



**Mission Consolidated Independent School District**

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- Website: [www.mcisd.net](http://www.mcisd.net)

## *Notice and Agenda*

The Board of Trustees of the Mission Consolidated Independent School District will hold a **Board of Trustees WORKSHOP (Committee Meetings)** on **Wednesday, August 4, 2021, at 6:30 PM** in the **Bryan Elementary School Cafeteria located at, 1300 Elm Drive, 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.

**In accordance with Governor Abbott's declaration of the COVID-19 public health threat and action to temporarily suspend certain provisions of the Texas Open Meetings Act, a quorum of the District's Board of Trustees will hold its regular Board meeting by videoconference or teleconference. The public will have the option to attend and participate in the meeting remotely by videoconference or by teleconference.**

**Members of the public may access this meeting as follows:**

<https://mcisd.webex.com/mcisd/j.php?MTID=mfd93bdbb9bf3698632d94a04ac49a319>

**United States Toll Free 1-844-992-4726**

**United States Toll +1-408-418-9388**

**Access Code: 146 519 0473**

**Further information on joining the meeting will be available at the Mission CISD's website at [www.mcisd.net](http://www.mcisd.net)**

**Public Comment: Members of the public wishing to make public comment during the meeting must register by emailing [charre94@mcisd.org](mailto:charre94@mcisd.org) before 4:00 p.m. on the date of the meeting. The Member of the Public (Member) must provide the following information in the email:**

- 1. The subject the Member will discuss;**
- 2. A telephone number at which the Member of the Public may be reached;**
- 3. The name of the interpreter and the contact information for the interpreter if the Member requires an interpreter to provide public comment; and**
- 4. Whether the registrant will require the use of a TTY service to facilitate the public comment.**

**I. Presentation(s) to the Board**

**II. Call Meeting to order and acknowledge Board Members Present**

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

**IV. Superintendent's Update**

**V. TRANSFORMING TEACHING and LEARNING COMMITTEE**

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

**a. Bilingual Resilient Schools Support Program Grant**

**2. Discussion**

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(2) ESSER III Grant Academic Counselor for MHS	
(3) ESSER III Grant Accountant	
(4) College and Career Counselor for MHS	
(5) ESSER III Grant At Risk Counselor for VMHS	
(6) Assistant Principal for Rafael Cantu Jr. High	
(7) Safety and Security Preparedness and Response Specialist	
(8) Licensed Professional Counselor (2)	
(9) Employee Benefits/Payroll Accountant	
(10) Social Workers (3)	
(11) CNP Dietician	
(12) Assistant Superintendent for Finance	
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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 7:30 p.m., on July 29, 2021

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

**SUBJECT: Approval of the Optional Flexible School Day Program**

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

**BACKGROUND INFORMATION**

The Optional Flexible School Day Program (OFSDP) is an alternate method of attendance accounting, allowing flexible hours and days of attendance for students who have dropped out of school or are at-risk of dropping out of school. Since 2011-2012, Mission Options Academy has been using the OFSDP for highly at-risk high school students to complete state-testing requirements and/or credits for graduation. The regular Monday-Friday, 8:00 a.m. to 4:15 p.m. is not always conducive to the success of these highly at-risk students. Many of these students are not the “average” high school student; some of these students have children, some have family responsibilities, and some work; many have commitments and obligations that “average” high school students do not have.

In addition, the district is planning to use OFSDP for students in kinder through 12<sup>th</sup> grades who, as a result of attendance requirements under the TEC, §25.092, will be denied credit for one or more classes in which the student has been enrolled.

**ADMINISTRATIVE CONSIDERATIONS**

Administration is requesting approval of the Optional Flexible School Day Program for at-risk students attending Mission Options Academy and for students who may not receive credit or a grade due to attendance. The district will be eligible to receive funding by counting the actual number of contact hours the student receives, not to exceed 720 hours or 43,200 minutes per twelve-month period under OFSDP. The district will be required to submit progress reports based upon pre-determined criteria including demographic data and student graduation and progress.

**RECOMMENDATION**

**Approval of the Optional Flexible School Day Program**

**FUNDING SOURCE / AMOUNT**

n/a

**CONTACT PERSON(S)**

**Dr. Sharon Roberts, Deputy Superintendent for Curriculum and Instruction  
Mr. Edilberto Flores, Executive Director for MHS Vertical Team  
Ms. Cynthia Wilson, Executive Director for VMH Vertical Team  
Mr. Eduardo Alaniz, Mission Options Academy/RAS Principal**

**SUBJECT:** Approval of the use of Innovative Courses eligible for State Elective Credit

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

**BACKGROUND INFORMATION**

Annually, the Texas Education Agency updates the TEA “List of Approved Innovative Courses”, which allows districts to offer state-approved innovative courses to enable students to master knowledge, skills, and competencies not included in the essential knowledge and skills of the required curriculum. Use of these courses must be approved by the local board of trustees. Administration is requesting approval to offer the attached innovative courses for the 2021-2022 school year.

**ADMINISTRATIVE CONSIDERATIONS**

Approval of the use of Innovative Courses eligible for State Elective Credit

**FUNDING SOURCE/AND AMOUNT**

N/A

**RECOMMENDATION**

Approval of the use of Innovative Courses eligible for State Elective Credit

**CONTACT PERSON(S)**

Dr. Sharon Roberts, Deputy Superintendent for Curriculum & Instruction  
Cynthia Wilson, Executive Director for VMHS Vertical Team  
Edilberto Flores, Executive Director for MHS Vertical Team  
Sandra Rodriguez, Mission High School Principal  
Fidel Garza, Jr., Veterans Memorial High School Principal  
Ana Lisa Flores, Mission Collegiate High School Principal  
Sergio Peña, Director for Career & Technical Education

**MCISD - INNOVATIVE COURSES**

**2021-2022**

**COURSE PEIMS ID CREDITS**

**ELECTIVES**

Texas Pre-Freshmen Engineering Program I (TXPRENG I)	N1303752	1.0
Texas Pre-Freshmen Engineering Program II (TXPRENG II)	N1303753	1.0
Texas Pre-Freshmen Engineering Program III (TXPRENG III)	N1303754	1.0
Texas Pre-Freshmen Engineering Program IV (TXPRENG IV)	N1303752	1.0
Leadworthy The Course (Formerly Teen Leadership)	N1290012	0.5-1.0
College Transition	N1290050	0.5-1.0
Advancement via Individual Determination I (AVID I)	N1290001	1.0
Advancement via Individual Determination II (AVID II)	N1290002	1.0
Advancement via Individual Determination III (AVID III)	N1290030	1.0
Advancement via Individual Determination IV (AVID IV)	N1290033	1.0
Logic I	N1290100	0.5
Making Connections I	N1290332	0.5
Making Connections II	N1290333	0.5
Making Connections III	N1290334	0.5
Making Connections IV	N1290335	0.5
Methodology for Academic and Personal Success (MAPS)	N1130021	1.0

**CAREER AND TECHNOLOGY EDUCATION**

Engineering Design and Development (PLTW)	N1303749	1.0
Introduction to Engineering Design (PLTW)	N1303742	1.0
Aerospace Engineering (PLTW)	N1303745	1.0
General Employability Skills	N1270153	1.0
Nail Care, Enhancements and Spa Services	N1302531	2.0
Esthetics (Cosmetology Facialist Specialist)	N1302533	2.0
Barbering I	N1302534	3.0
Barbering II	N1302535	3.0

**MATH**

Strategic Learning for High School Math (STLNHSM)	N1110030	0.5-1.0
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**SCIENCE**

Organic Chemistry	N1120027	0.5-1.0
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**SOCIAL STUDIES**

Advanced Placement - Seminar	N1130026	1.0
Advanced Placement - Research	N1100014	1.0



**SUBJECT:** Approval of the Appointment of the 2021-2022 School Health Advisory Council (SHAC) Members, Chair, Co-Chair and Schedule

**PRESENTER:** Martina Carrillo, Health and Physical Education Coordinator

**BACKGROUND INFORMATION:**

The School Health Advisory Council was established as required by the mandates in SB19: Section 38.013 and 39.014 and Board Policy EHAA(LEGAL). In 2005, SB 1357 amended Section 38.013 by adding to the duties of the SHAC the responsibility to recommend strategies for integrating school health services, counseling and guidance services, a safe and healthy school environment, and school employee wellness into the school's health curriculum. Texas Education Code 28.002 and Board Policy BDF(LEGAL) require Board approval of all new members of the SHAC.

Effective September 1, 2009, S.B. 283 requires:

- The Board to appoint a District parent as the Chair and Co-Chair to the School Health Advisory Council;
- The SHAC to meet at least four (4) times each year;
- Board approval of members of the SHAC

**ADMINISTRATIVE CONSIDERATIONS:**

The MCISD Coordinated School Health Team (listed below) along with the SHAC members will, in a systematic approach, advance student academic performance by promoting, practicing and coordinating school health education and services for the benefit and well-being of students by establishing healthy behaviors designed to last their lifetime.

Coordinated School Health Team  
Child Nutrition  
Health Services  
Risk Management  
Counseling and Mental Health Services  
Parent and Community Involvement  
Physical Education / Health Education

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

To approve the Appointment of the 2021-2022 School Health Advisory Council (SHAC) Chair, Co-Chair, Schedule and Members

**CONTACT PERSON(S):**

Dr. Sharon Roberts, Deputy Superintendent for Curriculum and Instruction  
Martina Carrillo, Coordinator for Health and Physical Education



# Meeting Schedules 2021 - 2022

## School Health Advisory Council Meetings

**\*VIRTUAL TEAMS**

#1 September 29, 2021	4:00 pm - 5:00 pm
#2 November 17, 2021	4:00 pm - 5:00 pm
#3 January 26, 2022	4:00 pm - 5:00 pm
#4 March 2, 2022	4:00 pm - 5:00 pm

## District Coordinated School Health Team Meetings

Members include staff from the following departments: Curriculum & Instruction, Special Education, Child Nutrition, Counseling Services, Risk Management, Parental Involvement, Public Relations, Health Services & P.E./Health.

September 16, 2021	4:00 pm - 5:00 pm
November 4, 2021	4:00 pm - 5:00 pm
January 13, 2022	4:00 pm - 5:00 pm
February 17, 2022	4:00 pm - 5:00 pm

**\*VIRTUAL TEAMS**



## School Health Advisory Council SHAC 2021-2022

### Council Members Representatives:

- 1. Mission CISD Central Office Administrator SHAC Representatives**
- 2. SHAC Chair & Co-Chair Representative**
  - \*Enequina Salinas, Chair, Salinas Elementary Parent
  - \*Catherine Pena, Co-Chair, KWhite JHS Parent
- 3. Community Representatives**
  - \*Monika Flores-Tropical Texas Behavioral Health Center
  - \*Monica Rodriguez-Tropical Texas Behavioral Health Center
  - \*Daniel Rodriguez-Behavioral Health Solutions of South Texas
  - \*Rick Venecia-Mission Boys & Girls Club
  - \*Noemi Munguia-City of Mission, Human Resource Director
  - \*Nereyda Pena-City of Mission, Human Resource Assistant Director
  - \*Ricardo Salinas-Hidalgo County, Community Health Educator
  - \*Javier Reyes-RN/School Director with Careers Unlimited, LLC
- 4. Parent Campus Representatives**
- 5. Mission CISD Secondary & Elementary Principal Representative**
- 6. Mission CISD Campus Wellness Committee Representatives**
- 7. High School Campus Student Representatives**
- 8. Mission CISD School Board Member Representative**

## Martina Carrillo

Coordinator for Physical Education/Health  
1201 Bryce Drive - Mission, Texas 78572-4399  
Office (956) 323-5428  
E mail: mcarr165@mcisd.org



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

**We would like to invite a representative of your organization to be a member of the Mission CISD School Health Advisory Council. Input from our community regarding the education, health and wellbeing of our students is essential. Below is a brief description of what the School Health Advisory Council is. Our council meets four times a year and as needed. For the convenience of the parents and community members we will schedule the meetings on TEAMS. Information will be emailed on how to log on.**

### What is a SHAC?

A School Health Advisory Council (SHAC), sometimes called a “School Health Team” or “Wellness Council,” is a group of individuals who represent both the school and the community. This group acts collectively to provide advice on aspects of the school health policies and programs. SHACs can advise a local education agency (district) or an individual school site (elementary, middle, or high school). To meet the federal requirements, school districts must include the following stakeholders to be part of the process:

- Parents
- School board
- Students
- School administrators
- School food representatives
- Community Members

### What does a SHAC do?

A SHAC can have a variety of roles, depending on how it is used by the school or school district. Members of the SHAC work together to give advice and support to all parts of school health programs and policies. This includes addressing the eight components of coordinated school health that include:

- Health Education
- Health Services
- Staff Wellness
- Physical Education
- Nutrition Services
- Healthy & Safe Environment
- Mental Health & Social Services
- Family & Community Involvement

### How can I help to improve the health of Mission students?

As people become more aware of and concerned about the health problems of children and youth, they naturally turn to their schools for solutions. However, the most troubling problems cannot be solved by schools alone. Experience has shown that when schools involve parents and other partners from the community, the responsibility is shared and many difficult problems can be successfully addressed.

### Why is health important for Mission schools?

The academic success of Mission’s youth is strongly linked with their health. Active, happy, healthy and well-nourished youth are more likely to attend school, be engaged and ready to learn. Yet, an overwhelming number of students come to school with numerous health problems. Issues such as hunger, physical and emotional abuse, and chronic disease can lead to poor school performance. Health-risk behaviors such as substance use, violence, and physical inactivity are consistently linked to academic failure and often affect students’ school attendance, grades, test scores, and ability to pay attention in class. In turn, academic success is related to the overall wellbeing of youth and can impact their health as adults as well as impact the entire community.

“Schools by themselves cannot solve the nation’s most serious health and social problems. However, schools have a critical role to play in partnership with community agencies and organizations to improve the health and wellbeing of young people. ... [A School Health Advisory Council] brings together school administrators, teachers, other staff, students, families, and community members to assess health needs; set priorities; and plan, implement, and evaluate school health activities.” – *Centers for Disease Control and Prevention*

## **\*2021-2022 SHAC SCHEDULE \*VIRTUAL TEAMS \*4:00-5:00 PM**

**#1 SEPTEMBER 29, 2021 #2 NOVEMBER 17, 2021 #3 JANUARY 26, 2022 #4 MARCH 2, 2022**

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

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

**SUBJECT:** Pre-Approval of Out-of-State Trips for Special Invitation, Recognition, or National Competition for CTE students

**PRESENTER:** Sergio Pena, CTE Director

### **BACKGROUND INFORMATION**

Mission High School, Veterans Memorial High School and Mission Collegiate High School will have CTE students competing in the following clubs/organizations:

DECA (Distributive Education Careers of America)  
BPA (Business Professionals of America)  
HOSA (Health Occupation Students of America)  
FBLA (Future Business Leaders of America)  
Skills USA (VICA)  
FFA (Ag Science Organization)  
TAFE (Texas Association of Future Educators)  
Robotics (STEM; FRC and FTC)

These clubs/organizations will receive special invitation, be recognized or compete in regional/state/national competition during the months of September 2021 through June 2022.

Advancement from State to National competition in some instances occurs very quickly with limited turn around time for our CTE department to make the necessary travel arrangements for our students since the Out-of-State travel requires board approval.

Since many of the National conferences/competitions are being held Out-Of-State, we are requesting our board pre-approve these travels so that we may secure needed registration and hotel payments for qualifying students from our various clubs/organizations as soon as we know who will be advancing. Some clubs/organizations require payment as much as a month in advance which will place our students at-risk of not competing should the deadline arrive before we can secure board approval.

Securing pre-travel board approval will ensure that we can make the necessary travel arrangements for students that will receive Special Invitation, Recognition or be advancing to National Competition and submit needed registration/hotel payments by the determined deadlines.

As per Mission CISD FMG (LOCAL) policy: With prior approval of the Board as recommended by the principal and the superintendent, students may be permitted to take school-sponsored out-of-state trips.

### **ADMINISTRATIVE CONSIDERATIONS**

These trips will provide students with academic experiences, personal growth and leadership opportunities that will be of utmost value for them in the future.

**FUNDING SOURCE:**

State and Federal CTE Funds

**RECOMMENDATION:**

Pre-approve Out-of-State travels as presented for CTE students

**CONTACT PERSON (S)**

Dr. Sharon Roberts, Deputy Superintendent for Curriculum & Instruction  
Edilberto Flores, Executive Director for MHS K-12 Feeder Schools  
Cynthia Wilson, Executive Director for VMHS K-12 Feeder Schools  
Sergio Pena, Director for Career & Technical Education  
Sandra Rodriguez, MHS Principal  
Fidel Garza, VMHS Principal  
Ana Lisa, MCHS Principal

**SUBJECT:** Award Purchase of Parental Involvement Program #241-22-11

**PRESENTER:** Kim Risica, Executive Director for Special Programs & School Improvement-E

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### **BACKGROUND INFORMATION**

In the Fall of 2016, the District applied for and received the 2017 High Quality Prekindergarten Grant which required the purchase and implementation of a Family and Community Engagement Program. To satisfy this component, the District contracted with Family Leadership Inc. and began the implementation of Parenting Partners at all elementary campuses. Although this continues to be offered to our elementary parents, the curriculum and resources have been updated and revised. The District would like to continue with the program using the revised curriculum and resources and have the appropriate staff receive training.

### **ADMINISTRATIVE CONSIDERATIONS**

The District solicited Requests 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 2
2. Number of vendors awarded 1

### **FUNDING SOURCE AND AMOUNT**

Title I, Part A Federal

Estimated \$77,000

### **RECOMMENDATION**

Award Purchase of Parental Involvement Program #241-22-11

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

Dr. Sharon Roberts, Deputy Superintendent for C & I  
Kim Risica, Executive Director for Special Programs & School Improvement  
Rumalda Ruiz, Assistant Superintendent for Finance  
Dora Garcia, Coordinator for Purchasing

**SUBJECT:** Award Purchase of College Readiness and Success Program

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

**BACKGROUND INFORMATION**

As part of the district’s College Readiness Program, Mission CISD has been administering the PSAT 8/9 to all 8<sup>th</sup> graders, the PSAT/NMSQT to all 10<sup>th</sup> and 11<sup>th</sup> graders, and the SAT during the school day to 11<sup>th</sup> graders, rather than on only designated Saturdays.

Participating in SAT School Day provides the opportunity for all students to take a college entrance exam, while assisting with SAT participation for designation distinctions in English language arts and math.

PSAT 8/9 for 1,129 8 <sup>th</sup> Graders:	\$10,161
PSAT/NMSQT for 1,175 10 <sup>th</sup> Graders:	\$14,100
PSAT/NMSQT for 1,130 11 <sup>th</sup> Graders:	\$13,560
SAT School Day test for 1,130 11 <sup>th</sup> Graders:	<u>\$40,680</u>
	\$78,501

**ADMINISTRATIVE CONSIDERATIONS**

College Board’s College Readiness and Success Program will be purchased as a Sole Source Purchase. As per Texas Educational Code 44.031(j) a Sole Source Purchase would be exempt from complying with TEC 44.031(a) requiring an approved purchasing method for contracts valued at \$50,000 or more.

**FUNDING SOURCE/AND AMOUNT**

State Funds	\$78,501
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**RECOMMENDATION**

Approval of College Board’s College Readiness and Success Program

**CONTACT PERSON(S)**

Dr. Sharon Roberts, Deputy Superintendent for Curriculum and Instruction  
Cynthia Wilson, Executive Director for VMHS Vertical Team  
Edilberto Flores, Executive Director for MHS Vertical Team  
Dora Garcia, Purchasing Coordinator  
Ana Lisa Flores, Mission Collegiate High School Principal  
Sandra Rodriguez, Mission High School Principal  
Fidel Garza, Veterans Memorial High School Principal

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# SOLUTION OVERVIEW

## — & — COST PROPOSAL

Prepared for:

**Mission Consolidated Independent School**

**District** June 14, 2021

## Cost Proposal

Participating Schools	Site Package	Smarty Ants Bundle
Alton Elementary School	250	1
Bryan Elementary School	250	1
Cantu Elementary School	250	1
Castro Elementary School	250	1
Raquel Cavazos Elementary Sch	250	1
Escobar-Rios Elementary School	250	1
Leal Elementary School	250	1
Marcell Elementary School	250	1
Midkiff Elementary School	250	1
Mims Elementary School	250	1
O'grady Elementary School	250	1
Pearson Elementary School	250	1
Salinas Elementary School	125	1
Carl Waitz Elementary School	250	1
Alton Memorial Junior High School	750	
Mission Jr High School	750	
Rafael Cantu Jr High School	675	
Kenneth White Jr High School	850	
Mission Collegiate	60	
Mission High School	125	
Veterans Memorial High School	125	

Product	Qty	Unit Cost	1 Year Cost August 2021– June 2022
<b>Subtotal</b>			<b>\$444,700.00</b>
<b>Achieve3000 Partnership Discount</b>			<b>(\$29,467.00)</b>
<b>Total Cost</b>			<b>\$415,233.00</b>
Payment Due August 2020			\$415,233.00

*Please see next page for selection and acceptance*

## Contact Information

The primary contacts for Achieve3000’s proposal for Mission Consolidated Independent School District are:

Mitzi Brenner  
 Regional Director of Sales  
 Phone: 512-680-4377  
 Email: [Mitzi.Brenner@achieve3000.com](mailto:Mitzi.Brenner@achieve3000.com)

Ken Brown  
 Regional Vice President of Sales  
 Phone: 904-477-5931  
 Email: [Kenneth.Brown@achieve3000.com](mailto:Kenneth.Brown@achieve3000.com)

## Acceptance

Mission Consolidated Independent School District accepts the terms and conditions listed within this proposal and will commit to the following option, including associated payment terms:

\_\_\_\_ One Academic Year \$415,233.00

Please send your completed, signed proposal and purchase order(s) to:

Achieve3000, Inc.  
 1985 Cedar Bridge Ave., Suite 3  
 Lakewood, NJ 08701  
 Fax: 316-221-0718; Email: [orders@achieve3000.com](mailto:orders@achieve3000.com)

<b>Mission Consolidated Independent School District</b>	<b>Achieve3000</b>
<i>Account Name</i>	
<i>Customer Signature</i>	<i>Achieve3000 Signature</i>
<i>Name and Title</i>	<i>Name and Title</i>
<i>Date</i>	<i>Date</i>

**Confidentiality of Data:** All data generated by the school/district will be uploaded to Achieve3000's secure server. Student names will be deleted from the data file once the requested student level data is merged with Achieve3000 data. During the data analysis and report writing, the data will be stored only on Achieve3000's secure server. Data received from the district will be used for analysis purposes only and will not be stored within the Achieve3000 program. Data at rest is stored encrypted on local machines and backup servers. One year after receiving the data, Achieve3000 will purge it from all storage media.

This proposal is governed by and subject to the Achieve3000 terms and conditions at [www.achieve3000.com/terms-of-service](http://www.achieve3000.com/terms-of-service).

By signing this proposal, you are agreeing to such terms and conditions.



<b>Bill To</b>	<b>Ship To</b>
Attn: Accounts Payable Mission CISD 1201 Bryce Dr. AP@MCISD.org Mission TX 78572-4399	Mission C.I.S.D. Warehouse 723 North Holland Mission TX 78572

	203172
<b>Date</b>	6/10/2021
<b>Valid Until</b>	9/8/2021
<b>Partnership</b>	
<b>Manager</b>	Lynda Alejos

This proposal is provided as a courtesy to you, our customer. Please direct any questions to your Area Partnership Manager, at 956-545-1388 or [lynda.alejos@imaginelearning.com](mailto:lynda.alejos@imaginelearning.com).

Quantity	Item	Unit Price	Amount
	Year 3 of 3 Year Contract		
14	TEXAS ONLY Imagine Math Site License for Elementary Schools Formerly THINK THROUGH MATH All students enrolled have an Imagine Math license for one year from date of purchase. (\$10,000 value)	\$6,000.00	\$84,000.00
14	Imagine Math Facts Site License for Elementary Schools All students enrolled have an Imagine Math Facts license for one year from date of purchase.	\$5,000.00	\$70,000.00
4	TEXAS ONLY Imagine Math Site License for Middle Schools Formerly THINK THROUGH MATH All students enrolled have an Imagine Math license for one year from date of purchase. (\$10,000 value)	\$6,000.00	\$24,000.00
4	Imagine Math Facts Site License for Middle Schools All students enrolled have an Imagine Math Facts license for one year from date of purchase..	\$5,000.00	\$20,000.00
	Subtotal		\$198,000.00
	Discount		(\$93,000.00)
4	Professional Development Foundational Webinar Package - Imagine Learning - up to 40 educators. Package includes 4 sessions of customer's choice delivered virtually.	\$3,000.00	\$12,000.00
	3 Year contract summary Total Value: \$570,000.00 Purchase Price: \$351,000.00 Payment Schedule: Payment 3 for \$117,000.00 with purchase order due 8/31/2021 and payment due 9/30/2021		
	Subtotal		\$12,000.00
1	Imagine Math Site License Mission High School All students enrolled have an Imagine Math license for one year from date of purchase.	\$10,000.00	\$10,000.00

**Thank you for choosing Imagine Learning!**

Any taxes, duties, and fees, included on this quote, are estimates only and are provided for planning purposes. Actual amounts will be invoiced.

For information about Imagine Learning's Terms of Use and Privacy Policy, please visit our website or email: [privacy@imaginelearning.com](mailto:privacy@imaginelearning.com).

This quote is subject to Imagine Learning's End-User License Agreement ("EULA"). The EULA is available at <https://cdn-websites.imaginelearning.com/corporate/sites/default/files/2021-07/IL-EULA.pdf>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these EULA resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.



Quantity	Item	Unit Price	Amount
1	Imagine Math Site License Veterans High School All students enrolled have an Imagine Math license for one year from date of purchase.	\$10,000.00	\$10,000.00
1	Imagine Math Site License Mission Collegiate High School All students enrolled have an Imagine Math license for one year from date of purchase.	\$10,000.00	\$10,000.00
	Subtotal		\$30,000.00
	Discount		(\$20,000.00)
1	Imagine Math Facts Site License All students enrolled have an Imagine Math Facts license for one year from date of purchase. Licenses Valid at the following schools: Mission High School Veterans High School Mission Collegiate High School	\$5,000.00	\$5,000.00
	Discount		(\$5,000.00)

Include the quote number (#203172) and Accounts Payable email on all Purchase Orders.  
Please fax, email or mail to:

Fax: (866) 507-9270  
 Email: PurchaseOrders@imaginelearning.com  
 Mail: Imagine Learning, Inc.  
 382 W. Park Circle, Ste 100  
 Provo, UT 84604

<b>Subtotal</b>	\$127,000.00
<b>Tax Total</b>	\$0.00
<b>Total</b>	\$127,000.00

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## Customer Onboarding

Thank you for considering Imagine Learning as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to you. Once we receive your purchase order or purchase contract, one of our Customer Experience Specialists will contact you to begin the onboarding process. In order to ensure a successful and speedy implementation, please have the following information available for your Customer Experience Specialist:

1. Schools where the licenses will be utilized and approximate number of students using licenses at each school.
2. Target launch date, what is the desired start date for training and/or student access.
3. Rostering contact information
4. Rostering method

Learn more about [System Requirements](#) and how to make the [best rostersing decision](#) for your school or district on our [Help Center](#).

