



**Mission Consolidated Independent School District**

- 1201 Bryce Drive, Mission, Texas 78572
- Telephone: (956) 323 5505 Fax: (956) 323 5634
- 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 (Committee Meetings)** on **Wednesday, October 7, 2020, at 6:00 PM** in the **Administration Board Room located at, 1201 Bryce Dr., Mission, TX 78572.** At this meeting, the Board may deliberate or act on any of the subjects listed on the following agenda. The President may change the order of items listed below for the convenience of the Board.

**I. Call Meeting to Order**

**II. Public Comment(s) on Specific Agenda Item(s)**

**III. Transforming Teaching and Learning Committee: *Petra B. Ramirez, Chairwoman;*  
*Members: Dr. Sonia M. Treviño and Minnie R. Rodgers***

**1. Presentations to the Board:**

- a. 2019-2020 Bilingual/ESL Program Evaluation
- b. Campus Improvement Plans

**2. Discussion:**

- a. District and Campus Improvement Plans 4
- b. Request for Remote Learning for an Additional Four Week-Transition 6

**IV. Facilities/Environment Committee: *Patricia O'Caña-Olivarez, Chairwoman*  
*Members: Dr. Sonia M. Treviño and Charlie Garcia III***

**1. Construction Project:**

- a. Tom Landry Stadium Scoreboard Project  
(1) Status Report

**2. Information:**

- a. Presentation of Supplement Budgets

**V. Support Services**

**1. Presentation(s) to the Board:**

- a. Social Services Resources Our Licensed Professional (LPCs) and Counselors offer Our Students
- b. Safety and Security Audit Report (In accordance with Texas Education Code §37.108(b))
- c. Update Regarding In-Person Athletics for Fall Sports

<b>2. Discussion:</b>	
<b>a. 2020-2021 Texas Teachers Evaluation and Support System (T-TESS) Appraisers</b>	<b>7</b>
<b>b. New Employment Positions:</b>	
<b>(1) Instructional Technology Coach (2)</b>	<b>10</b>
<b>(2) Purchasing Technician</b>	<b>14</b>
<b>(3) Videographer/Editor</b>	
<b>(4) Multi-Media Journalist</b>	<b>18</b>
<b>3. Information:</b>	
<b>a. Personnel Employments, Resignations, Transfers and Compensation Changes</b>	<b>24</b>
<b>VI. <u>Policy Committee:</u> <i>Minnie R. Rodgers, Chairwoman; Members: Jerry Zamora and Veronica (Betty) R. Mendoza</i></b>	
<b>1. Consent:</b>	
<b>a. Second Reading and Adoption of Locally Developed and TASB-Initiated Localized Policies Including Update 115, Affecting Local Policies:</b>	<b>25</b>
<b>(1) BF(LOCAL): BOARD POLICIES (Revising)</b>	
<b>(2) DED(LOCAL): COMPENSATION AND BENEFITS-Vacations and Holidays (Revising)</b>	
<b>(3) DIA(LOCAL): EMPLOYEE WELFARE-Freedom from Discrimination, Harassment, and Retaliation (Revising)</b>	
<b>(4) DMD(LOCAL): PROFESSIONAL DEVELOPMENT-Professional Meetings and Visitations (Revising)</b>	
<b>(5) EI(LOCAL): ACADEMIC ACHIEVEMENT (Revising)</b>	
<b>(6) FB(LOCAL): EQUAL EDUCATIONAL OPPORTUNITY (Revising)</b>	
<b>(7) FD(LOCAL): ADMISSIONS (Revising)</b>	
<b>(8) FEB(LOCAL): ATTENDANCE-Attendance Accounting (Revising)</b>	
<b>(9) FFG(LOCAL): STUDENT WELFARE-Child Abuse and Neglect (Revising)</b>	
<b>(10) FFH(LOCAL): STUDENT WELFARE-Freedom from Discrimination, Harassment, and Retaliation (Revising)</b>	
<b>(11) FMF(LOCAL): STUDENT ACTIVITIES-Contests and Competition (Revising)</b>	
<b>(12) FNG(LOCAL): STUDENT RIGHTS and RESPONSIBILITIES-Student and Parent Complaints/Grievances (Revising)</b>	
<b>(13) GF(LOCAL): PUBLIC COMPLAINTS-(Revising)</b>	
<b>VII. <u>Finance Committee:</u> <i>Charlie Garcia III, Chairman</i></b>	
<b><i>Members: Petra B. Ramirez and Jerry Zamora</i></b>	
<b>1. Public Hearing:</b>	
<b>a. Financial Integrity Rating system of Texas (FIRST) on October 14, 2020, at 6:45 p.m.</b>	
<b>2. Presentation(s) to the Board:</b>	
<b>a. Update on Bond Refunding Opportunities</b>	
<b>3. Discussion:</b>	
<b>a. Election Services Contract for the November 3, 2020 Mission CISD Board of Trustees' Election with the Hidalgo County Election Administrator</b>	<b>72</b>

<b>b. Bids, Proposals, and Purchases of \$50,000 and Over</b>	
(1) Purchase of Musical Instruments #271-20-1	74
(2) Contract for Student Drug Testing Services #462-20-0	78
(3) Procurement of Instructional Technology	81
<b>c. Annual Financial Audit Report November 27 Due Date Requirement Waiver</b>	83
<b>d. Supplemental Budget Amendment</b>	85
<b>e. Cash and Non-Cash Donations</b>	87
<b>4. Items for Information:</b>	
a. Tax Levy Adjustments for the Month of August 2020	89
b. Cash Disbursements for the Month of July 2020	95
c. Financial Report for the Month of July 2020	96
d. Financial Report-Self-Funded Health Insurance Fund for the Month of July 2020	99
e. Financial Integrity Rating System of Texas (FIRST)	105
f. 2020-2021 Annual Budget Report	
<b>VIII. <u>Adjournment</u></b>	

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 7:00 p.m., October 2, 2020




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

**SUBJECT:** Approval of District and Campus Improvement Plans

**PRESENTER:** Dr. Sharon Roberts, Deputy Superintendent for Curriculum & Instruction

**BACKGROUND INFORMATION**

The Board shall approve and periodically review the District's mission and goals to improve student performance. The mission, goals, and the approved district and campus objectives shall be mutually supportive and shall support the state goals and objectives under Education Code, Chapter 4.

The Board shall ensure that the district and campus improvement plans, as applicable, address all elements required by federal law for receipt of Title I, Part A funds, including elements pertaining to family and community engagement.

The Board shall ensure that administrative procedures meet legal requirements in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization; adequately reflect the district's planning process; and include implementation guidelines, time frames, and necessary resources. BQ (LOCAL).

**ADMINISTRATIVE CONSIDERATIONS**

The District and Campus Improvement Plans were developed and revised in September 2020, and address the identified areas of need included in the comprehensive needs assessment. The required members identified in BQA (Local) developed these plans. The District and Campus Improvement Plans, which include the district's mission and goals to improve student performance, address all the elements required by federal law for receipt of Title I, Part A funds, and ensure that administrative procedures meet legal requirements, need to be board approved.

**RECOMMENDATION:**

Approval of District and Campus Improvement Plans

**FUNDING SOURCE / AMOUNT**

Not applicable

**CONTACT PERSON(S)**

Dr. Sharon Roberts, Deputy Superintendent for Curriculum & Instruction  
Kim Risica, Executive Director for Special Programs & School Improvement



**Kim Risica**  
**Executive Director**  
**Special Programs & School Improvement**  
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Students First • Innovation • Collaborative Ownership • Diversity • Continuous Learning

## Campus Improvement Plan Presentation Schedule 2020-2021

<b><u>Board Workshop</u></b> <b><u>October 7, 2020</u></b>	
Mission High School	3-5 min
Mission Collegiate High School	3-5 min
K. White Jr. High School	3-5 min
Roosevelt Alternative School	3-5 min
O'Grady Elementary	3-5 min
Pearson Elementary	3-5 min
Leal Elementary	3-5 min
Marcell Elementary	3-5 min
Cantu Elementary	3-5 min
Cavazos Elementary	3-5 min
Escobar-Rios Elementary	3-5 min

<b><u>MCISD Board Meeting</u></b> <b><u>October 14, 2020</u></b>	
Veterans Memorial High School	3-5 min
Mission Jr. High School	3-5 min
R. Cantu Jr. High School	3-5 min
Alton Memorial Jr High School	3-5 min
Castro Elementary	3-5 min
Salinas Elementary	3-5 min
Alton Elementary	3-5 min
Bryan Elementary	3-5 min
Midkiff Elementary	3-5 min
Mims Elementary	3-5 min
Waitz Elementary	3-5 min
Mission CISD DIP	3-5 min

**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 **Board of Trustees Workshop** habilidades del siglo 21 en liderazgo, conocimiento, lenguaje y tecnología para competir en una economía global y servir como ciudadanos exitosos en su comunidad.

**SUBJECT:** Approval of Extension of Remote Learning for an Additional Four-Week Transition

**PRESENTER:** Dr. Sharon Roberts, Deputy Supt. for Curriculum & Instruction

**BACKGROUND INFORMATION**

On July 20, 2020, the Mission CISD approved a revised 2020-2021 Academic School Calendar reflecting a later start date for our children. The first day of at-home asynchronous remote learning for Mission CISD students is September 8, 2020. At-home asynchronous learning was planned for the first three weeks of school, from September 8 to September 25. The Texas Education Agency allows a start-of-year transition period for up to the first four weeks of the district's instructional calendar. The board may approve an additional four weeks for transition. The board must take action to authorize this waiver by specific vote and cannot otherwise delegate the waiver application to the superintendent.

On September 2, 2020, due to the COVID-19 cases continuing to rise in Hidalgo County, the Mission CISD Board of Trustees the fourth week of the first four-week transition period as well as the additional four weeks for transition, until October 30.

The Texas Education Agency allows school systems that need more than the additional four-week extended transition window to request an additional four week transition window. District Administration is requesting an additional four week transition window, until December 4.

**ADMINISTRATIVE CONSIDERATIONS**

Administration is recommending Approval of Extension of Remote Learning for an Additional Four-Week Transition

**RECOMMENDATION:**

Approval of Extension of Remote Learning for an Additional Four-Week Transition

**FUNDING SOURCE / AMOUNT**

N/A

**CONTACT PERSON(S)**

Dr. Sharon Roberts, Deputy Supt. for Curriculum & Instruction  
Mr. Edilberto Flores, Executive Director for PreK-12<sup>th</sup> Grades  
Ms. Cynthia Wilson,<sup>6</sup>Executive Director for PreK-12<sup>th</sup> Grades

**SUBJECT:** Approval of 2020-2021 Texas Teacher Evaluation and Support System (T-TESS) Appraisers

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

**BACKGROUND INFORMATION**

Board Policy DNA(LOCAL) and Board Policy DNA(LEGAL) stipulate that a list of qualified appraisers who may appraise a teacher shall be approved by the Board of Trustees. In order to be a qualified appraiser one must meet the following requirements:

- Must hold a Supervisor, Mid-Management, or Principal Certificate;
- Must have completed the Texas Teacher Evaluation and Support System (T-TESS) Appraiser Training;
- Must have passed the T-TESS certification examination; and
- Must have received an Instructional Leadership Training (ILT), Instructional Leadership Development (ILD), or Advanced Educational Leadership (AEL) Certificate

**ADMINISTRATIVE CONSIDERATIONS**

A list of appraisers was approved by the Board on August 12, 2020. Subsequent to the approval of that list, additional Administrators were identified as eligible to be appraisers. Attached is a list of additional appraisers that is being recommended by the Superintendent to the Board of Trustees for approval. These administrators meet the qualifications to be T-TESS appraisers for the 2020-2021 school year. These appraisers may also be called upon to serve as the second appraiser of a teacher upon request. Policy authorizes the Superintendent to appoint the second appraiser.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

To approve the attached list of additional T-TESS Appraisers for the 2020-2021 school year

**CONTACT PERSON (S)**

Lorena Garcia, Deputy Superintendent for Support Services  
Elisa Pacheco, Director for Human Resources

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## MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

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TO: Board of Trustees  
FROM: Dr. Carol Perez, Superintendent  
DATE: October 14, 2020  
RE: 2020-2021 Texas Teacher Evaluation and Support System (T-TESS) Appraisers

I am recommending that the following T-TESS Appraisers be approved for the 2020-2021 school year:

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LAST NAME	FIRST NAME	CAMPUS/DEPT	POSITION
Hinojosa	Belinda	Alton Memorial Jr. High School	Assistant Principal
Lazos	Nelda	Waitz Elementary	Assistant Principal
Ramirez	Arminda	Roosevelt Alternative School	Assistant Principal
Peña	Sergio	Central Office	Director for Career and Technical Education

<b>ELEMENTARY CAMPUSES/RAS/OPTIONS</b>
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<b>Waitz Elementary</b>
Lazos                      Nelda                      Assistant Principal

<b>SECONDARY CAMPUSES/CENTRAL OFFICE</b>
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<b>Alton Memorial Jr. High School</b>
Hinojosa                      Belinda                      Assistant Principal

<b>Roosevelt Alternative School</b>
Ramirez                      Arminda                      Assistant Principal

<b>Central Office</b>
Peña                      Sergio                      Director for Career and Technical Education

**SUBJECT:** Recommendation and Approval of New Employment Positions:  
(a) Instructional Technology Coaches

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

### **BACKGROUND INFORMATION**

The use of technology is vital in closing learning gaps as the district strives to transform teaching and learning. For students to excel and attain higher levels of learning, well-trained teachers in integrating technology are the key to student success and achievement. To ensure our teachers are well-trained in maximizing the use of technology, instructional technology coaches are necessary to provide ongoing, job-embedded training and support for our teachers. Technology coaching is necessary to support technology integration, maximize student learning, and teacher efficiency in the use of technology. Instructional technology coaches are needed

- to coach teachers in the use of technology,
- provide professional development in using technology tools,
- integrate technology strategies to maximize student engagement and learning, and
- to ensure students are prepared to dominate 21<sup>st</sup> century skills in technology to compete in a global economy.

The district is recommending two new employment positions for instructional technology coaches. These coaches will focus on working with teachers to improve integration of technology, plan instructional strategies for curriculum implementation using technology, provide support in the use of technology, and facilitate professional development. One instructional technology coach will serve the Mission High School Vertical Team, and one instructional technology coach will serve the Veterans Memorial High School Vertical Team.

### **ADMINISTRATIVE CONSIDERATIONS**

Administration is recommending two new employment positions for instructional technology coaches

As per TASB recommendation, the position of Instructional Technology Coach is proposed for placement on the School Program Professional Salary Schedule, \$280.59 minimum daily rate (\$63,413.34) and \$336.87 (\$76,132.62) maximum daily rate, 226 calendar days. Please see attachment for job description.

### **FUNDING SOURCE/AND AMOUNT**

The funding source recommended is Federal Fund 211 – Title 1 Regular.

**RECOMMENDATION**

That the Board of Trustees approve new employment of two (2) Instructional Technology Coaches

**CONTACT PERSON(S)**

Lorena Garcia, Deputy Superintendent for Support Services  
Dr. Sharon Roberts, Deputy Supt. for Curriculum and Instruction  
Kim Risica, Executive Director for Special Programs and School Improvement  
Elisa Pacheco, Director for Human Resources  
Marissa Saenz, Director for Instructional Technology and Library Services  
Armando Sierra, Coordinator for Instructional Technology



## Office of Human Resources

### JOB DESCRIPTION

<b>Job Title:</b>	Instructional Technology Coach	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Coordinator for Instructional Technology	<b>Pay Grade:</b>	Teacher Schedule
<b>Dept./School:</b>	Vertical Team Assignment	<b>Length of Work Year:</b>	226 days
<b>Funding:</b>	211-13-	<b>Date Revised:</b>	09/25/2020

#### PRIMARY PURPOSE:

Responsible for training, modeling, and assisting teachers in integrating technology in the classroom to improve student achievement. Assist in planning instructional strategies for curriculum implementation to ensure student success. Train users in applications on the integration of technology into lesson planning. Provide support and efficient data to campus level personnel. Ensure efficient and effective access to information and related technology to all campus and administrative departments.

