)</b>	<b>\$ -</b>	<b>\$ (15,727,793)</b>	
1200	<b>Excess (Deficiency)</b>	<b>\$ (4,045,628)</b>	<b>\$ 5,967,756</b>	<b>\$ (21,442,202)</b>	
0100	<b>Fund Balance - Beginning Un-Audited</b>	<b>\$ 67,791,543</b>	<b>\$ 67,791,543</b>	<b>\$ -</b>	
3000	<b>Fund Balance - Ending Un-Audited</b>	<b>\$ 63,745,915</b>	<b>\$ 73,759,299</b>	<b>\$ (21,442,202)</b>	

Mission Consolidated Independent School District

September 30, 2020

DEBT SERVICE FUND 599

		Budget	Actual	Difference	%
<b>Revenues</b>					
5700	Local and Intermediate Sources	\$ 4,202,708	\$ 110,262	\$ (4,092,446)	2.62%
5800	State Program Revenues	4,684,522	-	(4,684,522)	0.00%
	<b>Total Revenues</b>	<b>\$ 8,887,230</b>	<b>\$ 110,262</b>	<b>\$ (8,776,968)</b>	
<b>Expenditures</b>					
71	Debt Services	\$ 9,069,844	\$ 2,207,422	\$ 6,862,422	24.34%
	<b>Total Expenditures</b>	<b>\$ 9,069,844</b>	<b>\$ 2,207,422</b>	<b>\$ 6,862,422</b>	
1100	<b>Excess (Deficiency)</b>	<b>\$ (182,614)</b>	<b>\$ (2,097,160)</b>	<b>\$ (1,914,546)</b>	
<b>Non-Operating Revenue</b>					
7900	Operating Transfers In	\$0	\$0	\$0	0.00%
<b>Non-Operating Expenses</b>					
8900	Operating Transfers Out	\$ -	\$ -	\$ -	0.00%
1200	<b>Excess (Deficiency)</b>	<b>\$ (182,614)</b>	<b>\$ (2,097,160)</b>	<b>\$ (1,914,546)</b>	
0100	Fund Balance - Beginning Un-Audited	\$ 5,220,586	\$ 5,220,586	\$ -	
3000	Fund Balance - Ending Un-Audited	\$ 5,037,972	\$ 3,123,426	\$ (1,914,546)	

Mission Consolidated Independent School District

General Fund

October 31, 2020

		Budget	Actual	Difference	%
<b>Revenues</b>					
5700	Local and Intermediate Sources	\$ 27,544,245	\$1,442,712	\$ (26,101,533)	5.24%
5800	State Program Revenues	128,226,929	\$39,639,117	(88,587,812)	30.91%
5900	Federal Program Revenues	16,344,257	\$1,548,400	(14,795,857)	9.47%
	<b>Total Revenues</b>	<b>\$ 172,115,431</b>	<b>\$ 42,630,228</b>	<b>\$ (129,485,203)</b>	
<b>Expenditures</b>					
11	Instruction	\$ 90,641,643	\$15,523,241	\$ 75,118,402	17.13%
12	Instrucional Resources & Media Services	2,549,248	\$441,888	2,107,360	17.33%
13	Curriculum and Personnel Development	3,332,145	\$995,278	2,336,867	29.87%
21	Instructional Administration	2,472,555	\$755,693	1,716,862	30.56%
23	School Administration	9,727,533	\$2,269,863	7,457,670	23.33%
31	Guidance and Counseling Services	5,757,154	\$1,166,108	4,591,046	20.25%
32	Attendance and Social Work Services	603,119	\$274,915	328,204	45.58%
33	Health Services	1,588,003	\$472,825	1,115,178	29.77%
34	Pupil Transportation	4,649,631	\$1,442,097	3,207,534	31.02%
35	Food Services	13,817,053	\$2,926,685	10,890,368	21.18%
36	Co-Curricular Activities	7,089,632	\$1,257,813	5,831,819	17.74%
41	General Administration	5,385,752	\$1,629,058	3,756,694	30.25%
51	Plant Maintenance and Operations	19,024,846	\$5,682,435	13,342,411	29.87%
52	Security and Monitoring	2,780,084	\$543,869	2,236,215	19.56%
53	Data Processing Services	3,081,416	\$1,032,836	2,048,580	33.52%
61	Community Services	336,602	\$19,320	317,282	5.74%
71	Debt Service	1,031,520	\$240,759	790,761	23.34%
81	Facilities Acquisition and Construction	3,122,107	\$5,763	3,116,345	0.18%
95	Juvenile Justice Alt. Education	20,000	\$0	20,000	0.00%
99	Other Intergovernmental Charges	358,090	\$138,090	220,000	0.00%
	<b>Total Expenditures</b>	<b>\$ 177,368,133</b>	<b>\$36,818,535</b>	<b>\$ 140,549,598</b>	<b>0</b>
<b>1100</b>	<b>Excess (Deficiency)</b>	<b>\$ (5,252,702)</b>	<b>\$5,811,693</b>	<b>\$ 11,064,395</b>	
<b>Non-Operating Revenue</b>					
7912	Sale of Real or Personal Property	\$ 53,000	\$ 32,222	\$ (20,778)	60.80%
7915	Operating Transfers In	15,574,924	\$ -	(15,574,924)	0.00%
	<b>Total Non-Operating Revenue</b>	<b>\$ 15,627,924</b>	<b>\$ 32,222</b>	<b>\$ (15,595,702)</b>	
<b>Non-Operating Expenses</b>					
8911	Other Uses	\$ (15,727,793)	\$ -	\$ (15,727,793)	0.00%
	<b>Total Non-Operating Expenses</b>	<b>\$ (15,727,793)</b>	<b>\$ -</b>	<b>\$ (15,727,793)</b>	
<b>1200</b>	<b>Excess (Deficiency)</b>	<b>\$ (5,352,571)</b>	<b>\$ 5,843,915</b>	<b>\$ (20,259,100)</b>	
<b>0100</b>	<b>Fund Balance - Beginning Un-Audited</b>	<b>\$ 67,791,543</b>	<b>\$ 67,791,543</b>	<b>\$ -</b>	
<b>3000</b>	<b>Fund Balance - Ending Un-Audited</b>	<b>\$ 62,438,972</b>	<b>\$ 73,635,458</b>	<b>\$ (20,259,100)</b>	