### **Thank you for choosing Imagine Learning!**

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fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for the Child Nutrition Program Walk-in Freezer at Bryan, Salinas & Marcell Elementary Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

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

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

**ADMINISTRATIVE CONSIDERATIONS**

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

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

**FUNDING SOURCE**

Federal Funds/Local Funds

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

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Project and Proposed Budget for the Child Nutrition Program Walk-in Freezer at Bryan, Salinas & Marcell Elementary Project.

**EXHIBIT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Utilizing the On-call Professional Services for the Child Nutrition Program Walk-in Freezer at Bryan, Salinas & Marcell Elementary Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

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

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**ADMINISTRATIVE CONSIDERATIONS**

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

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

Administration recommends Consideration and Approval of Utilizing the On-call Professional Services for the Child Nutrition Program Walk-in Freezer at Bryan, Salinas & Marcell Elementary Project – Chanin Structural Engineering.

**FUNDING SOURCE**

Federal Funds/Local Funds

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

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Utilizing the On-call Professional Services for the Child Nutrition Program Walk-in Freezer at Bryan, Salinas & Marcell Elementary Project – Chanin Structural Engineering

**EXHIBIT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for the Child Nutrition Program Freezer Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

Child Nutrition Program is needing to repair the existing refrigeration system that feeds the bulk storage freezer with a newer system that can possibly add additional capacity. An assessment was done back in December 18, 2019 from DBR Engineering. DBR Engineering assessed that the refrigeration circuits are separate, they are connected to a single condensing unit. The current unit has a circuit which is not operational. It is the desire of the Child Nutrition Program (CNP) to replace the system with a new system which utilizes one refrigeration condensing unit with a matching evaporator, this allows for a greater reliability to the system and an increased capacity to the system for future growth.

**ADMINISTRATIVE CONSIDERATIONS**

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

Administration used the on-call professional services agreement for the project assessment. DBR MEP Engineering's estimated project cost is \$100,000.00.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$100,000.00
Project Contingency 20%:	\$ 20,000.00
Est. Professional Services 12%:	<u>\$ 12,000.00</u>
Est. Total Project Cost:	\$132,000.00

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Project and Proposed Budget for the Child Nutrition Program Freezer Project.

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Utilizing the On-call Professional Services for the Child Nutrition Program Freezer Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

Child Nutrition Program is needing to repair the existing refrigeration system that feeds the bulk storage freezer with a newer system that can possibly add additional capacity. An assessment was done back in December 18, 2019 from DBR Engineering. DBR Engineering assessed that the refrigeration circuits are separate, they are connected to a single condensing unit. The current unit has a circuit which is not operational. It is the desire of the Child Nutrition Program (CNP) to replace the system with a new system which utilizes one refrigeration condensing unit with a matching evaporator, this allows for a greater reliability to the system and an increased capacity to the system for future growth.

**ADMINISTRATIVE CONSIDERATIONS**

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

Administration used the on-call professional services agreement for the project assessment. DBR MEP Engineering's estimated project cost is \$100,000.00.

Administration recommends Consideration and Approval of Utilizing the On-call Professional Services for the Child Nutrition Program Freezer Project – DBR MEP Engineering.

**FUNDING SOURCE**

General Fund

Est. Project Budget:	\$100,000.00
Project Contingency 20%:	\$ 20,000.00
Est. Professional Services 12%:	<u>\$ 12,000.00</u>
Est. Total Project Cost:	\$132,000.00

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Utilizing the On-call Professional Services for the Child Nutrition Program Freezer Project DBR MEP Engineering

**EXHIBIT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for Demolition of Old Agricultural Science Barns Project

**PRESENTER:** Rick Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

In May of 2008, a successful construction bond election was concluded for a total amount of \$59,000,000.00. In August of 2008, the Texas Education Agency (TEA) approved the District's application for the Instructional Facilities Allotment (IFA) program.

During the district-wide needs assessment for the 2006 and the 2008 bond construction and renovation projects were identified and subsequently ranked by priority. The projects selected by this process were funded and completed. There continued to be a need district-wide for improvements that were not funded by either the 2006 or 2008 bonds.

On Saturday, March 24, 2012, a Facilities Committee Bond Workshop was held to consider projects utilizing the remaining funds from the proposed new elementary school, which no longer was to be built.

At the Facilities Committee meeting held on April 11, 2012, one of the projects discussed for possible Board recommendation was the renovation and construction of the Agricultural Science Facility.

At the Regular Board of Trustees meeting held on Wednesday, April 18, 2012, the Board approved PBK Architects for administrative construction services for the renovations at the Agricultural Science Facility. At this same meeting, the Board approved a total budget of \$700,000.00 for the renovations.

The new facility will provide additional holding pens for goats, sheep, pigs, hogs and steers with wash racks, sand pits, lighting and a parking area. If the budget allows a possible show arena, classroom, office, concession area, etc. may be built. The Agricultural Science Facility would be utilized by the districts agricultural and FFA programs.

At the Facilities Committee meeting held on Wednesday, December 05, 2012, PBK presented preliminary drawings of potential renovations and additions to the site along with preliminary drawings of a new MCISD driveway and parking area. Discussed at the meeting were possible budget constraints, particularly what the Agricultural instructors at both high schools are initially recommending. Possibly, only a driveway and parking area may be able to be constructed with the current budget.

At the Regular Board of Trustees meeting held on Wednesday, January 23, 2013 the Board considered and approved for PBK Architects for a master plan design assessment for the agricultural science facilities renovation project. At this same Board of Trustees meeting, the Board decided to proceed to only fund the driveway and parking area at this time.

At the Facilities Committee meeting held on May 07, 2014, Committee Members reviewed two options for a master plan for the Agricultural Science Facility. After numerous design meetings with the Agricultural Instructors from both MHS and VMHS, PBK Architects presented a master plan. The master plan incorporated those recommended suggestions into two designs. One design is to construct one large facility to be shared by both schools. The second design is for individual facilities. The plan consists of individual hog, pig, goat, lamb and steer pens, with storage rooms, classrooms, concession stand, wash racks, arena, loading shoots and parking lots. In order to proceed with the project, the Board of Trustees must approve the construction project, approve an estimated total construction budget, approve the procurement method and select an architect for the full design, development and administration. The Facilities Committee tabled this project due to the probability that the master plan would be over budget.

Administration continued to meet with MHS and VMHS Agricultural Instructors along with PBK Architects on the master plan and have agreed to a conceptual preliminary design that will be suitable to both instructors and campuses. The next phase of this project is requesting consideration and approval for the construction of a new Agricultural Science Facility and a proposed budget.

At the Special Board of Trustees Meeting held on Wednesday, October 01, 2014, the Board approved the construction of a new Ag Facility and Budget.

At the Regular Board of Trustees Meeting held on Wednesday, March 11, 2015, the Board approved "Final" designs. PBK Architects will proceed to complete construction documents. The construction of the driveway and parking lot is under a separate budget and contract. Mr. Javier Hinojosa Civil Engineering is under contract for this portion of the work

At the Special Board of Trustees meeting held on Wednesday, August 26, 2015, the Board approved to enter into contract with D. Wilson Construction.

#### General Funds

Construction Budget: \$2,750,000.00

Total Construction Budget: \$3,500,000.00

Wilson Const. BAFO: \$2,607,000.00

Project final completion: 08/20/2016

At the Regular Board of Trustees Meeting held on November 11, 2020, the Board was informed that discussions with the previous Administration were held concerning what to do with the old agricultural farm. Discussions centered on that the old farm was in bad shape structurally and aesthetically and needed to be torn down since we now had built a new facility for both campuses. Discussions then were held on trying to keep some of the structure, pour concrete flooring, install tables and make this into a picnic area. This did not occur and was not a priority project.

Recently, parents and students continue to use these old facilities. Upon inspecting the conditions and makeshift electrical and power installations we declared that this area was not safe and the maintenance department proceeded

to disconnect all electrical power to these buildings due to a potential fire and electrical hazard.

The question has now been asked what are we to do with these old structures, thus this presentation to the Board of Trustees. Current pictures are attached to show the conditions of the buildings. A consideration is that the center structure be demolished due to its poor condition. With work and funding possibly the west and east structure may be salvaged for a temporary holding pen(s) during livestock shows at the new facility. The other structure may possibly be converted into a picnic area. Work that would need to be done is: (not all inclusive)

- Demolition of at least one structure
- Removal of old electrical, plumbing and camera devices
- Sandblasting of the structures
- Preparing and painting of the structures
- Concrete flooring
- New installation of electrical, plumbing and camera/security systems
- Possible repairs of pens
- Civil work
- Does not include any roofing work

### **ADMINISTRATIVE CONSIDERATIONS**

After reviewing the condition of the old Agricultural Science Barn, the Maintenance department and Administration has deemed that they are both a structural and electrical hazard and that these structures are not safe for students, families or animal projects. Administration, C & I and the CTE Department have discussed and have made the decision to have these structures removed in the best interest of safety. Due to the nature of the project structural engineering will be required.

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

Administration used the on-call professional services agreement for the project assessment. Chanin Structural Engineering's estimated project cost is \$50,000.00.

### **FUNDING SOURCE AND AMOUNT**

Local Fund

Est. Project Budget:	\$50,000.00
Project Contingency 20%:	\$10,000.00
Est. Professional Services 12%:	<u>\$ 6,000.00</u>
Est. Total Project Cost:	\$66,000.00

**RECOMMENDATION**

Administration recommends Consideration and Approval of Project and Proposed Budget for the Demolition of Old Agricultural Science Barns Project.

**EXHIBIT**

N/A

**CONTACT PERSONS**

Rick Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Utilizing the On-call Professional Services for the Demolition of Old Agricultural Science Barns Project

**PRESENTER:** Rick Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

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Administration used the on-call professional services agreement for the project assessment. Chanin Structural Engineering's estimated project cost is \$50,000.00.

Administration recommends Consideration and Approval of Utilizing the On-call Professional Services for the Demolition of Old Agricultural Science Barns Project – Chanin Structural Engineering.

### **FUNDING SOURCE AND AMOUNT**

General Funds

Est. Project Budget:		\$50,000.00
Project Contingency 20%:	34	\$10,000.00

Est. Professional Services 12%:	<u>\$ 6,000.00</u>
Est. Total Project Cost:	\$66,000.00

### **RECOMMENDATION**

Administration recommends Consideration and Approval of Utilizing the On-call Professional Services for the Demolition of Old Agricultural Science Barns Project – Chanin Structural Engineering

### **EXHIBIT**

N/A

### **CONTACT PERSONS**

Rick Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for the Demolition of Roosevelt Alternative Auditorium Project

**PRESENTER:** Rick Rivera, Executive Director for Maintenance/Facilities/Construction

### **BACKGROUND INFORMATION**

As per current information available, the Roosevelt Alternative Campus was constructed on or about 1929 as an elementary school. The campus since then has gone through several renovations/additions throughout the years. The campus had an auditorium with seating, a performance stage and a basement which consisted of storage areas and dressing rooms. Per our recollection, the last MCISD performance on the stage was a play performed by the Veterans Memorial High School class of 2005-2006. The auditorium began to have structural issues and most notably the roof structure. The building roof began to collapse and the building became a safety hazard with the Maintenance department being directed to chain and lock the doors so no one could enter the building.

The Historical Society presented and approved that this auditorium and adjacent two educational classrooms be designated a historical landmark, this was done in 2002.

At the Facilities Committee meeting held on Wednesday, April 06, 2016 Administration presented a fee proposal from Rick Hinojosa Structural Engineering for a structural assessment and feasibility study for the Roosevelt Auditorium Building. After discussion the recommendation was tabled and not presented at the subsequent Board of Trustees meeting.

Mission CISD is once again exploring the structural condition of the Roosevelt Auditorium and what can be done so that it will not become a safety hazard to either students and staff along with damage to adjacent buildings. It appears that extensive deterioration has occurred throughout the entire building due to many years of the building being vacant and just because of aging.

Ms. Adela Ortega, Historical Society Member for the County of Hidalgo met with Dr. Perez, MCISD Superintendent and Mr. Rick Rivera, Assistant Superintendent for Operations on Monday, November 04, 2019 and gave a brief history lesson on the Roosevelt Auditorium and its significance to the City of Mission. In meeting with Ms. Ortega, she stated that possibilities with organizations such as the Historical Society may have "grant" monies for building restoration. Administration advised her that a structural feasibility study would need to be considered first to assess the building and advise parties of an estimated cost for the project. Ms. Ortega attended the Facilities/Environment Committee meeting and made a presentation to the Committee and those in attendance on the history of the auditorium and its significance.

Should the Board of Trustees consider this structural feasibility study the necessary action in accordance with Texas Education Code 44.035 which consists of the selection/designation of an architect and/or engineer to prepare construction documents for this project must be taken. The engineer and/or architect selected or

designated will have full responsibility for complying with the Texas Engineering Practice Act (Article 3271a, Vernon's Texas Civil Statutes) or Chapter 478, Acts of the 45<sup>th</sup> Legislature, Regular Session, 1937 (Article 249a, Vernon's Texas Civil Statutes) as applicable.

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

Administration recommends Consideration and Approval to Advertise for Request for Qualifications (RFQ) for the Selection of Structural Engineering Services for Roosevelt Auditorium.

Note: The Board may direct Administration to advertise for request for qualifications (RFQ's) for this project. All Engineers must have demonstrated expertise and competence in current or past projects.

At the Regular Board of Trustees Meeting held on November 13, 2019, the Board approved to Consideration and Approval to Advertise for Request for Qualifications (RFQ) for the Selection of Structural Engineering Services for Roosevelt Auditorium.

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

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

At the Regular Board of Trustees meeting held on April 14, 2021, a presentation from Hinojosa Structural Engineering on their visual structural condition assessment of the Roosevelt Auditorium building was presented. A report was submitted on or about November 2020 and identified serious deficiencies in the roof and wall structural components along with flooring and foundation deterioration. As per the assessment and due to these deficiencies and failures, the building does not have adequate load supporting systems and shows numerous signs of structural distress and in their professional opinion it is unsafe and should not be occupied until these deficiencies and failures are addressed.

Two options were reported of which option #1 is to consider demolition of the entire structure, removal of debris and leveling of the site at an estimated cost of \$175,000.00. Option #2 would be to consider making needed repairs to correct these deficiencies and failures to include roof replacement, ceiling, floor, electrical, plumbing, A/C, restrooms, seating and rehabilitation of foundation and walls at an estimated cost of \$1,500,000.00.

As mentioned in the report, the Roosevelt School Auditorium and Classroom Addition is listed in the National Register of Historic Places. And in Hinojosa speaking with Ms. Lydia Woods-Boone, Program Coordinator, Federal & State Review Program Division of Architecture for the Texas Historical Commission, whichever option the school district takes, the district will need to coordinate with Greg Smith the National Register Coordinator.

After discussion the Board voted for option #1 and to proceed filing the required documentation with the Texas Historical Commission. Structural engineering services will be required.

### **ADMINISTRATIVE CONSIDERATIONS**

Submission of mandatory documents to the Commission require that an engineer be on file for the possible approval of Option #1.

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

Administration used the on-call professional services agreement for the project assessment. Chanin Structural Engineering's estimated project cost is \$175,000.00.

### **FUNDING SOURCE AND AMOUNT**

Local Funds

Est. Project Budget:	\$175,000.00
Project Contingency 20%:	\$ 35,000.00
Est. Professional Services 12%:	<u>\$ 21,000.00</u>
Est. Total Project Cost:	\$231,000.00

### **RECOMMENDATION**

Administration recommends Consideration and Approval of Project and Proposed Budget for the Demolition of Roosevelt Alternative Auditorium Project.

### **EXHIBIT**

N/A

### **CONTACT PERSONS**

Rick Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Utilizing the On-call Professional Services for the Demolition of Roosevelt Alternative Auditorium Project

**PRESENTER:** Rick Rivera, Executive Director for Maintenance/Facilities/Construction

### **BACKGROUND INFORMATION**

As per current information available, the Roosevelt Alternative Campus was constructed on or about 1929 as an elementary school. The campus since then has gone through several renovations/additions throughout the years. The campus had an auditorium with seating, a performance stage and a basement which consisted of storage areas and dressing rooms. Per our recollection, the last MCISD performance on the stage was a play performed by the Veterans Memorial High School class of 2005-2006. The auditorium began to have structural issues and most notably the roof structure. The building roof began to collapse and the building became a safety hazard with the Maintenance department being directed to chain and lock the doors so no one could enter the building.

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Mission CISD is once again exploring the structural condition of the Roosevelt Auditorium and what can be done so that it will not become a safety hazard to either students and staff along with damage to adjacent buildings. It appears that extensive deterioration has occurred throughout the entire building due to many years of the building being vacant and just because of aging.

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Should the Board of Trustees consider this structural feasibility study the necessary action in accordance with Texas Education Code 44.035 which consists of the selection/designation of an architect and/or engineer to prepare construction documents for this project must be taken. The engineer and/or architect selected or

designated will have full responsibility for complying with the Texas Engineering Practice Act (Article 3271a, Vernon's Texas Civil Statutes) or Chapter 478, Acts of the 45<sup>th</sup> Legislature, Regular Session, 1937 (Article 249a, Vernon's Texas Civil Statutes) as applicable.

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

Administration recommends Consideration and Approval to Advertise for Request for Qualifications (RFQ) for the Selection of Structural Engineering Services for Roosevelt Auditorium.

Note: The Board may direct Administration to advertise for request for qualifications (RFQ's) for this project. All Engineers must have demonstrated expertise and competence in current or past projects.

At the Regular Board of Trustees Meeting held on November 13, 2019, the Board approved to Consideration and Approval to Advertise for Request for Qualifications (RFQ) for the Selection of Structural Engineering Services for Roosevelt Auditorium.

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

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

At the Regular Board of Trustees meeting held on April 14, 2021, a presentation from Hinojosa Structural Engineering on their visual structural condition assessment of the Roosevelt Auditorium building was presented. A report was submitted on or about November 2020 and identified serious deficiencies in the roof and wall structural components along with flooring and foundation deterioration. As per the assessment and due to these deficiencies and failures, the building does not have adequate load supporting systems and shows numerous signs of structural distress and in their professional opinion it is unsafe and should not be occupied until these deficiencies and failures are addressed.

Two options were reported of which option #1 is to consider demolition of the entire structure, removal of debris and leveling of the site at an estimated cost of \$175,000.00. Option #2 would be to consider making needed repairs to correct these deficiencies and failures to include roof replacement, ceiling, floor, electrical, plumbing, A/C, restrooms, seating and rehabilitation of foundation and walls at an estimated cost of \$1,500,000.00.

As mentioned in the report, the Roosevelt School Auditorium and Classroom Addition is listed in the National Register of Historic Places. And in Hinojosa speaking with Ms. Lydia Woods-Boone, Program Coordinator, Federal & State Review Program Division of Architecture for the Texas Historical Commission, whichever option the school district takes, the district will need to coordinate with Greg Smith the National Register Coordinator.

After discussion the Board voted for option #1 and to proceed filing the required documentation with the Texas Historical Commission. Structural engineering services will be required.

### **ADMINISTRATIVE CONSIDERATIONS**

Submission of mandatory documents to the Commission require that an engineer be on file for the possible approval of Option #1.

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

Administration used the on-call professional services agreement for the project assessment. Chanin Structural Engineering's estimated project cost is \$175,000.00.

Administration recommends Consideration and Approval of Utilizing the On-call Professional Services for the Demolition of Roosevelt Alternative Auditorium Project – Chanin Structural Engineering.

### **FUNDING SOURCE AND AMOUNT**

Local Funds

Est. Project Budget:	\$175,000.00
Project Contingency 20%:	\$ 35,000.00
Est. Professional Services 12%:	<u>\$ 21,000.00</u>
Est. Total Project Cost:	\$231,000.00

### **RECOMMENDATION**

Administration recommends Consideration and Approval of Utilizing the On-call Professional Services for the Demolition of Roosevelt Alternative Auditorium Project – Chanin Structural Engineering

### **EXHIBIT**

N/A

### **CONTACT PERSONS**

Rick Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for the Culinary Arts Laboratory at Mission High School Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

The CTE program and Mission High School are establishing a culinary arts lab at MHS similar to one currently at VMHS. Due to the size of the project, the fire code requirements for fire suppression systems due to cooking equipment, mill-work, electrical and plumbing requirements design/engineering professional services will be required.

**ADMINISTRATIVE CONSIDERATIONS**

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

Administration used the on-call professional services agreement for the project assessment. PBK Architects estimated project cost is \$250,000.00.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$250,000.00
Project Contingency 20%:	\$ 50,000.00
Est. Professional Services 12%:	<u>\$ 30,000.00</u>
Est. Total Project Cost:	\$330,000.00

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Project and Proposed Budget for the Culinary Arts Laboratory at Mission High School Project.

**EXHIBIT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Utilizing the On-call Professional Services for the Culinary Arts Laboratory at Mission High School Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

The CTE program and Mission High School are establishing a culinary arts lab at MHS similar to one currently at VMHS. Due to the size of the project, the fire code requirements for fire suppression systems due to cooking equipment, mill-work, electrical and plumbing requirements design/engineering professional services will be required.

**ADMINISTRATIVE CONSIDERATIONS**

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

Administration used the on-call professional services agreement for the project assessment. PBK Architects estimated project cost is \$250,000.00.

Administration presents Consideration and Approval of Utilizing the On-call Professional Services for the Culinary Arts Laboratory at Mission High School Project – PBK Architects.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$250,000.00
Project Contingency 20%:	\$ 50,000.00
Est. Professional Services 12%:	<u>\$ 30,000.00</u>
Est. Total Project Cost:	\$330,000.00

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Utilizing the On-call Professional Services for the Culinary Arts Laboratory at Mission High School Project – PBK Architects.

**EXHIBIT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for the Culinary Arts Laboratory at Veterans Memorial High School Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

The CTE program and Veterans Memorial High School currently have a culinary arts lab. As per a field inspection at VMHS the culinary lab is requiring possible renovations to be in code compliance. Areas of note are the current vent/hood suppression systems.

**ADMINISTRATIVE CONSIDERATIONS**

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

Administration used the on-call professional services agreement for the project assessment. PBK Architects estimated project cost is \$10,000.00.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$10,000.00
Project Contingency 20%:	\$ 2,000.00
Est. Professional Services 12%:	<u>\$ 1,200.00</u>
Est. Total Project Cost:	\$13,200.00

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Project and Proposed Budget for the Culinary Arts Laboratory at Veterans Memorial High School Project.

**EXHIBIT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Utilizing the On-call Professional Services for the Culinary Arts Laboratory at Veterans High School Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

The CTE program and Veterans Memorial High School currently have a culinary arts lab. As per a field inspection at VMHS the culinary lab is requiring possible renovations to be in code compliance. Areas of note are the current vent/hood suppression systems.

**ADMINISTRATIVE CONSIDERATIONS**

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

Administration used the on-call professional services agreement for the project assessment. PBK Architects estimated project cost is \$10,000.00.

Administration presents Consideration and Approval of Utilizing the On-call Professional Services for the Culinary Arts Laboratory at Veterans High School Project – PBK Architects.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$10,000.00
Project Contingency 20%:	\$ 2,000.00
Est. Professional Services 12%:	<u>\$ 1,200.00</u>
Est. Total Project Cost:	\$13,200.00

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Utilizing the On-call Professional Services for the Culinary Arts Laboratory at Veterans High School Project – PBK Architects.

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Utilizing the On-call Professional Services for the Waitz Elementary Sidewalks Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

Waitz Elementary requires sidewalks for the Special Needs Program from the main building to the playground area, currently there are no walkways and thus not being safe and in non-compliance. A civil engineer is required for building specifications and ADA compliance.

**ADMINISTRATIVE CONSIDERATIONS**

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

Administration used the on-call professional services agreement for the project assessment. Javier Hinojosa Civil Engineering's estimated project cost is \$6,341.00.

Administration presents Consideration and Approval of Utilizing the On-call Professional Services for the Waitz Elementary Sidewalks Project – Javier Hinojosa Civil Engineering.

**FUNDING SOURCE**

LocalFund

Est. Project Budget:	\$6,341.00
Project Contingency 20%:	\$1,268.20
Est. Professional Services 12%:	<u>\$ 760.92</u>
Est. Total Project Cost:	\$8,370.12

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Utilizing the On-call Professional Services for the Waitz Elementary Sidewalks Project – Javier Hinojosa Civil Engineering

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Utilizing the On-call Professional Services for the Waitz Elementary Sidewalks Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

Waitz Elementary requires sidewalks for the Special Needs Program from the main building to the playground area, currently there are no walkways and thus not being safe and in non-compliance. A civil engineer is required for building specifications and ADA compliance.

**ADMINISTRATIVE CONSIDERATIONS**

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

Administration used the on-call professional services agreement for the project assessment. Javier Hinojosa Civil Engineering's estimated project cost is \$6,341.00.

Administration presents Consideration and Approval of Utilizing the On-call Professional Services for the Waitz Elementary Sidewalks Project – Javier Hinojosa Civil Engineering.

**FUNDING SOURCE**

LocalFund

Est. Project Budget:	\$6,341.00
Project Contingency 20%:	\$1,268.20
Est. Professional Services 12%:	<u>\$ 760.92</u>
Est. Total Project Cost:	<u>\$8,370.12</u>

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Utilizing the On-call Professional Services for the Waitz Elementary Sidewalks Project – Javier Hinojosa Civil Engineering

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for the FARMERS Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

The Mission CISD CTE program is establishing a citrus horticulture laboratory program at the 18 acres of citrus grove, immediate plans are to demo an area of groves to bring in portable building classrooms. Utilities to include streets, water, fire protection, drainage, electrical and sewer need to be engineered.

Our on-call civil engineer will be the prime engineer for this project.

**ADMINISTRATIVE CONSIDERATIONS**

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

Administration used the on-call professional services agreement for the project assessment. Javier Hinojosa Civil Engineering's estimated project cost is \$536,101.00.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$536,101.00
Project Contingency 20%:	\$107,220.20
Est. Professional Services 12%:	<u>\$ 64,332.12</u>
Est. Total Project Cost:	\$707,653.32

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Project and Proposed Budget for the FARMERS Project.

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Discussion and Possible Action on the Selection for Professional Services for the FARMERS Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

The Mission CISD CTE program is establishing a citrus horticulture laboratory program at the 18 acres of citrus grove, immediate plans are to demo an area of groves to bring in portable building classrooms. Utilities to include streets, water, fire protection, drainage, electrical and sewer need to be engineered.

Our on-call civil engineer will be the prime engineer for this project.

**ADMINISTRATIVE CONSIDERATIONS**

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

Administration used the on-call professional services agreement for the project assessment. Javier Hinojosa Civil Engineering's estimated project cost is \$536,101.00.

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

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

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

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

Due to the estimated cost being over the \$500,000.00 threshold for on-call services Administration requests Discussion and Possible Action on the Selection for Professional Services for the FARMERS Project. The Board may direct Administration to advertise for Request for Qualifications (RFQ's) or select an architect/engineer used in the past or present based on demonstrated competence and qualifications. Administration recommends civil engineering services.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$536,101.00
Project Contingency 20%:	\$107,220.20
Est. Professional Services 12%:	<u>\$ 64,332.12</u>
Est. Total Project Cost:	\$707,653.32

**RECOMMENDATION**

Administration is requesting Discussion and Possible Action on the Selection for Professional Services for the FARMERS Project. Administration recommends civil engineering services.

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for the Field Events for the Middle School Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

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

**ADMINISTRATIVE CONSIDERATIONS**

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

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

**FUNDING SOURCE**

Local Fund

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

**RECOMMENDATION**

Administration recommends Consideration and Approval of Project and Proposed Budget for the Field Events for the Middle School Project.