#### QUALIFICATIONS:

##### Education/Certification:

1. Bachelor's Degree or higher
2. Texas Teacher Certification

##### Special Knowledge/Skills:

1. Knowledge of technology application TEKS, state and national standards
2. Demonstrated skills/competencies in a variety of software applications, curriculum technology integration strategies, modeling technology integration at the campus level, planning collaboratively at the campus or district level
3. Ability to provide staff development
4. Ability to collect and analyze data from a variety of sources to evaluate and make recommendations.
5. Knowledge or experience with Virtual Learning and Blended Learning Strategies

##### Experience:

1. Three years as a classroom teacher
2. Experience as a trainer with a variety of productivity software such as: word-processing, spreadsheets, databases, multimedia, and internet applications

#### MAJOR RESPONSIBILITIES AND DUTIES:

##### Instructional Management

1. Provides technology training and support for assigned campuses.
2. Coordinates with campus personnel to facilitate campus and district technology projects and goals.
3. Interfaces with other campus support personnel to maximize district resources.
4. Assists campus staff in the effective use of technology including curriculum-based software products.
5. Conducts campus visits and meets with teachers to provide feedback on the integration of technology.
6. Provides guidance in selection of technology peripherals and software used for instructional programs.
7. Attends local and regional workshops and conferences to keep up-to-date on technology.

8. Works as a member of the Instructional Technology team to integrate technology into campus and district programs.
9. Assists the Instructional Technology Department in developing and coordinating a continuing evaluation of campus technology programs and implement changes based on findings.
10. Assists campus staff with the student information systems (e.g. grade verification reports, reports cards, etc.).
11. Coordinates and schedules updates to the school web sites.
12. Encourages and facilitates increased use of computers and technology by staff and students.
13. Aids with implementation of the adopted technology instructional materials.
14. Assists with the planning and coordinating of staff development activities, curriculum and instruction design, systematic monitoring system, acquisition of instructional technology and materials for the campus.
15. Develops and implements strategies to integrate technology instruction in core, academic content areas.
16. Assists in the integration of technology within the classroom for instruction and assessment purposes.
17. Develops and demonstrates virtual learning and blended learning strategies to facilitate teaching and learning in the modern classroom.
18. Performs all duties in a safe manner to avoid injury to oneself and/or others.
19. Performs other tasks and assumes such responsibilities as may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

None

**WORKING CONDITIONS:**

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse, frequent walking, and occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel

**Mental Demands:** Work with frequent interruptions; Maintain emotional control under stress; May work prolonged or irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I acknowledge I received a copy of this job description.

Employee's Signature: \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date \_\_\_\_\_

The Mission Consolidated Independent School District does not discriminate against any employee or applicant for employment because of race, color, gender, age, national origin, disability, military status, or on any other basis prohibited by law.

**SUBJECT:** Recommendation and Approval of New Employment Position:  
a. Purchasing Technician

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

**BACKGROUND INFORMATION**

The Purchasing Department is in need of an additional Purchasing Technician to assist in the solicitation process. The Purchasing Technician would be instrumental in assisting the department with the clerical duties in the bidding process and therefore making the process faster and more efficient. Currently a Purchasing Technician handles various duties from expediting and escalating issues with purchases. The duties also involve all clerical duties for the contract management of the district. The solicitation process requires attention to detail as this is one of the most audited functions. The requested position will be responsible for maintaining accurate records of this function as well as assisting with securing the best value for the District in this process.

**ADMINISTRATIVE CONSIDERATIONS**

Administration is recommending an additional employment position for a Purchasing Technician.

The position of Purchasing Technician is on the Clerical/Technical Salary Schedule, Pay Grade 7, hourly midpoint \$22.63 (\$40,915.04 annual) for a 226 work calendar. Please see attachment for job description.

**FUNDING SOURCE/AND AMOUNT**

General Fund

**RECOMMENDATION**

That the Board of Trustees approve the employment of one additional Purchasing Technician.

**CONTACT PERSON(S)**

Lorena Garcia, Deputy Superintendent for Support Services  
Rumalda Ruiz, Assistant Superintendent for Finance



## Office of Human Resources

### JOB DESCRIPTION

<b>Job Title:</b>	Purchasing Technician	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Coordinator for Purchasing	<b>Pay Grade:</b>	CT-07
<b>Dept./School:</b>	Administration Offices: Purchasing Dept.	<b>Length of Work Year:</b>	226
<b>Funding:</b>	199-41-6129-000-730-99-0-00	<b>Date Revised:</b>	10/02/20

#### PRIMARY PURPOSE:

Perform work in the acquisition of supplies, equipment and services using approved purchasing methods. Perform purchasing practices to include planning, organizing, coordinating and documenting the procurement process for the District in the most efficient and cost effective manner possible for the best interest of District staff and students to maximize availability of resources to provide equitable learning opportunities for all students.

#### QUALIFICATIONS:

**Education/Certification:** (Education/Certification and Experience may be substituted for one another)

1. Associates Degree required or 60 college hours preferred
2. Certification in the Procurement Field (CPPB, CPM, etc.) is preferred

#### Special Knowledge/Skills:

1. Demonstrated knowledge of purchasing methods and procedures, purchasing sources, prices, market factors, product characteristics, general and technical specifications, departmental policies and procedures and of laws controlling governmental/educational purchasing operations
2. Specialized training in procurement
3. Computer literate, Microsoft Word, Access, Excel software experience, required
4. Effective communication & inter personnel skills
5. Ability to multi-task numerous complex activities
6. Ability to organize work efficiently

#### Experience:

1. Three (3) years in a procurement position in a public entity is preferred

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists in the preparation of solicitation documents within the District to include schedules, solicitation ads solicitation invitations, general terms and conditions, vendor lists, bid files, evaluation tabulations, notification of award documents, etc. within required timelines.
2. Assists in the collaboration with Campuses / Departments in the development and modification of specifications for goods and services.
3. Receives and tabulates solicitation submittals in an accurate and timely manner.
4. Assists in the collaboration with Campuses/Departments in reviewing and analyze bids to determine the best value.

5. Assists in preparing recommendations for presentation to the Board of Trustees.
6. Assists in the preparation of correspondence and memoranda in regards to awarding purchases and contract management process.
7. Prepares and maintains accurate records and documentation for purchasing activities with regard to the purchasing and contract management process.
8. Assists in securing quotes for campuses and departments.
9. Communicates effectively with District Staff as well as present and prospective vendors on matters relating to purchasing, solicitation, contracts and district purchasing trends
10. May assist in the review of District travel and related purchase requisitions for approval.
11. May assist in the preparation of correspondence drafts between the Districts User Campuses/Departments and Vendors regarding the purchase requirements, delivery, and quality of merchandise; and assists in reviewing and negotiating the settlement of complaints.
12. May assist in the review of terms in contract agreements, addendums, amendments and other contract documents as assigned.
13. May assist in the review of pre-contract requirements such as certificates of insurance, bonds, SB9 vendor compliance, and state, federal and HB 1295 disclosure requirements as assigned.
14. May assist in the review of post-contract compliance such as vendor performance, and contract performance for effectiveness as assigned.
15. May assist in reviewing purchase requisitions assigned daily and approves those in compliance with local, state and federal laws, policies and procedures.
16. Maintains an effective working relationship with the public and other District staff.
17. Maintains a high level of ethical behavior and confidentiality of information as may be appropriate and expected of this position.
18. Performs all duties assigned in an accurate and timely manner.
19. Performs all duties in a safe manner to avoid injury to oneself and/or others.
20. Performs other duties assigned by immediate supervisor (primary evaluator).

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Personal computer, printer, calculator, typewriter, multiline phone system, copier, fax machine

**WORKING CONDITIONS:**

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, standing, kneeling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional lifting and carrying of objects (between 15-30 pounds)

**Environment:** May work prolonged or irregular hours; occasional in-district and out-of-district travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I acknowledge I received a copy of this job description.

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

The Mission Consolidated Independent School District does not discriminate against any employee or applicant for employment because of race, color, gender, age, national origin, disability, military status, or on any other basis prohibited by law.

DRAFT

**SUBJECT:** Recommendation and Approval of New Employment Positions:  
a. Videographer/Editor  
b. Multi-Media Journalist

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

### **BACKGROUND INFORMATION**

In the ever-increasing competitive field we are facing and the increasing demand for multi-media communication to communicate, the current staffing levels can no longer meet the expectations and increased demands for multi-media products. Districts of similar size, like Weslaco ISD and Harlingen ISD have invested in their video and multi-media departments for many years and have seen the benefits that include more video and multi-media communications and marketing that tell the stories of their districts in an engaging manner. Their video/multi-media production employees are a part of their communications teams, which are also larger than our existing departmental staffing. Development of a robust video production capability at the district level will take a number of years, however seeding the efforts with the creation of these two positions should provide a foundation that will allow for not just the technical/production aspects required, but also for the writing and storytelling and development in the most efficient way possible. This allows for cross platform use on social media, webpages, and district cable channel once it becomes available to us again soon.

### **ADMINISTRATIVE CONSIDERATIONS**

Administration is recommending two new employment positions for Videographer/Editor and Multi Media Journalist

As per TASB recommendation, the position of Multi-Media Journalist is proposed for placement on the Administrative Professional (AP) Salary Schedule, daily minimum \$217.30 (\$49,109.80 annual), maximum \$312.70 (\$70,670.20 annual) for a 226 work calendar. Please see attachment for job description.

As per TASB recommendation, the position of Videographer is proposed for placement on the School Program Clerical/Technical Salary Schedule, Pay Grade 8, hourly midpoint \$24.44 (\$44,187.52 annual) for a 226 work calendar. Please see attachment for job description.

**FUNDING SOURCE/AND AMOUNT**

General Fund

**RECOMMENDATION**

That the Board of Trustees approve new employment of one (1) Multi-Media Journalist and one (1) Videographer/Editor

**CONTACT PERSON(S)**

Lorena Garcia, Deputy Superintendent for Support Services  
Elisa Pacheco, Director for Human Resources  
Craig Verley, Director for Public Relations



## Office of Human Resources

### JOB DESCRIPTION

<b>Job Title:</b>	Videographer/Editor	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Director for Public Relations	<b>Pay Grade:</b>	CT-8
<b>Dept./School:</b>	Public Relations & Marketing Department/Print Shop	<b>Length of Work Year:</b>	226
<b>Funding:</b>	<input type="text"/>	<b>Date Revised:</b>	10/14/2020

#### PRIMARY PURPOSE:

The role of the Videographer/Editor is to assist with videotaping, capturing, and editing video productions highlighting campus events and extra-curricular activities.

#### QUALIFICATIONS:

##### Education/Certification:

High school diploma or GED

Associate's Degree (preferred) in a related area or course work in

TV broadcasting and/or broadcast journalism, digital imaging, photography

##### Special Knowledge/Skills:

1. Video storytelling through recording, video capture, editing, and graphics production.
2. Good communications skills both verbal and written
3. Good problem solving skills
4. Good organizational skills
5. Good computer skills
6. Ability to edit video and audio using Adobe Premier Pro and other Adobe related products

##### Experience:

1. Three or more years' experience in professional video camera/DSLR camera and editing operation, field camera experience, television news production.

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Produces live and recorded educational, instructional, promotional, or informational videos using professional broadcast equipment and DSLR cameras.
2. Produces live and recorded television/video programming. Serves as technical director, studio director, character generator, studio floor manager, videographer/photographer and/or video operator as needed.
3. Organizes equipment for productions making all required adjustments.
4. Edits video to create a complete video production, adds music and vocals as needed, photo inlays and adds video footage and creates various characterizations.
5. Monitors and maintains all video and audio electronic equipment throughout recording segments.

6. Makes quality, concise and synchronized edits and dubs audio and video material from one source to another.
7. Prepares video files for distribution to additional media outlets and platforms.
8. Insures and maintains the proper transmission signal as required by the cable operator for Mission CISD-TV.
9. Performs minor equipment repairs like: fuse replacement, cable replacement, and equipment cleaning and maintenance. Reports any equipment damage to the immediate supervisor to facilitate timely repair.
10. Assists various departments and schools with video productions as assigned.
11. Ability to work non-traditional hours and weekends as needed.
12. Creates and assembles studio set-designs as needed.
13. Performs other duties as assigned by supervisor.

**SUPERVISORY DUTIES:**

None

**WORKING CONDITIONS:**

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Television cameras, DSLR Cameras, television control equipment, television post product equipment, television automation equipment, computer non-linear editing equipment and various types of computers, printers, modems, and other communication network equipment.

**Posture:** Prolonged sitting and/or standing; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching, and climbing ladders.

**Lifting:** Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over).

**Environment:** Occasional prolonged and irregular hours; May require to work after hours, on weekends, and/or during vacation breaks. Occasional districtwide or out of district travel in district or personal vehicle; May be exposed to electrical hazards.

**Mental Demands:** Work with frequent interruptions; emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I acknowledge I received a copy of this job description.

Employee's Signature: \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date \_\_\_\_\_

The Mission Consolidated Independent School District does not discriminate against any employee or applicant for employment because of race, color, gender, age, national origin, disability, military status, or on any other basis prohibited by law.



# Office of Human Resources

## JOB DESCRIPTION

<b>Job Title:</b>	Multi-Media Journalist	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director for Public Relations	<b>Pay Grade:</b>	AP-01
<b>Dept./School:</b>	Public Relations & Marketing Department/Print Shop	<b>Length of Work Year:</b>	226
<b>Funding:</b>	<input type="text"/>	<b>Date Revised:</b>	10/14/2020

### PRIMARY PURPOSE:

Responsible for supporting the marketing and branding of Mission CISD through compelling visual storytelling.

### QUALIFICATIONS:

#### Education/Certification:

1. Bachelor's Degree in Communications, Journalism, or similar field.

#### Special Knowledge/Skills:

1. Ability to record, edits news packages, video segments, and assist in all television productions
2. Extensive video editing skills (Premier, After Effects, Mobile-based editing apps)
3. Ability to navigate multiple, ongoing projects and shift priorities as directed
4. Ability to meet physical demands of job such as loading and unloading of audio and video equipment
5. Ability to tell compelling stories through video, pictures, graphics, and strong writing

#### Experience:

1. Five years' experience in field of work, preferably with digital video production (field/studio), social media visual production, live event productions.

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists in the production, writing and editing of news packages, segments, and promotional content.
2. Prepares promotional information materials as requested.
3. Operates video cameras and DSLR cameras, on location or in the studio, in the production of professional pre-recorded programming.
4. Transports, sets up, and operates production equipment for field and studio productions.
5. Assists with recording of school events for future broadcast.
6. Assists with programming and maintenance of Mission CISD-TV PEG signals.
7. Assists with maintaining and updating of the video productions archive.
8. Ensures that equipment for a shoot is present and working.
9. Prepares video files for distribution to additional media outlets and platforms.
10. Ability to work non-traditional hours and weekends when needed.
11. Performs all duties in a safe manner to avoid injury to oneself and/or others.
12. Performs other duties as requested by the Director for Public Relations.

**SUPERVISORY DUTIES:**

None

**WORKING CONDITIONS:**

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Television cameras, DSLR Cameras, television control equipment, television post product equipment, television automation equipment, computer non-linear editing equipment and various types of computers, printers, modems, and other communication network equipment.

**Posture:** Prolonged sitting and/or standing; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching, and climbing ladders.

**Lifting:** Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over).

**Environment:** Occasional prolonged and irregular hours; May require to work after hours, on weekends, and/or during vacation breaks. Occasional districtwide or out of district travel in district or personal vehicle; May be exposed to electrical hazards.

**Mental Demands:** Work with frequent interruptions; emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I acknowledge I received a copy of this job description.

Employee's Signature: \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date \_\_\_\_\_

The Mission Consolidated Independent School District does not discriminate against any employee or applicant for employment because of race, color, gender, age, national origin, disability, military status, or on any other basis prohibited by law.

**SUBJECT:** Personnel Employments, Resignations, Transfers and Compensation Changes

**PRESENTER:** Dr. Carol G. Perez, Superintendent

**BACKGROUND INFORMATION**

Professional employees and support staff members have been employed by the Mission Consolidated Independent School District. Employees requested and were granted transfers that affected their campus, position title and/or pay grade, or were reassigned, which affected their campus, position title and/or pay grade.

Letters of resignation and letters of retirement were received from Mission CISD employees.

Changes in compensation to employees after performance on the contract or duties for the job assignment have begun (subsequent to the September 9, 2020, report to the Board) are also included, as an addendum, for staff members.

**FUNDING SOURCE:**

See Attachments

**RECOMMENDATION:**

No recommendation or action required. For Information Only.