Mission Consolidated Independent School District

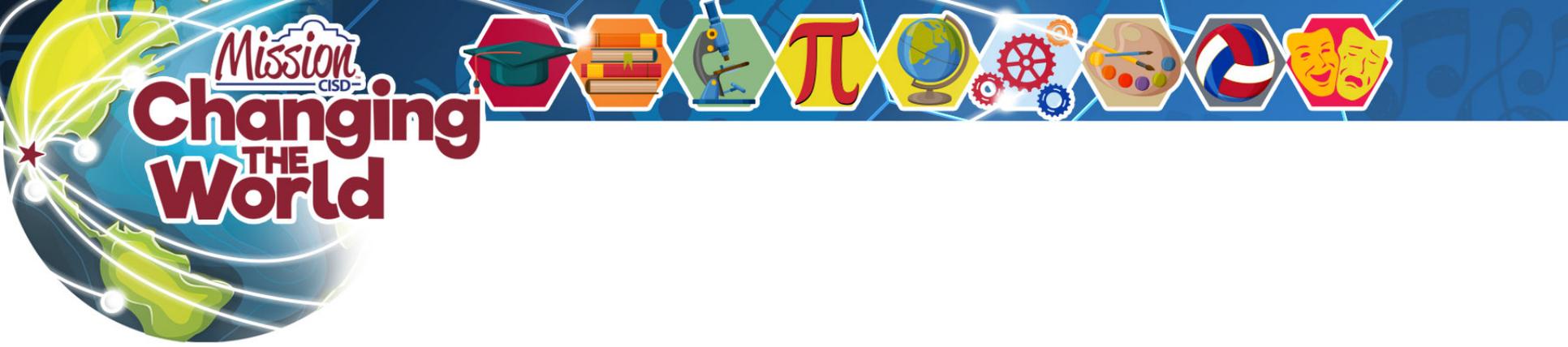
October 31, 2020

DEBT SERVICE FUND 599

		Budget	Actual	Difference	%
<b>Revenues</b>					
5700	Local and Intermediate Sources	\$ 4,202,708	\$ 189,926	\$ (4,012,782)	4.52%
5800	State Program Revenues	4,684,522	-	(4,684,522)	0.00%
	<b>Total Revenues</b>	<b>\$ 8,887,230</b>	<b>\$ 189,926</b>	<b>\$ (8,697,304)</b>	
<b>Expenditures</b>					
71	Debt Services	\$ 9,069,844	\$ 2,207,422	\$ 6,862,422	24.34%
	<b>Total Expenditures</b>	<b>\$ 9,069,844</b>	<b>\$ 2,207,422</b>	<b>\$ 6,862,422</b>	
1100	<b>Excess (Deficiency)</b>	<b>\$ (182,614)</b>	<b>\$ (2,017,496)</b>	<b>\$ (1,834,882)</b>	
<b>Non-Operating Revenue</b>					
7900	Operating Transfers In	\$0	\$0	\$0	0.00%
<b>Non-Operating Expenses</b>					
8900	Operating Transfers Out	\$ -	\$ -	\$ -	0.00%
1200	<b>Excess (Deficiency)</b>	<b>\$ (182,614)</b>	<b>\$ (2,017,496)</b>	<b>\$ (1,834,882)</b>	
0100	Fund Balance - Beginning Un-Audited	\$ 5,220,586	\$ 5,220,586	\$ -	
3000	Fund Balance - Ending Un-Audited	\$ 5,037,972	\$ 3,203,090	\$ (1,834,882)	

**Mission Consolidated Independent School District  
Self Funded Health Insurance Fund  
Statement of Revenues, Expenses, and Changes in Net Position  
October 31, 2020**

<b>Operating Revenues</b>		
5700	Local and Intermediate Sources	\$ 4,404,004
	<b>Total Revenues</b>	<b>\$ 4,404,004</b>
<b>Operating Expenditures</b>		
6100	Payroll Expenditures	\$ 4,800,737
6200	Professional & Contracted Services	-
6300	Supplies & Materials	-
6400	Other Operating Costs	-
6500	Debt Service	-
6600	Capital Outlay	-
	<b>Total Expenses</b>	<b>\$ 4,800,737</b>
	<b>Operating Income (Loss)</b>	<b>\$ (396,733)</b>
<b>Non-Operating Revenues (Expenses)</b>		
5700	Interest Revenue	\$ 593
	<b>Total Non-Operating Revenues (Expenses)</b>	<b>\$ 593</b>
	<b>Income (Loss) Before Contributions &amp; Transfers</b>	<b>\$ (396,140)</b>
<b>Contributions &amp; Transfers</b>		
7900	Transfers In	\$ -
8900	Transfers Out	-
<b>1300</b>	<b>Change in Net Position</b>	<b>\$ (396,140)</b>
<b>0100</b>	<b>Total Net Position - Beginning Unaudited</b>	<b>\$ 956,250</b>
<b>3300</b>	<b>Total Net Position - Ending Unaudited</b>	<b>\$ 560,110</b>