**EXHIBIT**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Utilizing the On-call Professional Services for the Field Events for the Middle School Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

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

**ADMINISTRATIVE CONSIDERATIONS**

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

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

Administration recommends Consideration and Approval of Utilizing the On-call Professional Services for the Field Events for the Middle School Project – Javier Hinojosa Civil Engineering.

**FUNDING SOURCE**

General Funds/Athletic Fund

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

**RECOMMENDATION**

Administration recommends Consideration and Approval of Utilizing the On-call Professional Services for the Field Events for the Middle School Project – Javier Hinojosa Civil Engineering.

**EXHIBIT**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for Construction of Additional Animal Pens for the Agricultural Science Barns Project

**PRESENTER:** Rick Rivera, Assistant Superintendent for Operations

### **BACKGROUND INFORMATION**

In May of 2008, a successful construction bond election was concluded for a total amount of \$59,000,000.00. In August of 2008, the Texas Education Agency (TEA) approved the District's application for the Instructional Facilities Allotment (IFA) program.

During the district-wide needs assessment for the 2006 and the 2008 bond construction and renovation projects were identified and subsequently ranked by priority. The projects selected by this process were funded and completed. There continued to be a need district-wide for improvements that were not funded by either the 2006 or 2008 bonds.

On Saturday, March 24, 2012, a Facilities Committee Bond Workshop was held to consider projects utilizing the remaining funds from the proposed new elementary school, which no longer was to be built.

At the Facilities Committee meeting held on April 11, 2012, one of the projects discussed for possible Board recommendation was the renovation and construction of the Agricultural Science Facility.

At the Regular Board of Trustees meeting held on Wednesday, April 18, 2012, the Board approved PBK Architects for administrative construction services for the renovations at the Agricultural Science Facility. At this same meeting, the Board approved a total budget of \$700,000.00 for the renovations.

The new facility will provide additional holding pens for goats, sheep, pigs, hogs and steers with wash racks, sand pits, lighting and a parking area. If the budget allows a possible show arena, classroom, office, concession area, etc. may be built. The Agricultural Science Facility would be utilized by the districts agricultural and FFA programs.

At the Facilities Committee meeting held on Wednesday, December 05, 2012, PBK presented preliminary drawings of potential renovations and additions to the site along with preliminary drawings of a new MCISD driveway and parking area. Discussed at the meeting were possible budget constraints, particularly what the Agricultural instructors at both high schools are initially recommending. Possibly, only a driveway and parking area may be able to be constructed with the current budget.

At the Regular Board of Trustees meeting held on Wednesday, January 23, 2013 the Board considered and approved for PBK Architects for a master plan design assessment for the agricultural science facilities renovation project. At this same Board of Trustees meeting, the Board decided to proceed to only fund the driveway and parking area at this time.

At the Facilities Committee meeting held on May 07, 2014, Committee Members reviewed two options for a master plan for the Agricultural Science Facility. After

numerous design meetings with the Agricultural Instructors from both MHS and VMHS, PBK Architects presented a master plan. The master plan incorporated those recommended suggestions into two designs. One design is to construct one large facility to be shared by both schools. The second design is for individual facilities. The plan consists of individual hog, pig, goat, lamb and steer pens, with storage rooms, classrooms, concession stand, wash racks, arena, loading shoots and parking lots. In order to proceed with the project, the Board of Trustees must approve the construction project, approve an estimated total construction budget, approve the procurement method and select an architect for the full design, development and administration. The Facilities Committee tabled this project due to the probability that the master plan would be over budget.

Administration continued to meet with MHS and VMHS Agricultural Instructors along with PBK Architects on the master plan and have agreed to a conceptual preliminary design that will be suitable to both instructors and campuses. The next phase of this project is requesting consideration and approval for the construction of a new Agricultural Science Facility and a proposed budget.

At the Special Board of Trustees Meeting held on Wednesday, October 01, 2014, the Board approved the construction of a new Ag Facility and Budget.

At the Regular Board of Trustees Meeting held on Wednesday, March 11, 2015, the Board approved "Final" designs. PBK Architects will proceed to complete construction documents. The construction of the driveway and parking lot is under a separate budget and contract. Mr. Javier Hinojosa Civil Engineering is under contract for this portion of the work

At the Special Board of Trustees meeting held on Wednesday, August 26, 2015, the Board approved to enter into contract with D. Wilson Construction.

#### General Funds

Construction Budget: \$2,750,000.00

Total Construction Budget: \$3,500,000.00

Wilson Const. BAFO: \$2,607,000.00

Project final completion: 08/20/2016

At the Regular Board of Trustees Meeting held on November 11, 2020, the Board was informed that discussions with the previous Administration were held concerning what to do with the old agricultural farm. Discussions centered on that the old farm was in bad shape structurally and aesthetically and needed to be torn down since we now had built a new facility for both campuses. Discussions then were held on trying to keep some of the structure, pour concrete flooring, install tables and make this into a picnic area. This did not occur and was not a priority project.

Recently, parents and students continue to use these old facilities. Upon inspecting the conditions and makeshift electrical and power installations we declared that this area was not safe and the maintenance department proceeded to disconnect all electrical power to these buildings due to a potential fire and electrical hazard.

The question has now been asked what are we to do with these old structures, thus this presentation to the Board of Trustees. Current pictures are attached to show the conditions of the buildings. A consideration is that the center structure be demolished due to its poor condition. With work and funding possibly the west and east structure may be salvaged for a temporary holding pen(s) during livestock shows at the new facility. The other structure may possibly be converted into a picnic area. Work that would need to be done is: (not all inclusive)

- Demolition of at least one structure
- Removal of old electrical, plumbing and camera devices
- Sandblasting of the structures
- Preparing and painting of the structures
- Concrete flooring
- New installation of electrical, plumbing and camera/security systems
- Possible repairs of pens
- Civil work
- Does not include any roofing work

Pending: Administration recommends Consideration and Approval of Project and Proposed Budget for the Demolition of Old Agricultural Science Barns Project.

**ADMINISTRATIVE CONSIDERATIONS**

Due to the increasing number of animal science projects for both Mission High School and Veterans Memorial High School, the CTE department is requesting to increase the number of animal pens at the current facility. The plan is for current hog and goat/lamb pens to be split into two pens allowing additional project animals. This project will be a turn-key construction project to include the additional electrical outlets and water troughs needed. Due to the nature of the project design engineering will be required. PBK Architects was the original design team for the Agricultural Science Barn.

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

Administration used the on-call professional services agreement for the project assessment. PBK Architects estimated project cost is \$50,000.00.

**FUNDING SOURCE AND AMOUNT**

Local Funds/CTE

Est. Project Budget:	\$50,000.00
Project Contingency 20%:	\$10,000.00
Est. Professional Services 12%:	<u>\$ 6,000.00</u>
Est. Total Project Cost:	\$66,000.00

**RECOMMENDATION**

Administration presents Consideration and Approval of Project and Proposed Budget for Construction of Additional Animal Pens for the Agricultural Science Barns Project

**EXHIBIT**

N/A

**CONTACT PERSONS**

Rick Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Utilizing the On-call Professional Services for the Construction of Additional Animal Pens for the Agricultural Science Barns Project

**PRESENTER:** Rick Rivera, Assistant Superintendent for Operations

### **BACKGROUND INFORMATION**

In May of 2008, a successful construction bond election was concluded for a total amount of \$59,000,000.00. In August of 2008, the Texas Education Agency (TEA) approved the District's application for the Instructional Facilities Allotment (IFA) program.

During the district-wide needs assessment for the 2006 and the 2008 bond construction and renovation projects were identified and subsequently ranked by priority. The projects selected by this process were funded and completed. There continued to be a need district-wide for improvements that were not funded by either the 2006 or 2008 bonds.

On Saturday, March 24, 2012, a Facilities Committee Bond Workshop was held to consider projects utilizing the remaining funds from the proposed new elementary school, which no longer was to be built.

At the Facilities Committee meeting held on April 11, 2012, one of the projects discussed for possible Board recommendation was the renovation and construction of the Agricultural Science Facility.

At the Regular Board of Trustees meeting held on Wednesday, April 18, 2012, the Board approved PBK Architects for administrative construction services for the renovations at the Agricultural Science Facility. At this same meeting, the Board approved a total budget of \$700,000.00 for the renovations.

The new facility will provide additional holding pens for goats, sheep, pigs, hogs and steers with wash racks, sand pits, lighting and a parking area. If the budget allows a possible show arena, classroom, office, concession area, etc. may be built. The Agricultural Science Facility would be utilized by the districts agricultural and FFA programs.

At the Facilities Committee meeting held on Wednesday, December 05, 2012, PBK presented preliminary drawings of potential renovations and additions to the site along with preliminary drawings of a new MCISD driveway and parking area. Discussed at the meeting were possible budget constraints, particularly what the Agricultural instructors at both high schools are initially recommending. Possibly, only a driveway and parking area may be able to be constructed with the current budget.

At the Regular Board of Trustees meeting held on Wednesday, January 23, 2013 the Board considered and approved for PBK Architects for a master plan design assessment for the agricultural science facilities renovation project. At this same Board of Trustees meeting, the Board decided to proceed to only fund the driveway and parking area at this time.

At the Facilities Committee meeting held on May 07, 2014, Committee Members reviewed two options for a master plan for the Agricultural Science Facility. After

numerous design meetings with the Agricultural Instructors from both MHS and VMHS, PBK Architects presented a master plan. The master plan incorporated those recommended suggestions into two designs. One design is to construct one large facility to be shared by both schools. The second design is for individual facilities. The plan consists of individual hog, pig, goat, lamb and steer pens, with storage rooms, classrooms, concession stand, wash racks, arena, loading shoots and parking lots. In order to proceed with the project, the Board of Trustees must approve the construction project, approve an estimated total construction budget, approve the procurement method and select an architect for the full design, development and administration. The Facilities Committee tabled this project due to the probability that the master plan would be over budget.

Administration continued to meet with MHS and VMHS Agricultural Instructors along with PBK Architects on the master plan and have agreed to a conceptual preliminary design that will be suitable to both instructors and campuses. The next phase of this project is requesting consideration and approval for the construction of a new Agricultural Science Facility and a proposed budget.

At the Special Board of Trustees Meeting held on Wednesday, October 01, 2014, the Board approved the construction of a new Ag Facility and Budget.

At the Regular Board of Trustees Meeting held on Wednesday, March 11, 2015, the Board approved "Final" designs. PBK Architects will proceed to complete construction documents. The construction of the driveway and parking lot is under a separate budget and contract. Mr. Javier Hinojosa Civil Engineering is under contract for this portion of the work

At the Special Board of Trustees meeting held on Wednesday, August 26, 2015, the Board approved to enter into contract with D. Wilson Construction.

#### General Funds

Construction Budget: \$2,750,000.00

Total Construction Budget: \$3,500,000.00

Wilson Const. BAFO: \$2,607,000.00

Project final completion: 08/20/2016

At the Regular Board of Trustees Meeting held on November 11, 2020, the Board was informed that discussions with the previous Administration were held concerning what to do with the old agricultural farm. Discussions centered on that the old farm was in bad shape structurally and aesthetically and needed to be torn down since we now had built a new facility for both campuses. Discussions then were held on trying to keep some of the structure, pour concrete flooring, install tables and make this into a picnic area. This did not occur and was not a priority project.

Recently, parents and students continue to use these old facilities. Upon inspecting the conditions and makeshift electrical and power installations we declared that this area was not safe and the maintenance department proceeded to disconnect all electrical power to these buildings due to a potential fire and electrical hazard.

The question has now been asked what are we to do with these old structures, thus this presentation to the Board of Trustees. Current pictures are attached to show the conditions of the buildings. A consideration is that the center structure be demolished due to its poor condition. With work and funding possibly the west and east structure may be salvaged for a temporary holding pen(s) during livestock shows at the new facility. The other structure may possibly be converted into a picnic area. Work that would need to be done is: (not all inclusive)

- Demolition of at least one structure
- Removal of old electrical, plumbing and camera devices
- Sandblasting of the structures
- Preparing and painting of the structures
- Concrete flooring
- New installation of electrical, plumbing and camera/security systems
- Possible repairs of pens
- Civil work
- Does not include any roofing work

Pending: Administration recommends Consideration and Approval of Project and Proposed Budget for the Demolition of Old Agricultural Science Barns Project.

### **ADMINISTRATIVE CONSIDERATIONS**

Due to the increasing number of animal science projects for both Mission High School and Veterans Memorial High School, the CTE department is requesting to increase the number of animal pens at the current facility. The plan is for current hog and goat/lamb pens to be split into two pens allowing additional project animals. This project will be a turn-key construction project to include the additional electrical outlets and water troughs needed. Due to the nature of the project design engineering will be required. PBK Architects was the original design team for the Agricultural Science Barn.

Administration used the on-call professional services agreement for the project assessment. PBK Architects estimated project cost is \$50,000.00.

Administration presents Consideration and Approval of Utilizing the On-call Professional Services for the Construction of Additional Animal Pens for the Agricultural Science Barns Project – PBK Architects.

### **FUNDING SOURCE AND AMOUNT**

Local Funds/CTE

Est. Project Budget:	\$50,000.00
Project Contingency 20%:	\$10,000.00
Est. Professional Services 12%:	<u>\$ 6,000.00</u>
Est. Total Project Cost:	\$66,000.00

**RECOMMENDATION**

Administration recommends Consideration and Approval of Utilizing the On-call Professional Services for the Construction of Additional Animal Pens for the Agricultural Science Barns Project – PBK Architects

**EXHIBIT**

N/A

**CONTACT PERSONS**

Rick Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Removal of the Technology /Radio Tower Structural Assessment Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

The existing radio tower has been at this same location for many years, on a recent evaluation by an outside firm it was noted that the tower has endured weather damages over time. Concerns expressed is that any future storm or hurricane could damage the exiting tower, disrupting the radio communication for the bus fleet and other district vehicles. The firm also noted that the tower is deemed to be unsafe for climbing to do repairs. The radio tower currently does not generate revenue.

In December of 2016 Chanin Structural Engineering was contracted to conduct a structural assessment at the technology/radio tower located behind CNP. Findings showed tower rust and deteriorations and a report with photographs was provided. Cost of the assessment was \$7,500.00. The tower was then leased to an outside entity and as per contract they were to maintain the structure. This entity no longer exists, thus MCISD is responsible and liable for any issues pertaining to the tower. Reception issues have arisen due to the tower swaying and will require maintenance of possible tightening of the guide wires. Due to the past report we recommend that another assessment be conducted to re-assess if further deterioration has occurred. A structural engineer will be required for this project.

**ADMINISTRATIVE CONSIDERATIONS**

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

Administration used the on-call professional services agreement for project administration and assigned this project to Chanin Structural Engineering. It will be the responsibility of the design/engineer professional to provide an estimated project budget.

Upon meeting with Mr. Miguel Chanin he advised us that conducting another structural assessment would be a mute service since nothing had changed since his original assessment of 2016 and possibly the structure only deteriorated more. He advised us that his original report recommendations were still valid.

**FUNDING SOURCE**

Local Fund

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Removal of the Technology /Radio Tower Structural Assessment Project.

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Utilizing the On-call Professional Services for the Removal of the Technology /Radio Tower Structural Assessment Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

The existing radio tower has been at this same location for many years, on a recent evaluation by an outside firm it was noted that the tower has endured weather damages over time. Concerns expressed is that any future storm or hurricane could damage the exiting tower, disrupting the radio communication for the bus fleet and other district vehicles. The firm also noted that the tower is deemed to be unsafe for climbing to do repairs. The radio tower currently does not generate revenue.

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**ADMINISTRATIVE CONSIDERATIONS**

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

Administration used the on-call professional services agreement for project administration and assigned this project to Chanin Structural Engineering. It will be the responsibility of the design/engineer professional to provide an estimated project budget.

Upon meeting with Mr. Miguel Chanin he advised us that conducting another structural assessment would be a mute service since nothing had changed since his original assessment of 2016 and possibly the structure only deteriorated more. He advised us that his original report recommendations were still valid.

Administration presents Consideration and Approval of Utilizing the On-call Professional Services for the Removal of the Technology /Radio Tower Structural Assessment Project – Chanin Structural Engineering. It will be the responsibility of the engineer to provide cost estimates for this project.

**FUNDING SOURCE**

Local Fund

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Utilizing the On-call Professional Services for the Removal of the Technology/Radio Tower Structural Assessment Project – Chanin Structural Engineering

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for the Playground Equipment for Elementary Campuses Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

Mission CISD is proposing to purchase and install school playground equipment for district-wide elementary campuses with the exception of Midkiff, Escobar-Rios and Cavazos elementary schools. These three campuses have the most recent installation's and continue to be in good condition. The remaining eleven elementary campuses have equipment that is no longer usable due to weather deterioration or need replacement due to age. New playground equipment is a necessary activity for young students and is used for teaching and learning activities.

Due to laws and requirements that regulate such equipment and the cost, this project is being considered a construction project and as such the Texas Education Code 44.031 (a) requires the board of a school district considering a construction project to comply with bidding requirements.

**ADMINISTRATIVE CONSIDERATIONS**

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

Administration presents Consideration and Approval of Project and Proposed Budget for the Playground Equipment for Elementary Campuses Project.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$600,000.00
Project Contingency 20%:	\$120,000.00
Est. Professional Services 12%:	<u>\$ 72,000.00</u>
Est. Total Project Cost:	\$792,000.00

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Project and Proposed Budget for the Playground Equipment for Elementary Campuses Project.

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations



**SUBJECT:** Discussion and Possible Action on the Selection for Professional Services for the Playground Equipment for Elementary Campuses Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

### **BACKGROUND INFORMATION**

Mission CISD is proposing to purchase and install school playground equipment for district-wide elementary campuses with the exception of Midkiff, Escobar-Rios and Cavazos elementary schools. These three campuses have the most recent installation's and continue to be in good condition. The remaining eleven elementary campuses have equipment that is no longer usable due to weather deterioration or need replacement due to age. New playground equipment is a necessary activity for young students and is used for teaching and learning activities.

Due to laws and requirements that regulate such equipment and the cost, this project is being considered a construction project and as such the Texas Education Code 44.031 (a) requires the board of a school district considering a construction project to comply with bidding requirements.

### **ADMINISTRATIVE CONSIDERATIONS**

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

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

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

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

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

Due to the estimated cost being over the \$500,000.00 threshold for on-call services Administration requests Discussion and Possible Action on the Selection for Professional Services for the Playground Equipment for Elementary Campuses Project. The Board may direct Administration to advertise for Request for Qualifications (RFQ's) or select an architect/engineer used in the past or present based on demonstrated competence and qualifications. Administration recommends a structural engineer based on past playground equipment projects.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$600,000.00
Project Contingency 20%:	\$120,000.00
Est. Professional Services 12%:	<u>\$ 72,000.00</u>
Est. Total Project Cost:	\$792,000.00

**RECOMMENDATION**

Administration presents Discussion and Possible Action on the Selection for Professional Services for the Playground Equipment for Elementary Campuses Project

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for Synthetic Turf for the Baseball and Softball Fields at VMHS and MHS

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

Mission CISD is proposing of installation of synthetic turf for the baseball and softball fields at both high schools. The installation of synthetic turf will provide a continuous level playing field that will provide safety by possibly eliminating “bad” hops and limiting possible player injuries. The turf will also be a cost savings due to weekly and annual maintenance costs of watering, fertilizing, herbicides, painting, mowing, top dressing, etc. not having to be done.

Due to laws and requirements that regulate such equipment and the cost, this project is being considered a construction project and as such the Texas Education Code 44.031 (a) requires the board of a school district considering a construction project to comply with bidding requirements.

**ADMINISTRATIVE CONSIDERATIONS**

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

As per information concerning synthetic turf areas, the area covering a baseball field is of equal or slightly more square feet area than a football field. Administration is using an estimated cost from previous turf quotes and most recent information gathered.

Administration presents Consideration and Approval of Project and Proposed Budget for Synthetic Turf for the Baseball and Softball Fields at VMHS and MHS.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$3,200,000.00
Project Contingency 20%:	\$ 640,000.00
Est. Professional Services 12%:	<u>\$ 384,000.00</u>
Est. Total Project Cost:	\$4,224,000.00

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Project and Proposed Budget for the Synthetic Turf for the Baseball and Softball Fields at VMHS and MHS.

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for Synthetic Turf for the Baseball and Softball Fields at VMHS and MHS

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

Mission CISD is proposing of installation of synthetic turf for the baseball and softball fields at both high schools. The installation of synthetic turf will provide a continuous level playing field that will provide safety by possibly eliminating “bad” hops and limiting possible player injuries. The turf will also be a cost savings due to weekly and annual maintenance costs of watering, fertilizing, herbicides, painting, mowing, top dressing, etc. not having to be done.

Due to laws and requirements that regulate such equipment and the cost, this project is being considered a construction project and as such the Texas Education Code 44.031 (a) requires the board of a school district considering a construction project to comply with bidding requirements.

**ADMINISTRATIVE CONSIDERATIONS**

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

As per information concerning synthetic turf areas, the area covering a baseball field is of equal or slightly more square feet area than a football field. Administration is using an estimated cost from previous turf quotes and most recent information gathered.

Administration presents Consideration and Approval of Project and Proposed Budget for Synthetic Turf for the Baseball and Softball Fields at VMHS and MHS.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$3,200,000.00
Project Contingency 20%:	\$ 640,000.00
Est. Professional Services 12%:	<u>\$ 384,000.00</u>
Est. Total Project Cost:	\$4,224,000.00

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Project and Proposed Budget for the Synthetic Turf for the Baseball and Softball Fields at VMHS and MHS.

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for the Mission Collegiate High School Physical Education Pavilion Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

Mission Collegiate High School was constructed in 2015. MCHS was not funded for either an interior or exterior gymnasium or pavilion. The dining area was the designated area for physical activity for students. Administration and Mission Collegiate High School is requesting a pavilion for their physical education program,. Physical education is an integral part of the total educational program. It is that phase of education which provides an opportunity, through activity for physical, mental, social development and improvement of the individual to meet the challenge of life.

Due to laws and requirements that regulate such equipment and the cost, this project is being considered a construction project and as such the Texas Education Code 44.031 (a) requires the board of a school district considering a construction project to comply with bidding requirements.

**ADMINISTRATIVE CONSIDERATIONS**

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

As per information received on similar size pavilion projects this budget was established. Administration presents Consideration and Approval of Project and Proposed Budget for the Mission Collegiate High School Physical Education Pavilion Project.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$1,000,000.00
Project Contingency 20%:	\$ 200,000.00
Est. Professional Services 12%:	<u>\$ 120,000.00</u>
Est. Total Project Cost:	<u>\$1,320,000.00</u>

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Project and Proposed Budget for the Mission Collegiate High School Physical Education Pavilion Project.

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Discussion and Possible Action on the Selection for Professional Services for the Mission Collegiate High School Physical Education Pavilion Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

### **BACKGROUND INFORMATION**

Mission Collegiate High School was constructed in 2015. MCHS was not funded for either an interior or exterior gymnasium or pavilion. The dining area was the designated area for physical activity for students. Administration and Mission Collegiate High School is requesting a pavilion for their physical education program. Physical education is an integral part of the total educational program. It is that phase of education which provides an opportunity, through activity for physical, mental, social development and improvement of the individual to meet the challenge of life.

Due to laws and requirements that regulate such equipment and the cost, this project is being considered a construction project and as such the Texas Education Code 44.031 (a) requires the board of a school district considering a construction project to comply with bidding requirements.

### **ADMINISTRATIVE CONSIDERATIONS**

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

As per information received on similar size pavilion projects this budget was established. Administration presents Consideration and Approval of Project and Proposed Budget for the Mission Collegiate High School Physical Education Pavilion Project.

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

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

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

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

Due to the estimated cost being over the \$500,000.00 threshold for on-call services Administration requests Discussion and Possible Action on the Selection for Professional Services for the Mission Colligate High School Physical Education Pavilion Project. The

Board may direct Administration to advertise for Request for Qualifications (RFQ's) or select an architect/engineer used in the past or present based on demonstrated competence and qualifications. Administration recommends architectural design services.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$1,000,000.00
Project Contingency 20%:	\$ 200,000.00
Est. Professional Services 12%:	<u>\$ 120,000.00</u>
Est. Total Project Cost:	\$1,320,000.00

**RECOMMENDATION**

Administration is requesting Discussion and Possible Action on the Selection for Professional Services for the Mission Collegiate High School Physical Education Pavilion Project. Administration recommends architectural design services.

**EXHIBIT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval of Project and Proposed Budget for the Indoor Air Quality Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

Mission CISD prioritizes the safety and health of its students, staff and community and ensures that all safety and health measures are addressed as a priority to include air quality. School indoor air quality is particularly important as it may affect the health, performance and comfort of school staff and students. The MCISD Five (5) Year Improvement Plan consists of facilities improvements district wide that includes improvements for drainage, roof replacements, lighting improvements and replacement of HVAC systems. The plan shows that due to a campuses age certain items need to be assessed such as air handlers, blowers and control systems.

Due to laws and requirements that regulate such equipment and the cost, this project is being considered a construction project and as such the Texas Education Code 44.031 (a) requires the board of a school district considering a construction project to comply with bidding requirements.

**ADMINISTRATIVE CONSIDERATIONS**

Administration is recommending the implementation of replacements/repairs to district wide HVAC systems utilizing the Five (5) Year Plan.

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

Administration presents Consideration and Approval of Project and Proposed Budget for the Indoor Air Quality Project.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$29,000,000.00
Project Contingency 20%:	\$ 5,800,000.00
Est. Professional Services 12%:	<u>\$ 3,480,000.00</u>
Est. Total Project Cost:	\$38,280,000.00

**RECOMMENDATION**

Administration is requesting Consideration and Approval of Project and Proposed Budget for the Indoor Air Quality Project.

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Discussion and Possible Action on the Selection for Professional Services for the Indoor Air Quality Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

### **BACKGROUND INFORMATION**

Mission CISD prioritizes the safety and health of its students, staff and community and ensures that all safety and health measures are addressed as a priority to include air quality. School indoor air quality is particularly important as it may affect the health, performance and comfort of school staff and students. The MCISD Five (5) Year Improvement Plan consists of facilities improvements district wide that includes improvements for drainage, roof replacements, lighting improvements and replacement of HVAC systems. The plan shows that due to a campuses age certain items need to be assessed such as air handlers, blowers and control systems.

Due to laws and requirements that regulate such equipment and the cost, this project is being considered a construction project and as such the Texas Education Code 44.031 (a) requires the board of a school district considering a construction project to comply with bidding requirements.

### **ADMINISTRATIVE CONSIDERATIONS**

Administration is recommending the implementation of replacements/repairs to district wide HVAC systems utilizing the Five (5) Year Plan.

Administration will use competitive sealed proposals (CSP's) as the procurement method as approved by the Board of Trustees in the February 2021 Board of Trustees meeting. This method was approved as the primary default method for projects. If MCISD is to proceed with this project, The Board of Trustees must take the following action in accordance with Education Code 44.035.

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

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

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

Due to the estimated cost being over the \$500,000.00 threshold for on-call services Administration requests Discussion and Possible Action on the Selection for Professional Services for the Indoor Air Quality Project. The Board may direct Administration to advertise for Request for Qualifications (RFQ's) or select an architect/engineer used in the past or present based on demonstrated competence and qualifications.

Administration recommends Mechanical/Electrical/Plumbing MEP professional services.