**CONTACT PERSON(S):**

Lorena Garcia, Deputy Superintendent for Support Services

**SUBJECT:** Consideration and Approval of Second Reading and Adoption of Locally Developed and TASB-Initiated Localized Policies Including Update 115, Affecting Local Policies:  
BF(LOCAL): BOARD POLICIES (revising)  
DED(LOCAL): COMPENSATION AND BENEFITS - VACATIONS AND HOLIDAYS (revising)  
DIA(LOCAL): EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION (revising)  
DMD(LOCAL): PROFESSIONAL DEVELOPMENT - PROFESSIONAL MEETINGS AND VISITATIONS (revising)  
EI(LOCAL): ACADEMIC ACHIEVEMENT (revising)  
FB(LOCAL): EQUAL EDUCATIONAL OPPORTUNITY (revising)  
FD(LOCAL): ADMISSIONS (revising)  
FEB(LOCAL): ATTENDANCE - ATTENDANCE ACCOUNTING (revising)  
FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT (revising)  
FFH(LOCAL): STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION (revising)  
FMF(LOCAL): STUDENT ACTIVITIES - CONTESTS AND COMPETITION (revising)  
FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES (revising)  
GF(LOCAL): PUBLIC COMPLAINTS (revising)

**PRESENTER:** Craig Verley, Director of Public Relations and Marketing

### **BACKGROUND INFORMATION**

As a part of our TASB Policy Service, the District gets localized policy updates throughout the year that are generally based upon changes in law, case rulings, or TEA rulings. Update 115 primarily addresses changes in law from the most recent legislative session. The (LOCAL) policies included for consideration here, have been reviewed by administration and the district's legal counsel.

### **ADMINISTRATIVE CONSIDERATIONS**

Legal counsel review did result in some recommended changes to the TASB submitted items. The legal counsel recommendations were reviewed prior to presentation to the Board. Administrative practice has been to provide the policy review as a part of the committee meetings with a request that the agenda item be approved for inclusion on the consent agenda for the regular board meeting. In this case the recommendation below would be for approval of the First Reading of the changes. Second Reading and Adoption to take place in the October Regular meeting of the Board of Trustees. This item was reviewed during the Board workshop of

September 2, 2020. First Reading of these items were approved on September 9, 2020.

**FUNDING SOURCE AND AMOUNT**

N/A

**RECOMMENDATION**

Approval of Second Reading and Adoption of Locally Developed and TASB-Initiated Localized Policies Including Update 115, Affecting Local Policies:

BF(LOCAL): BOARD POLICIES (revising)

DED(LOCAL): COMPENSATION AND BENEFITS - VACATIONS AND HOLIDAYS (revising)

DIA(LOCAL): EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION (revising)

DMD(LOCAL): PROFESSIONAL DEVELOPMENT - PROFESSIONAL MEETINGS AND VISITATIONS (revising)

EI(LOCAL): ACADEMIC ACHIEVEMENT (revising)

FB(LOCAL): EQUAL EDUCATIONAL OPPORTUNITY (revising)

FD(LOCAL): ADMISSIONS (revising)

FEB(LOCAL): ATTENDANCE - ATTENDANCE ACCOUNTING (revising)

FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT (revising)

FFH(LOCAL): STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION (revising)

FMF(LOCAL): STUDENT ACTIVITIES - CONTESTS AND COMPETITION (revising)

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

GF(LOCAL): PUBLIC COMPLAINTS (revising)

**CONTACT PERSON (S)**

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

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

**Organization**

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

Legally referenced policies are not adopted by the Board.

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

**Terms**

The terms "Trustee" and "Board member" are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

**Harmony with Law**

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

**Severability**

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

**Policy Development**

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.

**Official Policy Manual**

The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the central administration office, and the Superintendent shall be responsible for its accuracy and integrity and shall maintain a historical record of the District's policy manual.

**Adoption and Amendment**

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

BOARD POLICIES

BF  
(LOCAL)

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

TASB Localized  
Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

**Vacation Days**

Eligible employees in positions normally requiring 12 months of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

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**Note:** This policy addresses discrimination, harassment, and retaliation against District employees. For Title IX and other provisions regarding discrimination, harassment, and retaliation against students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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<b>Definitions</b>	Solely for purposes of this policy, the term "employee" includes former employees, applicants for employment, and unpaid interns.
<b>Statement of Nondiscrimination</b>	The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
<b>Discrimination</b>	<p>Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.</p> <p>In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.</p>
<b>Prohibited Conduct</b>	<p>In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</p> <p>Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]</p>
<b>Harassment</b>	<p>Harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:</p> <ol style="list-style-type: none"><li>1. Has the purpose or effect of unreasonably interfering with the employee's work performance;</li><li>2. Creates an intimidating, threatening, hostile, or offensivework environment; or</li><li>3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.</li></ol>

**Sex-Based  
Harassment**

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex - based harassment, including sexual harassment, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

**Sexual Harassment**

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

**Retaliation**

The District prohibits retaliation against an employee who makes a claim alleging to have experienced prohibited discrimination or harassment, of another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

**Reporting  
Procedures**

Any employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

**Definition of District Officials**

For the purposes of this policy, District officials are the Title IX coordinator, the ADA coordinator, the Section 504 coordinator, and the Superintendent.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]

ADA / and  
Section 504  
Coordinator

Reports of discrimination based on disability may be directed to the designated ADA coordinators or the Section 504 coordinator. [See DIA(EXHIBIT)]

Superintendent

The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

**Alternative Reporting Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

**Timely Reporting**

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. Reports of prohibited conduct must be filed within 15 calendar days of the date the employee first knew, or with reasonable diligence should have known, of the prohibited conduct.

**Notice of Report**

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Any District employee who receives a report of prohibited conduct based on sex, including sexual harassment, shall immediately notify the Title IX coordinator.

**Investigation of Reports Other Than Title IX**

The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, see the procedures below at Response to Sexual Harassment—Title IX.

	<p>The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the <del>report</del> to written form.</p>
<b>Initial Assessment</b>	<p>Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved <del>would</del> constitute prohibited conduct as defined by this policy. If so, the District shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.</p>
<b>Interim Action</b>	<p>If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.</p>
<b>District Investigation</b>	<p>The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal or supervisor shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p> <p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary, to complete a thorough investigation.</p>
<b>Concluding the Investigation</b>	
<b>District Action</b>	<p>The investigator shall <del>prepare</del> a written report of the investigation. The report shall be filed with the District official overseeing the investigation.</p> <p>If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.</p>
<b>Confidentiality</b>	<p>The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.</p> <p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.</p>

**Appeal**

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level). A complaint must be filed within seven calendar days of the date the employee receives the investigation report under this policy, or, if no report is received, within 30 calendar days of the date the employee made or should have made the report under this policy. To the extent that the timelines for filing a complaint under this section conflict with the timelines in DBGA(LOCAL), the timelines in this section shall be the timelines for filing a Level One complaint regarding prohibited conduct.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

**Response to Sexual Harassment—Title IX**

General Response

For purposes of the District's response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and administrative procedures.

**Title IX Formal Complaint Process**

To distinguish the process described below from the District's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District's "Title IX formal complaint process."

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See

FFH(LEGAL)] The formal complaint process shall be posted on the District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LOCAL)

Standard of  
Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

**Retaliation**

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or otherwise participates or refuses to participate in an investigation.

**Records Retention**

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

**Access to Policy and  
Procedures**

Information regarding this policy and any accompanying procedures shall be distributed annually to District employees. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

PROFESSIONAL DEVELOPMENT  
PROFESSIONAL MEETINGS AND VISITATIONS

DMD  
(LOCAL)

**Meetings,  
Conferences, and  
Workshops**

Professional personnel may attend and participate in meetings, conferences, and workshops that will contribute to their professional growth and development. [See also DMA and DMC]

When attendance at such events is recommended or required by the administration, the Board, TEA, or UIL, personnel may attend with the Superintendent's approval. No salary deduction or loss of leave shall occur when attendance is recommended or required.

The Superintendent may grant additional absences to employees for attendance at meetings, conferences, and workshops that are of special interest to the employee.

**Release Time**

Requests for release time with pay to attend employee organization meetings, other than any such meetings approved for required staff development purposes, shall be considered on a case-by-case basis. The responsibility for justifying the school-related purpose to be accomplished by attendance shall rest with the employee. Approval shall be given only if the employee is on the program, has some official function, or can obtain specific information related to his or her job description that will assist the District in improving the instructional program.

ACADEMIC ACHIEVEMENT

EI  
(LOCAL)

**Certificate of  
Coursework  
Completion**

The District shall issue a certificate of coursework completion to a student who has successfully completed state and local credit requirements for graduation but has failed to meet all applicable state testing requirements. [See EIF, FMH]

**Partial Credit**

When a student earns a passing grade in only half of a course and the combined grade for both halves is lower than 70, the District shall award the student credit for the half with the passing grade.

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**Note:** The following provisions address equal educational opportunity for all students in accordance with law. For provisions addressing discrimination, harassment, and retaliation involving District students, see FFH.

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**Title IX Coordinator** The District designates and authorizes the Title IX coordinator for students to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended. [See FB(EXHIBIT)]

**ADA / Section 504 Coordinator** The District designates and authorizes the ADA/Section 504 coordinator for students to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as amended. [See FB(EXHIBIT)]

**Superintendent** The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

**Equal Educational Opportunity**  
General Education The District shall provide necessary services and supports to provide students equal access to educational opportunities. [See EHBC] Certain instructional or other accommodations, including on state-mandated assessments, may be made when necessary, when allowable, and when these accommodations do not modify the rigor or content expectations of a subject, course, or assessment. [See EKB]

Additional Services and Supports If the District has reason to believe that a student has a disability that may require additional services and supports in order for the student to receive an appropriate education as this term is defined by law, Section 504 and/or the Individuals with Disabilities Education Act (IDEA) shall govern the evaluation, services, and supports provided by the District. [See also EHBA series]

[For information regarding dyslexia and related disorders, see EHB.]

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**Note:** The following provisions address the District's compliance efforts and system of procedural safeguards as required by federal regulations for a student with a disability as defined by Section 504. A report of discrimination or harassment based on a student's disability shall be made in accordance with FFH.

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**Section 504 Committees** The District shall form Section 504 committees as necessary. The Section 504 coordinator and members of each Section 504 committee shall receive training in the procedures and requirements for

identifying and providing educational and related services and supports to a student who has a disability that results in a substantial limitation of a major life activity.

Each Section 504 committee shall be composed of a group of persons knowledgeable about the student, the meaning of the evaluation data, placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

**Referrals** If a teacher, school counselor, administrator, or other District employee has reason to believe that a student may have a disability as defined by Section 504, the District shall evaluate the student. A student may also be referred for evaluation by the student's parent.

**Notice and Consent** The District shall seek written parental consent prior to conducting a formal evaluation. Ordinary observations in the classroom or other school setting shall not require prior parental consent.

**Evaluation and Placement** The results of an evaluation shall be considered before any action is taken to place a student with a disability or make a significant change in placement in an instructional program. The Superintendent shall ensure that the District's procedures for tests and other evaluation materials comply with the minimum requirements of law. In interpreting evaluation data and when making decisions related to necessary services and supports, each Section 504 committee shall carefully consider and document information from a variety of sources in accordance with law.

**Review and Reevaluation Procedure** To address the periodic reevaluation requirement of law, the District shall adhere to the reevaluation timelines in the IDEA regulations.

A parent, teacher, or other District employee may request a review of a student's services and supports at any time, but a formal reevaluation shall generally occur no more frequently than once a year.

**Examining Records** A parent shall make any request to review his or her child's education records to the campus principal or other identified custodian of records. [See FL]

**Right to Impartial Hearing** A parent shall be given written notice of the due process right to an impartial hearing if the parent has a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with a disability. The impartial hearing shall be conducted by a person who is knowledgeable about Section 504 issues and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is

not required to be an attorney. The District and the parent shall be entitled to legal representation at the impartial hearing.

Records Retention

Records specific to identification, evaluation, and placement as these pertain to Section 504 shall be retained by the District in accordance with law and the District's local records control schedules. [See CPC]

**Persons Age 21 and Over**

The District shall admit into its public schools any person who is at least age 21 and under age 26 and who meets residency requirements for the purpose of completing the requirements for a high school diploma.

**Registration Forms**

The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.

Proof of Residency

At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.

**Minor Living Apart**

Person Standing in Parental Relation

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

Misconduct

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

Exceptions

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.

Extracurricular Activities

The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

**Transfer Students**

A student who is under an expulsion order from another school district and who seeks admission to a District school shall be properly enrolled; however, in all instances the District shall honor the expulsion order of the previous district, and the student shall be expelled by the District until such expulsion period has ended.

**Nonresident Student in Grandparent's After-School Care**

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

**“Accredited” Defined**

For the purposes of this policy, “accredited” shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

**Grade-Level Placement**

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

**Transfer of Credit**

Accredited Texas Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or Nonaccredited Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student’s records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student’s available records and other relevant information

to determine transfer of credit for subjects and courses taken prior to enrollment.

[See EI]

**Withdrawal**

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

**Attendance  
Accounting System**

The Superintendent shall be responsible for designating the official attendance-taking time during the campus's instructional day and maintaining a student attendance accounting system in accordance with statutory and TEA requirements. [See also FD for admissions and residency requirements.]

Alternative  
Attendance-Taking  
Time

The Superintendent is authorized to establish written procedures permitting a campus to record absences in an alternative hour from the District's official attendance-taking time or for a designated group of students at a campus. The alternative attendance-taking time shall be determined in accordance with TEA's *Student Attendance Accounting Handbook* and administrative regulations.

**Parental Consent to  
Leave Campus**

The Superintendent shall establish procedures regarding parental consent for a student to leave campus, including procedures for documenting a student's absence. The procedures shall be communicated in the employee and student handbooks.

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**Note:** This policy addresses discrimination, harassment, and retaliation against District students. For provisions regarding discrimination, harassment, and retaliation against District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

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**Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

**Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the student.

**Prohibited Conduct**

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

**Prohibited Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by law and this policy.

**Sex-Based  
Harassment**

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

**Sexual Harassment  
By an Employee**

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or other inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

**By Others**

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other

physical contact not reasonably construed as sexual in nature is not sexual harassment.

**Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

**Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

**Retaliation**

The District prohibits retaliation against a student who claims to have experienced discrimination or harassment, as defined in this policy, or another student who, in good faith, makes a report of discrimination or harassment experienced by another student, serves as a witness in any investigation under this policy, or otherwise participates in an investigation under this policy.

<b>False Claim</b>	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment under this policy is subject to appropriate discipline.
<b>Prohibited Conduct</b>	Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.
Student Report	
Employee Report	Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.
<i>Definition of District Officials</i>	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.
<i>Title IX Coordinator</i>	Reports of discrimination based on sex, including sexual harassment, gender-based harassment, or dating violence, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]
<i>ADA / Section 504 Coordinator</i>	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]
<i>Superintendent</i>	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
<b>Alternative Reporting Procedures</b>	An individual shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.  A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.
<b>Timely Reporting</b>	To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.
<b>Notice to Parents</b>	The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

	<p>[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]</p>
<p><b>Investigation of Reports Other Than Title IX</b></p>	<p>The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment, and dating violence, see the procedures below at Response to Sexual Harassment—Title IX.</p> <p>The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.</p>
<p>Initial Assessment</p>	<p>Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.</p> <p>If the District official determines that the allegations, if proved, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.</p>
<p>Interim Action</p>	<p>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.</p>
<p>District Investigation</p>	<p>The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
<p>Criminal Investigation</p>	<p>If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished</p>

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	gathering its evidence, the District shall promptly resume its investigation.
Concluding the Investigation	Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.  The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.
<i>Notification of Outcome</i>	Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.
<b>District Action</b>	
Prohibited Conduct	If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
Corrective Action	Examples of corrective action may include a training program for those involved in the report, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.
Bullying	If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.
<b>Confidentiality</b>	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**Response to Sexual Harassment–Title IX**

For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

General Response

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant’s wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District’s response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct.

Title IX Formal Complaint Process

To distinguish the process described below from the District’s general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District’s “Title IX formal complaint process.”

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District’s website. In compliance with Title IX regulations, the District’s Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;

3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of  
Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student

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who refuses to participate in any manner in an investigation under Title IX.

Examples

Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

**Records Retention**

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

**Access to Policy and Procedures**

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

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

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

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

Training

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

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

**Reporting Child  
Abuse and Neglect**

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

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

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

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

A person is required to make a report if the person has cause to believe that an adult was a victim of abuse or neglect as a child

and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

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

**Restrictions on Reporting**

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

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

**Making a Report**

Reports may be made to any of the following:

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

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

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

**Confidentiality**

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential

and disclosed only in accordance with the rules of the investigating agency.