# Self-Funded Group Health Plan

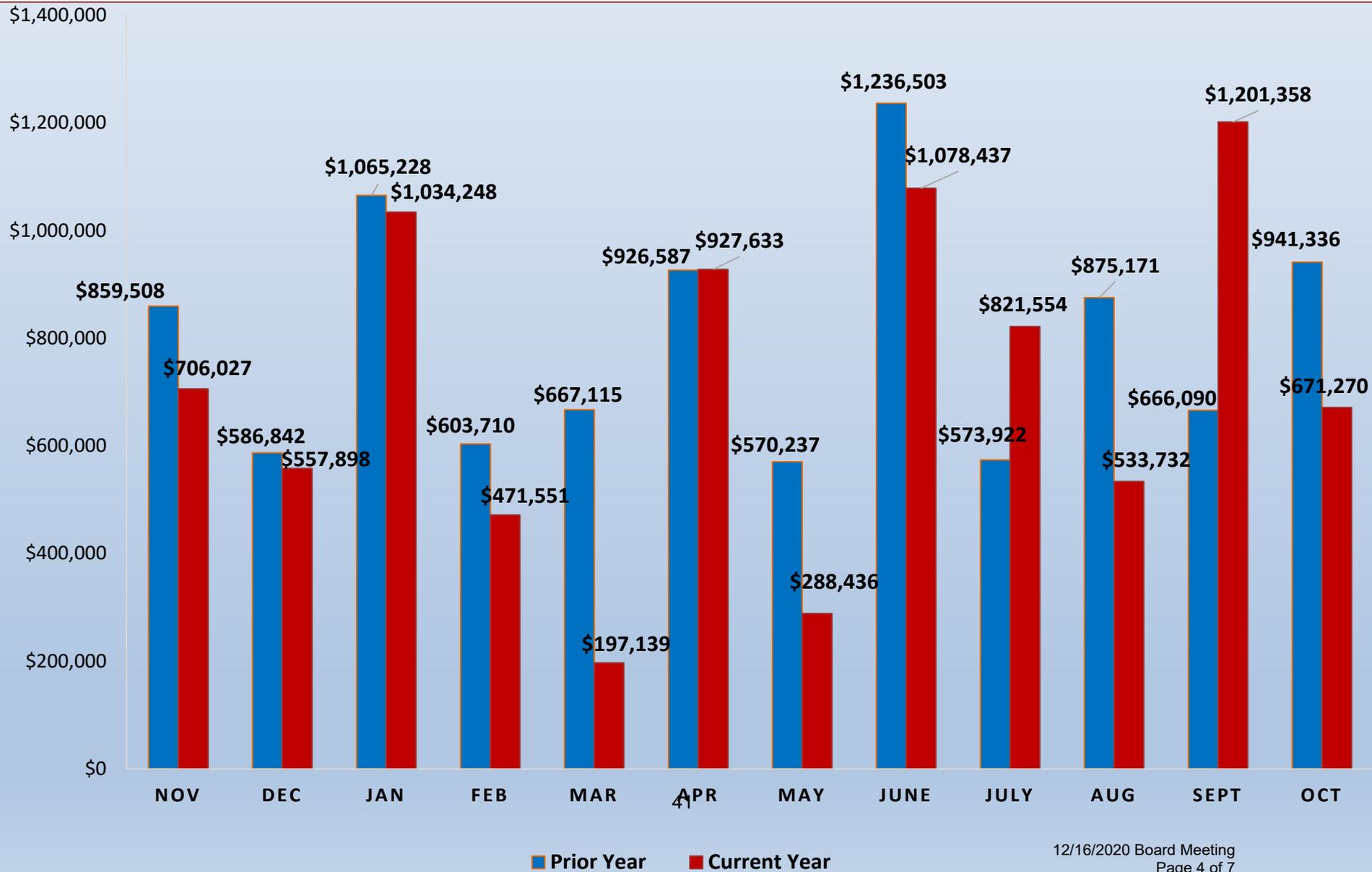
**October 2020**

**Mission Consolidated Independent School District  
Self Funded Health Insurance Fund  
Statement of Revenues, Expenses, and Changes in Net Position  
October 2020**

Operating Revenues	Actual	%
<i>Premiums:</i>		
Medical - Employee	\$ 1,019,519	23.15%
Medical - Employer	3,382,114	76.79%
Claim Credits	519	0.01%
Cobra	1,852	0.04%
<b>Non - Operating Revenues</b>		
Interest Revenue	\$ 593	0.01%
<b>Total Revenues</b>	<b>\$ 4,404,596</b>	<b>100.00%</b>
<b>Operating Expenses</b>		
<i>Claims:</i>		
Medical	\$ 3,227,914	67.24%
Pharmacy - RX	1,173,169	24.44%
<i>Administrative Fees:</i>		
Medical	92,398	1.92%
Aggregate Stop Loss	37,882	0.79%
Specific Stop Loss	245,561	5.12%
Independent External Review Fees	700	0.01%
Vendor Fees	13,117	0.27%
<b>Non-Operating Expenses</b>		
Other Expenses	\$ 9,995	0.21%
<b>Total Expenses</b>	<b>\$ 4,800,736</b>	<b>100.00%</b>
<b>Operating Income (Loss)</b>		
	\$ (396,140)	
<b>Income (Loss) Before Contributions &amp; Transfers</b>		
	<b>\$ (396,140)</b>	
<b>Contributions &amp; Transfers</b>		
Transfers In	\$ -	
<b>Change in Net Position</b>	<b>(396,140)</b>	
<b>Total Net Position - Beginning Unaudited</b>		
	956,250	
<b>Total Net Position - Ending Unaudited</b>		
	<b>\$ 560,110</b>	