**FUNDING SOURCE**

Local Fund

Est. Project Budget:	\$29,000,000.00
Project Contingency 20%:	\$ 5,800,000.00
Est. Professional Services 12%:	<u>\$ 3,480,000.00</u>
Est. Total Project Cost:	\$38,280,000.00

**RECOMMENDATION**

Administration is requesting Discussion and Possible Action on the Selection for Professional Services for the Indoor Air Quality Project. Administration recommends Mechanical/Electrical/Plumbing MEP professional services.

**EXHIBT:**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

**SUBJECT:** Consideration and Approval to Accept Administrations Rankings and Enter Into Negotiations in the Order of Ranking for the Lee Field House Roofing Project

**PRESENTER:** Ricardo Rivera  
Assistant Superintendent for Operations

### **BACKGROUND INFORMATION**

Tom Landry Stadium was constructed and the Eagles played their first football game in 1977. The field house was constructed a few years later. In December of 2014 the new field house was completed, however, the new fieldhouse did not have adequate space and facilities to incorporate all the sports grade level teams. Due to this, Lee Field continues to be used for other MHS sports teams, however, much building renovations and improvements are needed primarily a new roof, new showers, new restroom facilities, new lockers and benches along with meeting rooms and may not be all inclusive. Lee Fieldhouse is also used for visiting teams and game officials along with being the fieldhouse for VMHS when they play home games.

Due to Hurricane Hanna on or about July 24, 2021 the roof structure was completely torn off causing extensive damage in the interior and exterior and the need for a new roof structure.

At the Regular Board of Trustees Meeting, held on May 12, 2021, the Board approved Raba Kistner's submission of schematic and final designs and submitted these for Administration and the Board of Trustees to review. Administration presented Consideration and Approval of Schematic and Final Roof Design for the Lee Field House Project.

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

### **ADMINISTRATIVE CONSIDERATIONS**

Advertisements in the local newspapers were posted on May 19, 2021 and May 26, 2021. A pre-proposal meeting was held on Thursday, May 27, 2021 with proposals publicly and remotely scheduled to be opened on June 3, 2021 at 2:00 p.m.. There were no proposals submitted and Administration extended the solicitation for an additional two weeks. A second pre-proposal meeting was held Thursday, June 17, 2021 and proposals were opened on Thursday, June 24, 2021 at 2:00 p.m.. Pre-ranking of the proposals were conducted by Ms. Dora Garcia, Mr. Joel Garcia, Mr. Adrian Hernandez and Ms. Daisy Cuevas on Wednesday, July 21, 2021 at 8:30 a.m..

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

However, since the district no longer has a Facilities/Environment Committee and we now use the Board of Trustees Work Shop format, Administration presents the

option of presenting Consideration and Approval to Accept Administrations Rankings and Enter into Negotiations in the Order of Ranking for the Lee Field House Project.

Two proposals were submitted for this project.

Company, Base bid, Number of days, Total Points and Alternates

Rio Roofing - \$444,400.00 – 180 days	Total Points	98.0
Alt.#1 \$409,500.00		98.0
Alt.#2 \$416,000.00		98.0
Alt.#2a \$410,500.00		98.0
Alt.#3 \$11,000.00 – 30 days		98.0
Rain Seal - \$535,000.00 – 150 days	Total Points	81.1
Alt.#1a \$470,000.00		82.5
Alt.#2 \$484,000.00		82.1
Alt.#2a \$440,000.00		84.7
Alt.#3 \$45,000.00 – 30 days		60.6

**FUNDING SOURCE**

Local Funds

Estimated Budget \$300,000.00

**RECOMMENDATION**

Administration recommends Consideration and Approval to Accept Administrations Rankings and Enter Into Negotiations in the Order of Ranking for the Lee Field House Roofing Project.

**EXHIBIT**

Ranking Sheet

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations  
Dora Garcia, Purchasing Coordinator

Mission Consolidated Independent School District  
Lee Field House Reroofing and Main Field House Storm Repairs Project CSP # 520-21-3  
Bid Ranking - June 21, 2021

Contractors			Rio Roofing Base	Rio Roofing Alternate 1A	Rio Roofing Alternate 2	Rio Roofing Alternate 2A	Rio Roofing Alternate 3	Rain Seal Base	Rain Seal Alternate 1A	Rain Seal Alternate 2	Rain Seal Alternate 2A	Rain Seal Alternate 3
<b>Proposal Submission</b>												
	Complete Proposal		x	x	x	x	x	x	x	x	x	x
	Bid Bond - 00410		x	x	x	x	x	x	x	x	x	x
<b>CRITERIA</b>		<b>Max Points</b>										
<b>Monetary Value - 35 points</b>												
1	Base Proposal and/or Alternate(s) selected by Owner. Based on proposals submitted, including any alternates and/or pricing differential.	<b>35</b>	35.0	35.0	35.0	35.0	35.0	29.1	30.5	30.1	32.7	8.6
	Total Base Bid		\$444,400.00	\$ 409,500.00	\$ 416,000.00	\$ 410,500.00	\$ 11,000.00	\$ 535,000.00	\$ 470,000.00	\$ 484,000.00	\$ 440,000.00	\$ 45,000.00
	Days of Completion		180	180	180	180	30	150	140	150	120	30
<b>Qualifications and Reputation - 20 points</b>												
2	Contractor's length of time in the construction business.	<b>7</b>	7	7	7	7	7	7	7	7	7	7
3	Contractor's past relationship with other clients on similar projects. Provide three (3) letters of reference from Owners identified in the lists of projects completed within the past five (5) years of similar scope and size.	<b>5</b>	5	5	5	5	5	5	5	5	5	5
4	Address history and procedure for assuring timely payment to sub-contractors and suppliers. Provide three (3) letters of reference from major suppliers and sub-contractors which specifically address the proposer's history of paying sub-contractors and material providers on time.	<b>2</b>	2	2	2	2	2	1	1	1	1	1
5	Prior experience with architectural and/or engineering firms. Provide a letter of reference from an Architectural or Engineering firm addressing the contractor's history of providing detailed documentation and a fair assessment of change order pricing.	<b>2</b>	2	2	2	2	2	2	2	2	2	2
6	List all claims, judgments, arbitration proceedings or suits pending or outstanding <b>against your company for its officers</b> . If any, please summarize the nature of these claims.	<b>2</b>	0	0	0	0	0	2	2	2	2	2
7	List all claims, judgments, arbitration proceedings or suits that your company or its officers has filed <b>against a school district</b> within the past ten (10) years?. If so, please summarize the nature of these claims.	<b>2</b>	2	2	2	2	2	2	2	2	2	2
<b>Experience with Similar Projects - 15 points</b>												
8	Contractor's experience with <b>school district</b> projects of similar size, type and complexity. List school district projects completed within the past five (5) years of similar scope and size.	<b>10</b>	10	10	10	10	10	10	10	10	10	10
9	Contractor's experience with projects of similar size, type and complexity. List all other projects completed within the past five (5) years of similar scope and size <b>other than the ones listed above</b> .	<b>5</b>	5	5	5	5	5	5	5	5	5	5
<b>Key Personnel and Workforce - 8 points</b>												
10	Qualifications and availability of contractor's personnel. Provide the names and a brief summary of experience or resume of key supervisory personnel to be assigned to the project. Provide history of maintaining assigned personnel for the duration of project.	<b>5</b>	5	5	5	5	5	5	5	5	5	5
11	Contractor's proposed sub-contractors. Provide a list of the sub-contractors that will be assigned to this project.	<b>3</b>	3	3	3	3	3	3	3	3	3	3
<b>Past Performance with District - Quality of Work and Adherence to Contract Terms - 10 points</b>												
12	List projects completed or in progress for Mission CISD.	<b>10</b>	10	10	10	10	10	0	0	0	0	0
<b>HUB Certification - 0.5 points</b>												
13	Provide documentation to assist compliance with laws and rules relating to Historically Underutilized Businesses.	<b>0.5</b>	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5

Mission Consolidated Independent School District  
Lee Field House Reroofing and Main Field House Storm Repairs Project CSP # 520-21-3  
Bid Ranking - June 21, 2021

Contractors		Rio Roofing Base	Rio Roofing Alternate 1A	Rio Roofing Alternate 2	Rio Roofing Alternate 2A	Rio Roofing Alternate 3	Rain Seal Base	Rain Seal Alternate 1A	Rain Seal Alternate 2	Rain Seal Alternate 2A	Rain Seal Alternate 3
<b>Proposed Schedule for Construction - 5 points</b>											
14	Contractor's ability to adhere to construction schedule. Provide proposed schedule of construction from commencement through substantial and final completion.	5	5	5	5	5	3	3	3	3	3
<b>Financial Strength of Company - 2 points</b>											
15	Provide a letter from your bonding company addressing the points listed in the item 15 of the Contractor's Information Statement Form.	1	1	1	1	1	1	1	1	1	1
16	Provide a bank letter of reference with regards to the company's financial	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
17	Provide a statement attesting if the company or company's principals under other company names ever filed for bankruptcy.	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
<b>Thoroughness of Bid Submission and Quality of Presentation - 4.5 points</b>											
18	Provide the Contractor's Checklist, including the documents required and the copies in the order requested. Contractor must submit everything required in project specifications including Contractor's Information Statement.	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5
Total Points		<b>100</b>	<b>98.0</b>	<b>98.0</b>	<b>98.0</b>	<b>98.0</b>	<b>81.1</b>	<b>82.5</b>	<b>82.1</b>	<b>84.7</b>	<b>60.6</b>
Rank (1 is Highest)			1	1	1	1	2	2	2	2	2

**Committee Members:**

Joel Garcia, Executive Director for Technology, Information Systems, and Facilities Operations  
Adrian Hernandez, Coordinator for Project and Energy Management  
Dora Garcia, Purchasing Coordinator  
Daisy Cuevas, Purchasing Specialist

**SUBJECT:** Consideration and Approval of Change Order#1 for Twenty-eight (28) Delay Days for the Child Nutrition Program (CNP) Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

### **BACKGROUND INFORMATION**

Due to reaching the equipment's maximum life expectancy and efficiency, the CNP Department is requesting the chillers at CNP to be replaced. This contract is for the material and labor needed to install the chillers that are provided by Mission CISD.

The purchase will be made a Purchasing Cooperative. Using an inter-local purchase co-op complies with purchase requirements of TEC 44.031a(5) and local board policy requiring an approved purchasing method for contracts valued at \$50,000 or more.

Pricing has been compared to recent prior similar purchases and recommends approval of purchase.

DBR Engineering is the on-call HVAC Engineering services for year 2018-2019.

At the Regular Board of meeting held January 22, 2020, the Board approved competitive-sealed proposals as a method of delivery for awarding the contract for relocation of chillers #500-20-0.

Advertisements in the local newspapers were posted on October 21, 2020 and October 28, 2020. Proposals were publicly opened January 27, 2021. Pre-ranking of the proposals were conducted by Ms. Lorena Garcia, Mr. Ricardo Rivera, Ms. Dora Garcia, Mr. Carlos Lerma, Ms. Rumalda Ruiz and Ms. Daisy Cuevas.

Pre-ranking of proposals by Administration is a district process to pre-check if all requested documents and information in the Request for Proposals (RFP) was submitted. In prior years the Evaluation and Selection Committee conducted the formal evaluation. The pre-ranking of proposals was then unofficial. The Request for Proposal (RFP) package includes document CSP – 00350 Evaluation and Selection Criteria for Competitive Sealed Proposals which defines this portion of the procurement process. The District Evaluation and Selection Committee is comprised of three (3) Board of Trustees Facilities Committee Members and one (1) appointed Administration Staff. The Evaluation and Selection Committee will evaluate, rank and publish all proposals. The Evaluation and Selection criteria has been approved by the Mission C. I. S. D.'s Board. Once the M. C. I. S. D. Board of Trustees approves the ranking, the District Evaluation and Selection Committee then authorized Administration to negotiate a contract with the highest-ranking Proposer.

However, since the district <sup>85</sup> no longer has a Facilities/Environment

Committee and we now use the Board of Trustees Work Shop format Administration presents the option of presenting Consideration and Approval to Accept Administrations Rankings and Enter into Negotiations in the Order of Ranking for the CNP Chiller Project.

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

<u>Company</u>	<u>Base Proposal</u>	<u>Days</u>	<u>Total Points</u>
Johnson Controls	\$116,196.44	90	89.0
Central Air & Heating	\$156,775.00	120	77.4
Quantum Mechanical	\$172,068.00	60	63.4
Refco	\$170,000.00	150	40.8

At the Regular Board Meeting February 10, 2021, the Board approved to negotiate with the top rank vendor, Johnson Controls.

Initial project negotiations were held on February 25, 2021, with Mr. Adalberto Cavazos, Johnson Controls, Mr. Carlos Lerma and myself. During the negotiations Johnson Controls Offers as their Best and Final Offer \$116,196.44 with no decrease in their initial proposal. However, they do request and additional 20 days for installation.

Administration is to present Consideration and Approval to Accept the Best and Final Offer (BAFO) and to Enter Into Contract for the CNP Office Chiller Project and believes that the additional days is a reasonable request.

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

<u>Company</u>	<u>Base Proposal</u>	<u>Days</u>
Johnson Controls	\$116,196.44	120

Original Price: \$116,196.44

BAFO: \$116,196.44

At the Special Board Meeting held on March 03, 2021, the Board approved Johnson Controls as the awarded vendor. Notice to Proceed was issued on April 07, 2021, with 110 days substantial completion to be achieved on July 26, 2021.

**ADMINISTRATIVE CONSIDERATION**

DBR and Johnson Controls Inc, are requesting time extension on the project due to factory delay of chiller delivery. Thus, we present, Consideration and Approval of Change Order #1 for Twenty-eight (28) Delay Days for the Child Nutrition Program (CNP) Project. If approved the new substantial completion will be August 11, 2021.

**FUNDING SOURCE / AMOUNT**

CNP Funds

Total Budget: \$116,196.44

**RECOMMENDATION**

Administration recommends Consideration and Approval of Change Order #1 for Twenty-eight (28) Delay Days for the Child Nutrition Program (CNP) Project.

**EXHIBIT**

Change Order #1

**CONTACT PERSONS**

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

## CHANGE ORDER TO CONTRACT

PROJECT NO. 208016.000

PROJECT: Child Nutrition Program Chiller

DATE: July 19, 2021

CHANGE ORDER NO. 1

Owner	Engineer	Contractor
Mission Consolidated Independent School District 1201 Bryce Dr. Mission, Tx 78572	DBR Engineering Consultants 200 S. 10 <sup>th</sup> St, Suite 901 McAllen, Texas 78501	Johnson Controls, Inc. 2209 N. Padre Island Drive, Suite F Corpus Christi, Tx 78408

Original Contract Date:

Contractor is hereby directed to make the following changes to the Contract

Time Extension for Factory Delay of Chiller Delivery

The original contract sum was:	<u>\$116,196.44</u>
Net amount of previous change orders:	<u>\$0.00</u>
Total original contract amount plus or minus net change orders:	<u>\$116,196.44</u>
Total amount of this change order:	<u>\$0.00</u>
The new contract amount including this change order will be:	<u>\$116,196.44</u>
The contract time will be changed by the following number of days:	<u>28</u> DAYS
The date of completion as of the date of this change order is:	<u>August 23, 2021</u>

Contractor	<u>Derrick Escobedo</u>		<u>07-19-21</u>
	Printed Name	Signature	Date
Engineer-In-Charge	<u>Hugo H. Avila</u>		<u>7-19-21</u>
	Printed Name	Signature	Date
Owner	_____	_____	_____
	Printed Name	Signature	Date

## Avila, Hugo

---

**From:** Derrick A Escobedo <Derrick.Escobedo@jci.com>  
**Sent:** Wednesday, July 7, 2021 9:05 AM  
**To:** Avila, Hugo; Joel Garcia; Linda Ortiz; Marla Caceres; Martin Castaneda; Nelda Gandaria; Ricardo Rivera  
**Cc:** Raymond Moses Jr.; Woodrum, Maria D; Meave, Roberto; Ruiz, Rumalda  
**Subject:** RE: MCISD Central Kitchen and Central Office Chiller Replacement Update

Good Morning Mr. Avila,

I regret to inform you that due to manufacturing delays on the Mission CISD orders the current expected unit completion dates have been pushed out to the following dates:

MCISD Child Nutrition Chiller Replacement Update:

The factory has indicated Chiller Shipping Week of 07/23/21 – **UPDATE 08/02/21**

Install during week of 08/02/21- **UPDATE 08/16/21**

MCISD Central Administration Chiller Replacement Update:

The factory has indicated Chiller Shipping Week of 07/30/21: **UPDATE 08/09/21**

Install during week of 08/09/21- **UPDATE 08/23/21**

We understand that time is of the essence on this installation and we will continue to work with our manufacturing teams to see if these completion dates can be improved upon. As additional information becomes available, we will continue to notify the appropriate stakeholders with any updates we receive.

Sincerely,

**Derrick Escobedo**

Market Director, Corpus Christi | Rio Grande Valley  
Building Solutions, NA  
Johnson Controls

+1 361 290 3547 cell  
[derrick.escobedo@jci.com](mailto:derrick.escobedo@jci.com)  
[www.johnsoncontrols.com](http://www.johnsoncontrols.com)

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**From:** Avila, Hugo [mailto:havila@dbrinc.com]  
**Sent:** Friday, June 18, 2021 1:35 PM  
**To:** Joel Garcia <joel.garcia@mcisd.org>; Linda Ortiz <lcorte30@mcisd.org>; Marla Caceres <mbcace40@mcisd.org>; Martin Castaneda <mvcast59@mcisd.org>; Nelda Gandaria <ngandari@mcisd.org>; Ricardo Rivera <rriver49@mcisd.org>  
**Cc:** Raymond Moses Jr. <raymond.moses@jci.com>; Derrick A Escobedo <Derrick.Escobedo@jci.com>; Woodrum, Maria D <rwoodrum@mcisd.org>; Meave, Roberto <RMeave91@mcisd.org>; Ruiz, Rumalda <rumaldarui@mcisd.org>  
**Subject:** MCISD Central Kitchen and Central Office Chiller Replacement Update

Mr. Garcia,

I have received the update from JCI on where the project stands right now.

As we had mentioned before, currently we are in the waiting portion of the project with the pending arrival of the chillers for both projects. Until then no other invasive work will take place.

**MCISD Child Nutrition Chiller Replacement Update:**

The factory has indicated Chiller Shipping Week of 07/23/21

Install during week of 08/02/21

This project substantial completion date is slated for July 26. Given the ship date that milestone will not be met. We can issue a Change Order to move the date by two weeks to allow for the arrival of the equipment.

**MCISD Central Administration Chiller Replacement Update:**

The factory has indicated Chiller Shipping Week of 07/30/21

Install during week of 08/09/21

This project substantial completion date is slated for July 26. Given the ship date that milestone will not be met. We can issue a Change Order to move the date by two weeks to allow for the arrival of the equipment.

If you need other clarifications, please let me know.



**HUGO H. AVILA** PE

Project Manager

O: 956.683.1640 | C: 956.225.6520

**WWW.DBRINC.COM**



**SUBJECT:** Consideration and Approval of Change Order #1 for Thirty-five (35) Delay Days for the Central Office Chiller Replacement Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

The chiller at the Central Office building continues to be utilized at above maximum capacity with having no redundancy. The current backup chiller is approximately 30 years old and has served its maximum life expectancy and efficiency. Continuous issues have arisen with the unit burning motors, controls, wiring with continual leaks. Frequent and recent electrical storms have made an impact on this old unit. Service continuously has to be conducted on this building A/C chiller which affects the operations of our district, especially during the hot and warm months of the year. In July of 2018, a 70 ton chiller was installed to replace the main chiller which had also met its life expectancy.

At the Regular Board of Trustee meeting held on October 09, 2019 the Board approved the Project and Proposed Budget for the Central Office Second Chiller Backup Project.

The purchase will be using the Buyboard inter-local purchase coop.

Using an inter-local purchase co-op complies with the purchase requirement of TEC 44.031a(5) requiring and approval purchasing method for contracts valued \$50,000 or more. Responses will be reviewed and analyzed to select a qualified vendor(s) whose proposal best met the specifications and provided the "Best Value".

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

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

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

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

Current and/or past MEP engineers that have worked with MCISD are listed below, the Board of Trustees may select from one of these engineers on the basis of demonstrated competence and qualifications or may direct Administration to seek for Request for Qualifications (RFQ's) on an engineer or architect.

PBK Architects (LEAF MEP)  
DBR MEP  
Trinity MEP  
MEP Solutions  
Halff Associates

The Board approved for Request for Qualification (RFQ's) for an engineer or architect for this project.

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

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

Advertisements in the local newspapers were posted on October 21, 2020 and October 28, 2020. Proposals were publicly opened January 27, 2021. Pre-ranking of the proposals were conducted by Ms. Lorena Garcia, Mr. Ricardo Rivera, Ms. Dora Garcia, Mr. Carlos Lerma Ms. Rumalda Ruiz and Ms. Daisy Cuevas.

Pre-ranking of proposals by Administration is a district process to pre-check if all requested documents and information in the Request for Proposals (RFP) was submitted. In prior years the Evaluation and Selection Committee conducted the formal evaluation. The pre-ranking of proposals was then unofficial. The Request for Proposal (RFP) package includes document CSP – 00350 Evaluation and Selection Criteria for Competitive Sealed Proposals which defines this portion of the procurement process. The District Evaluation and Selection Committee is comprised of three (3) Board of Trustees Facilities Committee Members and one (1) appointed Administration Staff. The Evaluation and Selection Committee will evaluate, rank and publish all proposals. The Evaluation and Selection criteria has been approved by the Mission C. I. S. D.'s Board. Once the M. C. I. S. D. Board of Trustees approves the ranking, the District Evaluation and Selection Committee then authorized Administration to negotiate a contract with the highest-ranking Proposer.

However, since the district no longer has a Facilities/Environment Committee and we now use the Board of Trustees Work Shop format Administration presents the option of presenting Consideration and Approval to Accept Administrations Rankings and Enter into Negotiations in the Order of Ranking for the Central Office Chiller Project.

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

<u>Company</u>	<u>Base Proposal</u>	<u>Days</u>	<u>Total Points</u>
Johnson Controls	\$113,555.10	90	89.0
Central Air & Heating	\$160,025.00	120	76.9
Quantum Mechanical	\$177,104.00	60	61.9

At the Regular Board Meeting February 10, 2021, the Board approved to negotiate with the top rank vendor, Johnson Controls.

Initial project negotiations were held on February 25, 2021, with Mr. Adalberto Cavazos, Johnson Controls Mr. Carlos Lerma and myself. During the negotiations Johnson Controls Offers as their Best and Final Offer (BAFO) \$113,555.10 with no decrease in their initial proposal. However, they do request and additional 20 days for installation.

Administration is to present Consideration and Approval to Accept the Best and Final Offer (BAFO) and to Enter Into Contract for the Central Office Chiller Project and believes that the additional days is a reasonable request.

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

<u>Company</u>	<u>Base Proposal</u>	<u>Days</u>
Johnson Controls	\$113,555.10	120

Original Price: \$113,555.10  
BAFO: \$113,555.10

At the Special Board Meeting held on March 03, 2021, the Board approved Johnson Controls as the awarded vendor. Notice to Proceed was issued on April 07, 2021, with 110 days substantial completion to be achieved on July 26, 2021.

### **ADMINISTRATIVE CONSIDERATIONS**

DBR and Johnson Controls Inc, are requesting time extension on the project due to factory delay of chiller delivery. Thus, we present, Consideration and Approval of Change Order #1 for Thirty-five (35) Delay Days for the Central Office Chiller Replacement Project. If approved the new substantial completion will be August 18, 2021.

### **FUNDING SOURCE**

Local Fund

Preliminary/Approximate Total Budget:		
Central Office:	70 tons	= \$86,000.00
Contingency 20%:		\$17,200.00
Approximate Soft Costs:		<u>\$25,000.00</u>

Est. Project Total:

\$128,200.00

**RECOMMENDATION**

Administration recommends Consideration and Approval of Change Order #1 for Thirty-five (35) Delay Days for the Central Office Chiller Replacement Project

**EXHIBIT**

Change Order #1

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

Adrian Hernandez, Coordinator for Project & Energy Management



200 South 10th Street  
 Suite 901  
 McAllen, TX 78501  
 v 956.683.1640

## CHANGE ORDER TO CONTRACT

PROJECT NO. 208009.000

PROJECT: Central Office Chiller Replacement

DATE: July 19, 2021

CHANGE ORDER NO. 1

Owner	Engineer	Contractor
Mission Consolidated Independent School District 1201 Bryce Dr. Mission, Tx 78572	DBR Engineering Consultants 200 S. 10 <sup>th</sup> St, Suite 901 McAllen, Texas 78501	Johnson Controls, Inc. 2209 N. Padre Island Drive, Suite F Corpus Christi, Tx 78408

Original Contract Date:

Contractor is hereby directed to make the following changes to the Contract

Time Extension for Factory Delay of Chiller Delivery

The original contract sum was:	<u>\$113,555.10</u>
Net amount of previous change orders:	<u>\$0.00</u>
Total original contract amount plus or minus net change orders:	<u>\$113,555.10</u>
Total amount of this change order:	<u>\$0.00</u>
The new contract amount including this change order will be:	<u>\$113,555.10</u>
The contract time will be changed by the following number of days:	<u>35</u> DAYS
The date of completion as of the date of this change order is:	<u>August 30, 2021</u>

Contractor	<u>Derrick Escobedo</u>		<u>07-19-21</u>
	Printed Name	Signature	Date
Engineer-In-Charge	<u>Hugo H. Avila</u>		<u>7-19-21</u>
	Printed Name	Signature	Date
Owner	_____	_____	_____
	Printed Name	Signature	Date

## Avila, Hugo

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**From:** Derrick A Escobedo <Derrick.Escobedo@jci.com>  
**Sent:** Wednesday, July 7, 2021 9:05 AM  
**To:** Avila, Hugo; Joel Garcia; Linda Ortiz; Marla Caceres; Martin Castaneda; Nelda Gandaria; Ricardo Rivera  
**Cc:** Raymond Moses Jr.; Woodrum, Maria D; Meave, Roberto; Ruiz, Rumalda  
**Subject:** RE: MCISD Central Kitchen and Central Office Chiller Replacement Update

Good Morning Mr. Avila,

I regret to inform you that due to manufacturing delays on the Mission CISD orders the current expected unit completion dates have been pushed out to the following dates:

MCISD Child Nutrition Chiller Replacement Update:

The factory has indicated Chiller Shipping Week of 07/23/21 – **UPDATE 08/02/21**

Install during week of 08/02/21- **UPDATE 08/16/21**

MCISD Central Administration Chiller Replacement Update:

The factory has indicated Chiller Shipping Week of 07/30/21: **UPDATE 08/09/21**

Install during week of 08/09/21- **UPDATE 08/23/21**

We understand that time is of the essence on this installation and we will continue to work with our manufacturing teams to see if these completion dates can be improved upon. As additional information becomes available, we will continue to notify the appropriate stakeholders with any updates we receive.