**Immunity**

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

**Failing to Report Suspected Child Abuse or Neglect**

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

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

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

**Responsibilities Regarding Investigations**

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

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

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

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

STUDENT ACTIVITIES  
CONTESTS AND COMPETITION

FMF  
(LOCAL)

**UIL Activities**

State Board and UIL rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL rules.

No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]

**Athletic Program**

A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL and the Board.

Supervision of the program shall be the responsibility of the Superintendent, but certain responsibilities may be delegated to other staff members. In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.

Interschool competitive athletics shall not be part of the elementary grades' program. To the extent practicable, a program of intra-school sports activities for elementary students shall be maintained as part of the physical education program.

**Non-UIL Activities**

Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]

**Overnight Trips**

Students involved in UIL competition that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

**Complaints**

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

Other Complaint  
Processes

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

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

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

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

**Notice to Students and Parents**

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

**Guiding Principles**

Informal Process

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

Informal resolution shall be encouraged but shall not extend any deadlines in this policy.

Formal Process

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

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

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

**Freedom from Retaliation**

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

**General Provisions**

Filing

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

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

	<p>deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
Scheduling Conferences	<p>The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.</p>
Response	<p>At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>"Days" shall mean District calendar days. In calculating timelines under this policy, the day a document is filed is "day zero." The following day is "day one."</p>
Representative	<p>"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>Complaints that are not filed in accordance with the timelines shall be dismissed. No administrator shall have the authority to extend a deadline for filing a complaint. The student or parent may appeal the dismissal by seeking review in writing within ten days, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness. All appeals challenging the determination of timeliness shall be filed in writing and state the</p>

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STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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reason the student or parent believes the complaint was timely filed. For appeals of timeliness only, the student or parent shall not be entitled to make a personal presentation at any grievance level on the subject. Rather a determination shall be made solely on the written documentations provided by the student or parent in connection with their appeal.

Costs Incurred

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

Complaint and  
Appeal Forms

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

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

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

**Level One**

Complaint forms must be filed:

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

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

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

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

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the

decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## **Level Two**

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

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

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

The Level One record shall include:

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

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

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

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

**Level Three**

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

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

If the appeal notice is untimely, not on the District's form, or incomplete in any material way, the Superintendent, after consultation with the Board President, may dismiss the complaint and provide written notice of dismissal to the complainant.

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

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

The Level Two record shall include:

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

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

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

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

**Complaints**

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

**Other Complaint Processes**

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

1. Complaints concerning instructional resources shall be filed in accordance with EF.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with CKE.
3. Complaints from vendors or contractors regarding goods and services provided to the District shall be filed in accordance with CJ.

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

**Guiding Principles**

**Informal Process**

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

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

**Formal Process**

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

**Freedom from Retaliation**

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

**General Provisions**

**Filing**

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic

	<p>communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
Scheduling Conferences	<p>The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the person fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the person's absence.</p>
Response	<p>At Levels One and Two, "response" shall mean a written communication to the person from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the person's email address of record, or sent by U.S. Mail to the person's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>"Days" shall mean calendar days. In calculating timelines under this policy, the day a document is filed is "day zero." The following day is "day one."</p>
Representative	<p>"Representative" shall mean any person who or organization that is designated by a person to represent the person in the complaint process.</p> <p>The person may designate a representative through written notice to the District at any level of this process. If the person designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may re-schedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A person shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>Complaints that are not filed in accordance with the timelines shall be dismissed. No administrator shall have the authority to extend a deadline for filing a complaint. The complainant may appeal the dismissal by seeking review in writing within ten days, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness. All appeals challenging the determination of timeliness shall be filed in writing and state the reason the complainant believes the complaint was timely filed. For appeals of timeliness only, the complainant shall not be entitled to</p>

make a personal presentation at any grievance level on the subject. Rather a determination shall be made solely on the written documentation provided by the complainant in connection with his or her appeal.

**Costs Incurred**

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

**Failure to Attend Hearing**

Failure of the person or designated representative to attend a scheduled hearing shall constitute a waiver of the right to relief at that level and shall affirm the decision of the lower level, if applicable. The failure of the person or designated representative to attend a scheduled hearing shall also constitute a waiver of the person's right to proceed to a higher grievance level.

**Complaint and Appeal Forms**

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

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

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

**Relief Granted**

A person shall not be allowed to appeal the decision of a hearing officer at Level One or Level Two when the decision has granted all the relief requested by the person.

**Level One**

Complaint forms must be filed:

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

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

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

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

**Level Two**

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

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

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

The Level One record shall include:

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

The relief available to the person at Level Two shall be limited to that requested by the person at Level One. New or additional relief requested at Level Two shall not be considered except at the discretion of the Superintendent or designee.

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

The Superintendent or designee shall provide the person a written response within ten days following the conference. The written re-

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

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

### **Level Three**

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

A person requesting a Level Three grievance hearing may request the opportunity to make an oral argument before the Board at the meeting where the grievance is to be considered. In the alternative, a person may present his or her Level Three grievance to the Board solely in the form of a written petition with supporting evidence. A grievance submitted to the Board in writing shall only be discussed in a closed session unless otherwise required to be discussed in open session under this policy and shall not require the person or representative to attend the hearing. If the person does not specifically request the opportunity to make an oral argument before the Board then no oral argument shall be heard and the Board shall consider the written record only.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. If the appeal notice is untimely, not on the District's form, or incomplete in any material way, the Superintendent, after consultation with the Board President, may dismiss the complaint and provide written notice of dismissal to the complainant.

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

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

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.

3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

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

The relief available to the person at Level Three shall be limited to that requested by the person at Level One or granted to the person at Level Two. New or additional relief requested by the person at Level Two or Level Three shall not be considered.

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

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

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

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

**SUBJECT:** Approval of the Election Services Contract for the November 3, 2020 Mission CISD Board of Trustees Election with the Hidalgo County Elections Administrator

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

**BACKGROUND INFORMATION**

The Texas Secretary of State specifies Tuesday, November 3, 2020, as the Uniform Election Date for the MCISD Board of Trustee Election. Section 31.092(a) of the Texas Election Code permits the Hidalgo County Elections Administrator to contract with Mission Consolidated Independent School District to perform election services for the November 3, 2020 Board of Trustees Election.

On September 2, 2020, we received correspondence from the Hidalgo County Elections Division indicating that they would administer a full election services contract for the Mission CISD Board of Trustee Election at a cost of \$ 76,990.56.

This agreement is under Legal review.

**FUNDING SOURCE AND AMOUNT**

General Fund            \$76,991

**CONSIDERATION**

Approval of the Election Services Contract for the November 3, 2020, Mission CISD Board of Trustees Election with the Hidalgo County Elections Administrator.

**CONTACT PERSON (S)**

Rumalda Ruiz, Asst. Superintendent for Finance  
Sylvia Cruz, Director of Employee Benefits, Payroll & Risk Management



## 2020 Hidalgo County Elections Contract Estimate

EXHIBIT A

PLEASE NOTE THAT THIS TOOL IS FOR ESTIMATION PURPOSES ONLY.  
PRICES ARE SUBJECT TO CHANGE AS DETERMINED BY FINAL INVOICE.

ELECTION: Mission CISD Place 2, 3, 4 & 5		DATE: May 2, 2020 November 3, 2020			
<b>6.01</b>	<b>Coding Services for HART</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
A	Base Charge: Ballot Coding	\$475.00	1	\$475.00	
B	Ballot Audio Files	\$10.00	13	\$130.00	
C	Election Media per Polling Location(s)	\$100.00	10	\$1,000.00	
D	Verity Controller(s) (10)	\$186.00	5	\$930.00	
D	Touch Voting Machine(s) (22)	\$186.00	11	\$2,046.00	
D	Touch Access Voting Machine(s) (10)	\$210.00	5	\$1,050.00	
E	Delivery/ Pick-up Fee (includes Mileage)	\$750.00	1	\$750.00	
<b>Total iVotronic Coding Charges</b>				<b>\$6,381.00</b>	
<b>6.02</b>	<b>Electronic Poll Book (VoteSafe)</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
A	Voter Registration Database Access (Per Day)	\$100.00	18	\$1,800.00	
B	EV/ ED Laptop Rental (includes Bar Code Scanner/ Brother Printer) (20)	\$150.00	10	\$1,500.00	
C	Printer Labels (5761 per vote)	\$0.03	60430	\$1,812.90	
D	Username/Password - Per Polling Location	\$20.00	10	\$200.00	
<b>Total Electronic Poll Book Charges</b>				<b>\$5,312.90</b>	
<b>6.03</b>	<b>Supplies</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	Early Voting Combination Forms	\$0.55	650	\$357.50	
	Election Day Combination Forms	\$0.55	650	\$357.50	
	Election Judge Kit for Early Voting	\$35.00	2	\$70.00	
	Election Judge Kit for Election Day	\$35.00	8	\$280.00	
	Verity Access Thermal Code paper (per vote)	\$0.10	30215	\$3,021.50	
	I VOTED stickers (per vote)	\$0.01	30215	\$302.15	
	Polling Location Map(s)	\$17.00	10	\$170.00	
	100 Sample ballots provided. Additional Copies of Sample Ballots @ \$0.20 each.	\$0.20	1000	\$200.00	
<b>Total Supplies Charges</b>				<b>\$4,758.65</b>	
<b>6.04</b>	<b>Mail &amp; Ballot Service</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	Mail-in-Ballot Applications	\$0.25	450	\$112.50	
	Paper Ballots for Mail-in-Ballots and Provisionals	\$0.40	2500	\$1,000.00	
	Mail-in-Ballots Kit(s) per request	\$2.00	450	\$900.00	
	Postage Mail-in-Ballots (per request)	\$0.61	450	\$274.50	
	Correspondence Postage	\$0.49	8	\$3.92	
<b>Total Mail &amp; Ballot Service Charges</b>				<b>\$2,290.92</b>	
<b>6.05</b>	<b>Advertisements/Notices</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	The Monitor newspaper	\$1,800.00	1	\$1,800.00	
	Local newspaper		0	\$0.00	
<b>Total Advertisement/Notice Charges</b>				<b>\$1,800.00</b>	
<b>6.07</b>	<b>*Payroll for Training and Election Poll Workers</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	Payroll for Early Voting Employees	\$73,214.00		\$36,607.00	
	Payroll for Election Day Employees	\$15,328.00		\$7,664.00	
<b>Total Payroll Charges</b>				<b>\$44,271.00</b>	
	<b>Payroll for Staff Overtime</b>	<b>Price</b>		<b>Total</b>	
	Payroll for Early Voting and Election Day Staff Employees	\$3,461.54		\$3,461.54	
<b>Total Payroll Charges</b>				<b>\$3,461.54</b>	
<b>6.08</b>	<b>Payroll for Ballot Board</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	Ballot Board	\$1,350.00	1	\$1,350.00	
<b>Total Ballot Board Charges</b>				<b>\$1,350.00</b>	
<b>6.10</b>	<b>Insurance</b>	<b>Hourly rate</b>	<b>Hours wk</b>	<b>%</b>	<b>Total</b>
	Liability insurance for Early Voting Supervisors ( 2 ) (hourly rate X hrs worked X .0021)	\$ 14.00	546	0.0021	\$16.05
	Liability insurance for Early Voting Clerks ( 20 ) (hourly rate X hrs worked X .0021)	\$ 12.00	5460	0.0021	\$137.59
	Liability insurance for Election Day Presiding Judges ( 8 ) (hourly rate X hrs worked X .0021)	\$ 14.00	124	0.0021	\$3.65
	Liability insurance for Election Day Alternate/Clerks ( 72 ) (hourly rate X hrs worked X .0021)	\$ 12.00	1116	0.0021	\$28.12
<b>Total Insurance Charges</b>					<b>\$185.41</b>
<b>6.11</b>	<b>Cell Phones</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>	
	Verizon Wireless phone (subject to change with out notice)	\$180.00	1	\$180.00	
<b>Total Cell Phone Charges</b>				<b>\$180.00</b>	
<b>6.12</b>				<b>Subtotal</b>	<b>\$69,991.42</b>
				<b>Administrative Fees (10%)</b>	<b>\$6,999.14</b>
				<b>ESTIMATED GRANT TOTAL</b>	<b>\$76,990.56</b>

\*Shared Cost with County

**SUBJECT:** Purchase for Musical Instruments # 271-20-1  
**PRESENTER:** Rumalda Ruiz, Assistant Superintendent for Finance

**BACKGROUND INFORMATION**

The intent is to provide a method to procure Musical Instruments 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 - | 15 |
| 2. Number of vendors awarded -    | 11 |

**FUNDING SOURCE AND AMOUNT**

Respective campus and departmental budgets

Estimated \$235,535 expenditures

**RECOMMENDATION**

Administration recommends awarding contract to vendors listed on the tabulation form.

**CONTACT PERSON (S)**

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

Mission Consolidated Independent School District  
Purchasing Department  
Award Notice

FY2021 Term Contract:	Musical Instruments #271-20-1
Awarded To:	<ol style="list-style-type: none"> <li>1. <u>Alamo Music Center</u> <ul style="list-style-type: none"> <li>• <u>19, 37, 38, 41, 43, 45, 46, 47</u></li> </ul> </li> <li>2. <u>Bocal Majority Bassoon Camp</u> <ul style="list-style-type: none"> <li>• <u>16</u></li> </ul> </li> <li>3. <u>Butler Trombones</u> <ul style="list-style-type: none"> <li>• <u>22, 23</u></li> </ul> </li> <li>4. <u>Houghton Horns LLC</u> <ul style="list-style-type: none"> <li>• <u>20, 28</u></li> </ul> </li> <li>5. <u>Kessler &amp; Sons Music Inc</u> <ul style="list-style-type: none"> <li>• <u>14, 15, 18, 25</u></li> </ul> </li> <li>6. <u>Lone Star Percussion</u> <ul style="list-style-type: none"> <li>• <u>50</u></li> </ul> </li> <li>7. <u>Mack Brass</u> <ul style="list-style-type: none"> <li>• <u>21, 24, 27</u></li> </ul> </li> <li>8. <u>Melhart Music Center</u> <ul style="list-style-type: none"> <li>• <u>11, 12, 17, 28, 30, 31, 32, 33, 34, 35, 48, 49</u></li> </ul> </li> <li>9. <u>Steve Weiss Music</u> <ul style="list-style-type: none"> <li>• <u>13</u></li> </ul> </li> <li>10. <u>Taylor Music Inc</u> <ul style="list-style-type: none"> <li>• <u>1, 2, 3, 4, 7, 8, 9, 10, 26, 39, 40, 42, 44</u></li> </ul> </li> <li>11. <u>Washington Music Center</u> <ul style="list-style-type: none"> <li>• <u>5, 6, 36</u></li> </ul> </li> </ol>
Term:	One-time purchase
Term Period :	2020 – 2021