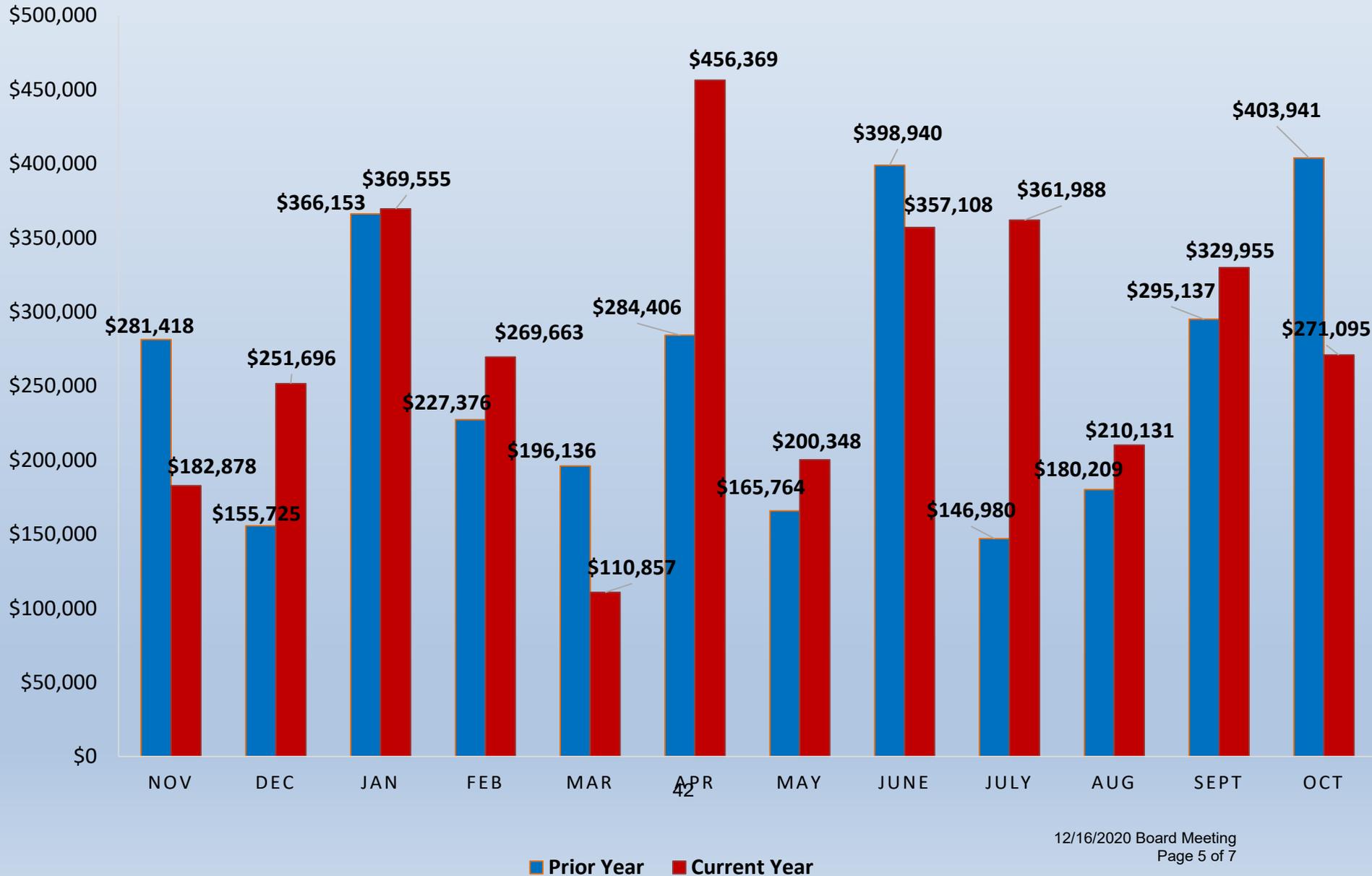
# Medical Claims Expense Overview

## 12 Month Trend – October 2020



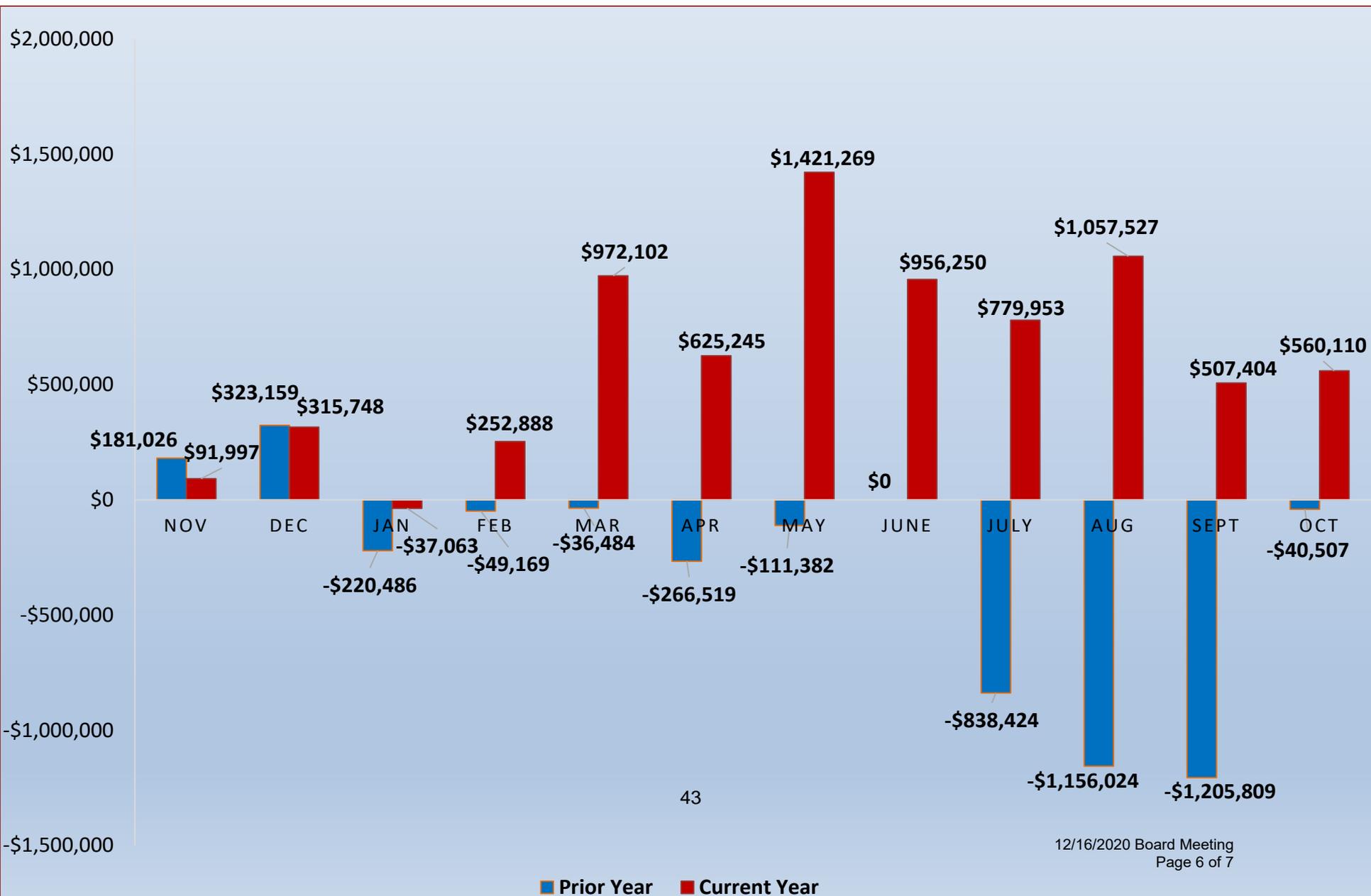
# Pharmacy Claims Expense Overview

## 12 Month Trend - October 2020



# Net Position Overview

## 12 Month Trend – October 2020





**SUBJECT:** Approval of Tax Levy Adjustments for the Month of October 2020

**PRESENTER:** Rumalda Ruiz, 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 \$60,970.98. 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 \$602,047.17. The monthly fee for this service is \$6,271.00.

Attached is the October 2020 Tax Collection Report

**FUNDING SOURCE AND AMOUNT**

Local Maintenance Levy Modification \$(52,728.68)  
Debt Service Levy Modification \$(8,242.30)  
Rollbacks \$0.00

**RECOMMENDATION**

Approval of Tax Levy Adjustments for the month of October 2020

**CONTACT PERSON (S)**

Rumalda Ruiz, Assistant Superintendent for Finance  
Anna Zuniga, CPA Director of Finance  
Rosalinda Rodriguez, Accountant

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR  
MISSION C.I.S.D. TAXES COLLECTED FOR:  
OCTOBER 2020

**COMPARATIVE RATE OF COLLECTIONS**

MISSION C.I.S.D. SMS - 48	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2020/2021	COLLECTED 2019/2020