Sincerely,

**Derrick Escobedo**

Market Director, Corpus Christi | Rio Grande Valley  
Building Solutions, NA  
Johnson Controls

+1 361 290 3547 cell  
[derrick.escobedo@jci.com](mailto:derrick.escobedo@jci.com)  
[www.johnsoncontrols.com](http://www.johnsoncontrols.com)

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**From:** Avila, Hugo [mailto:havila@dbrinc.com]  
**Sent:** Friday, June 18, 2021 1:35 PM  
**To:** Joel Garcia <joel.garcia@mcisd.org>; Linda Ortiz <lcorte30@mcisd.org>; Marla Caceres <mbcace40@mcisd.org>; Martin Castaneda <mvcast59@mcisd.org>; Nelda Gandaria <ngandari@mcisd.org>; Ricardo Rivera <rriver49@mcisd.org>  
**Cc:** Raymond Moses Jr. <raymond.moses@jci.com>; Derrick A Escobedo <Derrick.Escobedo@jci.com>; Woodrum, Maria D <rwoodrum@mcisd.org>; Meave, Roberto <RMeave91@mcisd.org>; Ruiz, Rumalda <rumaldarui@mcisd.org>  
**Subject:** MCISD Central Kitchen and Central Office Chiller Replacement Update

Mr. Garcia,

I have received the update from JCI on where the project stands right now.

As we had mentioned before, currently we are in the waiting portion of the project with the pending arrival of the chillers for both projects. Until then no other invasive work will take place.

**MCISD Child Nutrition Chiller Replacement Update:**

The factory has indicated Chiller Shipping Week of 07/23/21

Install during week of 08/02/21

This project substantial completion date is slated for July 26. Given the ship date that milestone will not be met. We can issue a Change Order to move the date by two weeks to allow for the arrival of the equipment.

**MCISD Central Administration Chiller Replacement Update:**

The factory has indicated Chiller Shipping Week of 07/30/21

Install during week of 08/09/21

This project substantial completion date is slated for July 26. Given the ship date that milestone will not be met. We can issue a Change Order to move the date by two weeks to allow for the arrival of the equipment.

If you need other clarifications, please let me know.



**HUGO H. AVILA** PE

Project Manager

O: 956.683.1640 | C: 956.225.6520

**WWW.DBRINC.COM**



**SUBJECT:** Approval to Dispose of Surplus Printed Instructional Materials

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

### **BACKGROUND INFORMATION**

In accordance with Board Policy CMD (LEGAL), the Board may dispose of printed instructional material before the date the instructional material is discontinued for use in the public schools by the State Board of Education if the Board determines that the instructional material is not needed by the district and the board does not reasonably expect that the instructional material will be needed.

### **ADMINISTRATIVE CONSIDERATION**

Updated printed instructional materials are provided by the publishers every year. Previous year material is out of date, and will not be used with the new consumables provided by the publishers. The new consumables are included as per adoption agreements with vendors.

### **FUNDING SOURCE / AMOUNT**

Not Applicable.

### **RECOMMENDATION**

Administration recommends approval to dispose of surplus printed instructional materials.

### **CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations  
Ana Vely Uresti, Coordinator for Fixed Assets/Warehouse/Textbooks & Records

**SUBJECT:** Approval of the 2021-2022 Texas Teacher Evaluation and Support System (T-TESS) Appraisal Timeline

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

**BACKGROUND INFORMATION**

Board Policy DNA(LEGAL) states that the District shall establish a calendar for appraisal. Board Policy Manual Update 105 identified a new appraisal system for teachers known as the Texas Teacher Evaluation and Support System (T-TESS). The appraisal period for each teacher must include all of the days of a teacher's contract. The calendar shall:

1. Exclude observations in the two weeks after the day of completion of the T-TESS orientation in the school years when an orientation is required; and
2. Indicate a period for end-of-year conferences that ends no later than 15 working days before the last day of instruction for students.

Observations during the appraisal period must be conducted during the required days of instruction for students during one school year.

**ADMINISTRATIVE CONSIDERATIONS**

In order to meet the guidelines listed above, the attached proposed calendar has been developed by the Office of Human Resources.

**RECOMMENDATION:**

To approve the attached T-TESS Appraisal Timeline for the 2021-2022 school year

**FUNDING SOURCE:**

N/A

**CONTACT PERSON(S)**

Lorena Garcia, Deputy Superintendent for Support  
Services

Elisa Pacheco, Director for  
Human Resources

**SUBJECT:** Approval of 2021-2022 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**

Attached is an initial list of 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 2021-2022 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 list of T-TESS Appraisers for the 2021-2022 school year

**CONTACT PERSON (S)**

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



**SUBJECT:** Consideration and Approval of First Reading and Adoption of Changes to Board Policy DK(LOCAL)-Assignment and Schedules

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

**BACKGROUND INFORMATION**

As a part of normal operations, there are occasions when the need to adjust Board Policy becomes evident due to changes in District needs or legal guidance and case law. In those instances, administration brings forward specific policies to address those needs.

**ADMINISTRATIVE CONSIDERATIONS**

Legal counsel worked with District Administration to further refine Policy DK(LOCAL). The primary area of change addresses clarifications in the Assignment of Relatives section of this policy. The recommended language has been provided by legal counsel.

**FUNDING SOURCE AND AMOUNT**

N/A

**RECOMMENDATION**

Approval of First Reading and Adoption of changes to Board Policy DK(LOCAL)-Assignments and Schedules.

**CONTACT PERSON (S)**

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

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**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

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**Superintendent's Authority**

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

**Campus Assignments**

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

In accordance with the District's local innovation plan exemption regarding SBEC certification [see DBA], the Superintendent shall have the authority to approve a request by the principal for a qualified individual with experience in a career and technical education (CTE) field to teach a CTE course. In addition, the Superintendent shall have the authority to approve the principal's request to assign a certified teacher to teach CTE courses outside his or her certified field(s). All other teaching assignments shall require certification in accordance with state law. [See DBA]

**Assignment of Relatives**

No employee shall be assigned to a position or supplemental duty in which he or she would supervise or otherwise be directly or indirectly responsible for the evaluation of any person related to the employee. Likewise, no employee shall be assigned to a position or supplemental duty in which he or she is supervised or evaluated by any person related to the employee.

For purposes of this policy, a relative shall be defined as the employee's spouse, child, parent, sibling, grandchild, parent-in-law, sibling-in-law, aunt, uncle, niece, and nephew.

An exception to this policy is that one relative of a head coach of an athletic program may be assigned to coach within that program; however, that coach will be evaluated by someone other than the head coach, as determined by the principal.

**Modified Duty Assignments**

Except as otherwise required by State or Federal law, modified duty assignments shall only be permitted for an employee who has been injured on the job. When an employee has been released by his or her physician to return to work with restrictions or limitations, the supervisor shall attempt to make a short-term modified duty assignment for the employee in accordance with the following:

1. The supervisor shall attempt to identify suitable work within the department or school consistent with the employee's stated restrictions or limitations.
2. An employee's modified duty assignment shall not exceed 60 workdays per injury.
3. If a suitable assignment consistent with the stated restrictions or limitations is not available in the employee's regularly assigned department or school, the supervisor shall contact the risk management department to determine if a suitable assignment is available in another department or school.
4. An employee on a modified duty assignment shall remain subject to all District policies and procedures.
5. An employee who cannot return to his or her regular assignment without restrictions or limitations after 60 workdays in a modified duty assignment shall be returned to inactive status and shall then be subject to the District's uniform absences policy. [See DEC(LOCAL)]

**Supplemental Duties**

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

**Work Calendar and Schedules**

In accordance with the District calendar, daily time schedules for all employees shall be determined by the Superintendent or the employee's supervisor.

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<sup>1</sup> Innovation Plan: <https://mcisd.net/>

**SUBJECT:** Consideration and Approval of Second Reading and Adoption of Changes to Board Policy DGBA(LOCAL)-Employee Complaints/Grievances

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

**BACKGROUND INFORMATION**

As a part of normal operations, there are occasions when the need to adjust Board Policy becomes evident due to changes in District needs or legal guidance and case law. In those instances, administration brings forward specific policies to address those needs.

**ADMINISTRATIVE CONSIDERATIONS**

Legal counsel worked with District Administration to address a few areas of Policy DGBA(LOCAL). The primary area of change a need to clarify oral arguments before the Board at Level III, in instances where relief was provided at Level II. Clarifications are also made addressing records considered by the Board. First Reading of this item was approved by the Board of Trustees during its June meeting.

**FUNDING SOURCE AND AMOUNT**

N/A

**RECOMMENDATION**

Approval of Second Reading and Adoption of changes to Board Policy DGBA(LOCAL)-Employee Complaints/Grievances

**CONTACT PERSON (S)**

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

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PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

**Complaints**

In this policy, the terms "grievance" or "complaint" shall mean an employee's specific written statement expressing dissatisfaction with his or her wages, hours of work, or conditions of work. The term also includes an employee's specific allegations of unlawful discrimination, harassment, or retaliation based on gender, age, religion, national origin, disability, "whistleblower" complaints, or the employee exercise of rights protected by the U.S. Constitution or other state or federal law.

**Other Complaint Processes**

Employee 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 DGBA after the relevant complaint process:

1. Complaints alleging discrimination, including but not limited to violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability) shall be submitted in accordance with DIA.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.
3. Complaints concerning retaliation relating to discrimination and harassment, or any other form of retaliation (including workers' compensation retaliatory discharge) shall be brought under this policy, but certain forms of such complaints shall be initially investigated pursuant to a report filed in accordance with DIA.
4. Complaints concerning instructional resources shall be submitted in accordance with EF.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
6. Any complaint, including an employee's assertion that the proposed action is because the employee made a good faith report to an appropriate law enforcement authority of a District violation of a law, arising from or related to any of the following events must be addressed through the local and statutory processes described in the DF series of District policies, specifically:
  - a. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code, which shall be submitted in accordance with DFBB.

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- b. Complaints concerning the proposed suspension without pay from a term contract or a probationary contract issued under Chapter 21 of the Education Code during the contract term [see DFAA or DFBA].
- c. Complaints concerning the proposed termination of an employee on a probationary or term contract issued under Chapter 21 of the Education Code during the contract term, which shall be submitted in accordance with DFAA and DFBA.

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**Note:** This policy shall apply to complaints or grievances resulting from dismissal or termination of at-will employees [see DCD] or professional employees whose probationary contracts are terminated at the end of a school year [see DFAB].

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**Notice to Employees** The principal of each campus and other supervisors are responsible for ensuring that all employees under their supervision are informed of this policy.

**Purpose**  
Informal Process The Board's employee complaint policy is adopted to provide a process for the prompt and orderly resolution of workplace conflicts without fear of prejudice, coercion, or retaliation. The Board encourages employees to discuss their concerns with their supervisor, principal, or other 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.

**Direct Communication with Board Members** Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

**Freedom from Retaliation** Neither the Board nor any District employee may unlawfully retaliate against any employee for exercising the right to bring a complaint under this policy.

**Whistleblower Complaints** Whistleblower complaints shall be filed within the time specified by law. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

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<b>Complaints Against Supervisors</b>	Complaints alleging a supervisor's violation of law may be made to the Superintendent beginning at Level Two. A complaint alleging a violation of law by the Superintendent may be made directly to the Board beginning at Level Three.
<b>General Provisions</b>	
Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or 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 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.
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee's absence.
Response	At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's e-mail address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean calendar days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."
Representative	"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.  The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee 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.
Immediate Supervisor	"Immediate supervisor" means the administrator or other District employee responsible for the employee's supervision and evaluation.

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	<p>The Superintendent may authorize a complaint over dismissal of an at-will employee from District employment or termination of a probationary contract at the end of a school year to be initially filed with the Superintendent or designee according to the time lines and other requirements for filing a complaint at Level One.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees 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> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>Complaints that are not filed in accordance with the time lines shall be dismissed. No administrator shall have the authority to extend a deadline for filing a complaint. The employee may appeal the dismissal by seeking review 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 shall state the reason the employee believes the complaint was timely filed.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Failure to Attend Hearing	<p>Failure of the employee or designated representative to attend a scheduled hearing shall constitute a waiver of the right to relief at the level and shall affirm the decision of the lower level, if applicable. The failure of an employee or designated representative to attend a scheduled hearing shall also constitute a waiver of the employee's right to proceed to a higher grievance level.</p>
<b>Content of Written Grievance</b>	<p>All employee complaints and appeals must be submitted on the grievance form approved by the District and must include all of the information listed below and detailed on the form. Each complaint or appeal must contain:</p> <ol style="list-style-type: none"><li>1. The employee's name.</li><li>2. The employee's campus or position.</li><li>3. The date of the event or action that gave rise to the complaint.</li><li>4. A detailed statement of the decision or action that gave rise to the complaint or appeal. The statement must include a factual description of all the circumstances that gave rise to the complaint.</li></ol>

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5. A detailed statement specifically identifying how the employee has been harmed by that decision or action. The employee has the burden to prove the allegations of the complaint or appeal and to demonstrate the harm.
6. Copies of all documents that the employee shall rely upon during the grievance process and an explanation of what each document shall prove. If the employee does not have copies of documents at the time the complaint or appeal is filed, the employee shall have the opportunity to provide copies of the documents at the Level One conference, but an explanation of the documents shall be required on the original complaint. No new documents shall be accepted after the Level One conference unless the employee did not know the document existed before the time of the Level One conference.
7. Identification of the specific policy or policies, constitutional or statutory provisions, or administrative regulations alleged to be violated or misapplied, or the specific type of discrimination alleged to have been committed and facts to support the allegation.
8. A description of any efforts to resolve the problem informally including to whom the employee spoke, the date of the meeting, and the responses.
9. The specific remedy the employee is seeking through the grievance process.
10. The date of filing.
11. Signatures of the employee and representative, if any. The employee's signature must appear on each grievance form.
12. The name, address, and telephone number of the employee's representative. This information may be added to the grievance record whenever the employee chooses to have representation.

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

**Audio Recording**

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

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**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the employee 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, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

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 employee within seven days after receipt of the written complaint. If the deadline for the conference falls on a day that the central administration office is not open, the deadline shall extend to the next day that the central administration office is open. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within seven 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 employee is not satisfied with the decision from Level One, or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to discuss the grievance and appeal the Level One decision.

The request must be filed in writing on a form provided by the District, within seven days following receipt of the written response at Level One. If the administration does not provide a written response and the time for providing the response has expired, the employee's request must be filed within seven days following the expiration of the administration's time for providing a written response to the employee's Level One grievance.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to

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

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the Level Two administrator. The employee 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 employee 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 request must state specifically what portion of the Level One decision the employee disagrees with and specifically why the employee disagrees with the decision. Documents used at Level One that support the Level Two appeal must also be identified. The request must include a copy of the Level One decision and the original complaint, including all attachments and documents that the employee used at Level One and an explanation of what they prove.

The relief available to the employee at Level Two shall be limited to that requested by the employee 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 seven days after receipt of the written appeal notice is filed. If the deadline for the conference falls on a day that the central administration office is not open, the deadline shall extend to the next day that the central administration office is open. The conference shall be limited to the issues and documents presented at Level One and shall be identified in the Level Two appeal notice. The employee or the representative shall have 20 minutes to present the employee's appeal.

The Superintendent or designee shall provide the employee a written response within seven 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 employee is not satisfied with the decision from Level Two, or if the time for a response has expired, the employee may submit to

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the Superintendent or designee a request to place the matter on the agenda of a future Board meeting. An employee requesting a Level Three grievance hearing may request that opportunity to make an oral argument before the Board at the meeting where the grievance is to be considered. In the alternative, an employee 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 employee or representative to attend the hearing. If the employee 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. If the employee appeals to Level Three despite receiving all relief requested at Level Two, the employee is not entitled to oral argument before the Board, and the Board shall consider only the written record, the employee's Level III written complaint, and the Administration's response with supporting documentation(if any).

The appeal notice must be in writing on a form provided by the District and filed within seven days following receipt of the written Level Two response or, if no response was received, within seven 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 employee of the date, time, and place of the Board meeting at which the employee's complaint shall be an agenda item for presentation to the Board.

The Board shall consider only those issues and documents presented at Level Two and identified in the Level Three appeal.

The Superintendent or designee shall provide the Board the Level Two record. The employee 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.

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(LOCAL)

Board Policies that pertain to the subject matter of the Complaint shall be deemed a part of the record considered by the Board. Where the Complaint concerns Board actions or deliberations taking place at public meetings of the Board of Trustees, Board Meeting Agendas, Minutes and Recordings of the relevant portions of the relevant public meetings, shall be deemed a part of the record considered by the Board.

The request must state specifically what portion of the Level Two decision the employee disagrees with and specifically why the employee disagrees with the decision. The request must also include a copy of the original complaint, documents relied upon at Level One, the Level One decision, the Level Two appeal, documents relied upon at Level Two, the Level Two decision, and the Level Three appeal. Documents used at Level Two that support the Level Three appeal must also be identified.

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 employee notice of the nature of the evidence at least three days before the hearing.

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

The Board may hear the complaint in open or closed meeting but shall hear it in open meeting if the employee makes a request to that effect. However, if the employee's complaint is against another District employee, the option to request an open meeting lies with the employee against whom the complaint or charge is being brought.

The employee shall be allotted ten minutes to argue his or her position to the Board according to the procedures established by the Board for the presentation. The administration's presentation, if any, shall also be limited to ten minutes.

The Level Three presentation before the Board, including the employee's or the employee's representative's argument, any presentation from the administration, and questions from the Board with responses shall be recorded by audio tape. The Board's deliberations shall not be recorded.

The Board shall consider the grievance but is not required to respond or take any action on the matter. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. ~~Announcing the Board's deci-~~

**Deleted:** The lack of a response by the Board, or Board inaction, upholds the administrative decision at Level Two.

**Deleted:** : 5/4/2015

DATE ISSUED  
LDU 2015.02  
DGBA(LOCAL)-X

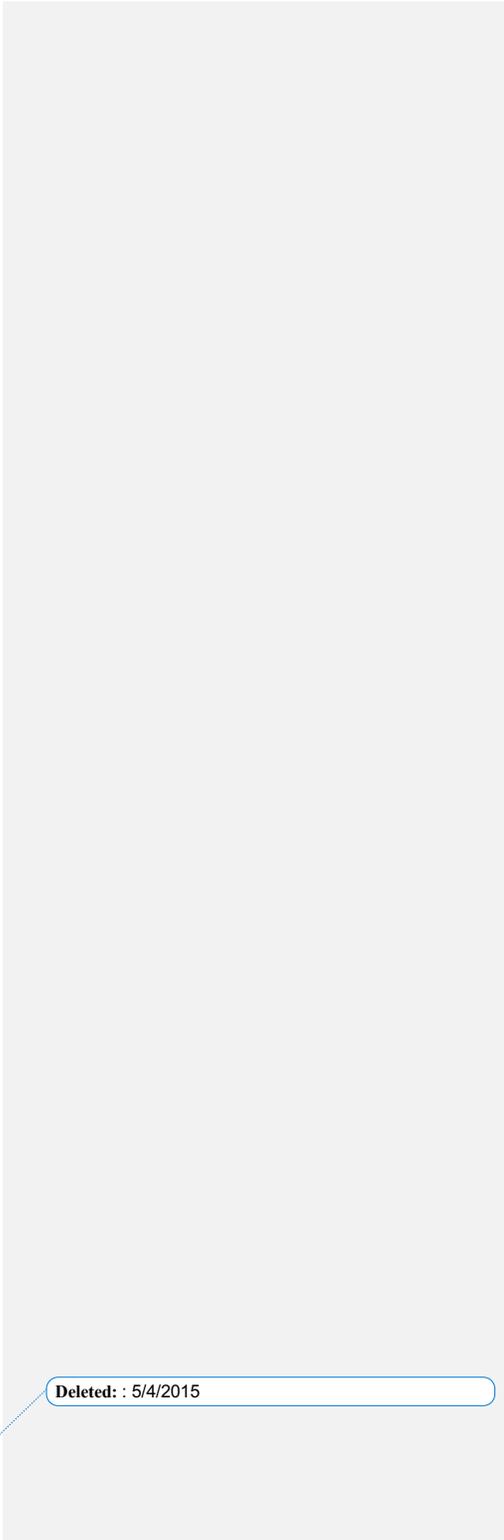
9 of 10

Mission CISD  
108908

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

sion or announcing the effect of the Board inaction in the employee's presence constitutes communication of the decision. If for any reason the Board fails to reach a decision regarding the grievance by the end of the next regularly scheduled meeting, the lack of a response by the Board shall uphold the administrative decision at Level Two.



DATE ISSUED: |  
LDU 2015.02  
DGBA(LOCAL)-X

ADOPTED:

10 of 10

Deleted: : 5/4/2015

**SUBJECT:** Internal Audit Quarterly Report

**PRESENTER:** Rebecca Magee, CPA, Internal Auditor

### **BACKGROUND INFORMATION**

Internal Auditing is an independent appraisal activity established within the District to examine and evaluate its activities. The objective of internal auditing is to assist the Board of Trustees, Superintendent, and management of the District in the effective discharge of their responsibilities by furnishing them with analysis, recommendations, and information concerning the activities reviewed. Types of internal audits that may be conducted include 1) financial, 2) compliance, 3) efficiency, economy, effectiveness, and 4) special reviews.

### **ADMINISTRATIVE CONSIDERATIONS**

This report summarizes the internal audit activities for the period beginning April 1, 2021 and ending June 30, 2021. The Internal Audit department conducts independent and objective reviews of the District's operations and procedures and reports findings and recommendations to management, the Superintendent, and the Board of Trustees. Financial information on Activity Funds is included in the report and power point presentation.

### **FUNDING SOURCE:**

Not Applicable

### **RECOMMENDATION:**

Not Applicable. Informational report only.

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

Carol G. Perez, Ed.D., Superintendent of Schools  
Rumalda Ruiz, Assistant Superintendent for Finance  
Rebecca Magee, CPA, Internal Auditor

**Rebecca Magee, CPA**  
**Internal Auditor**  
**Mission Consolidated Independent School District**

1201 Bryce Drive - Mission, Texas 78572-4399  
Office (956) 323-5511 - Fax (956) 323-8255  
E-mail: [bmagee@mcisd.org](mailto:bmagee@mcisd.org) - [www.mcisd.net](http://www.mcisd.net)



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

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August 11, 2021

Mission CISD Board of Trustees  
Carol G. Perez, Ed.D., Superintendent of Schools

Re: Internal Audit Quarterly Report

This report summarizes the internal audit activities from April 1, 2021 through June 30, 2021.

Internal Auditing is an independent appraisal activity established within the District to examine and evaluate its activities. The objective of internal auditing is to assist the Board of Trustees, Superintendent, and management of the District in the effective discharge of their responsibilities by furnishing them with analysis, recommendations, and information concerning the activities reviewed. Types of internal audits that may be conducted include 1) financial, 2) compliance, 3) efficiency, economy, effectiveness, and 4) special reviews.

## ACTIVITY FUNDS

Activity funds, which include both campus and student activity funds, are considered an area of higher risk because the majority of the revenues are received in the form of actual cash, the number of individuals (employees and students) handling collections and the perception of the community. I typically review fundraiser applications, fundraiser reports, the monthly income statement reports, and some journal entries related to Activity Funds. However, due to the pandemic there has been minimal activity. Most fundraising activities have been limited to on-line or zero contact sales.

Additionally, I provided individual training on activity fund procedures to one new secretary. Since the activity fund clerk position at this campus was eliminated, the principal's secretary is responsible for duties related to activity funds. The training session was done virtually using Microsoft Teams.

## **Activity Funds Income Statement**

The Finance Department prepares a monthly income statement report for all campus and student activity funds. This report reflects columns for the beginning balance, receipts, encumbrances, expenditures and the ending balance. Each campus receives a report for the activity of their campus. Currently, the accounting system will not automatically generate the activity funds income statement report. I provide assistance in generating and creating the reports that Finance Department needs for preparation of the monthly income statement. As of the date of this report, the final income statement report for the year ending June 30, 2021 has not yet been prepared pending the year-end closing. However, based on the general ledger, preliminary amounts include a beginning balance at July 1, 2020 of \$1,104,529, year-to-date receipts of \$275,802, expenditures of \$383,237 and an ending balance of \$997,094. After the fiscal year is finalized and closed out, it is possible that there may be some minor adjustments. Attached is a summary report of the preliminary balances of campus and student activity funds.

Activity funds should typically be spent in the year earned or collected. The bank account used for these funds is an interest-bearing account that is pooled with other District funds and excess balances are sometimes invested in certificates of deposit. The net interest earnings for the activity funds through June 30, 2021 was only \$918 due to low interest rates. Interest earned on campus and student activity fund balances will be distributed to the campuses based on their ending balances.

## **Internal Audits of Activity Funds**

Typically, I perform the majority of activity fund internal audits listed in my annual audit plan during this quarter of the fiscal year. However, due to minimal activity, no audits were conducted this quarter. Campuses that were scheduled for audits this year will be audited next year.

## **INVENTORY TESTING**

I conducted mid-year inventory testing of the Warehouse and Child Nutrition Program as of the end of April, which was later than originally scheduled due to the pandemic. My procedures for testing consisted of selecting a sample of inventory items, recounting those items, and reviewing pricing for some of the items. I also reviewed inventory controls and procedures. All of the Child Nutrition Program inventory items that I selected to recount agreed with the physical inventory. The Warehouse had a different count for three of the items that I had selected for recounting. Based on my review, the systems for both departments appear to be averaging correctly and the extended values appear to be calculated correctly based on the quantity and unit value.

## **PURCHASING CARD PROGRAM INTERNAL AUDIT**

The District's purchasing card program was implemented several years ago to establish a more efficient, cost effective method of paying for smaller dollar transactions as well as

high volume, repetitive purchases. Typical expenditures paid with the cards include: supplies, materials, utilities, food, and travel. Travel costs have been limited this year due to the pandemic, however, credit cards have been utilized in the purchase/payment of computers, electronic devices, and hotspot service resulting in an increase in the total dollar amount. Credit card charges for the first nine months of fiscal year 2021 consisted of over 3,800 individual transactions totaling approximately \$3.6 million compared to approximately \$2.9 million and 8,600 individual transactions for the same time period in the prior fiscal year.

Audit objectives included: determining that purchasing card transactions were compliant with administrative policies and procedures; supported by adequate documentation; properly classified and recorded timely to the general ledger; appropriate and for district business; and reflected correctly on the monthly bank reconciliations. Various samples were tested and the reconciliation process reviewed. Based on my review, it appears that the majority of purchasing card transactions are compliant with administrative policies and procedures with only a few exceptions noted. In reviewing for sequential or separate purchases, I found that one department made several purchases of the same type of items from the same vendor that were just under the daily spending limit, which could possible indicate sequential purchases were made to avoid the requirement for obtaining quotes. I also noted a few errors in reporting credit card transactions in the bank reconciliation. However, the purchasing card program appears to be functioning well overall.

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT**

The Government Finance Officers Association (GFOA) established the Certificate of Achievement for Excellence in Financial Reporting Program to encourage and assist local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare a comprehensive annual financial report. The District is planning on submitting their fiscal year 2021 Annual Financial Report for the award program. Major changes to the annual financial report will be the addition of the following: a transmittal letter, combining statements by fund type that will include individual funds, and numerous statistical schedules that include historical information. Most of these schedules require ten years of data to be presented. During the quarter, I assisted by reviewing schedules prepared by other departments and preparing several other schedules.

## **CAPITAL ASSET TESTING**

Capital assets, also referred to as fixed assets, are items that have a useful life of more than one year and a unit value of \$5,000 or greater. My testing focused on vehicles and other capitalized equipment. I selected a small sample of assets for physical observation to verify their existence and agreement with the capital asset subsidiary. I was able to observe all items selected for testing and also verified that they were included on the insurance listing. However, over half of my sample consisted of assets purchased within the last three years. There are some older items included in capital assets that are likely no longer within the District or no longer in use that need to be removed from the subsidiary. Physical inventories by the department should assist in identifying these assets. In addition to

physical inventories, I recommended that the department reconcile to the general ledger on a monthly basis to ensure both capital and inventory assets (equipment items below \$5,000) are properly captured during the year.