VENDOR NAME			Alamo Music Center			Boaci Majority Bassoon Camp			Butler Trombones			Carolyn Nussbaum Music Company			Kessler & Sons Music Inc			Lone Star Percussion			Mack Brass			
Line Item	Qty	Detailed Desc.	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total	
1	10	Pearl Championship Maple SD w Carrier/Case/Stand		\$ 908.94	\$ 9,089.40																			
2	6	Pearl Championship Quints Set 6-8-10-12-13" w Carrier/Case/Stand		\$ 1,393.15	\$ 8,358.90																			
3	2	Pearl Championship 18x14 BD w Carrier/Case/Stand		\$ 876.25	\$ 1,752.50																			
4	2	Pearl Championship 20x14 BD w Carrier/Case/Stand		\$ 923.70	\$ 1,847.40																			
5	1	Yamaha Acoustalon Xylophone w Multi-Frame and Cover		\$ 3,179.00	\$ 3,179.00																			
6	1	Yamaha Acoustalon 4.3 Marimba w Multi-Frame and Cover		\$ 4,730.17	\$ 4,730.17																			
7	2	Pearl Championship 22x14 BD w Carrier/Case/Stand		\$ 947.50	\$ 1,895.00																			
8	2	Pearl Championship 24x14 BD w Carrier/Case/Stand		\$ 974.90	\$ 1,949.80																			
9	2	Pearl Championship 26x14 BD w Carrier/Case/Stand		\$ 1,035.60	\$ 2,071.20																			
10	2	Pearl Championship 28x14 BD w Carrier/Case/Stand		\$ 1,052.72	\$ 2,105.44																			
11	4	Rath K460 Tenor Trombones																						
12	2	Rath R900 Bass Trombone																						
13	1	Malletch 2.6 Octave Infinity Glockenspiel (black)		\$ 2,100.00	\$ 2,100.00																			
14	4	Kessler Custom Standard Series Alto Sax Gold Lacquer																						
15	1	Kessler Custom Composite Bassoon	see note #1																					
16	1	Howarth S40C English Horn w bore liner		\$ 4,500.00	\$ 4,500.00																			
17	2	Bachman Model G Clarinet w left hand Eb key																						
18	10	Carol Brass 5280L-GTL-L Trumpet																						
19	1	Miyazawa PB-202 Flute set G, Split E, D# Roller, MX-2		\$ 4,750.00	\$ 4,750.00																			
20	6	Houghton Venus VG Horns detachable bell w adjustable flipper																						
21	3	Wessex TB875 in Lacquer w Case and Gig Bag																						
22	4	Carbon Fiber Outer Slides for Rath Tenor																						
23	2	Carbon Fiber Outer Slides for Rath Bass																						
24	6	Wessex TB 484 in Lacquer w Case																						
25	1	Kessler Full Conservatory Composite Oboe	see note #2																					
26	1	Pearl Philharmonic Concert Snare Drum Aluminum 14x5		\$ 635.00	\$ 635.00																			
27	3	Mack Brass EU1150S Compensating Euphonium																						
28	8	Houghton Venus VG Horns fixed bell w adjustable flipper																						
29	5	Adamson Int. 14x12 Marching Field Snare																						
30	3	Adamson Int. Quad Toms																						
31	1	Adamson Int. 18x12 BD																						
32	1	Adamson Int. 20x12 BD																						
33	1	Adamson Int. 22x12 BD																						
34	1	Adamson Int. 24x12 BD																						
35	1	Adamson Int. 26x12 BD																						
36	1	Fox Renard Model 41 Bassoon		\$ 4,792.00	\$ 4,792.00																			
37	1	Prelude TB711F F Attachment Tenor Trombone		\$ 616.94	\$ 616.94																			
38	2	Yamaha 897H Series inline G Flute w B foot joint, case, gig bag		\$ 2,652.35	\$ 5,304.70																			
39	1	Fox 450 Professional Oboe, full conservatory system		\$ 5,622.90	\$ 5,622.90																			
40	1	Fox Model 520 English Horn, Full Conservatory system plus third octave key and low B vent key		\$ 5,675.00	\$ 5,675.00																			
41	2	Yamaha YCL-662II Low C Bass Clarinet with floor peg		\$ 7,011.05	\$ 14,022.10																			
42	3	Conn 8D Series Double Horn Nickel Silver Fixed Bell		\$ 3,548.60	\$ 10,645.80																			
43	2	Yamaha YMP-204M Mellophone in Silver		\$ 1,285.40	\$ 2,570.80																			
44	1	Bach Strad 180S37 Trumpet Silver		\$ 2,175.14	\$ 2,175.14																			
45	1	Yamaha YFH-631G Bb Flughorn		\$ 1,396.55	\$ 1,396.55																			
46	1	Yamaha YBH-301M Marching Baritone silver		\$ 1,801.25	\$ 1,801.25																			
47	4	Yamaha YFL-282Y inline G flutes		\$ 550.10	\$ 2,200.40																			
48	4	Yamaha YAS-280 Standard Alto Sax	YAS-26	\$ 1,015.60	\$ 4,062.40																			
49	7	Adamson Fiberglass Sousaphone w case																						
50	1	Yamaha Harmony Director		\$ 897.75	\$ 897.75																			
		Lead time	30 days			30 days			90 days			30 days			30-60 days				see note #3			30 days	shipping	\$ 1,287.00
		<b>Total</b>			\$ 32,662.74			\$ 4,500.00			\$ 4,900.00			\$ 13,765.55			\$ 17,180.00						\$ 575.00	\$ 28,827.00

- Note:**
- 1 line #15 Boaci Majority Custom Composite Bassoon \$2,500
  - 2 line #25 KG e Full Conservatory All Resin Oboe \$1,999 or KG e Full Conservatory Half Resin/Half Wood Oboe \$2,599
  - 3 in stock items ship 2-6 days; out of stock items are manufacturer dependent
  - 4 line #21 Mack Yamaha 8900 4/4 BbB Flute in Case Lacquer \$3,995 = \$1,287 shipping = \$13,272
  - 5 line #24 Mack TU210L 4/4 BbB Tuba Rotary w case Lacquer \$1,995
  - 6 line #14 Butler B109 Alto Sax Gold Lacquer \$749 each
  - 7 line #18 Melhart MTR-53108 5088 each
  - 8 line #20 Melhart MFH7002SBBF \$2,374 each
  - 9 line #21 Eastman EBB534 Tuba Professional 4/4 Tuba \$3,755 each
  - 10 line #24 Melhart MTU-991 4 valve Rotary Tuba Yellow Brass \$3,395 each
  - 11 line #25 Eastman A08-300 Oboe, ABS body, silver plated with wooden case \$888 each
  - 12 line #27 Adamson AEP-241CS 4 valve Compensating Euphonium-ABS case silver plated \$986 each
  - 13 line #28 Melhart MRH-700F \$1,995
  - 14 line #20 Houghton Venus VG-Deattachable \$2,796 each 60 days lead time
  - 15 line #28 Houghton Venus VCG-Fixed \$2,475 each 60 days lead time
  - 16 line #45 Yamaha YFH-631G 1.519 each 60 days lead time
  - 17 line #48 YAS-26 standard student \$870 each
  - 18 line #48 YAS-480 Standard Alto Sax \$1,746.45 each

VENDOR NAME:		Melhart Music Center			Houghton Horns LLC			Midwest Musical Imports			Steve Weiss Music			Taylor Music Inc			Washington Music Center			Wessex Texas dba Texas Big Brass			Woodwind & Brasswind			
		Contact Name: Bianca Ayala			Contact Name: Kathryn Houghton			Contact Name: Tori Okwat			Contact Name: Nate Repp			Contact Name: Mary McKinney			Contact Name: John Prevlock			Contact Name: Leanne Starke			Contact Name: Gregory Spretnak			
		Phone # 595-262-6147			Phone # 617-293-9400			Phone # 612-331-4717			Phone # 800-659-3477			Phone # 805-872-2263			Phone # 301-946-8808			Phone # 940-216-7715			Phone # 800-345-4444			
		Email: bianca@melhart.com			Email: kathy@houghton.com			Email: tori@musicalimports.com			Email: nate@steveweissmusic.com			Email: mary@taylormusic.com			Email: john@washingtonmusic.com			Email: leanne@wessexbrass.com			Email: gregory@woodwindbrass.com			
Line Item	Qty	Detailed Desc.	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total			
1	10	Pearl Championship Maple SD w Carrier/Case/Stand		943.00	\$ 9,434.00								920.00	\$ 9,200.00		895.00	\$ 8,950.00		948.30	\$ 9,483.00						
2	6	Pearl Championship Quints Set 6-8-10-12-13" w Carrier/Case/Stand		1,454.40	\$ 8,726.40								1,411.00	\$ 8,466.00		1,369.00	\$ 8,214.00		1,443.75	\$ 8,662.50						
3	2	Pearl Championship 18x14 BD w Carrier/Case/Stand		905.00	\$ 1,810.00								888.00	\$ 1,776.00		863.00	\$ 1,726.00		915.35	\$ 1,830.70						
4	2	Pearl Championship 20x14 BD w Carrier/Case/Stand		945.00	\$ 1,890.00								935.00	\$ 1,870.00		909.00	\$ 1,818.00		953.80	\$ 1,927.60						
5	1	Yamaha Acoustation Xylophone w Multi-Frame and Cover		3,346.00	\$ 3,346.00								3,124.00	\$ 3,124.00					3,094.00	\$ 3,094.00			3,587.00	\$ 3,587.00		
6	1	Yamaha Acoustation 4.3 Marimba w Multi-Frame and Cover		4,979.00	\$ 4,979.00								4,648.00	\$ 4,648.00					4,603.60	\$ 4,603.60				5,225.00	\$ 5,225.00	
7	2	Pearl Championship 22x14 BD w Carrier/Case/Stand		970.00	\$ 1,940.00								959.00	\$ 1,918.00		933.00	\$ 1,866.00		988.05	\$ 1,976.10						
8	2	Pearl Championship 24x14 BD w Carrier/Case/Stand		1,001.00	\$ 2,002.00								987.00	\$ 1,974.00		959.00	\$ 1,918.00		1,016.20	\$ 2,032.40						
9	2	Pearl Championship 26x14 BD w Carrier/Case/Stand		1,063.00	\$ 2,126.00								1,049.00	\$ 2,098.00		1,019.00	\$ 2,038.00		1,078.25	\$ 2,156.50						
10	2	Pearl Championship 28x14 BD w Carrier/Case/Stand		1,080.00	\$ 2,160.00								1,066.00	\$ 2,132.00		1,036.00	\$ 2,072.00		1,095.70	\$ 2,191.40						
11	4	Walt Kohn Tenor Trombones		2,031.45	\$ 8,125.80																					
12	2	Rath R900 Bass Trombone		3,305.50	\$ 6,611.00																					
13	1	Malletch 2.6 Octave Infinity Glockenspiel (black)											1,199.00	\$ 1,199.00												
14	4	Kessler Custom Standard Series Alto Sax Gold Lacquer	see note #6																							
15	1	Kessler Custom Composite Bassoon																								
16	1	Howarth S40C English Horn w bore liner								5,600.00	\$ 5,600.00															
17	2	Backun Model G Clarinet w left hand Eb key		2,576.00	\$ 5,152.00														2,606.00	\$ 5,212.00						
18	10	Carol Brass 5280L-GTL-L Trumpet	see note #7																							
19	1	Wyzasawa PB-203 Flute off set G, Split E, Dr Roller, MX-2																								
20	6	Houghton Verus VG Horns detachable bell w adjustable flipper	see note #8			see note #14	2,796.00	\$ 16,776.00																		
21	3	Wessex TB675 in Lacquer w Case and Gig Bag	see note #9																	3,460.00	\$ 10,380.00					
22	4	Carbon Fiber Outer Slides for Rath Tenor																								
23	2	Carbon Fiber Outer Slides for Rath Bass																								
24	6	Wessex TB 484 in Lacquer w Case	see note #10																	3,175.00	\$ 19,050.00					
25	1	Kessler Full Conservatory Composite Oboe	see note #11																							
26	1	Pearl Philharmonic Concert Snare Drum Aluminum 14x5		633.00	\$ 633.00								579.00	\$ 579.00		565.00	\$ 565.00		585.00	\$ 585.00			660.00	\$ 660.00		
27	3	Mook Brass EU1150S Compensating Euphonium	see note #12																							
28	8	Houghton Verus VG Horns fixed bell w adjustable flipper	see note #13			see note #15	2,476.00	\$ 19,808.00																		
29	5	Adamson Int. 14x12 Marching Field Snare		225.00	\$ 1,125.00																					
30	3	Adamson Int. Quad Toms		285.00	\$ 795.00																					
31	1	Adamson Int. 18x12 BD		250.00	\$ 250.00																					
32	1	Adamson Int. 20x12 BD		260.00	\$ 260.00																					
33	1	Adamson Int. 22x12 BD		265.00	\$ 265.00																					
34	1	Adamson Int. 24x12 BD		270.00	\$ 270.00																					
35	1	Adamson Int. 26x12 BD		285.00	\$ 285.00																					
36	1	Fox Renard Model 41 Bassoon		5,511.00	\$ 5,511.00					4,792.00	\$ 4,792.00				6-7 months	4,688.00	\$ 4,688.00		4,731.00	\$ 4,731.00			4,992.00	\$ 4,992.00		
37	1	Prelude TB711F F Attachment Tenor Trombone		672.00	\$ 672.00											644.00	\$ 644.00		631.80	\$ 631.80			702.00	\$ 702.00		
38	2	Yamaha 897H Series Inline G Flute w B foot joint, case, gig bag		2,932.00	\$ 5,864.00					2,690.00	\$ 5,380.00				2,722.00	\$ 5,444.00								3,104.00	\$ 6,208.00	
39	1	Fox 450 Professional Oboe, full conservatory system		6,676.00	\$ 6,676.00					5,731.00	\$ 5,731.00				5,611.00	\$ 5,611.00		5,732.00	\$ 5,732.00					6,115.00	\$ 6,115.00	
40	1	Fox Model 520 English Horn, Full Conservatory system plus third octave key and low B vent key		6,648.00	\$ 6,648.00					5,685.00	\$ 5,685.00				5,599.00	\$ 5,599.00		5,707.00	\$ 5,707.00							
41	2	Yamaha YCL-662H Low C Bass Clarinet with floor peg		7,748.00	\$ 15,496.00					7,100.00	\$ 14,200.00				7,144.00	\$ 14,288.00		7,163.60	\$ 14,327.20					7,803.00	\$ 15,606.00	
42	3	Conn BD Series Double Horn Nickel Silver Fixed Bell		3,867.00	\$ 11,601.00		3,594.00	\$ 10,782.00		3,555.00	\$ 10,665.00				3,444.00	\$ 10,332.00		3,581.55	\$ 10,744.65					3,960.00	\$ 11,880.00	
43	2	Yamaha YMP-204M Mellophone in Silver		1,420.00	\$ 2,840.00		1,399.00	\$ 2,798.00		1,337.00	\$ 2,674.00				1,303.00	\$ 2,606.00		1,312.56	\$ 2,625.10					1,457.00	\$ 2,914.00	
44	1	Bach Strad 180S37 Trumpet Silver		2,367.00	\$ 2,367.00		2,232.00	\$ 2,232.00		2,220.00	\$ 2,220.00				2,133.00	\$ 2,133.00		2,195.35	\$ 2,195.35					2,455.00	\$ 2,455.00	
45	1	Yamaha YFH-631G Bb Flugelhorn		1,542.00	\$ 1,542.00					1,439.00	\$ 1,439.00				1,411.00	\$ 1,411.00		1,426.15	\$ 1,426.15					1,590.00	\$ 1,590.00	
46	1	Yamaha YBH-301M Marching Baritone silver		1,989.00	\$ 1,989.00		1,923.00	\$ 1,923.00		1,870.00	\$ 1,870.00				1,833.00	\$ 1,833.00		1,839.70	\$ 1,839.70					2,070.00	\$ 2,070.00	
47	4	Yamaha YFL-282Y inline G flutes		607.00	\$ 2,428.00					577.00	\$ 2,308.00				566.00	\$ 2,264.00		561.15	\$ 2,244.60					580.00	\$ 2,320.00	
48	4	Yamaha YAS-280 Standard Alto Sax	YAS-300AD	1,678.00	\$ 6,712.00					1,755.00	\$ 7,020.00				see note #17				see note #18							
49	7	Adamson Fiberglass Sousaphone w case		1,998.00	\$ 13,986.00																					
50	1	Yamaha Harmony Director		1,170.00	\$ 1,170.00														985.00	\$ 985.00				Jan-21	646.00	\$ 646.00
		Lead time	0-30 days			21 days			10-120 days			15 days			30-60 days			21-45 days			late Nov.			2-6 weeks		
		<b>Total</b>		\$ 43,836.80	\$ 36,584.00			\$ 69,584.00		\$ 1,199.00	\$ 52,842.00			\$ 12,428.60			\$ 29,430.00			\$ 66,970.00						

**SUBJECT:** Contract for Student Drug Testing Services # 462-20-0

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

**BACKGROUND INFORMATION**

The intent is to provide a method to procure Student Drug Testing Services 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 - 4
- 2. Number of vendors awarded - 1

**FUNDING SOURCE AND AMOUNT**

Respective campus and departmental budgets

Estimated \$15,600 Based on FY2020 expenditures

**RECOMMENDATION**

Administration recommends awarding contract to Infinity Drug & Alcohol Screening.