2020 TAX ROLL	28,040,951.26	370,964.30		322,786.17	27,992,773.13	1.31%	1.98%
2019 & PRIOR YRS	4,957,234.99	760,408.78	(24,143.03)	(113,022.54)	4,059,660.64	15.78%	15.08%
ROLLBACK	-	6,292.16	-	6,292.16	-	100.00%	100.00%
<b>TOTALS</b>	<b>32,998,186.25</b>	<b>1,137,665.24</b>	<b>(24,143.03)</b>	<b>216,055.79</b>	<b>32,052,433.77</b>		

**BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF OCTOBER 2020**

	MISSION C.I.S.D.	MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	370,964.30	322,786.17 CURRENT
CURRENT YEAR-P&I	-	
PRIOR YEARS-BASE TAX	137,012.82	(60,970.98) PRIOR
PRIOR YEARS-P&I	61,639.32	
ROLLBACK	-	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	32,430.73	- PURGED
<b>TOTAL COLLECTIONS</b>	<b>602,047.17</b>	<b>261,815.19</b>
LESS TRANSFERRED	255,690.97	
LESS IN TRANSIT	339,980.89	
LESS DUE TO HCAD COMM FEES	104.31	
LESS DUE TO CO TREASURER	6,271.00	
<b>BALANCE</b>	<b>(0.00)</b>	

\*\*\*\*\*AFFIDAVIT\*\*\*\*\*

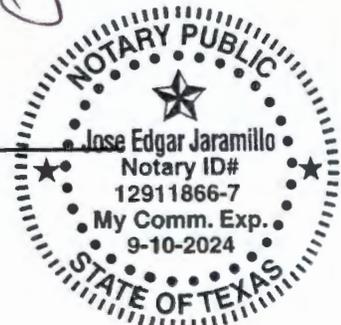
I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE MISSION C.I.S.D., DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF OCTOBER IS CORRECT.