## **ANNUAL FINANCIAL STATEMENT AUDIT**

In May, I updated the list of requested items for the audit and the calendar of due dates. I also participated in planning meetings with District staff and with the external auditors for the District's annual financial statement audit.

In June, the District's external auditors, Carr, Riggs, & Ingram, LLC, conducted some of the interim work on the annual financial statement audit. Interim work consisted of evaluating internal controls, performing walkthrough testing of various accounting processes, fraud interviews and Single Audit planning. Interim work also included some disbursement and payroll testing. Additionally, the auditors reviewed board minutes and a sample of bid files. I facilitated the audit process by updating internal control narratives and obtaining requested information.

## **YEAR-END INVENTORY TESTING**

The District maintains inventory in the following four different departments: Central Warehouse, Child Nutrition Program, Maintenance Department, and Transportation Department. At the end of June, I accompanied the external auditors to each of these locations to assist with inventory testing. Test counts of the inventory on hand were conducted with almost all of the counts agreeing with the physical inventory. Based on the final inventory reports, the District will have a total of \$2,611,388.94 reflected as inventory on their annual financial statements as of June 30, 2021. This total includes \$18,831.09 in remaining PPE inventory distributed through Region One by TEA.

## **PETTY CASH**

The following departments had petty cash or change funds as of June 30, 2021: Maintenance, Transportation, Athletics, Child Nutrition Program and Business Office. These departments use their petty cash funds minimally for certain expenditures except for Athletics that uses it strictly as a change fund. I visited each of these departments close to year-end to recount their petty cash on hand. Counts reconciled with the general ledger and supporting receipts with the exception of one department.

## **CONTINUING EDUCATION AND OTHER**

As a Certified Public Accountant, I am required to obtain 40 hours of continuing professional education each year. In May, I participated in some of the Tyler Munis Texas Schools User Group meetings that were held virtually. In June, I participated in a two-day webcast of the *Texas School District Accounting and Auditing Conference* sponsored by the Texas Society of Certified Public Accountants. Topics presented included TEA updates, the FIRST rating, GASB 84 *Fiduciary Activities*, GASB 87 *Leases*, other new

GASB pronouncements, federal program auditing, TEA's Summary of Finance, post-issuance compliance, legislative updates, risk assessment and fraud red flags.

Additionally, this past quarter I attended Principals' ILS and Finance Division meetings that were held virtually. I also attended Munis training meetings held by Finance Department staff on fixed asset data entry and met with Fixed Asset Department staff on generating Munis reports for reconciling purposes.

If you have any questions or need additional information regarding this report, please don't hesitate to call me at (956) 323-5511.

Respectfully submitted,

Rebecca Magee, CPA  
Internal Auditor

SUMMARY REPORT OF  
CAMPUS & STUDENT ACTIVITY FUNDS

	Beginning Balance <u>7/1/2020</u>	+	-	-	= Preliminary Ending Balance <u>6/30/2021</u>
		<u>Receipts</u>	<u>Encumbrances</u>	<u>Expenditures</u>	
Mission High School	\$ 223,774.55	\$ 119,351.25	\$ -	\$ 78,126.06	\$ 264,999.74
Veterans Memorial High School	258,631.23	118,936.49	-	166,179.41	211,388.31
Mission Collegiate High School	40,852.80	2,508.55	-	10,373.16	32,988.19
Options Academy	461.37	12.38	-	-	473.75
Roosevelt Alternative	3,197.29	65.00	-	-	3,262.29
Mission Jr. High School	37,244.63	2,478.04	-	12,258.62	27,464.05
K. White Jr. High School	61,803.02	1,054.41	-	9,540.24	53,317.19
Alton Memorial Jr. High School	58,682.59	3,354.66	-	19,503.88	42,533.37
R. Cantu Jr. High School	53,556.83	470.77	-	7,681.72	46,345.88
Alton Elementary	21,145.70	821.38	-	10,237.86	11,729.22
Bryan Elementary	22,057.65	1,246.76	-	10,976.65	12,327.76
Cantu Elementary	20,231.80	678.16	-	2,715.37	18,194.59
Castro Elementary	14,079.71	421.04	-	3,276.63	11,224.12
Cavazos Elementary	22,151.85	1,218.48	-	4,637.75	18,732.58
Escobar Rios Elementary	13,702.78	1,149.70	-	1,911.50	12,940.98
Leal Elementary	29,992.09	1,077.43	-	5,092.19	25,977.33
Marcell Elementary	46,787.71	1,311.57	-	6,803.55	41,295.73
Midkiff Elementary	30,959.86	667.30	-	3,130.26	28,496.90
Mims Elementary	43,304.27	1,065.43	-	2,682.71	41,686.99
O'Grady Elementary	14,842.99	4,036.34	-	3,762.98	15,116.35
Pearson Elementary	10,554.07	2,878.35	-	3,697.84	9,734.58
Salinas Elementary	35,824.99	894.86	-	1,708.79	35,011.06
Waitz Elementary	4,264.27	1,042.02	-	766.60	4,539.69
Departments	36,425.25	8,144.16	-	18,174.14	26,395.27
Interest	-	917.67	-	-	917.67
<b>Totals</b>	<b>\$ 1,104,529.30</b>	<b>\$ 275,802.20</b>	<b>\$ -</b>	<b>\$ 383,237.91</b>	<b>\$ 997,093.59</b>
<b>High Schools</b>	<b>\$ 523,258.58</b>	<b>\$ 240,796.29</b>	<b>\$ -</b>	<b>\$ 254,678.63</b>	<b>\$ 509,376.24</b>
Options Academy	461.37	12.38	-	-	473.75
Jr High Schools	211,287.07	7,357.88	-	48,984.46	169,660.49
Alternative	3,197.29	65.00	-	-	3,262.29
Elementary Schools	329,899.74	18,508.82	-	61,400.68	287,007.88
Departments	36,425.25	8,144.16	-	18,174.14	26,395.27
Interest	-	917.67	-	-	917.67
<b>Totals</b>	<b>\$ 1,104,529.30</b>	<b>\$ 275,802.20</b>	<b>\$ -</b>	<b>\$ 383,237.91</b>	<b>\$ 997,093.59</b>



## Internal Audit Quarterly Report

April 1, 2021 – June 30, 2021

Rebecca Magee, CPA

## Purchasing Card Program Internal Audit

The purchasing card program was implemented several years ago to establish a more efficient, cost effective method of paying for smaller dollar transactions as well as high volume, repetitive purchases. District credit card charges for the audit period totaled approximately \$3.6 million and consisted of over 3,800 individual transactions.

- Audit objectives included determining that transactions were:
  - Compliant with administrative policies and procedures
  - Supported by adequate documentation
  - Properly classified and recorded timely to general ledger
  - Appropriate and for district business
  - Reflected correctly on bank reconciliations

## Capital Asset Testing

Capital Assets are items that have a useful life of more than one year and a unit value of \$5,000 or greater. Different classes of capital assets include: land, infrastructure, buildings/improvements, furniture/equipment and vehicles.

- The scope of testing included vehicles and capitalized equipment purchased within the past three years. Objectives of testing included verifying:
  - Existence of assets recorded
  - Accuracy of capital assets subsidiary information

## Inventory Testing

The District maintains inventory in four different departments. The following year-end inventory that will be reflected on the District's 6/30/2021 financial statements.

Maintenance	372,551.05
Transportation	223,728.01
Child Nutrition Program	1,103,003.69
Central Warehouse	893,275.10
PPE Distributed Thru Region One	<u>18,831.09</u>
Total	\$ 2,611,388.94

## Campus and Student Activity Funds



### Year to Year Comparison of Activity Funds

	*Current Year	Prior Year	% increase (decrease)
Beginning Balance July 1 <sup>st</sup>	\$ 1,104,529	\$ 909,134	21.5%
Plus: Receipts	275,802	1,469,719	(81.2%)
Less: Disbursements	(383,237)	(1,276,533)	(69.9%)
Ending Balance June 30 <sup>th</sup>	<u>\$ 997,094</u>	<u>\$ 1,105,320</u>	(9.8%)

\*preliminary, pending year-end closing

## Summary of Ending Balances as of 6/30/2021\*

Secondary Campuses	Elementary Campuses	Departments/ Interest	Total
\$ 682,773	\$287,008	\$27,313	\$997,094
69%	29%	2%	100%

\*preliminary, pending year-end closing

## Conclusion



**SUBJECT:** Approval of the 2021-2022 Internal Audit Charter  
**PRESENTER:** Rebecca Magee, CPA, Internal Auditor

### **BACKGROUND INFORMATION**

Internal Auditing is an independent appraisal activity established within the district to examine and evaluate its activities. The objectives of internal auditing are to assist the Board, Superintendent, and management of the district in the effective discharge of their responsibilities by furnishing them with analysis, recommendations, and information concerning the activities reviewed.

Internal auditing is a management control which functions by examining and evaluating the adequacy and effectiveness of other internal controls.

### **ADMINISTRATIVE CONSIDERATIONS**

The internal audit charter is a document that sets forth the requirements and expectations from the Board of Trustees of the internal audit department. The internal audit charter includes information such as the roles and responsibilities of the internal audit function and describes the types of internal audits. The charter gives the internal auditor the authority to access records necessary to complete internal audits. It also describes the process of reporting the internal audit results to the appropriate administrators and the Board of Trustees.

### **RECOMMENDATION**

We are recommending approval of the Internal Audit Charter for Mission CISD as presented.

### **FUNDING SOURCE**

Not applicable

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

Carol G. Perez, Ed.D., Superintendent of Schools  
Rebecca Magee, CPA, Internal Auditor

**Mission Consolidated Independent School District**

**Internal Audit Charter**

**2021-2022**

## INTRODUCTION

Internal Auditing is an independent appraisal activity established within the district to examine and evaluate its activities. The objectives of internal auditing are to assist the Board, Superintendent, and management of the district in the effective discharge of their responsibilities by furnishing them with analysis, recommendations, and information concerning the activities reviewed.

Internal auditing is a management control which functions by examining and evaluating the adequacy and effectiveness of other internal controls.

## ROLE OF THE INTERNAL AUDIT DEPARTMENT

The internal audit department is established by the Board of Trustees, and its responsibilities are defined by the Board of Trustees. Responsibilities include, but are not limited to, the following:

- Establishing policies for the auditing activity and directing its technical and administrative functions.
- Developing an annual audit plan for anticipated audit coverage for the year.
- Examining the effectiveness of all levels of management in their stewardship of district resources and their compliance with policies and procedures.
- Evaluating the economy and efficiency with which resources are employed, identify opportunities to improve operating performance, and recommend solutions to problems where appropriate.
- Recommending improvement of management controls designed to safeguard district resources, and ensure compliance with government laws and regulations.
- Authorizing the publication of reports on the results of audit examinations, including recommendations for improvement.
- Performing and reporting on special reviews as requested by the Superintendent, the Board of Trustees, or other agencies such as Texas Education Agency, external auditors, or the school attorney.

The Internal Auditor will report administratively to the Superintendent of Schools and functionally to the Board of Trustees. Administrative issues include personnel leaves such as sick leave, vacation, and other type of leave. Functional issues include the carrying out of specific internal audit duties as requested by the Board of Trustees or Superintendent.

## TYPES OF INTERNAL AUDITS

**Financial** - to determine whether financial operations are conducted properly and whether financial reports are fairly stated.

**Compliance** - to determine whether operations have been carried out in compliance with applicable laws, regulations, and established policies.

**Efficiency, Economy, Effectiveness** – to determine whether allocated resources are managed and used in an economical, effective and efficient manner.

**Special Review** – Special review is a miscellaneous category and can include reviews such as advisory reviews, random records review, and fraud audits. Fraud audits are performed where there is primary evidence of fraud or at least a strong possibility that fraudulent activity has occurred.

### AUTHORIZATION AND RESPONSIBILITIES

Authorization is granted for full and complete unrestricted access to any of the district's records, physical properties, and personnel relevant to a review. Documents and information given to internal auditors during a periodic review will be handled in the same prudent manner as by those employees normally accountable for them.

Internal auditors have no direct responsibility or any authority over any of the activities or operations that they review. They should not prepare records or engage in activities which would normally be reviewed by internal auditors.

### DEFINITION OF AUDIT SCOPE

The scope of internal auditing encompasses the examination and evaluation of the adequacy and effectiveness of the organization's system of internal control and the quality of performance in carrying out assigned responsibilities.

- Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information
- Reviewing the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports and whether the organization is in compliance.
- Reviewing and appraising the economy and efficiency with which resources are employed.
- Reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.

### PROFESSIONAL STANDARDS

The operating practices and procedures of the internal audit department will be in accordance with the Standards for the Professional Practice of Internal Auditing, established by the Institute of Internal Auditors. These five general standards are as follows:

1. **Independence** - Internal auditors should be independent of the activities they audit and be objective in performing audit assignments.
2. **Professional Proficiency** - Internal audits should be performed with proficiency and due professional care.
3. **Scope of Work** - The scope of internal audit should encompass the examination and evaluation of the adequacy and effectiveness of the organization's system of internal control and the quality of performance in carrying out assigned responsibilities.
4. **Performance of Audit Work** - Audit work should include planning the audit, examining and evaluating information, communicating results, and following up.
5. **Management of the Internal Audit Department** - the Internal Auditor should properly manage the internal auditing department and supervising assistants, if applicable.

REPORTING ACCOUNTABILITIES

A written report will be prepared and issued by the Internal Auditor following the conclusion of each audit and will be distributed to the appropriate principal or department manager. The principal or department manager will be provided an opportunity to respond to the report, and that response will indicate what actions were, or will be, taken in regard to the specific findings and recommendations in the internal audit report. A timetable for the anticipated completion of these actions will be included.

A written report will be submitted to the Superintendent and Board of Trustees on a quarterly basis on the progress of the audit plan and results of internal audits.

Submitted by:

\_\_\_\_\_  
 Rebecca Magee, CPA  
 Internal Auditor

\_\_\_\_\_  
 Date

Approved by:

\_\_\_\_\_  
 Carol G. Perez, Ed.D.  
 Superintendent of Schools

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Minnie R. Rodgers, President  
 Board of Trustees

\_\_\_\_\_  
 Date

**SUBJECT:** Award Purchase of AC Filter and Media Services #144-22-0

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

**BACKGROUND INFORMATION**

The intent of this contract is to provide a method to procure AC Filter and Media Services to meet the needs of the District.

**ADMINISTRATIVE CONSIDERATIONS**

The District solicited Requests 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 - 2
2. Number of vendors awarded - 1

**FUNDING SOURCE AND AMOUNT**

All funds estimated amount: \$83,100

**RECOMMENDATION**

Administration recommends awarding contract to Texas Filter Service LLC.

**CONTACT PERSON (S)**

Rumalda Ruiz, Assistant Superintendent for Finance  
Dora Garcia, Coordinator for Purchasing

FY2022 Term Contract:	AC Filter and Media Services #144-22-0
Awarded To:	1. <u>Texas Filter Service</u>
Term:	One Year/One year option to renew
Term Period :	August 2021 – September 2022

Mission Consolidated Independent School District  
 Tabulation Form  
 AC Filter and Media Services #144-22-0

			Joe W. Fly Co., Inc.		Texas Filter Service, LLC	
			Vendor #		Vendor #	
			Jessica Cortez		Dave Robinson	
			956-490-8440		903-581-0830	
			<a href="mailto:jessica@joeflyco.com">jessica@joeflyco.com</a>		<a href="mailto:drobinson@texasfilter.com">drobinson@texasfilter.com</a>	
Total Cost			\$37,953.42		\$28,171.00	
Selected #			0		160	
Selected (\$)			\$0		\$28,171.00	
#	Items	Quantity Required	Unit Price	Total Cost	Unit Price	Total Cost
1						
#1-1	10 x 16 x 1"	11	\$2.35	\$25.85	\$1.45	\$15.95
#1-2	10 x 16 x 2"	1	\$2.35	\$2.35	\$1.45	\$1.45
#1-3	10 x 20 x 2"	14	\$2.35	\$32.90	\$1.45	\$20.30
#1-4	12 x 16 x 2"	3	\$2.35	\$7.05	\$1.45	\$4.35
#1-5	16 x 16 x 1"	1	\$2.35	\$2.35	\$1.45	\$1.45
#1-6	16 x 16 x 2"	15	\$2.35	\$35.25	\$1.45	\$21.75
#1-7	16 x 18 x 1"	2	\$2.35	\$4.70	\$1.45	\$2.90
#1-8	12 x 20 x 2"	2	\$2.35	\$4.70	\$1.45	\$2.90
#1-9	12 x 24 x 2"	101	\$2.35	\$237.35	\$2.00	\$202.00
#1-10	16 x 20 x 1"	4	\$2.35	\$9.40	\$2.00	\$8.00
#1-11	16 x 20 x 2"	532	\$2.35	\$1,250.20	\$2.00	\$1,064.00
#1-12	16 x 24 x 2"	3	\$2.35	\$7.05	\$2.00	\$6.00
#1-13	16 x 25 x 2"	443	\$2.35	\$1,041.05	\$2.00	\$886.00
#1-14	16 x 40 x 2"	1	\$2.35	\$2.35	\$3.00	\$3.00
#1-15	18 x 18 x 2"	6	\$2.35	\$14.10	\$2.00	\$12.00
#1-16	18 x 20 x 2"	2	\$2.35	\$4.70	\$2.00	\$4.00
#1-17	18 x 24 x 2"	34	\$2.35	\$79.90	\$2.00	\$68.00
#1-18	20 x 20 x 2"	515	\$2.35	\$1,210.25	\$2.00	\$1,030.00
#1-19	20 x 30 x 2"	4	\$2.35	\$9.40	\$2.00	\$8.00
#1-20	20 x 24 x 2"	100	\$2.35	\$235.00	\$2.00	\$200.00
#1-21	30 x 25 x 2"	30	\$2.35	\$70.50	\$2.00	\$60.00
#1-22	20 x 24 x 2"	253	\$2.35	\$594.55	\$2.00	\$506.00
#1-23	20 x 25 x 2"	283	\$2.35	\$665.05	\$2.00	\$566.00
#1-24	24 x 24 x 2"	463	\$2.35	\$1,088.05	\$2.00	\$926.00
#1-25	10 x 20 x 1"	5	\$2.35	\$11.75	\$1.45	\$7.25
#1-26	10 x 28 x 1"	7	\$2.35	\$16.45	\$1.75	\$12.25
#1-27	10 x 30 x 1"	6	\$2.35	\$14.10	\$1.75	\$10.50
#1-28	10 x 33 x 1"	14	\$2.35	\$32.90	\$1.75	\$24.50
#1-29	10 x 36 x 1"	1	\$2.35	\$2.35	\$1.75	\$1.75
#1-30	10 x 37 x 1"	9	\$2.35	\$21.15	\$1.75	\$15.75
#1-31	10 x 47 x 1"	1	\$2.35	\$2.35	\$1.75	\$1.75
#1-32	10 x 60 x 1"	2	\$2.35	\$4.70	\$2.00	\$4.00
#1-33	12 x 18 x 1"	28	\$2.35	\$65.80	\$1.45	\$40.60
#1-34	12 x 20 x 1"	53	\$2.35	\$124.55	\$1.45	\$76.85
#1-35	12 x 22 x 1"	2	\$2.35	\$4.70	\$1.45	\$2.90
#1-36	12 x 24 x 1"	2	\$2.35	\$4.70	\$1.45	\$2.90
#1-37	14 x 25 x 1"	6	\$2.35	\$14.10	\$2.00	\$12.00
#1-38	14 x 16 x 1"	3	\$2.35	\$7.05	\$1.45	\$4.35
#1-39	14 x 28 x 1"	5	\$2.35	\$11.75	\$1.75	\$8.75
#1-40	15 x 30 x 1"	5	\$2.35	\$11.75	\$1.75	\$8.75
#1-41	16 x 20 x 1"	65	\$2.35	\$152.75	\$1.75	\$113.75
#1-42	16 x 25 x 1"	28	\$2.35	\$65.80	\$1.75	\$49.00
#1-43	16 x 30 x 1"	39	\$2.35	\$91.65	\$1.95	\$76.05

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#1-44	16 x 36 x 1"	2	\$2.35	\$4.70	\$1.95	\$3.90
#1-45	18 x 20 x 1"	4	\$2.35	\$9.40	\$1.95	\$7.80
#1-46	18 x 25 x 1"	9	\$2.35	\$21.15	\$1.95	\$17.55
#1-47	20 x 20 x 1"	245	\$2.35	\$575.75	\$1.95	\$477.75
#1-48	20 x 22 x 1"	9	\$2.35	\$21.15	\$1.95	\$17.55
#1-49	20 x 24 x 1"	1	\$2.35	\$2.35	\$1.95	\$1.95
#1-50	20 x 25 x 1"	18	\$2.35	\$42.30	\$1.95	\$35.10
#1-51	20 x 30 x 1"	14	\$2.35	\$32.90	\$1.95	\$27.30
#1-52	20 x 36 x 1"	2	\$2.35	\$4.70	\$2.00	\$4.00
#1-53	20 x 48 x 1"	2	\$2.35	\$4.70	\$2.25	\$4.50
#1-54	21 x 21 x 1"	31	\$2.35	\$72.85	\$1.95	\$60.45
#1-55	21 x 21 x 2"	2	\$2.35	\$4.70	\$1.95	\$3.90
#1-56	22 x 20 x 1"	1	\$2.35	\$2.35	\$1.95	\$1.95
#1-57	22 x 24 x 1"	1	\$2.35	\$2.35	\$1.95	\$1.95
#1-58	22 x 24 x 2"	3	\$2.35	\$7.05	\$1.95	\$5.85
#1-59	24 x 24 x 1"	35	\$2.35	\$82.25	\$1.95	\$68.25
#1-60	25 x 36 x 1"	8	\$2.35	\$18.80	\$2.00	\$16.00
#1-61	8 x 16 x 2"	2	\$2.35	\$4.70	\$1.45	\$2.90
2						
#2-1	10 x 16 x 1"	11	\$3.25	\$35.75	\$1.95	\$21.45
#2-2	10 x 16 x 2"	1	\$3.25	\$3.25	\$1.95	\$1.95
#2-3	10 x 20 x 2"	14	\$3.25	\$45.50	\$1.95	\$27.30
#2-4	12 x 16 x 2"	3	\$3.25	\$9.75	\$1.95	\$5.85
#2-5	16 x 16 x 1"	1	\$3.25	\$3.25	\$1.95	\$1.95
#2-6	16 x 16 x 2"	15	\$3.25	\$48.75	\$1.95	\$29.25
#2-7	16 x 18 x 1"	2	\$3.25	\$6.50	\$1.95	\$3.90
#2-8	12 x 20 x 2"	2	\$3.25	\$6.50	\$1.95	\$3.90
#2-9	12 x 24 x 2"	101	\$3.25	\$328.25	\$1.95	\$196.95
#2-10	16 x 20 x 1"	4	\$3.25	\$13.00	\$2.45	\$9.80
#2-11	16 x 20 x 2"	532	\$3.25	\$1,729.00	\$2.45	\$1,303.40
#2-12	16 x 24 x 2"	3	\$3.25	\$9.75	\$2.45	\$7.35
#2-13	16 x 25 x 2"	443	\$3.25	\$1,439.75	\$2.45	\$1,085.35
#2-14	16 x 40 x 2"	1	\$3.25	\$3.25	\$3.45	\$3.45
#2-15	18 x 18 x 2"	6	\$3.25	\$19.50	\$2.45	\$14.70
#2-16	18 x 20 x 2"	2	\$3.25	\$6.50	\$2.45	\$4.90
#2-17	18 x 24 x 2"	34	\$3.25	\$110.50	\$2.45	\$83.30
#2-18	20 x 20 x 2"	515	\$3.25	\$1,673.75	\$2.45	\$1,261.75
#2-19	20 x 30 x 2"	4	\$3.25	\$13.00	\$2.45	\$9.80
#2-20	20 x 24 x 2"	100	\$3.25	\$325.00	\$2.45	\$245.00
#2-21	30 x 25 x 2"	30	\$3.25	\$97.50	\$2.45	\$73.50
#2-22	20 x 24 x 2"	253	\$3.25	\$822.25	\$2.45	\$619.85
#2-23	20 x 25 x 2"	283	\$3.25	\$919.75	\$2.45	\$693.35
#2-24	24 x 24 x 2"	463	\$3.25	\$1,504.75	\$2.45	\$1,134.35
#2-25	10 x 20 x 1"	5	\$3.25	\$16.25	\$1.95	\$9.75
#2-26	10 x 28 x 1"	7	\$3.25	\$22.75	\$2.25	\$15.75
#2-27	10 x 30 x 1"	6	\$3.25	\$19.50	\$2.25	\$13.50
#2-28	10 x 33 x 1"	14	\$3.25	\$45.50	\$2.25	\$31.50
#2-29	10 x 36 x 1"	1	\$3.25	\$3.25	\$2.25	\$2.25
#2-30	10 x 37 x 1"	9	\$3.25	\$29.25	\$2.25	\$20.25
#2-31	10 x 47 x 1"	1	\$3.25	\$3.25	\$2.25	\$2.25
#2-32	10 x 60 x 1"	2	\$3.25	\$6.50	\$2.45	\$4.90
#2-33	12 x 18 x 1"	28	\$3.25	\$91.00	\$1.95	\$54.60
#2-34	12 x 20 x 1"	53	\$3.25	\$172.25	\$1.95	\$103.35
#2-35	12 x 22 x 1"	2	\$3.25	\$6.50	\$1.95	\$3.90