**CONTACT PERSON (S)**

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

Mission Consolidated Independent School District  
Purchasing Department  
Award Notice

FY2021 Term Contract:	Student Drug Testing Services #462-20-0
Awarded To:	1. <u>Infinity Drug &amp; Alcohol Screening</u>
Term:	One Year / One-year option to renew
Term Period:	August 2020 – July 2021

Mission Consolidated Independent School District  
Student Drug Testing #462-20-0

VENDOR NAME:		Charles Medical Management Services dba DTM		Infinity Drug & Alcohol Screening		Lab Services Inc		Total Reporting		
		Contact Name: Dan Velazquez		Contact Name: George Avila		Contact Name: Richard Gaytan		Contact Name: Jose Salgado		
		email: dtm@drugtestingandmore		email: infinityscreening@gmail.com		email: labservicesinc@yahoo.com		email: jsalgado@totalreporting.com		
		Phone: 956-720-4461		Phone: 956-783-8500		Phone: 956-424-3000		Phone: 956-844-7018		
Item No.	Qty	Description	Note	Quoted Price	Note	Quoted Price	Note	Quoted Price	Note	Quoted Price
1	1	Cost for initial on site urine specimen collection and base drug test requirements described in the scope of work including labor and supplies	see note 1	\$38.00 \$24.00 \$75.00		\$30.00		\$35.00		\$45.00
2	1	Cost for initial on site hair specimen collection and base drug test requirements described in the scope of work including labor and supplies	see note 2	\$90 \$175		\$ 100.00		\$ 110.00		
3	1	Cost for additional on site urine specimen collection and base drug test including labor and supplies	see note 3	\$ 30.00		\$ 75.00				
4	1	Cost for additional on site hair specimen collection and base drug test requirements including labor and supplies	see note 4	\$ 30.00		\$ 75.00				
5	1	Cost for additional synthetic marijuana test	see note 5	\$ 30.00		\$ 45.00		\$ 45.00		
6	1	Cost for additional steroid test including labor and supplies	see note 6	\$ 30.00		\$ 125.00		\$ 150.00		
7	1	Cost for additional confirmatory test	see note 7	\$ 25.00						
8	1	Cost for additional medical review officer services	see note 8	\$ 20.00	for positives only	\$ 15.00		\$ 20.00		
		<b>Total</b>								

**Notes:**

1	\$38 w/o synthetics & steroids; \$24 synthetic marijuana; \$75 steroid testing
2	\$90 Amphetamine, cocaine, methamphetamine, marijuana, phencyclidine, extended opiates; \$175 all items + Barbiturates, benzodiazepines, methadone, and propoxyhene
3	\$30 call-out fee per location. Fee waived if more than 3 tested at the location
4	\$30 call-out fee per location. Fee waived if more than 3 tested at the location
5	\$30 call-out fee per location. Fee waived if more than 3 tested at the location
6	\$30 call-out fee per location. Fee waived if more than 3 tested at the location
7	\$0 base w/o steroids/synthetics; \$0 hair confirmation included; \$25 synthetic marijuana; \$25 per drug:steroids
8	\$20 per interview with MRO

**SUBJECT:** Procurement of Instructional Technology

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

### **BACKGROUND INFORMATION**

#### **History Related to Current Agenda Item**

On March 19, 2020, the Texas Governor issued Executive Order No. GA-08 relating to COVID-19 preparedness and mitigation and through this action and in accordance with Guidelines from the President ordered the temporary closure of all Texas school districts until May 4. On April 17, Texas Governor Greg Abbott issued Executive Order No. GA-16 "Relating to the safe, strategic reopening of select services as the first step to Open Texas in response to the COVID-19 disaster." This executive order mandates schools to remain temporarily closed to in-person classroom attendance by students for the remainder of the 2019-2020 school year.

Students are unable to return to the classroom for instruction for the remainder of the school year; continuity of instruction through at home learning must continue. In an effort to address students and teachers instructional technology needs while the District delivers online instruction, on April 8, 2020, the Mission CISD Board of Trustees approved the purchase of Chromebooks for students in grades 5th through 11th and to all district teachers. On May 6, 2020 the Board approved a subsequent purchase of 2,129 Chromebooks to address the 3<sup>rd</sup> and 4<sup>th</sup> grades.

On July 20, 2020 the Board approved a request to purchase an additional 3,105 Chromebooks to be used by incoming students in 1<sup>st</sup> through 3<sup>rd</sup> grade. The Chromebook purchase was intended to include a 3 year onsite warranty, a 3 year accidental damage warranty and other applicable fees. Additionally, we the purchases also included 1,496 Tablets for students in grades PreK3, PreK4, and Kinder as they are developmentally appropriate for our students.

On August 25 and 26, the District was able to secure and purchase 659 student laptops that were readily available in the amount of \$489,366. This purchase was approved by the Superintendent based on authority delegated by the Board on June 10, 2020 when making purchasing using an Interlocal Purchasing Coop up to \$500,000.

#### **Information for Currently-Considered Agenda Item**

At the September 2nd, 2020 Special Board of Trustees Meeting, Administration requested that the Board grant authority to the Superintendent to make purchases of Technology Devices for Students using an Interlocal Purchasing Coop for an additional \$500,000. Administration has purchased I pads, Apple Care, and

related accessories since September 2<sup>nd</sup> at an amount of \$391,212.50.

Administration wishes to continue making student technology purchases as needed by using an Interlocal Purchasing Cooperative. The Administration seeks an authorization to procure additional student technology devices and to make such purchases under this authorization for up to an amount of \$500,000. Due to the unpredictable availability of student technology, the Administration also asks that the Superintendent be given authority to approve such purchase(s) and to execute the documents necessary to complete each such transaction.

### **ADMINISTRATIVE CONSIDERATIONS**

The purchase will be made using a Purchasing Cooperative. Using an inter-local 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.

### **FUNDING SOURCE AND AMOUNT**

General, State and Federal Funds \$500,000

### **RECOMMENDATION**

Approval to grant the Superintendent authority to approve the Procurement of Instructional Technology.

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

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

**SUBJECT:** Consideration and Approval of the Annual Financial Audit Report  
November 27<sup>th</sup> Due Date Requirement Waiver

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

### **BACKGROUND INFORMATION**

Texas School Districts are required to be audited by an external audit firm annually. Auditing requirements for Texas public school districts are contained in the Texas Education Agency's Financial Accountability System Resource Guide, which is the authoritative document adopted by reference as a rule of the State Board of Education, through Title 19, Texas Administrative Code, Section 109.41.

A copy of the audited Annual Financial Report, approved by the Board of Trustees, shall be filed by the District with the agency not later than the 150th day after the end of the fiscal year for which the audit was made. For Mission CISD the report must be filed with TEA by November 27, 2020.

In response to the COVID-19 Pandemic, the Commissioner of Education announced that a due date extension waiver for the Annual Financial Report was available for districts with fiscal year June 30, 2020 to allow submission of the report by January 28, 2021. The waiver must meet the following criteria:

- Review by the District Level Committee (DEIC) in accordance with TEC §11.251
- Board Approval
- Must be filed with TEA by the due date 11/27/2020

In collaboration with the District's Internal Auditor, our External Auditor has recommended that we apply for the waiver. Some of the Coronavirus federal funds that we have received, have been selected for audit. However, at the federal level, the Office of Management and Budget hasn't released the supplemental compliance guidance for auditing these funds. The District's amount subject to audit related to this funding is over \$6M.

Additionally, the timely submission of the audit is a Critical Indicator under the Financial Integrity Rating System of Texas, FIRST. If the District does not meet this requirement, we will automatically fail the FIRST Rating and receive a rating of "F" – Substandard Achievement.

## **ADMINISTRATIVE CONSIDERATIONS**

The Finance Division presented this item at the September 28, 2020 District Education Improvement Council (DEIC) Meeting for comments and voting. The DEIC members are supportive of Administration's intent to submit this waiver to the Board and subsequently to TEA.

## **FUNDING SOURCE AND AMOUNT**

N/A

## **RECOMMENDATION:**

Approval of the Annual Financial Audit Report November 27<sup>th</sup> Due Date Requirement Waiver

## **CONTACT PERSONS**

Anna M. Zuniga, CPA, Director for Finance  
Rebecca S. Magee, CPA, Internal Auditor  
Rumalda Ruiz, Assistant Superintendent for Finance

**SUBJECT:** Approval of Budget Amendment for the Month of October 2020

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

**BACKGROUND INFORMATION**

In accordance with TEA budget and accounting procedures guidelines, the District’s official budget includes the General Fund and Debt Service. The adoption of the budgets associated with these funds, and subsequent amendments, should be approved by the Board of Trustees. The authority to approve a budget or a budget amendment for a grant program, however, lies with the granting agency and not with the District’s Board.

The budget amendments are broken down into the following two categories:

1. Programmatic or policy changes – amendments that are necessary because of policy changes or program revisions that increase/decrease the budget.
2. Adjustment of original estimates – amendments that are necessary because the original amounts required adjustments but do not increase/decrease the budget.

**ADMINISTRATIVE CONSIDERATIONSE**

All requests for budget amendments have been reviewed and are justified for the programmatic or policy changes and adjustments of original estimates.

**FUNDING SOURCE AND AMOUNT**

General Fund \$1,306,943 increase in expenditures budget for carry over POs related to Technology E-rate projects and buses. The amount also includes a supplemental budget amendment for various projects including the Annex Building, Warehouse/Fixed Assets Department, Transportation and maintenance related projects at various campuses.

Total General Fund expenditures budget \$177,368,133.

**RECOMMENDATION:**

Approval of budget amendment as presented.

**CONTACT PERSONS**

Rumalda Ruiz, Assistant Superintendent for Finance

**Mission Consolidated Independent School District  
GENERAL FUND  
Budget Amendment for the Month of October 2020  
Fiscal Year 2020 - 2021**

Description	Amended Budget July 29, 2020	October Amendments	Amended Budget Oct 14, 2020
<b>Un-Audited Beginning Fund Balance</b>	<b>67,791,543</b>		<b>67,791,543</b>
Revenues:			
5700 - Local	27,544,245		27,544,245
5800 - State	128,226,929		128,226,929
5900 - Federal	16,344,257		16,344,257
<b>Total Revenues</b>	<b>172,115,431</b>	<b>-</b>	<b>172,115,431</b>
Expenditures:			
11 Instruction	\$ 90,599,516	44,628	90,644,144
12 Inst. Res. & Media Services	2,549,248	-	2,549,248
13 Curriculum Dev. & Inst. Staff Dev.	3,332,145	-	3,332,145
21 Inst. Leadership	2,472,555	-	2,472,555
23 School Leadership	9,668,067	56,965	9,725,032
31 Guid., Counseling & Eval. Ser.	5,757,154	-	5,757,154
32 Social Work Services	603,119	-	603,119
33 Health Services	1,588,003	-	1,588,003
34 Student (Pupil) Trans.	4,409,504	240,127	4,649,631
35 Food Services	13,817,053	-	13,817,053
36 Curricular/Extracurricular Act.	7,089,632	-	7,089,632
41 General Administration	5,243,752	142,000	5,385,752
51 Plant Maint. & Operations	18,452,252	572,594	19,024,846
52 Security and Monitoring Serv.	2,768,484	11,600	2,780,084
53 Data Processing Services	2,938,361	143,055	3,081,416
61 Community Services	336,602	-	336,602
71 Debt Service	1,031,520	-	1,031,520
81 Fac. Acquisition & Const.	3,026,133	95,974	3,122,107
95 Pmt. to Juv. Justice Alt. Ed. Prg.	20,000	-	20,000
99 Other Intergovernmental Charges	358,090	-	358,090
<b>Total Expenditures</b>	<b>\$ 176,061,190</b>	<b>\$ 1,306,943</b>	<b>\$ 177,368,133</b>
7900 - Other Sources	15,627,924	\$ -	15,627,924
8900 - Other Uses	(15,727,793)	-	(15,727,793)
<b>Total Other Financing Sources &amp; (Uses)</b>	<b>\$ (99,869)</b>	<b>\$ -</b>	<b>\$ (99,869)</b>
<b>Un-Audited Ending Fund Balance</b>	<b>\$ 63,745,915</b>	<b>\$ (1,306,943)</b>	<b>\$ 62,438,972</b>

**SUBJECT:** Approval of Cash and Non-Cash 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 cash donations were \$0.00 and \$1,100.00 of non-cash donations. The non-cash donation was \$1,100.00 from DBR, Inc. for backpacks to be used by students.

**FUNDING SOURCE AND AMOUNT**

N/A

**RECOMMENDATION:**

Approval of cash and non-cash donations as presented.

**CONTACT PERSON (S)**

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

Mission Consolidated Independent School District  
 Donations  
 For the Period of August 2020

Date	Campus / Scholarship	Cash	Non-Cash	Donor	Purpose
08/25/20	Public Relations		1,100.00	DBR, Inc.	Donated 126 backpacks in support of the back to school needs.
	Total donations for the month	0.00	1,100.00		

**SUBJECT:** Tax Levy Adjustments for the Month of August 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 increase of \$6,292.16. 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 \$329,165.64. The monthly fee for this service is \$6,271.00.

Attached is the August 2020 Tax Collection Report

**FUNDING SOURCE AND AMOUNT**

Local Maintenance Levy Modification \$(0.00)  
Debt Service Levy Modification \$(0.00)  
Rollbacks \$6,292.16

**RECOMMENDATION:**

Informational Items

**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:  
 AUGUST 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					-	#DIV/0!	0.00%
2019 & PRIOR YRS ROLLBACK	4,957,234.99	475,200.45	(24,143.03)	(39,693.95)	4,418,197.56	9.71%	10.51%
	-	-	-	6,292.16	6,292.16	0.00%	0.00%
<b>TOTALS</b>	<b>4,957,234.99</b>	<b>475,200.45</b>	<b>(24,143.03)</b>	<b>(33,401.79)</b>	<b>4,424,489.72</b>		

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

	MISSION C.I.S.D.	MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	-	- CURRENT
CURRENT YEAR-P&I	-	
PRIOR YEARS-BASE TAX	235,000.20	- PRIOR
PRIOR YEARS-P&I	55,458.30	
ROLLBACK	-	6,292.16 ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	38,707.14	- PURGED
<b>TOTAL COLLECTIONS</b>	<b>329,165.64</b>	<b>6,292.16</b>
LESS TRANSFERRED	195,297.06	
LESS IN TRANSIT	127,554.80	
LESS DUE TO HCAD COMM FEES	42.78	
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 AUGUST IS CORRECT.

*Pablo (Paul) Villarreal Jr.*  
 \_\_\_\_\_  
 ASSESSOR-COLLECTOR OF TAXES FOR MISSION C.I.S.D., TEXAS



SWORN AND SUBSCRIBED BEFORE ME THIS 8TH DAY OF SEPTEMBER 2020 A.D.