\_\_\_\_\_  
ASSESSOR-COLLECTOR OF TAXES FOR MISSION C.I.S.D., TEXAS



SWORN AND SUBSCRIBED BEFORE ME THIS 9TH DAY OF NOVEMBER 2020 A.D.

\_\_\_\_\_  
NOTARY PUBLIC, HIDALGO COUNTY, TEXAS



**HIDALGO COUNTY TAX OFFICE  
MISSION CISD**

**MODIFICATIONS FOR THE MONTH OF OCTOBER 2020**

YR	RATE	M&O	%	ADJ	M&O	I&S	%	I&S
2020	1.19930	1.02800	85.72%	322,786.17	276,681.55	0.1713	14.28%	46,104.62
2019	1.23955	1.06835	86.19%	(42,675.04)	(36,780.99)	0.1712	13.81%	(5,894.05)
2018	1.3398	1.1700	87.33%	(16,041.79)	(14,008.73)	0.1698	12.67%	(2,033.06)
2017	1.3502	1.1700	86.65%	(504.93)	(437.54)	0.1802	13.35%	(67.39)
2016	1.3582	1.1700	86.14%	(793.98)	(683.96)	0.1882	13.86%	(110.02)
2015	1.3672	1.1700	85.58%	(955.24)	(817.46)	0.1972	14.42%	(137.78)
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
<b>TOTAL</b>				<b>261,815.19</b>	<b>223,952.87</b>			<b>37,862.32</b>

	M&O	I&S
2020	322,786.17	46,104.62
2019 & PRIOR	(60,970.98)	(8,242.30)
<b>TOTAL</b>	<b>261,815.19</b>	<b>37,862.32</b>

**ROLLBACK MODIFICATIONS FOR THE MONTH OF OCTOBER 2020**

YR	RATE	M&O	%	ADJ	M&O	I&S	%	I&S
2020	0.0000	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	#DIV/0!
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
<b>TOTAL</b>				<b>0.00</b>	<b>0.00</b>			<b>0.00</b>

	M&O	I&S
CURRENT	-	-
DELINQUENT	-	-
<b>TOTAL</b>	<b>- 47</b>	<b>-</b>

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 RECEIPT DATE: ALL  
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM  
 DEPOSIT DISTRIBUTION  
 FROM: 10/01/2020 THRU 10/31/2020  
 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
2020	M & O	1.028000	317,978.36	.00	.00	.00	317,978.36	.00	.00	.00	317,978.36
	I & S	.171300	52,985.94	.00	.00	.00	52,985.94	.00	.00	.00	52,985.94
	TOTAL	1.199300	370,964.30	.00	.00	.00	370,964.30	.00	.00	.00	370,964.30
2019	M & O	1.068350	62,628.36	.00	16,185.66	.00	78,814.02	16,334.56	.00	.00	95,148.58
	I & S	.171200	10,036.06	.00	2,593.76	.00	12,629.82	.00	.00	.00	12,629.82
	TOTAL	1.239550	72,664.42	.00	18,779.42	.00	91,443.84	16,334.56	.00	.00	107,778.40
2018	M & O	1.170000	17,313.46	.00	9,217.51	.00	26,530.97	5,745.48	.00	.00	32,276.45
	I & S	.169800	2,512.75	.00	1,337.70	.00	3,850.45	.00	.00	.00	3,850.45
	TOTAL	1.339800	19,826.21	.00	10,555.21	.00	30,381.42	5,745.48	.00	.00	36,126.90
2017	M & O	1.170000	12,963.65	.00	5,602.27	.00	18,565.92	3,070.61	.00	.00	21,636.53
	I & S	.180200	1,996.62	.00	862.89	.00	2,859.51	.00	.00	.00	2,859.51
	TOTAL	1.350200	14,960.27	.00	6,465.16	.00	21,425.43	3,070.61	.00	.00	24,496.04
2016	M & O	1.170000	10,869.45	.00	5,487.11	.00	16,356.56	2,420.72	.00	.00	18,777.28
	I & S	.188200	1,748.39	.00	882.65	.00	2,631.04	.00	.00	.00	2,631.04
	TOTAL	1.358200	12,617.84	.00	6,369.76	.00	18,987.60	2,420.72	.00	.00	21,408.32
2015	M & O	1.170000	4,498.05	.00	2,400.49	.00	6,898.54	795.76	.00	.00	7,694.30
	I & S	.197200	758.14	.00	404.61	.00	1,162.75	.00	.00	.00	1,162.75
	TOTAL	1.367200	5,256.19	.00	2,805.10	.00	8,061.29	795.76	.00	.00	8,857.05
2014	M & O	1.170000	1,005.01	.00	810.37	.00	1,815.38	309.26	.00	.00	2,124.64
	I & S	.160000	137.45	.00	110.81	.00	248.26	.00	.00	.00	248.26
	TOTAL	1.330000	1,142.46	.00	921.18	.00	2,063.64	309.26	.00	.00	2,372.90
2013	M & O	1.170000	714.75	.00	490.79	.00	1,205.54	115.85	.00	.00	1,321.39
	I & S	.130000	79.41	.00	54.55	.00	133.96	.00	.00	.00	133.96
	TOTAL	1.300000	794.16	.00	545.34	.00	1,339.50	115.85	.00	.00	1,455.35
2012	M & O	1.170000	1,010.91	.00	917.57	.00	1,928.48	250.97	.00	.00	2,179.45
	I & S	.130000	112.31	.00	101.95	.00	214.26	.00	.00	.00	214.26
	TOTAL	1.300000	1,123.22	.00	1,019.52	.00	2,142.74	250.97	.00	.00	2,393.71
2011	M & O	1.170000	1,609.06	.00	1,871.68	.00	3,480.74	577.77	.00	.00	4,058.51
	I & S	.130000	178.79	.00	207.96	.00	386.75	.00	.00	.00	386.75
	TOTAL	1.300000	1,787.85	.00	2,079.64	.00	3,867.49	577.77	.00	.00	4,445.26
2010	M & O	1.040000	714.86	.00	907.65	.00	1,622.51	296.79	.00	.00	1,919.30
	I & S	.260000	178.72	.00	226.92	.00	405.64	.00	.00	.00	405.64
	TOTAL	1.300000	893.58	.00	1,134.57	.00	2,028.15	296.79	.00	.00	2,324.94
2009	M & O	1.040000	629.52	.00	856.75	.00	1,486.27	264.72	.00	.00	1,750.99
	I & S	.240000	145.29	.00	197.73	.00	343.02	.00	.00	.00	343.02
	TOTAL	1.280000	774.81	.00	1,054.48	.00	1,829.29	264.72	.00	.00	2,094.01