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#2-36	12 x 24 x 1"	2	\$3.25	\$6.50	\$1.95	\$3.90
#2-37	14 x 25 x 1"	6	\$3.25	\$19.50	\$2.45	\$14.70
#2-38	14 x 16 x 1"	3	\$3.25	\$9.75	\$1.95	\$5.85
#2-39	14 x 28 x 1"	5	\$3.25	\$16.25	\$2.25	\$11.25
#2-40	15 x 30 x 1"	5	\$3.25	\$16.25	\$2.25	\$11.25
#2-41	16 x 20 x 1"	65	\$3.25	\$211.25	\$2.25	\$146.25
#2-42	16 x 25 x 1"	28	\$3.25	\$91.00	\$2.25	\$63.00
#2-43	16 x 30 x 1"	39	\$3.25	\$126.75	\$2.45	\$95.55
#2-44	16 x 36 x 1"	2	\$3.25	\$6.50	\$2.45	\$4.90
#2-45	18 x 20 x 1"	4	\$3.25	\$13.00	\$2.45	\$9.80
#2-46	18 x 25 x 1"	9	\$3.25	\$29.25	\$2.45	\$22.05
#2-47	20 x 20 x 1"	245	\$3.25	\$796.25	\$2.45	\$600.25
#2-48	20 x 22 x 1"	9	\$3.25	\$29.25	\$2.45	\$22.05
#2-49	20 x 24 x 1"	1	\$3.25	\$3.25	\$2.25	\$2.25
#2-50	20 x 25 x 1"	18	\$3.25	\$58.50	\$2.25	\$40.50
#2-51	20 x 30 x 1"	14	\$3.25	\$45.50	\$2.50	\$35.00
#2-52	20 x 36 x 1"	2	\$3.25	\$6.50	\$2.50	\$5.00
#2-53	20 x 48 x 1"	2	\$3.25	\$6.50	\$2.75	\$5.50
#2-54	21 x 21 x 1"	31	\$3.25	\$100.75	\$2.45	\$75.95
#2-55	21 x 21 x 2"	2	\$3.25	\$6.50	\$2.45	\$4.90
#2-56	22 x 20 x 1"	1	\$3.25	\$3.25	\$2.45	\$2.45
#2-57	22 x 24 x 1"	1	\$3.25	\$3.25	\$2.45	\$2.45
#2-58	22 x 24 x 2"	3	\$3.25	\$9.75	\$2.45	\$7.35
#2-59	24 x 24 x 1"	35	\$3.25	\$113.75	\$2.45	\$85.75
#2-60	25 x 36 x 1"	8	\$3.25	\$26.00	\$2.50	\$20.00
#2-61	8 x 16 x 2"	2	\$3.25	\$6.50	\$1.95	\$3.90
<b>3</b>						
#3-1	24 x 24 x 2"	8	\$5.25	\$42.00	\$4.00	\$32.00
#3-2	14 x 20 x 1"	6	\$4.49	\$26.94	\$3.50	\$21.00
#3-3	12 x 34 x 1"	1	\$6.00	\$6.00	\$5.00	\$5.00
#3-4	12 x 24 x 2"	9	\$4.29	\$38.61	\$3.50	\$31.50
#3-5	16 x 20 x 2"	16	\$4.29	\$68.64	\$3.50	\$56.00
#3-6	16 x 25 x 2"	10	\$4.75	\$47.50	\$4.00	\$40.00
#3-7	20 x 20 x 2"	20	\$4.75	\$95.00	\$4.00	\$80.00
#3-8	20 x 24 x 2"	4	\$4.99	\$19.96	\$4.00	\$16.00
#3-9	20 x 25 x 2"	10	\$4.99	\$49.90	\$4.00	\$40.00
<b>4</b>						
#4-1	16 x 20	80	\$1.50	\$120.00	\$3.00	\$240.00
#4-2	20 x 20	20	\$1.95	\$39.00	\$3.00	\$60.00
<b>5</b>						
#5-1	24 x 24 x 1"	2	\$6	\$12	\$3.75	\$7.50
#5-2	16 x 20 x 4"	53	\$7.25	\$384.25	\$5.50	\$291.50
#5-3	16 x 25 x 4"	27	\$7.95	\$214.65	\$5.50	\$148.50
#5-4	20 x 20 x 4"	10	\$7.95	\$79.50	\$5.50	\$55.00
#5-5	20 x 25 x 4"	18	\$8.50	\$153.00	\$5.50	\$99.00
<b>6</b>						
#6-1	24 x 24 x 1"	2	\$6.65	\$13.30	\$4.00	\$8.00
#6-2	16 x 20 x 4"	53	\$12.75	\$675.75	\$5.50	\$291.50
#6-3	16 x 25 x 4"	27	\$13	\$351.00	\$5.50	\$148.50
#6-4	20 x 20 x 4"	10	\$13.75	\$137.50	\$5.50	\$55.00
#6-5	20 x 25 x 4"	18	\$14	\$252.00	\$5.50	\$99.00
<b>7</b>						
#7-1	12 x 16 x 12"	1	\$69.95	\$69.95	\$60.00	\$60.00
#7-2	12 x 20 x 12"	2	\$69.95	\$139.90	\$60.00	\$120.00

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#7-3	12 x 24 x 12"	7	\$69.95	\$489.65	\$50.00	\$350.00
#7-4	16 x 24 x 12"	2	\$79.95	\$159.90	\$60.00	\$120.00
#7-5	20 x 20 x 6"	2	\$69.95	\$139.90	\$50.00	\$100.00
#7-6	20 x 24 x 6"	13	\$79.95	\$1,039.35	\$50.00	\$650.00
#7-7	20 x 24 x 12"	10	\$82.95	\$829.50	\$60.00	\$600.00
#7-8	24 x 24 x 6"	33	\$80.95	\$2,671.35	\$50.00	\$1,650.00
#7-9	24 x 12 x 12"	25	\$69.95	\$1,748.75	\$50.00	\$1,250.00
#7-10	24 x 24 x 12" -65%	24	\$82.95	\$1,990.80	\$60.00	\$1,440.00
#7-11	24 x 24 x 12" -85%	65	\$85.95	\$5,586.75	\$65.00	\$4,225.00
<b>8</b>						
#8-1	16 1/2 x 18 1/2 x 1"	28	\$3.99	\$111.72	\$2.50	\$70.00
#8-2	20 x 25 x 1"	1	\$4.00	\$4.00	\$2.50	\$2.50
<b>9</b>						
#9-1	20 x 20	40	\$1.50	\$60.00	\$1.25	\$50.00
<b>10</b>						
#10-1	20 x 48	24	\$14.95	\$358.80	\$10.00	\$240.00
<b>11</b>						
#11-1	24 x 24 x 36"	2	\$39.95	\$79.90	\$40.00	\$80.00
<b>12</b>						
#12-1	24 x 24 x 4"	2	\$42.95	\$85.90	\$40.00	\$80.00

**SUBJECT:** Award Purchase of Parental Involvement Program #241-22-11

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

**BACKGROUND INFORMATION**

In the Fall of 2016, the District applied for and received the 2017 High Quality Prekindergarten Grant which required the purchase and implementation of a Family and Community Engagement Program. To satisfy this component, the District contracted with Family Leadership Inc. and began the implementation of Parenting Partners at all elementary campuses. Although this continues to be offered to our elementary parents, the curriculum and resources have been updated and revised. The District would like to continue with the program using the revised curriculum and resources and have the appropriate staff receive training.

**ADMINISTRATIVE CONSIDERATIONS**

The District solicited Requests 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 - 2
- 2. Number of vendors awarded - 1

**FUNDING SOURCE AND AMOUNT**

Title I, Part A Federal Funds	Estimated	\$77,000
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**RECOMMENDATION**

Administration recommends awarding contract to Family Leadership Inc.

**CONTACT PERSON (S)**

Dr. Sharon Roberts, Deputy Superintendent for C & I  
Kim Risica, Executive Director for Special Programs & School Improvement  
Rumalda Ruiz, Assistant Superintendent for Finance  
Dora Garcia, Coordinator for Purchasing

FY2022 Term Contract:	Parental Involvement #241-22-11
Awarded To:	1. <u>Family Leadership</u>
Term:	One Year/One year option to renew
Term Period :	August 2021 – June 2022

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 Parental Involvement Program 241-22-11

			Education Designs Unlimited Services, LLC		Family Leadership Inc	
			Vendor #		Vendor # 101448	
			908-251-3314		559-240-7881	
			<a href="mailto:educationdesignsunlimited@gmail.com">educationdesignsunlimited@gmail.com</a>		<a href="mailto:patty@familyleadership.org">patty@familyleadership.org</a>	
Total Cost			\$103,824.98		\$ 77,000.0	
Selected #			0		0	
Selected (\$)			\$ 0		\$ 0	
#	Items	Quantity Required	Unit Price per Each	Total Cost	Unit Price per Each	Total Cost
<b>1</b>						
#1-1	Facilitators Manuals and Presentation Handbooks (parenting partners facilitator manuals in English & Spanish, Facilitators power points in English & Spanish, parenting partner parent workbooks and handouts in English & Spanish How to run successful parent leadership workshops: Ops manual English & Spanish word docs forms in English & Spanish)	14	\$500	\$7,000.00	\$2,000.00	\$28,000.00
#1-2	Parenting partners trainers tool kit ( Kit with all class supplies for all workshops in Spanish & English, props for interactive skits for workshops: parent roles skit, heart skit, listening skits, mixed signals skit, four styles of parenting, literacy, study skills etc., family literacy/college and career ready resources, online access for next step resources (study skills, charts, positive parenting tips) professional development scripts for staff on family-school partnerships, USB flash drive with logos, flyers, handouts, etc. Videos for self esteem building, inviting parents, power of together (graduation video) graduation materials (invites, certificates, etc.) Handouts and poster (including): 1010 days of positive power words (2 sets of 20), 30 day action plan (set of 40 per site) parent roles posters, research studies on family engagement/student achievement outcomes)	14	\$1,500.00	\$21,000.00	\$800	\$11,200.00
<b>2</b>						
#2-1	Pre and Post questionnaires and evaluation reports	14	\$175	\$2,450.00	\$550	\$7,700.00
#2-2	Parenting partners parent workbooks (40 books any combination of English or Spanish)	14	\$75	\$1,050.00	\$600	\$8,400.00
<b>3</b>						
#3-1	2 Day training and certification of volunteer presentation of volunteer presentation team (presentation teams may include up to 6 team members for training. Each certified parenting partners presentation team member will be able to: successfully organize and facilitate multiple 8 session parenting partners workshops, work effectively in a multi-lingual setting, recruit and retain parents for classes, coordinate and communicate with school administrators and staff, implement Johns Hopkins-Epstein parent framework through practical application, engage parents in building the key parent roles for student achievement from Harard Family Research and the US Department of Education's Dual Capacity-Building Framework Build systemic, sustainable Family School Partnerships	14	\$3,500.00	\$49,000.00	\$900	\$12,600.00
#3-2	Quality control for each site team for sustainability (direct support to earn leaders and staff from family leadership's national team including: weekly consultations, such as phone appointments, web meetings, emails, site visits. Best practice in-service training and ongoing coaching, mid-year and year-end planning, celebration and outcomes meeting, collecting stories, testimonials, and outcomes for customized district website page team support is provided in English & Spanish)	14	\$1,500.00	\$21,000.00	\$650	\$9,100.00
<b>Additional Responses</b>						
#1-1	K and S Clear Plastic Sheets - 4 Pack	14	\$ 32.59	\$ 456.26		
#1-1	GBC ProClick Plasic Binding Spine	14	\$ 66.99	\$ 937.86		
#2-2	Chart Paper	14	\$ 24.00	\$ 336.00		
#2-2	Avery Shipping Labels	14	\$ 42.49	\$ 594.86		

**SUBJECT:** Award Renewal Contracts for Reading Intervention Program and Math Intervention Programs #210-22-0

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

**BACKGROUND INFORMATION**

Students in Kinder through 8<sup>th</sup> grade use reading intervention and math intervention software programs to address gaps in instruction. In addition, students in 9<sup>th</sup>-12<sup>th</sup> grades taking a reading intervention and/or a math intervention course are in need of software programs to close instructional gaps. All students in Kinder through 8<sup>th</sup> grade benefit from these intervention programs, since they are personalized to meet individual needs. All 9<sup>th</sup>-12<sup>th</sup> grade students are provided access to the math intervention program, which also includes TSI, SAT, and ACT preparation.

In August 2019, the Board of Trustees Awarded Bid No. 20013 to Achieve 3000 for the Reading Intervention Program and Imagine Math for the Math Intervention Program. Achieve 3000 and Imagine Math have two one year renewals.

Administration recommends renewing Achieve 3000 and Imagine Math for the district’s reading intervention and math intervention programs.

**ADMINISTRATIVE CONSIDERATIONS**

In August 2019, Request for Proposals was selected as a procurement method based on estimated expenditure requiring a method of procurement for expenditures of similar categories valued at an annual aggregate of \$50,000 or greater TEC Sec 44.031(a).

**FUNDING SOURCE AND AMOUNT**

State Funds:

<u>Cost:</u>	
Achieve 3000	\$ 415,233.00
Imagine Math Screener and Intervention	\$ 127,000.00
<b>Estimated Total</b>	<b>\$ 542,233.00</b>

**RECOMMENDATION**

Award Renewal Contracts for Reading Intervention Program and Math Intervention Programs

**CONTACT PERSON (S)**

Dr. Sharon Roberts, Deputy Superintendent for Curriculum and Instruction  
Rumalda Ruiz, Assistant Superintendent for Finance  
Edilberto Flores, Executive Director for MHS Vertical Team  
Cynthia Wilson, Executive Director for VMHS Vertical Team  
Kim Risica, Executive Director for School Improvement and State/Federal Programs  
Dora Garcia, Coordinator for Purchasing  
Armando Sierra, Coordinator for Instructional Technology

FY2022 Term Contract:	Reading-Math Intervention Program #210-22-0
Awarded To:	<ol style="list-style-type: none"> <li>1. <u>Achieve3000</u> <ul style="list-style-type: none"> <li>• <u>Reading</u></li> </ul> </li> <li>2. <u>Imagine Learning</u> <ul style="list-style-type: none"> <li>• <u>Math</u></li> </ul> </li> </ol>
Term:	One Year
Term Period :	August 2021 – July 2022



**SUBJECT:** Renewal Contract for Fuel and Oil #750-22-0

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

**BACKGROUND INFORMATION**

The intent of this contract is to provide a method to procure Fuel and Oil for the District.

**ADMINISTRATIVE CONSIDERATIONS**

On August 12, 2020, the Board of Trustees awarded Bid No. 750-20-0, for Fuel and Oil for a term of one year, with the option to renew for one additional year.

The Purchasing Department reviewed last year purchases.

The review process reached the following conclusions:

- (1) The District would benefit from renewing this contract.
- (2) All equipment, supplies and services are purchased on an as needed basis.

**FUNDING SOURCE AND AMOUNT**

General Fund Estimated Amount                      \$233,126

**RECOMMENDATION**

Administration recommends renewing with all previously awarded vendors listed on tabulation sheet.

**CONTACT PERSON (S)**

Rumalda Ruiz, Assistant Superintendent for Finance  
Dora Garcia, Coordinator for Purchasing

FY2022 Term Contract:	Fuel and Oil #750-22-0
Awarded To:	<ol style="list-style-type: none"> <li>1. <u>Arquidegui Oil Co. II, LTD</u> <ul style="list-style-type: none"> <li>• Line item # 5, 8</li> </ul> </li> <li>2. <u>Hollon Oil Company</u> <ul style="list-style-type: none"> <li>• Line item # 3, 7</li> </ul> </li> <li>3. <u>Oil Patch Fuel and Supply</u> <ul style="list-style-type: none"> <li>• Line item # 1, 2, 4, 6, 9</li> </ul> </li> </ol>
Term:	One year
Term Period :	August 2021 – June 2022

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 Tabulation Form  
 Fuel and Oil 750-22-0

VENDOR NAME:			Arguindegui Oil Co. II, LTD		Hollon Oil Company		Oil Patch Fuel and Supply		Pinnacle Petroleum Inc		Petroleum Traders Corporation	
			Contact Name: Beto Lopez		Contact Name: Daniel Arriaga		Contact Name: Gloria Grez		Contact Name: Liz McKinley		Contact Name: Gayle Newton	
			email: beto.lopez@argpetro.com		email: darriaga@hollonoil.com		email: gloria@oiepatchfuelandsupply.com		email: lmckinley@pinnaclepetroleum.com		email: gnewton@petroleumtraders.com	
			Phone # (956) 722-5251 ext 46		Phone # 956-968-9583		Phone # 956-781-9047		Phone # (714) 841-8877		Phone # (888) 637-7661	
Item No.	UOM	Detailed Desc. - color, size, etc.	Note	Quoted Price	Note	Quoted Price	Note	Quoted Price	Note	Quoted Price	Note	Quoted Price
<b>FUEL</b>												
1	Gallon	Diesel fuel, (ULSD) ultra-low sulfur diesel with 15 PPM level, #2 grade, 48 Cetane/FG X API regional specs. An additive for low sulfur diesel fuel, necessary for lubrication, MUST be added. Diesel may be up to 5% biodiesel / 95% petro diesel blend. Cents per gross gallon over base price. NO OXINATED AND/OR ALCOHOL BASE COMPOUND MAY BE ADDED Diesel Additive MUST BE ADDED  Cents per gross gallon over base price		.0895				.0125		.2612	OPIS NO2ULS Harlingen OPIS NO2ULS Corpus Christi  N2B5UL N2B5UL (5% Bio) Harlingen N2B5UL (5% Bio) Corpus Christi	+0.0437 +0.1505  +0.0191 +0.1495
2	Gallon	Regular unleaded gasoline, supplied by a refiner listed in OPIS report. Minimum 87 octane, NO OXINATED AND/OR ALCOHOL BASE COMPOUND MAY BE ADDED. Detergent additives MUST be added. Additive MUST BE ADDED  Cents per gross gallon over base price		.0895				.0200		.2517		147
<b>OIL</b>												
3	25 Pound Drum	Gear oil, SAE 85W-140, Specs: Rear Axle MIL-PRF 2105E API MT-1 GL-5		\$ 45.86	35 lb	\$44.98		\$ 64.00				
4	55 Pound Drum	Motor oil, SAE 5W-30, Pennzoil Synthetic or District approved equal.		\$ 1,825.73		\$398.00		\$ 353.10				
5	55 Pound Drum	Motor oil, SAE 10W-40, Chevron-Delo 400+ or District approved equal.		\$ 398.75								
6	55 Pound Drum	Motor oil, SAE 15W-40, Goldstar Fleetguard Premium Synthetic or District approved equal.		\$ 591.59				\$ 413.60				
7	GAL	Premium diesel engine oil, API CJ-4 Plus, CI-4, & CH-4 Approved, OEM Approvals; A) CAT ECF-3, B) CAT ECF-1, C) Detroit Diesel 93K218 Low Ash Oil, Product covered by warranty and purchased through an Authorized Shell Distributor, International OEM Approved Supplier, John Deere, JL Case, Mack, EOL, Caterpillar, Cummins, and Cummins NTC 400 & 2x 400 & L-10, Navistar. Should contain a frictional modifier. Successful bidder must supply District, at no cost, 1 bulk tank (250 gallon minimum), 1 air operated pump and 1 metering dispenser. If supplied in 55 gallon drum, successful bidder must supply District, at no cost, 1 air operated pump and 1 metering dispenser.  Price per gallon delivered in bulk, 150 gallons or more per order		\$ 7.40		\$5.68		\$ 6.29				
8	55 Pound Drum	Motor oil, SAE 5W-30, Pennzoil or District approved equal. Price per 55 gallons per month		\$ 329.24		\$398.00		\$ 353.10				
9	Gallon	Diesel exhaust fluid Air1 Brand or district approved equal Price per gallon delivered in bulk, 250 gallons per month		\$ 1.39		\$1.47		\$ 1.35				

**SUBJECT:** Contract Renewal with Workers' Compensation Solutions

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

**BACKGROUND INFORMATION**

On September 1, 2004 Mission CISD entered into an Interlocal Agreement with Workers' Compensation Solutions (WCS) to provide workers compensation benefits to its employees. The intent of the WCS program is to allow various participants to band together in order to share the risks of providing Workers Compensation Insurance. WCS provides member districts with a modified self-insurance workers' compensation program that allows schools to proactively manage long term costs associated with providing care and recovery for employees with on-the-job injuries. WCS helps achieve the lowest long-term cost for schools by providing comprehensive loss prevention program to eliminate physical and policy exposures, while providing expert claims analysis and stop-loss limits to manage claims expenses. WCS is composed of 43 Texas school districts. The duration of the Agreement will continue in existence for 30 years expiring August 31, 2031. MCISD can terminate the Agreement by giving a 30-day written notice to the Program.

On July 27, 2021, Worker' Compensation Solutions submitted a renewal for the second year of a three-year contract agreement. As previously agreed entering into a three-year contract with WCS would save the District \$30,429 by reducing the normal premium fixed cost rate to \$270,708 for the three years from \$280,851. A decrease of \$10,143 per year for the three years. They have also agreed to maintain the normal premium maximum loss fund rate for the 2021/2022 year at \$489,255. The exposure base of the fund is based on the following payroll amounts:

Bus Drivers	\$	2,969,750.37
Clerical	\$	8,136,134.26
Professional	\$	100,173,852.16
Other	\$	11,437,220.42
Total	\$	<u>122,716,957.21</u>

**ADMINISTRATIVE CONSIDERATIONS**

The parties are authorized by the Interlocal Cooperation Act, Texas Government Code Chapter 791 to enter into cooperative agreements with other local government entities of the State of Texas for the purpose of fulfilling and implementing their respective public and governmental purposes, needs, objectives, and programs. The purchase will be made using Workers' Compensation Solutions as an interlocal. Using an interlocal purchase complies with purchase

requirements of TEC 44.031a(5) and Board Policy requiring an approved purchasing method for contracts valued at \$50,000 or more.

**FUNDING SOURCE:**

All Funds **\$319,634**

**RECOMMENDATION:**

Award Contract Renewal with Workers' Compensation Solutions

**CONTACT PERSON (S)**

Rumalda Ruiz, Assistant Superintendent for Finance  
Sylvia Cruz, Director for Payroll, Employee Benefits, and Risk Management  
Dora Garcia, Coordinator for Purchasing



# CARLISLE INSURANCE

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## 2021 Workers' Compensation Client Proposal

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Mission CISD

Chase Carlisle  
Carlisle Insurance Agency  
500 N. Water Street, Suite 900  
Corpus Christi, TX 78401-0234  
361.884.2775  
carlisleins.com



## Renewal Proposal Summary

### Mission CISD

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**Current Rate Guarantee: 3 Years (2020-2023)**

**Effective Date:** 9.1.2021

### Current Payrolls

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7380 – Bus Drivers	\$	2,969,750.37
8810 – Clerical	\$	8,136,134.26
8868 – Professional	\$	100,173,852.16
9101 – Other	\$	11,437,220.42
<b>Total</b>	\$	<b>122,716,957.21</b>

### Member Benefits

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A+ Rated Specific & Aggregate Excess Insurance	Medical Bill Reviews
Texas-Based Claims Administrator	Bi-Lingual Claims Adjusters
On-Site Loss Prevention Services	Personal Protective Equipment
Safety Incentives	Wellness Program

### Coverage Provider                      Funding Summary                      2021 – 2022

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Fixed Benefits Cost	\$	270,708.00
Claims Deposit (10% of MLF)	\$	48,925.50
9.1.2021 Initial Contribution	\$	319,633.50
<i>Maximum Loss Fund (MLF)</i>	\$	489,255.00

## Experience



Private and independent = more flexibility for you.

## Focus

- 100% of our time is devoted to serving public entities and providing access to the most competitive options
- Specialization nurtures expert assistance in the unique issues that schools face each day – active shooter, tort immunity, cyber liability, etc.



## Purchasing Power = More Choices for You

## More

- NAS is the largest insurance broker in Texas specializing in schools
- Represents more than 100 insurance markets worldwide; **plus**
- Proprietary access to programs not available to any other insurance broker in Texas – PCAT, WCS, CPAT and others

## Peace of Mind

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Public entity risk managers are responsible for managing taxpayer's dollars in a manner that produces the best long-term result. We help clients navigate their options and produce a risk management strategy providing optimal safety, stability and the lowest long-term cost.

## Our Mission

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Deliver the lowest long-term cost and the highest quality client experience. The cornerstones of our delivery are:

- Global Insurance Market Access
- Risk Management Resources & Training
- Comprehensive Claims Management & Recovery

## Core Values

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### Integrity

Our reputation is one of honesty and integrity. We fulfill commitments and keep promises. Our decisions will be made based on the motto, "Do what is right."

### Attitude

Positive attitudes are contagious. We will have fun and enjoy our work — Laughing is required. 'Can-do' attitudes produce success, and we will celebrate our successes.

### Purpose

We sincerely care about our clients, colleagues and partners. Every job and function has purpose. We will continually strive for improvement. Therefore, we can be proud of our accomplishments.

## Partners

---

People are judged by the company they keep. North American Solutions partners with risk management and insurance associations to develop the expertise and resources that truly make a difference in the safety and operation of public entities.





## Mission

WCS | Workers' Compensation Solutions provides Member districts with a modified self-insurance workers' compensation program that allows schools to proactively manage long-term costs associated with providing care and recovery for employees with on-the-job injuries. WCS helps achieve the lowest long-term cost for schools by providing comprehensive loss prevention programs to eliminate physical and policy exposures, while providing expert claims analysis and stop-loss limits to manage claims expenses.

## Governance

WCS is a non-profit, Member owned-and-governed program. WCS Members elect a Board of Directors from their peer districts to ensure the program is continuously aligned with the needs of its Members.

## Loss Prevention

The best kinds of claims are the ones that never happen. Years of school accident analysis has enabled WCS to strategically invest in Member loss prevention training and materials designed specifically to improve safety by reducing risks in the school environment.

## Claims Analysis

Getting injured employees back to work in a healthy and expeditious manner is the goal of all schools. WCS medical professionals conduct evaluations to help ensure an appropriate and effective use of medical and therapeutic treatment to best bring the employee back into the workplace.

## Partnership

Effective workers' compensation management requires a long-term strategy. WCS provides multi-year agreements to provide rate stability. WCS also works directly with each school to develop specific loss prevention, claims analysis, and fund retention plans to ensure a healthy workforce, safe environments, and proper program fiscal management, year after year.

**SUBJECT:** Approval of Renewal for Property and Casualty Insurance with Property Casualty Alliance of Texas (PCAT) for the 2021-2022 School Year

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

### **BACKGROUND INFORMATION**

On August 26, 2013, MCISD entered into an Interlocal Agreement with the Property Casualty Alliance of Texas (PCAT) pursuant to the Interlocal Cooperation Act, Chapter 791, Title 7, of the Texas Government Code. The goal of the agreement is for MCISD and PCAT to collectively and cooperatively provide a plan to efficiently and effectively administer the District's property/casualty program.

MCISD's property and casualty insurance coverage renews September 1, 2021. Currently MCISD's property and casualty insurance includes coverage for property, equipment breakdown, cyber suite, general liability, educator's legal liability, crime, auto liability and auto physical damage.

PCAT has submitted the 2021-2022 school year renewal for Mission C.I.S.D. The renewal came at \$1,351,435. Premium increased by \$239,557 or 21.5% from the prior year (\$1,111,878). The increase is attributed to the continued deterioration of the property insurance market since the spring of 2019. The culmination of the 2017, 2018, 2019, and 2020 CAT losses have drastically affected the marketplace. As we are all aware, the 2020 Atlantic Hurricane Season saw a season that blew through the dedicated storm names and continued halfway through the Greek alphabet for only the second time in history. In addition to hurricane losses in 2020, the market saw an effect from COVID-19, California wildfires, and social unrest. The United States alone saw twenty-two (22) billion dollar plus weather related disaster events in 2020 which only further adjusted the market in 2021. The "hardened" market remains consistent this year with rate increases, changes in terms, conditions, and capacity across all property placements. In addition, MCISD sustained a triple digit loss from Hurricane Hanna.

This renewal marks the 1<sup>st</sup> year of a 3-year Local Interlocal Addendum to be executed by the District.

### **ADMINISTRATIVE CONSIDERATIONS**

Renewal came in at a reasonable premium and recommend approval of renewal for Property and Casualty Insurance with Property Casualty Alliance of Texas (PCAT) for the 2021-2022 School Year.