*Melinda Mendoza*  
 \_\_\_\_\_  
 NOTARY PUBLIC, HIDALGO COUNTY, TEXAS



# HIDALGO COUNTY TAX OFFICE

## MISSION CISD

### MODIFICATIONS FOR THE MONTH OF AUGUST 2020

YR	RATE	M&O	%	ADJ	M&O	I&S	%	I&S
2020	0.00000	0.00000	#DIV/0!	0.00	#DIV/0!	-	#DIV/0!	#DIV/0!
2019	1.23955	1.06835	86.19%	0.00	0.00	0.1712	13.81%	0.00
2018	1.3398	1.1700	87.33%	0.00	0.00	0.1698	12.67%	0.00
2017	1.3502	1.1700	86.65%	-	0.00	0.1802	13.35%	0.00
2016	1.3582	1.1700	86.14%	-	0.00	0.1882	13.86%	0.00
2015	1.3672	1.1700	85.58%	-	0.00	0.1972	14.42%	0.00
2014	1.3300	1.1700	87.97%	-	0.00	0.1600	12.03%	0.00
2013	1.3000	1.1700	90.00%	-	0.00	0.1300	10.00%	0.00
2012	1.3000	1.1700	90.00%	-	0.00	0.1300	10.00%	0.00
2011	1.3000	1.1700	90.00%	-	0.00	0.1300	10.00%	0.00
2010	1.3000	1.0400	80.00%	-	0.00	0.2600	20.00%	0.00
2009	1.2800	1.0400	81.25%	-	0.00	0.2400	18.75%	0.00
2008	1.2400	1.0400	83.87%	-	0.00	0.2000	16.13%	0.00
2007	1.1800	1.0400	88.14%	-	0.00	0.1400	11.86%	0.00
2006	1.4574	1.3374	91.77%	-	0.00	0.1200	8.23%	0.00
2005	1.5632	1.4632	93.60%	-	0.00	0.1000	6.40%	0.00
2004	1.5691	1.4632	93.25%	-	0.00	0.1059	6.75%	0.00
2003	1.5841	1.4632	92.37%	-	0.00	0.1209	7.63%	0.00
2002	1.5841	1.4500	91.53%	-	0.00	0.1341	8.47%	0.00
2001	1.5341	1.4394	93.83%	-	0.00	0.0947	6.17%	0.00
2000	1.5341	1.4000	91.26%	-	0.00	0.1341	8.74%	0.00
1999	1.5050	1.4208	94.41%	-	0.00	0.0842	5.59%	0.00
1998	1.5050	1.2310	81.79%	-	0.00	0.2740	18.21%	0.00
1997	1.4550	1.2629	86.80%	-	0.00	0.1921	13.20%	0.00
<b>TOTAL</b>				<b>0.00</b>	<b>0.00</b>			<b>0.00</b>

	M&O	I&S
<b>2020</b>	-	-
<b>2019 &amp; PRIOR</b>	-	-
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>

### ROLLBACK MODIFICATIONS FOR THE MONTH OF AUGUST 2020

YR	RATE	M&O	%	ADJ	M&O	I&S	%	I&S
2019	1.2396	1.0684	86.19%	3,536.98	3,048.47	0.1712	13.81%	488.51
2018	1.3398	1.1700	87.33%	1,341.51	1,171.49	0.1698	12.67%	170.02
2017	1.3502	1.1700	86.65%	1,413.67	1,225.00	0.1802	13.35%	188.67
2016	1.3582	1.1700	86.14%	-	0.00	0.1882	13.86%	0.00
2015	1.3672	1.1700	85.58%	-	0.00	0.1972	14.42%	0.00
2014	1.3300	1.1700	87.97%	-	0.00	0.1600	12.03%	0.00
<b>TOTAL</b>				<b>6,292.16</b>	<b>5,444.96</b>			<b>847.20</b>

	M&O	I&S
<b>CURRENT</b>	3,536.98	488.51
<b>DELINQUENT</b>	2,755.18	358.69
<b>TOTAL</b>	<b>6,292.16</b>	<b>847.20</b>

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 TC298-D SELECTION: SYSTEM  
 RECEIPT DATE: ALL  
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM  
 DEPOSIT DISTRIBUTION  
 FROM: 08/01/2020 THRU 08/31/2020  
 JURISDICTION: 0048 MISSION CISD

PAGE: 82  
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2019	M & O	1.068350	151,506.36	.00	26,651.42	.00	178,157.78	28,478.32	.00	.00	206,636.10
	I & S	.171200	24,278.53	.00	4,270.79	.00	28,549.32	.00	.00	.00	28,549.32
	TOTAL	1.239550	175,784.89	.00	30,922.21	.00	206,707.10	28,478.32	.00	.00	235,185.42
2018	M & O	1.170000	25,972.77	.00	6,821.87	.00	32,794.64	4,609.61	.00	.00	37,404.25
	I & S	.169800	3,769.33	.00	990.02	.00	4,759.35	.00	.00	.00	4,759.35
	TOTAL	1.339800	29,742.10	.00	7,811.89	.00	37,553.99	4,609.61	.00	.00	42,163.60
2017	M & O	1.170000	13,598.34	.00	4,396.08	.00	17,994.42	2,165.77	.00	.00	20,160.19
	I & S	.180200	2,094.40	.00	677.06	.00	2,771.46	.00	.00	.00	2,771.46
	TOTAL	1.350200	15,692.74	.00	5,073.14	.00	20,765.88	2,165.77	.00	.00	22,931.65
2016	M & O	1.170000	4,172.03	.00	2,198.85	.00	6,370.88	1,052.13	.00	.00	7,423.01
	I & S	.188200	671.08	.00	353.71	.00	1,024.79	.00	.00	.00	1,024.79
	TOTAL	1.358200	4,843.11	.00	2,552.56	.00	7,395.67	1,052.13	.00	.00	8,447.80
2015	M & O	1.170000	2,978.42	.00	1,571.18	.00	4,549.60	592.33	.00	.00	5,141.93
	I & S	.197200	502.03	.00	264.86	.00	766.89	.00	.00	.00	766.89
	TOTAL	1.367200	3,480.45	.00	1,836.04	.00	5,316.49	592.33	.00	.00	5,908.82
2014	M & O	1.170000	1,062.99	.00	831.45	.00	1,894.44	321.97	.00	.00	2,216.41
	I & S	.160000	145.37	.00	113.71	.00	259.08	.00	.00	.00	259.08
	TOTAL	1.330000	1,208.36	.00	945.16	.00	2,153.52	321.97	.00	.00	2,475.49
2013	M & O	1.170000	1,674.40	.00	1,361.01	.00	3,035.41	422.25	.00	.00	3,457.66
	I & S	.130000	186.05	.00	151.24	.00	337.29	.00	.00	.00	337.29
	TOTAL	1.300000	1,860.45	.00	1,512.25	.00	3,372.70	422.25	.00	.00	3,794.95
2012	M & O	1.170000	321.71	.00	300.98	.00	622.69	97.58	.00	.00	720.27
	I & S	.130000	35.74	.00	33.45	.00	69.19	.00	.00	.00	69.19
	TOTAL	1.300000	357.45	.00	334.43	.00	691.88	97.58	.00	.00	789.46
2011	M & O	1.170000	116.93	.00	134.46	.00	251.39	41.90	.00	.00	293.29
	I & S	.130000	13.00	.00	14.94	.00	27.94	.00	.00	.00	27.94
	TOTAL	1.300000	129.93	.00	149.40	.00	279.33	41.90	.00	.00	321.23
2010	M & O	1.040000	36.17	.00	45.94	.00	82.11	15.39	.00	.00	97.50
	I & S	.260000	9.05	.00	11.48	.00	20.53	.00	.00	.00	20.53
	TOTAL	1.300000	45.22	.00	57.42	.00	102.64	15.39	.00	.00	118.03
2009	M & O	1.040000	140.05	.00	188.65	.00	328.70	57.66	.00	.00	386.36
	I & S	.240000	32.32	.00	43.54	.00	75.86	.00	.00	.00	75.86
	TOTAL	1.280000	172.37	.00	232.19	.00	404.56	57.66	.00	.00	462.22
2008	M & O	1.040000	67.76	.00	98.10	.00	165.86	28.72	.00	.00	194.58
	I & S	.200000	13.03	.00	18.86	.00	31.89	.00	.00	.00	31.89
	TOTAL	1.240000	80.79	.00	116.96	.00	197.75	28.72	.00	.00	226.47

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 TC298-D SELECTION: SYSTEM  
 RECEIPT DATE: ALL  
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM  
 DEPOSIT DISTRIBUTION  
 FROM: 08/01/2020 THRU 08/31/2020  
 JURISDICTION: 0048 MISSION CISD

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2007	M & O	1.040000	7.61	.00	7.05	.00	14.66	.00	.00	.00	14.66
	I & S	.140000	1.02	.00	.95	.00	1.97	.00	.00	.00	1.97
	TOTAL	1.180000	8.63	.00	8.00	.00	16.63	.00	.00	.00	16.63
2006	M & O	1.337400	60.73	.00	106.28	.00	167.01	27.30	.00	.00	194.31
	I & S	.120000	5.45	.00	9.54	.00	14.99	.00	.00	.00	14.99
	TOTAL	1.457400	66.18	.00	115.82	.00	182.00	27.30	.00	.00	209.30
2005	M & O	1.463200	96.50	.00	180.47	.00	276.97	44.39	.00	.00	321.36
	I & S	.100000	6.60	.00	12.33	.00	18.93	.00	.00	.00	18.93
	TOTAL	1.563200	103.10	.00	192.80	.00	295.90	44.39	.00	.00	340.29
2003	M & O	1.463200	8.11	.00	11.69	.00	19.80	1.78	.00	.00	21.58
	I & S	.120900	.67	.00	.97	.00	1.64	.00	.00	.00	1.64
	TOTAL	1.584100	8.78	.00	12.66	.00	21.44	1.78	.00	.00	23.22
2002	M & O	1.450000	102.52	.00	228.08	.00	330.60	54.07	.00	.00	384.67
	I & S	.134100	9.48	.00	21.09	.00	30.57	.00	.00	.00	30.57
	TOTAL	1.584100	112.00	.00	249.17	.00	361.17	54.07	.00	.00	415.24
2001	M & O	1.439400	467.31	.00	1,098.15	.00	1,565.46	250.26	.00	.00	1,815.72
	I & S	.094700	30.74	.00	72.24	.00	102.98	.00	.00	.00	102.98
	TOTAL	1.534100	498.05	.00	1,170.39	.00	1,668.44	250.26	.00	.00	1,918.70
2000	M & O	1.400000	386.77	.00	955.32	.00	1,342.09	220.60	.00	.00	1,562.69
	I & S	.134100	37.05	.00	91.51	.00	128.56	.00	.00	.00	128.56
	TOTAL	1.534100	423.82	.00	1,046.83	.00	1,470.65	220.60	.00	.00	1,691.25
1999	M & O	1.420800	236.71	.00	613.09	.00	849.80	135.02	.00	.00	984.82
	I & S	.084200	14.03	.00	36.33	.00	50.36	.00	.00	.00	50.36
	TOTAL	1.505000	250.74	.00	649.42	.00	900.16	135.02	.00	.00	1,035.18
1992	M & O	.250000	7.09	.00	24.30	.00	31.39	9.04	.00	.00	40.43
	I & S	.230000	6.52	.00	22.36	.00	28.88	.00	.00	.00	28.88
	TOTAL	.480000	13.61	.00	46.66	.00	60.27	9.04	.00	.00	69.31
1991	M & O	.230000	32.19	.00	114.26	.00	146.45	45.84	.00	.00	192.29
	I & S	.250000	34.98	.00	124.19	.00	159.17	.00	.00	.00	159.17
	TOTAL	.480000	67.17	.00	238.45	.00	305.62	45.84	.00	.00	351.46
1990	M & O	.570000	33.70	.00	123.69	.00	157.39	35.21	.00	.00	192.60
	I & S	.280000	16.56	.00	60.76	.00	77.32	.00	.00	.00	77.32
	TOTAL	.850000	50.26	.00	184.45	.00	234.71	35.21	.00	.00	269.92

09/02/2020 08:14:50 3572147  
 TC298-D SELECTION: SYSTEM  
 RECEIPT DATE: ALL  
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM  
 DEPOSIT DISTRIBUTION  
 FROM: 08/01/2020 THRU 08/31/2020  
 JURISDICTION: 0048 MISSION CISD

PAGE: 84  
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
ALL	M & O		203,087.17	.00	48,062.37	.00	251,149.54	38,707.14	.00	.00	289,856.68
ALL	I & S		31,913.03	.00	7,395.93	.00	39,308.96	.00	.00	.00	39,308.96
ALL	TOTAL		235,000.20	.00	55,458.30	.00	290,458.50	38,707.14	.00	.00	329,165.64
DLQ	M & O		51,580.81	.00	21,410.95	.00	72,991.76	10,228.82	.00	.00	83,220.58
DLQ	I & S		7,634.50	.00	3,125.14	.00	10,759.64	.00	.00	.00	10,759.64
DLQ	TOTAL		59,215.31	.00	24,536.09	.00	83,751.40	10,228.82	.00	.00	93,980.22
CURR	M & O		151,506.36	.00	26,651.42	.00	178,157.78	28,478.32	.00	.00	206,636.10
CURR	I & S		24,278.53	.00	4,270.79	.00	28,549.32	.00	.00	.00	28,549.32
CURR	TOTAL		175,784.89	.00	30,922.21	.00	206,707.10	28,478.32	.00	.00	235,185.42

**SUBJECT:** Disbursements for the Month of July 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 Month of July totaled \$9,841,349.36 as follows:

<b>Disbursement Type</b>	<b>Amount</b>
Accounts Payable Vendor Checks	\$ 679,080.38
District Purchasing Cards	\$ 146,525.12
ACH	\$ 1,826,387.88
Wire Transfers	\$ 227,420.80
Payroll	\$ 6,961,935.18
<b>TOTAL</b>	<b>\$ 9,841,349.36</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:** Financial Report for the Month of July  
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 July 2020 totaled \$1,014,906 and actual expenditures totaled \$10,457,684. The excess revenues, other resources and other uses over expenses was (\$9,429,575). This number does 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

July 31, 2020

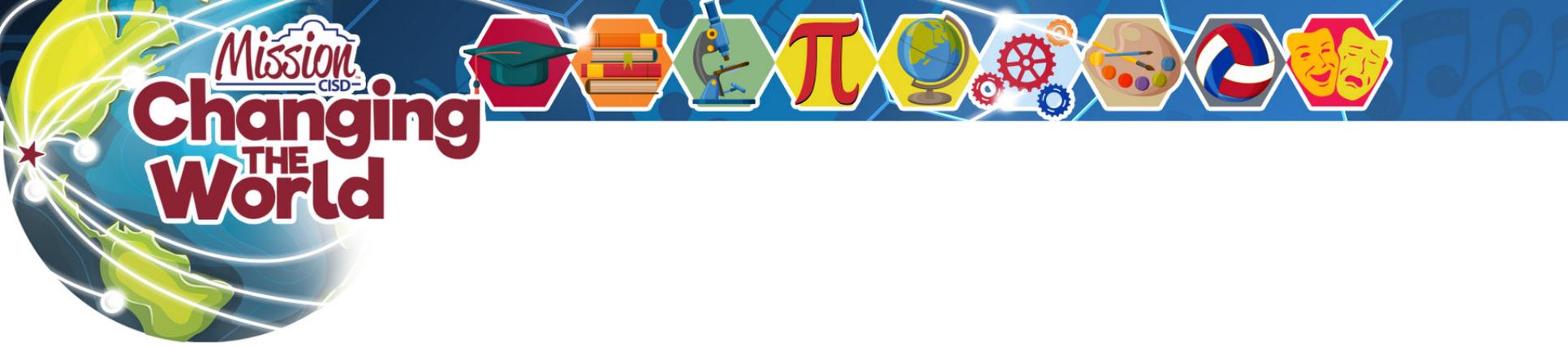
		Budget	Actual	Difference	%
<b>Revenues</b>					
5700	Local and Intermediate Sources	\$ 27,544,245	\$305,758	\$ (27,238,487)	1.11%
5800	State Program Revenues	128,226,929	\$705,014	(127,521,915)	0.55%
5900	Federal Program Revenues	16,344,257	\$4,134	(16,340,123)	0.03%
	<b>Total Revenues</b>	<b>\$ 172,115,431</b>	<b>\$ 1,014,906</b>	<b>\$ (171,100,525)</b>	
<b>Expenditures</b>					
11	Instruction	\$ 83,869,739	\$6,210,177	\$ 77,659,562	7.40%
12	Instrucional Resources & Media Services	2,549,248	\$169,365	2,379,883	6.64%
13	Curriculum and Personnel Development	3,332,145	\$242,900	3,089,245	7.29%
21	Instructional Administration	2,472,555	\$178,332	2,294,223	7.21%
23	School Administration	9,668,067	\$739,290	8,928,777	7.65%
31	Guidance and Counseling Services	5,757,154	\$443,224	5,313,930	7.70%
32	Attendance and Social Work Services	603,119	\$198,921	404,198	32.98%
33	Health Services	1,588,003	\$294,105	1,293,898	18.52%
34	Pupil Transportation	4,409,504	\$106,650	4,302,854	2.42%
35	Food Services	13,662,050	\$242,079	13,419,971	1.77%
36	Co-Curricular Activities	6,789,632	\$274,775	6,514,857	4.05%
41	General Administration	5,243,752	\$366,401	4,877,351	6.99%
51	Plant Maintenance and Operations	17,661,627	\$779,465	16,882,162	4.41%
52	Security and Monitoring	2,768,484	\$102,841	2,665,643	3.71%
53	Data Processing Services	2,938,361	\$104,854	2,833,507	3.57%
61	Community Services	336,602	\$4,304	332,298	1.28%
71	Debt Service	1,031,520	\$0	1,031,520	0.00%
81	Facilities Acquisition and Construction	226,133	\$0	226,133	0.00%
95	Juvenile Justice Alt. Education	20,000	\$0	20,000	0.00%
99	Other Intergovernmental Charges	358,090	\$0	358,090	0.00%
	<b>Total Expenditures</b>	<b>\$ 165,285,785</b>	<b>\$10,457,684</b>	<b>\$ 154,828,101</b>	<b>0</b>
1100	<b>Excess (Deficiency)</b>	<b>\$ 6,829,646</b>	<b>(\$9,442,778)</b>	<b>\$ (16,272,424)</b>	
<b>Non-Operating Revenue</b>					
7912	Sale of Real or Personal Property	\$ 53,000	\$ 13,203	\$ (39,797)	24.91%
7915	Operating Transfers In	15,574,924	\$ -	(15,574,924)	0.00%
	<b>Total Non-Operating Revenue</b>	<b>\$ 15,627,924</b>	<b>\$ 13,203</b>	<b>\$ (15,614,721)</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>\$ 6,729,777</b>	<b>\$ (9,429,575)</b>	<b>\$ (47,614,938)</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>\$ 74,521,320</b>	<b>\$ 58,361,968</b>	<b>\$ (47,614,938)</b>	