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TAX COLLECTION SYSTEM  
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 FROM: 10/01/2020 THRU 10/31/2020  
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PAGE: 76  
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2008	M & O	1.040000	459.31	.00	702.75	.00	1,162.06	207.83	.00	.00	1,369.89
	I & S	.200000	88.33	.00	135.14	.00	223.47	.00	.00	.00	223.47
	TOTAL	1.240000	547.64	.00	837.89	.00	1,385.53	207.83	.00	.00	1,593.36
2007	M & O	1.040000	459.11	.00	731.73	.00	1,190.84	190.79	.00	.00	1,381.63
	I & S	.140000	61.79	.00	98.50	.00	160.29	.00	.00	.00	160.29
	TOTAL	1.180000	520.90	.00	830.23	.00	1,351.13	190.79	.00	.00	1,541.92
2006	M & O	1.337400	847.51	.00	1,500.08	.00	2,347.59	383.73	.00	.00	2,731.32
	I & S	.120000	76.04	.00	134.60	.00	210.64	.00	.00	.00	210.64
	TOTAL	1.457400	923.55	.00	1,634.68	.00	2,558.23	383.73	.00	.00	2,941.96
2005	M & O	1.463200	848.78	.00	1,604.20	.00	2,452.98	393.09	.00	.00	2,846.07
	I & S	.100000	58.01	.00	109.64	.00	167.65	.00	.00	.00	167.65
	TOTAL	1.563200	906.79	.00	1,713.84	.00	2,620.63	393.09	.00	.00	3,013.72
2004	M & O	1.463200	763.78	.00	1,532.18	.00	2,295.96	368.72	.00	.00	2,664.68
	I & S	.105900	55.29	.00	110.90	.00	166.19	.00	.00	.00	166.19
	TOTAL	1.569100	819.07	.00	1,643.08	.00	2,462.15	368.72	.00	.00	2,830.87
2003	M & O	1.463200	558.11	.00	1,183.32	.00	1,741.43	281.35	.00	.00	2,022.78
	I & S	.120900	46.12	.00	97.77	.00	143.89	.00	.00	.00	143.89
	TOTAL	1.584100	604.23	.00	1,281.09	.00	1,885.32	281.35	.00	.00	2,166.67
2002	M & O	1.450000	556.70	.00	1,252.12	.00	1,808.82	296.33	.00	.00	2,105.15
	I & S	.134100	51.48	.00	115.80	.00	167.28	.00	.00	.00	167.28
	TOTAL	1.584100	608.18	.00	1,367.92	.00	1,976.10	296.33	.00	.00	2,272.43
2000	M & O	1.400000	220.34	.00	548.66	.00	769.00	126.40	.00	.00	895.40
	I & S	.134100	21.11	.00	52.55	.00	73.66	.00	.00	.00	73.66
	TOTAL	1.534100	241.45	.00	601.21	.00	842.66	126.40	.00	.00	969.06
ALL	M & O		436,649.08	.00	53,802.89	.00	490,451.97	32,430.73	.00	.00	522,882.70
ALL	I & S		71,328.04	.00	7,836.43	.00	79,164.47	.00	.00	.00	79,164.47
ALL	TOTAL		507,977.12	.00	61,639.32	.00	569,616.44	32,430.73	.00	.00	602,047.17
DLQ	M & O		118,670.72	.00	53,802.89	.00	172,473.61	32,430.73	.00	.00	204,904.34
DLQ	I & S		18,342.10	.00	7,836.43	.00	26,178.53	.00	.00	.00	26,178.53
DLQ	TOTAL		137,012.82	.00	61,639.32	.00	198,652.14	32,430.73	.00	.00	231,082.87
CURR	M & O		317,978.36	.00	.00	.00	317,978.36	.00	.00	.00	317,978.36
CURR	I & S		52,985.94	.00	.00	.00	52,985.94	.00	.00	.00	52,985.94
CURR	TOTAL		370,964.30	.00	.00	.00	370,964.30	.00	.00	.00	370,964.30