Mission Consolidated Independent School District

July 31, 2020

DEBT SERVICE FUND 599

		Budget	Actual	Difference	%
<b>Revenues</b>					
5700	Local and Intermediate Sources	\$ 4,202,708	\$ 42,887	\$ (4,159,821)	1.02%
5800	State Program Revenues	4,684,522	-	(4,684,522)	0.00%
	<b>Total Revenues</b>	<b>\$ 8,887,230</b>	<b>\$ 42,887</b>	<b>\$ (8,844,343)</b>	
<b>Expenditures</b>					
71	Debt Services	\$ 9,069,844	\$ -	\$ 9,069,844	0.00%
	<b>Total Expenditures</b>	<b>\$ 9,069,844</b>	<b>\$ -</b>	<b>\$ 9,069,844</b>	
1100	<b>Excess (Deficiency)</b>	<b>\$ (182,614)</b>	<b>\$ 42,887</b>	<b>\$ 225,501</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>\$ 42,887</b>	<b>\$ 225,501</b>	
0100	Fund Balance - Beginning Un-Audited	\$ 5,220,586	\$ 5,220,586	\$ -	
3000	Fund Balance - Ending Un-Audited	\$ 5,037,972	\$ 5,263,473	\$ 225,501	



# Self-Funded Group Health Plan <sup>99</sup>

**July 2020**

# Fund Balance, Revenues and Expenditure

## One month ending July 2020

	One Month	
	Ending	
	Jul-20	%
Fund Balance	\$1,414,918	
<b>Revenues</b>		
<b>Premiums:</b>		
Medical-Employee	\$243,124	22.02%
Medical-Employer	\$860,875	77.97%
Cobra		0.00%
<b>Other Revenues:</b>		
Interest Earned	\$153	0.01%
Pharmacy Rebates		0.00%
Claim Credits		0.00%
Stop Loss Insurance		0.00%
<b>Total Revenues</b>	<b>\$1,104,153</b>	<b>100.00%</b>

<b>Expenditures</b>		
<b>Administrative Fees:</b>		
Medical	\$31,223	2.44%
Aggregate Stop Loss	\$9,692	0.76%
Specific Stop Loss	\$61,139	4.77%
Vendor Fees	\$2,979	0.23%
PCORI Fees	-\$8,124	-0.63%
<b>Claims:</b>		
Medical	\$821,554	64.16%
Pharmacy-RX	\$361,988	28.27%
<b>Other Expenditures:</b>		
Consulting Fee		0.00%
Wellness Programs		0.00%
<b>Total Expenditures</b>	<b>\$1,280,450</b>	<b>100.00%</b>
<b>Net Income</b>	<b>-\$176,298</b>	

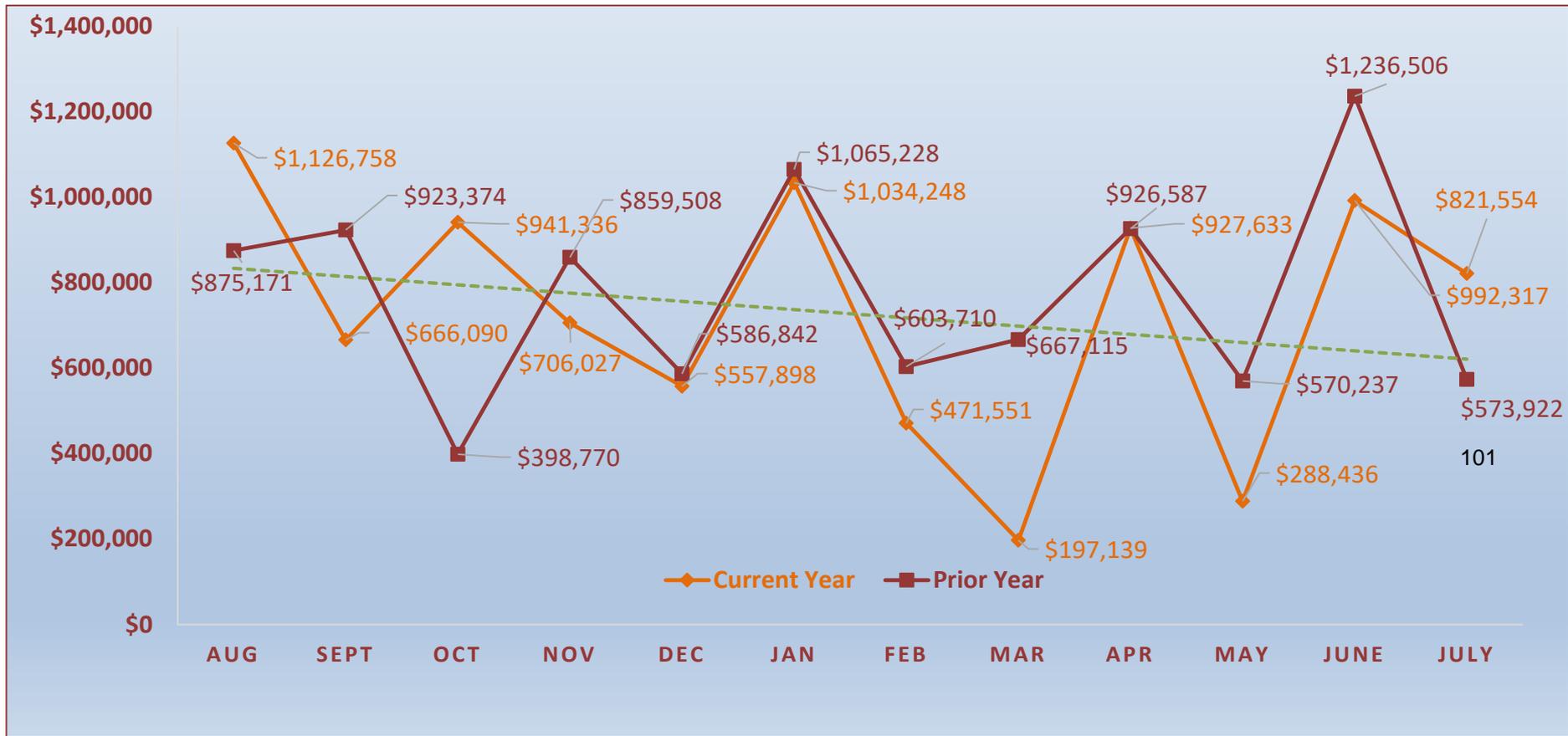
Includes expenditures totaling \$1,288,574.63 for July 2020 that were paid in August 2020.

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CISD  
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THE  
World**



# Medical Claims Expense Overview

## 12 Month Trend – July 2020

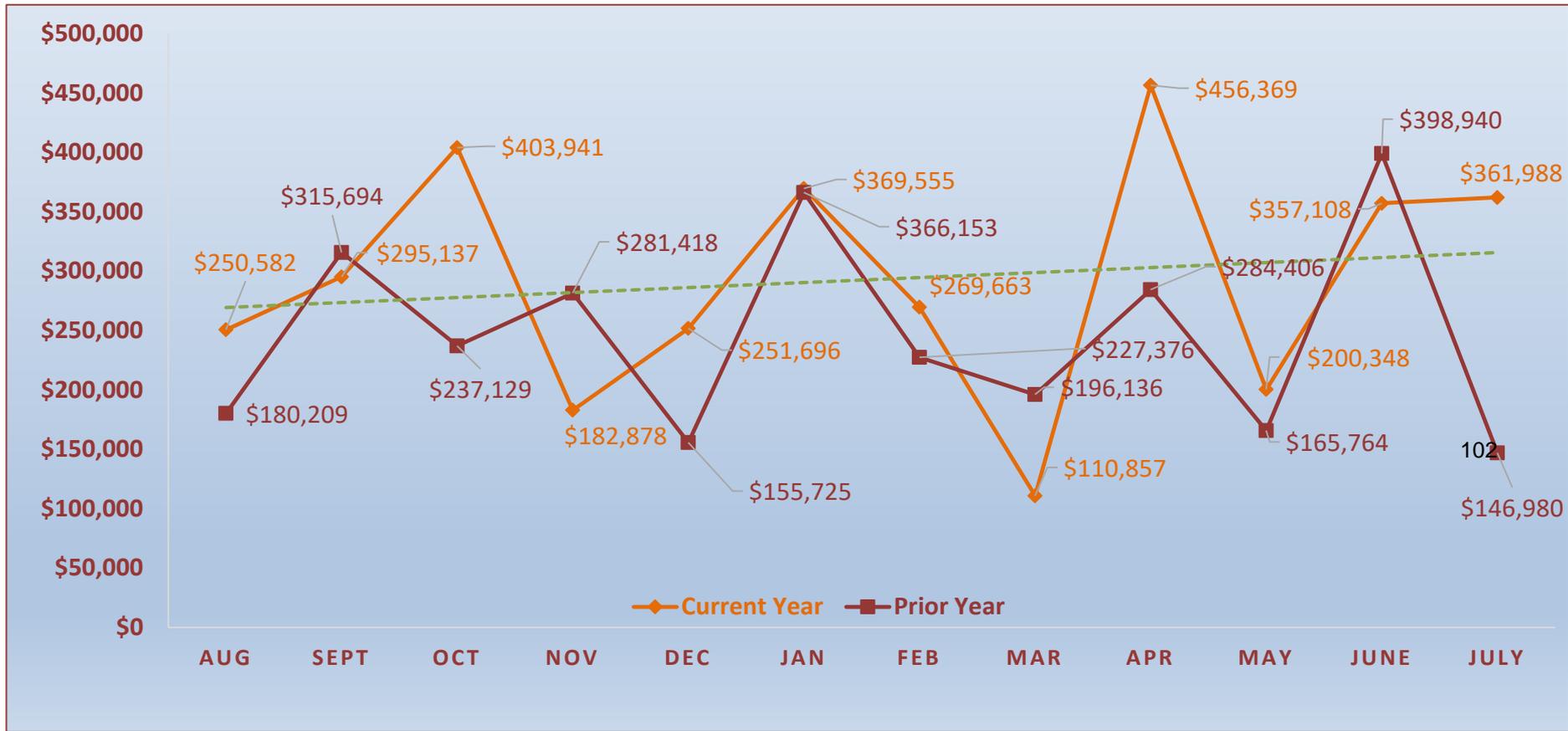


Medical claims totaling \$821,553.57 for July 2020 were paid in August 2020.



# Pharmacy Claims Expense Overview

## 12 Month Trend - July 2020



Pharmacy claims totaling \$361,988.04 for July 2020 were paid in August 2020.



# Fund Balance Overview

## 12 Month Trend - July 2020



- ❖ Fund Balance does not reflect year end accruals
- ❖ Year end accruals totaled \$853,161, balance at the end of July 2020 was \$502,501.





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**SUBJECT:** Schools Financial Integrity Rating System of Texas (FIRST) Fiscal Year 2018-2019

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

**BACKGROUND INFORMATION**

Senate Bill 218 of the 77<sup>th</sup> Legislature (2001) authorized the implementation of a financial accountability rating system referred to as Schools FIRST. Schools FIRST was developed in consultation with the Comptroller of Public Accounts and from comments received from school district and regional education service center personnel. The District’s FIRST rating is based upon an analysis of staff and student data reported for the 2018-2019 school year, and budgetary and audited financial data for the June 30, 2019 fiscal year.

The purpose of the Financial Accountability Rating System is to ensure that school districts are held accountable for the quality of their financial management practices and achieve improved performance in the management of their financial resources. The rating discloses the quality of local management and decision-making processes that impact the allocation of financial resources in Texas public schools. This rating system was designed to encourage Texas public schools to better manage their financial resources in order to provide the maximum allocation for direct instructional purposes.

**ADMINISTRATIVE CONSIDERATIONS**

The District must announce and hold a public meeting to distribute a financial management report that explains the District’s rating and its performance under each of the indicators for the current and prior fiscal year. The report also must provide the financial information with respect to disclosures by the Superintendent and Board Members as described in 19 TAC §109.1005(b)(2).

The FIRST Public Hearing is scheduled for Wednesday October 14, 2020 at 6:45pm.

The District has received a rating of “Superior” under the new Texas’ school finance accountability rating system, the highest rating for the 18<sup>th</sup> consecutive year.

**FUNDING SOURCE AND AMOUNT**

N/A

**RECOMMENDATION:**

Information Item.

**CONTACT PERSONS**

Rumalda Ruiz, Assistant Superintendent for Finance

RATING YEAR **2019-2020**DISTRICT NUMBER **district #**

Select An Option

Help

Home



Financial Integrity Rating System of Texas

## 2019-2020 RATINGS BASED ON SCHOOL YEAR 2018-2019 DATA - DISTRICT STATUS DETAIL

<b>Name:</b> MISSION CISD(108908)	<b>Publication Level 1:</b> 8/6/2020 9:26:37 AM
<b>Status:</b> Passed	<b>Publication Level 2:</b> 8/6/2020 11:17:34 AM
<b>Rating:</b> A = Superior	<b>Last Updated:</b> 8/6/2020 11:17:34 AM
<b>District Score:</b> 100	<b>Passing Score:</b> 60

#	Indicator Description	Updated	Score
1	<u>Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?</u>	3/30/2020 1:30:46 PM	Yes
2	Review the AFR for an unmodified opinion and material weaknesses. The school district must pass 2.A to pass this indicator. The school district fails indicator number 2 if it responds "No" to indicator 2.A. or to both indicators 2.A and 2.B.		
2.A	<u>Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)</u>	3/30/2020 1:30:46 PM	Yes
2.B	<u>Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.)</u>	3/30/2020 1:30:46 PM	Yes
3	<u>Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (= person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)</u>	3/30/2020 1:30:46 PM	Yes
4	<u>Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?</u>	3/30/2020 1:30:47 PM	Yes
5	This indicator is not being scored.		
			1 Multiplier Sum
6	<u>Was the number of days of cash on hand and current investments in the general fund for the</u>	3/30/2020	10

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	<u>school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)? (See ranges below.)</u>	1:30:47 PM	
7	<u>Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt? (See ranges below.)</u>	3/30/2020 1:30:48 PM	10
8	<u>Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency? If the school district's increase of students in membership over 5 years was 7 percent or more, then the school district passes this indicator. See ranges below.</u>	3/30/2020 1:30:48 PM	10
9	<u>Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days?</u>	3/30/2020 1:30:48 PM	10
10	<u>Was the debt service coverage ratio sufficient to meet the required debt service? (See ranges below.)</u>	3/30/2020 1:30:50 PM	10
11	<u>Was the school district's administrative cost ratio equal to or less than the threshold ratio? (See ranges below.)</u>	3/30/2020 1:30:50 PM	10
12	<u>Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? (If the student enrollment did not decrease, the school district will automatically pass this indicator.)</u>	3/30/2020 1:30:50 PM	10
13	<u>Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function?</u>	3/30/2020 1:30:52 PM	10
14	<u>Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)</u>	3/30/2020 1:30:52 PM	10
15	<u>Did the school district not receive an adjusted repayment schedule for more than one fiscal year for an over allocation of Foundation School Program (FSP) funds as a result of a financial hardship?</u>	3/30/2020 1:30:52 PM	10
			100 Weighted Sum
			1 Multiplier Sum
			100 Score

### DETERMINATION OF RATING

<b>A.</b>	Did the district answer 'No' to Indicators 1, 3, 4, or 2.A? If so, the school district's rating is <b>F for Substandard Achievement</b> regardless of points earned.
<b>B.</b>	Determine the rating by the applicable number of points. (Indicators 6-15)
<b>A = Superior</b>	90-100
<b>B = Above Standard</b>	80-89
	107

<b>C = Meets Standard</b>	60-79
<b>F = Substandard Achievement</b>	<60
<p><b>No Rating = A school district receiving territory that annexes with a school district ordered by the commissioner under TEC 13.054, or consolidation under Subchapter H, Chapter 41. No rating will be issued for the school district receiving territory until the third year after the annexation/consolidation.</b></p>	

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FIRST 5.9.1.0