**SUBJECT:** Disbursements for the Months of October and November 2020

**PRESENTER:** Rumalda Ruiz, 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 Months of October and November totaled \$12,653,162.73 and \$11,172,760.86, respectively as follows:

<b>Disbursement Type</b>	<b>Amount</b>
Accounts Payable Vendor Checks	\$ 2,575,016.42
District Purchasing Cards	\$ 491,670.60
ACH	\$ 2,140,662.63
Wire Transfers	\$ 323,391.55
Payroll	\$ 7,122,421.53
<b>OCTOBER TOTAL</b>	<b>\$ 12,653,162.73</b>

<b>Disbursement Type</b>	<b>Amount</b>
Accounts Payable Vendor Checks	\$ 1,566,352.61
District Purchasing Cards	\$ 886,322.13
ACH	\$ 1,477,218.17
Wire Transfers	\$ 110,377.53
Payroll	\$ 7,132,490.42
<b>NOVEMBER TOTAL</b>	<b>\$ 11,172,760.86</b>

**FUNDING SOURCE AND AMOUNT:**

N/A

**RECOMMENDATION:**

Information Item.

**CONTACT PERSON (S):**

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

**SUBJECT:** Budget Calendar for the 2021 – 2022 Fiscal Year

**PRESENTER:** Rumalda Ruiz, Assistant Superintendent for Finance

**BACKGROUND INFORMATION**

The budget must be adopted by the Board of Trustees no later than June 30<sup>th</sup>. In order to prepare the public notice to be published 10 days prior to the meeting, the District’s budget must be prepared by a date set by the State Board of Education, currently, June 19<sup>th</sup>.

Annually a calendar of activities is established to assist in the development of the budget for the next fiscal year. This calendar is a projection of dates, activities, and personnel responsible to complete the activity.

**ADMINISTRATIVE CONSIDERATIONS**

The calendar allows Principals, Coordinators/Directors, and Special Programs Directors ample time to complete activities.

**FUNDING SOURCE AND AMOUNT**

N/A

**RECOMMENDATION**

Information item only

**CONTACT PERSON (S)**

Rumalda Ruiz, Assistant Superintendent for Finance

**MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
FISCAL YEAR 2020 - 2021  
BUDGET DEVELOPMENT CALENDAR**

Target Date	Activity/Process	Responsibility
December 16, 2020	Budget Process Outlined to Board of Trustees	Superintendent and Assistant Superintendent for Finance
January 4, 2021	Program directors meeting defining roles and responsibilities and staffing process	Deputy Superintendent for Student Services, Human Resources Directors, Program Directors
January 18, 2021	Projected Enrollments Developed	Deputy Superintendent for Student Services and Assistant Superintendent for Finance
January 28, 2021	Budget Process Outlined to Principals	Assistant Superintendent for Finance
January 29, 2021	Preliminary Review of Personnel Staffing and Proposed Salary Schedule Increase	Superintendent, Deputy Superintendent for Student Services, and Assistant Superintendent for Finance
February 1, 2021	Preliminary Review of Building Maintenance, Renovation, and Future Construction Schedules	Superintendent, Assistant Superintendent for Operations, and Assistant Superintendent for Finance
February 4, 2021	Beginning of Special Programs Budget Preparation	Special Programs Administrators
February 3, 2021	First Board Budget Workshop	Executive Leadership Team
February 12, 2021	Budget Training with Campus Staff and Departments	Assistant Superintendent for Finance and Director for Finance
February 26, 2021	Completion of Campus/Departments Budgets	Principals/Administrators
March 3, 2021	Second Board Budget Workshop	Executive Leadership Team
March 24, 2021	Special Programs Budget Projections to Campuses Finalized	Special Programs Administrators
April 1, 2021	Complete Prioritization of Non-Allocated Requests	Superintendent, Deputy Superintendent for Student Services, and Assistant Superintendent for Finance

**MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
FISCAL YEAR 2020 - 2021  
BUDGET DEVELOPMENT CALENDAR**

Target Date	Activity/Process	Responsibility
April 7, 2021	Third Board Budget Workshop	Executive Leadership Team
April 30, 2021	Review Personnel Staffing and Proposed Salary Schedule Increase	Superintendent, Deputy Superintendent for Student Services, and Assistant Superintendent for Finance
April 30, 2021	Review of Building Maintenance, Renovation, and Future Construction Schedules	Superintendent, Assistant Superintendent for Operations, and Assistant Superintendent for Finance
April 30, 2021	Review Projected Revenue Estimates	Superintendent, Assistant Superintendent for Finance, and Director for Finance
April 30, 2021	Completion of Special Programs Budgets	Special Programs Administrators
May 5, 2021	Budget Update to Board of Trustees	Superintendent and Assistant Superintendent for Finance
May 28, 2021	Complete Superintendent's Review of Preliminary District Budget.	Executive Leadership Team
June 2, 2021	Final Board Budget Workshop	Executive Leadership Team
June 23, 2021	Budget and Tax Rate Public Hearing	Board of Trustees, Superintendent, and Assistant Superintendent for Finance
June 23, 2021	Budget and Tax Rate Adoption	Board of Trustees
August 11, 2021	Budget and Tax Rate Public Hearing	Board of Trustees, Superintendent, and Assistant Superintendent for Finance
August 11, 2021	Budget and Tax Rate Adoption	Board of Trustees