**FUNDING SOURCE:**

General Fund                      Amount:        \$1,351,435

**RECOMMENDATION:**

Approval of Renewal for Property and Casualty Insurance with Property Casualty Alliance of Texas (PCAT) for the 2021-2022 School Year

**CONTACT PERSON (S)**

Rumalda Ruiz, Assistant Superintendent for Finance  
Sylvia Cruz, Director of Payroll, Employee Benefits, & Risk Management  
Dora Garcia, Coordinator for Purchasing



## Mission CISD 2021-2022 Premium Summary

	2020-2021 9/1/20 to 9/1/21	2021-2022 9/1/21 to 9/1/22	2021-2022 9/1/21 to 9/1/22
Total Insured Values:	\$494,700,679	\$496,651,893	\$496,651,893
AOP Deductible	\$15,000	\$15,000	\$15,000
Wind/Hail Deductible	\$50,000	\$50,000	\$50,000
Named Storm Deductible	1% of TIV, Per Building or Structure, subject to a minimum of \$100,000 Per Occurrence and a Maximum of \$1,000,000 Per Occurrence	2% of TIV, Per Occurrence, per location, subject to a minimum of \$100,000 Per Occurrence and a Maximum of \$3,000,000 Per Occurrence	1% of TIV, Per Occurrence, per location, subject to a minimum of \$100,000 Per Occurrence and a Maximum of \$3,000,000 Per Occurrence
Flood Deductible	Maximum NFIP, whether purchased or not for locations in zones prefixed with A or V or within Zone B, X500 or X-shaded; Plus \$100,000 per occurrence	\$100,000 Per Occurrence Except Maximum NFIP per Building, whether purchased or not, for Locations in Zones Prefixed with A or V or Within Zone B, X500 Or Shaded X; Plus \$100,000 per Occ. The following deductible also applies as respects 1802 Cleo Dawson, Mission, TX 78572 and 810 W. Griffin Parkway, Mission, TX 78572: Maximum available NFIP per Building, whether purchased or not, Plus \$100,000 per occurrence	\$100,000 Per Occurrence Except Maximum NFIP per Building, whether purchased or not, for Locations in Zones Prefixed with A or V or Within Zone B, X500 Or Shaded X; Plus \$100,000 per Occ. The following deductible also applies as respects 1802 Cleo Dawson, Mission, TX 78572 and 810 W. Griffin Parkway, Mission, TX 78572: Maximum available NFIP per Building, whether purchased or not, Plus \$100,000 per occurrence
Property - All Other Perils Wind/Hail Flood	\$793,144	\$905,791	\$989,731
Crime		\$9,156	\$9,156
PCAT Casualty	\$318,734	\$323,694	\$323,694
<b>Total</b>	<b>\$1,111,878</b>	<b>\$1,238,641</b>	<b>\$1,322,581</b>

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\* Per Building, per occurrence deductible option: Additional Premium: \$15,738.75

\* Flood - \$200,000 per occurrence deductible as respects 1802 Cleo Dawson and 810 W. Griffin Parkway: Additional Premium: \$13,115.63





# CARLISLE INSURANCE

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## Mission CISD 2021 Proposal

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### Equipment Breakdown & Casualty Coverage

Chase Carlisle  
Carlisle Insurance Agency  
500 N. Water Street, Suite 900  
Corpus Christi, TX 78401-0234  
361.884.2775  
carlisleins.com

## 2021 Coverage Summary

### Mission CISD

PCAT 9.1.2021 - 9.1.2022

Coverage	Provider	Valuation	Limits	Deductible
Equipment Breakdown	PCAT	Per Accident	\$100,000,000	\$5,000
Cyber Suite Coverage	PCAT	Data Compromise Computer Attack/Extortion Network Security	\$1,000,000	\$10,000
General Liability	PCAT	Per Occurrence / General Aggregate	\$1,000,000	\$1,000 \$5,000 Law
Educator's Legal Liability	PCAT	Claims Made & Reported	\$1,000,000	\$25,000
Auto Liability	PCAT	Per Accident	\$1,000,000	\$1,000
Auto Physical Damage	PCAT	Actual Cash Value	See Schedule	\$1,000

## Equipment Breakdown

	Limits	Deductible
Equipment Breakdown Limit	\$ 100,000,000	\$ 5,000
Property Damage	Included	
Off Premises Property Damage	\$ 25,000	
Business Income/Extra Expense/Service Interruption	\$ 1,000,000	
Contingent Business Income	\$ 25,000	
Civil Authority	Included	
Perishable Goods	\$ 100,000	
Demolition	\$ 100,000	
Ordinance or Law	\$ 100,000	
Expediting Expenses	\$ 100,000	
Hazardous Substances	\$ 100,000	
Newly Acquired Locations	\$ 1,000,000	
Green	\$ 25,000	
Public Relations	\$ 5,000	

## Cyber Suite Coverage

Annual Aggregate  
Limit

Deductible

All Coverages Combined

\$1,000,000

\$10,000

### Data Compromise Response Expenses - Included in Annual Aggregate Limit

Notification to Affected Individuals

Services to Affected Individuals

#### Per Occurrence Sublimits:

Forensic IT Review 50% of Cyber Suite Annual Limit

Legal Review 50% of Cyber Suite Annual Limit

Public Relations Services \$ 5,000

Regulatory Fines and Penalties 50% of Cyber Suite Annual Limit

PCI Fines and Penalties 50% of Cyber Suite Annual Limit

### Computer Attack & Cyber Extortion - Included in Annual Aggregate Limit

Data Restoration Costs

Data Recreation Costs

System Restoration Costs

#### Per Occurrence Sublimits:

Loss of Business 50% of Cyber Suite Annual Limit

Extended Income Recovery Subject to loss of business sublimit

Public Relations Services \$ 5,000

Cyber Extortion \$ 25,000

Misdirected Payment Fraud \$ 25,000

Computer Fraud \$ 25,000

### Data Compromise Liability - Included in Annual Aggregate Limit

Defense & Liability

### Network Security Liability - Included in Annual Aggregate Limit

Defense & Liability

### Electronic Media Liability - Included in Annual Aggregate Limit

Defense & Liability

## General Liability

	Limits	Deductible
General Aggregate Limit	\$1,000,000	\$ 1,000
Each Occurrence Limit	\$ 1,000,000	\$ 1,000
Damage To Premises Rented To You Limit	\$ 500,000	\$ 1,000
Law Enforcement Liability Limit	\$ 1,000,000	\$ 5,000
Unmanned Aerial Vehicle Aggregate Limit	\$ 100,000	\$ 1,000
Personal and Advertising Injury Limit	\$ 1,000,000	\$ 1,000
Products/Completed Operations Aggregate Limit	\$1,000,000	\$ 1,000

## Employee Benefits Liability

	Limits	Deductible
Claims-Made & Reported Form	Retroactive Date: 9.1.2013	
Each Employee	\$1,000,000	\$ 1,000
Aggregate (Included in General Liability General Aggregate)		

## Educator's Legal Liability

	Limits	Deductible
Claims-Made & Reported Form	Retroactive Date: 9.1.2008	
Coverage A: Professional Educational Services		\$ 25,000
Each Professional Incident	\$1,000,000	
Professional Incident Aggregate	\$1,000,000	
Coverage B: Employment-Practices Liability		\$ 25,000
Each Employment Incident	Combined with Coverage A	
Employment Incident Aggregate	Combined with Coverage A	
Coverage C: Non-Pecuniary Defense		\$ 25,000
Defense Reimbursement	\$100,000	
Defense Reimbursement Aggregate	\$300,000	

## Auto Liability

	Limits	Deductible
Combined Single Limit	\$ 1,000,000	\$ 1,000
Non-Owned & Hired Liability	BI / PD Limit	

## Auto Physical Damage

	Limits	Deductible
Comprehensive & Collision Coverage Including Flood, except in Zones Prefixed A or V	ACV	\$ 1,000
Newly Acquired Vehicles	ACV	\$ 1,000
Garagekeepers Legal Liability	\$ 50,000	\$ 1,000
Hired Car Physical Damage	\$ 100,000	\$ 1,000

## Vehicle Coverage

Automobile Liability and/or Physical Damage coverage is provided for all vehicles shown on the attached schedule. If changes to your schedule need to be made, advise your PCAT Representative before the beginning of the Participation Period. Adjustments to the schedule will be made and an Amended Auto Coverage Form will be issued. **Any vehicle owned prior to the Participation Period but not on the schedule may not be covered.**

### Newly Acquired Vehicles

Vehicles obtained after the beginning of the Participation Period are automatically covered for the same limits and deductibles as other like-type vehicles. However, if the number of vehicles added exceed 5% of the total number of covered vehicles, then an additional Contribution as determined will be due for the pro-rated coverage period.

# Terms & Conditions

## General Terms

1. The proposed contributions and coverage include package discounts. Therefore, all proposed coverages must be accepted as a package.
2. This proposal is summary only. Please consult all applicable agreements and coverage documents for a complete explanation of the coverages, conditions and exclusions.
3. If this proposal is based upon an incomplete application, terms and pricing may change if the completed application reveals new underwriting concerns.
4. This proposal is based upon no deterioration in property losses prior to binding. If a Named Storm has entered the Gulf of Mexico, binding or increasing coverage is not allowed without written approval from North American Solutions.
5. This proposal is rescinded if a RFP is issued by the school district or college subsequent to the date that this proposal is offered.
6. Coverage begins at 12:01 am on the effective date and ends at 12:01 am on the expiration date.

## Multi-Year Coverage

1. This proposal includes multi-year coverage terms as specified in the PCAT Multi-Year Interlocal Addendum.

## Automobiles

1. Automobile Liability coverage does not extend to 15 Passenger Vans “while transporting students.”
2. A contracted school bus driver who is not a district employee is not considered a covered Member.

## Annual Adjustments

1. Contributions are adjusted annually based on updated exposures for Property and Contents, Automobiles and Average Daily Attendance.
2. Contributions may be adjusted annually per the PCAT Multi-Year Interlocal Addendum.

## Proposal Contingencies (the following must be received prior to binding)

1. Signed PCAT Multi-Year Interlocal Addendum.
2. Signed coverage applications.

## Cost Summary

	Exposures		Cost
Equipment Breakdown	TIV	\$ 496,796,729	\$ 22,347
Cyber Suite	ADA	15,104	\$ 12,819
	Employees	2,238	
General Liability & Employee Benefits Liability	ADA	15,104	\$ 8,882
	Employees	2,238	
Educator's Legal Liability	ADA	15,104	\$ 123,651
	Employees	2,238	
Automobile Liability	Power Units	224	\$ 75,499
	Trailers	45	
Auto Physical Damage	Cost New	\$11,634,676	\$ 80,746
	Units	254	
<b>Annual Cost</b>			<b>\$ 323,944</b>

## Value - Added Services

Driver Training	On-site Training Session + School Bus Driver DVD Training Program	Included
Employee Training	Online Liability Training for School	Included
SafeBus Community Bus Driver Monitoring	Yellow & White fleet safety monitoring program	Included

# PCAT Summary of Coverage Changes

September 1, 2021

As part of the continuous improvement process, periodic reviews of coverage documents are conducted to provide the best products to our Members. Property Casualty Alliance of Texas (PCAT) is implementing the following coverage changes for all renewals taking effect on or after September 1, 2021.

[This is a summary of changes only, please carefully review the coverage documents in their entirety](#)

## Building and Personal Property Coverage

- In Section III – Inland Marine Coverages, D. Fine Arts. Change clarifying that Inland Marine Coverage only applies to Fine Arts while the property is off premises and that coverage is limited to a total of \$25,000. (pp. 9)
- In Section IV – Property Not Covered, R. Fine Arts. Fine Arts are now excluded from property coverage unless specifically listed on the property schedule at an agreed stated value. The amount established on the property schedule must be supported by an appraisal and agreed by PCAT. (pp. 12)
- In Section Commercial Property Conditions, I. Loss Conditions, L. Valuation, i. Fine Arts. Market value has been changed to Stated Value Basis (based on appraisal accepted by PCAT underwriting. Fine Arts off premises is limited to a total of \$25,000. (pp. 27-28)

## Commercial General Liability

- In Section I – General Exclusions – Coverages A, B, and C, one exclusion was changed.
  20. Communicable Disease Outbreak  
This policy does not cover any actual or alleged loss, liability, damage, compensation, bodily injury, sickness, disease, death, medical expenses, defense expense, cost, expense or any other amount, directly or indirectly and regardless of any other cause contributing concurrently or in any sequence, originating from, caused by, arising out of, contributed to by, resulting from, or otherwise in connection with a Communicable Disease Outbreak or the fear or threat (whether actual or perceived) of a Communicable Disease Outbreak including, but not limited to any cost to clean-up, detoxify, remove, monitor or test for a Communicable Disease associated with a Communicable Disease Outbreak.  
This exclusion applies even if the Claim against any insured alleges negligence or other wrongdoing in the:
    - a. Supervising, hiring, employing, training or monitoring of others that may be infected with and spread a Communicable Disease associated with a Communicable Disease Outbreak;
    - b. Testing for a communicable disease associated with a Communicable Disease Outbreak;
    - c. Failure to prevent the spread of the Communicable Disease associated with a Communicable Disease Outbreak; or
    - d. Failure to report the Communicable Disease associated with a Communicable Disease Outbreak to authorities. (pp. 13)

- In Section V – Definitions, two Definitions were added:

5. Communicable Disease

Any infection or contagious disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- a. The substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not, and
- b. Regardless of the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between humans, animals, or from any animal to any human or from any human to any animal, and
- c. The disease, substance or agent can cause or threaten bodily injury, illness, emotional distress, damage to human health, human welfare or tangible or intangible property damage. (pp. 19-20)

6. Communicable Disease Outbreak

A claim or occurrence for a Communicable Disease that is declared, or determined to be, a public health emergency, pandemic, outbreak, epidemic, disaster, or public emergency by the World Health Organization, or any agency or authority tasked with overseeing international or global public health, or by the United States government, including any federal, state or local agency. (pp. 20)

## **Business Automobile Coverage**

- In Section II – Liability Coverage, C. Limit of Coverage, 3. (a.)(b.)(c.) has been added. Coverage for **non-employees** is now limited to the maximum of \$100,000/\$300,000/\$100,000 to better align with governmental entity TTCA 101.023(b). (pp. 6 - 7)

## Experience



Private and independent = more flexibility for you.

## Focus

- 100% of our time is devoted to serving public entities and providing access to the most competitive options
- Specialization nurtures expert assistance in the unique issues that schools face each day – active shooter, tort immunity, cyber liability, etc.



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---

Public entity risk managers are responsible for managing taxpayer's dollars in a manner that produces the best long-term result. We help clients navigate their options and produce a risk management strategy providing optimal safety, stability and the lowest long-term cost.

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---

Deliver the lowest long-term cost and the highest quality client experience. The cornerstones of our delivery are:

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## Partners

---

People are judged by the company they keep. North American Solutions partners with risk management and insurance associations to develop the expertise and resources that truly make a difference in the safety and operation of public entities.



## Mission

---

PCAT was created to provide Member districts with a strategy to achieve the lowest long-term cost for property and casualty coverage via multi-year membership, rate and coverage stability, proactive loss prevention, and cash dividends.

## Strength

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PCAT provides multi-year risk management solutions for over 175 Texas school districts. With over \$50 Million in annual Member contributions, PCAT is the largest school risk program in the country devoted exclusively to property and casualty exposures.

## Governance

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PCAT is a Member owned-and-governed program. Member districts elect a five-Member Board of their peers to provide program governance ensuring the program is consistently aligned with the best interests of Member districts.

## Non-Profit

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PCAT's non-profit status ensures that any program funds not necessary for program operations are dispersed to Members via cash dividends. Since 2009, PCAT has returned over \$11,000,000 in cash dividends to Texas classrooms.

## Interlocal

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Formed under the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, the PCAT Interlocal Agreement enables Members to benefit from cost-saving multi-year agreements while meeting Texas Education Code section 44.031 Purchasing Contracts requirements.

## Disaster Recovery Assistance

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In the event of a major catastrophic event, procuring critical resources needed to get facilities up and running can be challenging. PCAT/Agility Recovery provides Member access to key disaster recovery assets such as generators, portable buildings, computers, satellite phone and Internet access.



## **Mission CISD Schedules**



Mission CISD

Member Name	Member Number	Building	Bldg #	Address	City	Zip Code	Const	# Story	YR Built	YR Roof Built	Sprinklered	Sq. Ft.	Cost/Sq. Ft.	%	Member	Building Value	Contents Value	Total Value
Mission CISD	108-908	Record Storage Warehouse / Office	21A	1101 Dunlap	Mission	78572	JM	1	1950			3,482	\$ 88.30	20%		\$ 307,450	\$ 61,490	\$ 368,940
Mission CISD	108-908	Marcell Elementary School Main	7A	1101 N Holland	Mission	78572	MNC	1	2000		YES	74,514	\$ 138.05	16%		\$ 10,286,861	\$ 1,645,898	\$ 11,932,759
Mission CISD	108-908	Marcell Elementary School Gym	7B	1101 N Holland	Mission	78572	MNC	1	1990			6,396	\$ 115.80	12%		\$ 740,664	\$ 88,880	\$ 829,544
Mission CISD	108-908	Marcell Elementary School Pavilion - Open		1101 N Holland	Mission	78572	NC	1	2000			2,400	\$ 30.00			\$ 72,000	\$ -	\$ 72,000
Mission CISD	108-908	Portable LRSH Wood Marcell Elementary - 43425		1101 N Holland	Mission	78572	Frame	1	1978			380	\$ 50.00	25%	Member	\$ 19,000	\$ 4,750	\$ 23,750
Mission CISD	108-908	Portable-Wood / Storage Marcell		1101 N. Holland	Mission	78572	Frame	1	2007			160	\$ 25.00	25%	Member	\$ 4,000	\$ 1,000	\$ 5,000
Mission CISD	108-908	Kenneth White Junior High School Main Bldg	16A	1101 W. Griffin Parkway	Mission	78572	MNC	1	1988			137,934	\$ 136.89	18%		\$ 18,881,112	\$ 3,398,600	\$ 22,279,712
Mission CISD	108-908	K-White Jr High School Pavilion		1101 W. Griffin Parkway	Mission	78572	NC	1	1990			2,401	\$ 30.00			\$ 72,030	\$ -	\$ 72,030
Mission CISD	108-908	300 Radio Tower - Metal		1101 W. Griffin Parkway	Mission	78572										\$ 25,000	\$ -	\$ 25,000
Mission CISD	108-908	K-White Jr High School Scoreboard		1101 W. Griffin Parkway	Mission	78572										\$ 10,000	\$ -	\$ 10,000
Mission CISD	108-908	K-White Jr High School Bleachers (25' x 10 rows)		1101 W. Griffin Parkway	Mission	78572										\$ 16,250	\$ -	\$ 16,250
Mission CISD	108-908	K-White Jr High School Bleachers (25' x 5 rows)		1101 W. Griffin Parkway	Mission	78572										\$ 16,250	\$ -	\$ 16,250
Mission CISD	108-908	K-White Jr High School Stadium Restrooms		1101 W. Griffin Parkway	Mission	78572	JM	1				814	\$ 40.00			\$ 32,560	\$ -	\$ 32,560
Mission CISD	108-908	K-White Jr High School Stadium Ticket Booth (9x9)		1101 W. Griffin Parkway	Mission	78572	Frame	1				81	\$ 25.00			\$ 2,025	\$ -	\$ 2,025
Mission CISD	108-908	K-White Jr High School Tennis Courts x3		1101 W. Griffin Parkway	Mission	78572										\$ 170,000	\$ -	\$ 170,000
Mission CISD	108-908	K-White Jr High School Portable Metal - 43449 & 43450		1101 W. Griffin Parkway	Mission	78572	Frame	1	1991			1,536	\$ 50.00	18%		\$ 76,800	\$ 13,824	\$ 90,624
Mission CISD	108-908	Professional Development Center	1B	1103 Pamela	Mission	78572	MNC	1	1978			3,600	\$ 125.47	25%		\$ 451,675	\$ 112,919	\$ 564,594
Mission CISD	108-908	Bryan Elementary Main School Bldg	5A	1110 N. Bryan Road	Mission	78572	MNC	1	2001		YES	71,442	\$ 138.48	16%		\$ 9,893,033	\$ 1,582,885	\$ 11,475,918
Mission CISD	108-908	Bryan Elementary Gym	5B	1110 N. Bryan Road	Mission	78572	MNC	1	1990			6,396	\$ 115.80	12%		\$ 740,664	\$ 88,880	\$ 829,544
Mission CISD	108-908	Bryan Elementary School - Metal Storage Portable - 43463		1110 N. Bryan Road	Mission	78572	NC	1	1989			1,080	\$ 50.00	16%		\$ 54,000	\$ 8,640	\$ 62,640
Mission CISD	108-908	Bryan Elementary School - Wood Storage Portable - 43422		1110 N. Bryan Road	Mission	78572	Frame	1	1968			336	\$ 50.00	16%		\$ 16,800	\$ 2,688	\$ 19,488
Mission CISD	108-908	Bryan Elementary School - Wood Storage Portable - 43423		1110 N. Bryan Road	Mission	78572	Frame	1	1968			336	\$ 50.00	16%		\$ 16,800	\$ 2,688	\$ 19,488
Mission CISD	108-908	Main District Administration Office Bldg	1A	1201 Bryce Drive	Mission	78572	MNC	1	1953			41,072	\$ 121.86	25%		\$ 5,005,025	\$ 1,251,256	\$ 6,256,281
Mission CISD	108-908	Central Kitchen	19A	1201 W. Griffin Parkway	Mission	78572	MNC	1	1990		YES	36,521	\$ 132.53	35%		\$ 4,839,989	\$ 1,693,996	\$ 6,533,985
Mission CISD	108-908	CNP Warehouse Expansion		1201 W. Griffin Parkway	Mission	78572	MNC	1	2015	2015		11,488	\$ 153.18		Member	\$ 1,759,736	\$ 558,361	\$ 2,318,097
Mission CISD	108-908	Radio Room #1 (14 x 30)		1201 W. Griffin Parkway	Mission	78572										\$ 26,000	\$ -	\$ 26,000
Mission CISD	108-908	Radio Room #2 (14 x 20)		1201 W. Griffin Parkway	Mission	78572										\$ 21,000	\$ 45,000	\$ 66,000
Mission CISD	108-908	Ag Farm Pen A (62 x 78)		1201 W. Griffin Parkway	Mission	78572	NC	1				4,836	\$ 30.00			\$ 145,080	\$ -	\$ 145,080
Mission CISD	108-908	Ag Farm Pen B (35 x 50)		1201 W. Griffin Parkway	Mission	78572	NC	1				1,750	\$ 30.00			\$ 52,500	\$ -	\$ 52,500
Mission CISD	108-908	Ag Farm Pen C (45 x 100)		1201 W. Griffin Parkway	Mission	78572	NC	1				4,500	\$ 30.00			\$ 135,000	\$ -	\$ 135,000
Mission CISD	108-908	Ag Farm Storage 1 (10 x 15)		1201 W. Griffin Parkway	Mission	78572	Frame	1				150	\$ 25.00	10%		\$ 3,750	\$ 375	\$ 4,125
Mission CISD	108-908	Ag Farm Storage 2 (10 x 15)		1201 W. Griffin Parkway	Mission	78572	Frame	1				150	\$ 25.00	10%		\$ 3,750	\$ 375	\$ 4,125
Mission CISD	108-908	CNP Warehouse Expansion		1201 W. Griffin Parkway	Mission	78572						11,488			Member	\$ 1,759,736	\$ 558,361	\$ 2,318,097
Mission CISD	108-908	Jose "Joe" Correa Jr. Agriculture Science Lab		1205 W. Griffin Parkway	Mission	78572	NC	1	2016	2016	YES	28,218	\$ 87.33		Member	\$ 2,464,383	\$ 127,492	\$ 2,591,875
Mission CISD	108-908	Mission CISD Northside Pool		1500 N. Nicholson Avenue	Mission	78572			2018			13,000	\$ 93.84		Member	\$ 1,219,871	\$ -	\$ 1,219,871
Mission CISD	108-908	Mission High School Bldg A	2A	1802 Cleo Dawson	Mission	78572	MNC	1	1963			19,967	\$ 129.19	20%		\$ 2,579,511	\$ 515,902	\$ 3,095,413
Mission CISD	108-908	Mission HS Bldg B	2B	1802 Cleo Dawson	Mission	78572	MNC	1	1963			19,967	\$ 133.09	20%		\$ 2,657,441	\$ 531,488	\$ 3,188,929
Mission CISD	108-908	Mission HS Bldg M	2C	1802 Cleo Dawson	Mission	78572	MNC	1	1987			13,819	\$ 133.39	20%		\$ 1,843,381	\$ 368,676	\$ 2,212,057
Mission CISD	108-908	Mission HS Bldg N	2D	1802 Cleo Dawson	Mission	78572	MNC	1	1987			9,059	\$ 135.71	20%		\$ 1,229,428	\$ 245,886	\$ 1,475,314
Mission CISD	108-908	Mission HS Bldg J	2E	1802 Cleo Dawson	Mission	78572	MNC	1	1985			12,882	\$ 136.67	20%		\$ 1,760,647	\$ 352,129	\$ 2,112,776
Mission CISD	108-908	Mission HS Bldg D / Old Gym	2H	1802 Cleo Dawson	Mission	78572	MNC	1	1963			31,936	\$ 123.48	15%		\$ 3,943,329	\$ 591,499	\$ 4,534,828
Mission CISD	108-908	Mission HS Bldg Q	2F	1802 Cleo Dawson	Mission	78572	MNC	1	1971			34,247	\$ 156.82			\$ 5,370,588	\$ 1,074,118	\$ 6,444,706
Mission CISD	108-908	Mission HS Neuhaus Center / New Gym	2I	1802 Cleo Dawson	Mission	78572	MNC	1	1985		YES	33,742	\$ 147.70	12%		\$ 4,983,526	\$ 598,023	\$ 5,581,549
Mission CISD	108-908	Mission HS Fine Arts Bldg	2J	1802 Cleo Dawson	Mission	78572	MNC	1	2009		YES	18,955	\$ 295.56	30%		\$ 5,602,262	\$ 1,680,679	\$ 7,282,941
Mission CISD	108-908	Mission HS Bldg R - Science	2L	1802 Cleo Dawson	Mission	78572	MNC	1	2001			49,557	\$ 141.16	20%		\$ 6,995,477	\$ 1,399,095	\$ 8,394,572
Mission CISD	108-908	Mission HS Old Field House	2M	1802 Cleo Dawson	Mission	78572	MNC	1	1980			12,098	\$ 115.62	20%		\$ 1,398,769	\$ 279,754	\$ 1,678,523
Mission CISD	108-908	Mission HS FFA / Agriculture Bldg	2N	1802 Cleo Dawson	Mission	78572	NC	1	2004			11,680	\$ 73.20	25%		\$ 854,949	\$ 213,737	\$ 1,068,686
Mission CISD	108-908	Mission HS Field House (NEW)	2O	1802 Cleo Dawson	Mission	78572	MNC	1	2014		YES	15,942	\$ 215.96			\$ 3,292,559	\$ 688,568	\$ 3,981,127
Mission CISD	108-908	Mission High School - Cafeteria		1802 Cleo Dawson	Mission	78572	MNC		2018			28,700	\$ 154.76		Member	\$ 4,441,626	\$ 839,288	\$ 5,280,914
Mission CISD	108-908	Mission High School - AG Building		1802 Cleo Dawson	Mission	78572	MNC	1	2017			9,550	\$ 131.44		Member	\$ 1,255,239	\$ -	\$ 1,255,239
Mission CISD	108-908	Mission High School - Area A & B (classrooms)		1802 Cleo Dawson	Mission	78572	MNC	2	2018			58,900	\$ 156.06		Member	\$ 9,192,223	\$ 79,327	\$ 9,271,550



# CARLISLE INSURANCE

— SINCE 1925 —

TAKE PRIDE

## Equipment Breakdown Schedule

Member Name	Member Number	Building	Bldg #	Address	City	Zip Code	Const	# Story	YR Built	YR Roof Built	Sprinklered	Sq. Ft.	Cost/Sq. Ft.	%	Member	Building Value	Contents Value	Total Value
Mission CISD	108-908	Mission High School - Area M (Administration)		1802 Cleo Dawson	Mission	78572	MNC	1	2018			14,000	\$ 123.96		Member	\$ 1,735,427	\$ 316,968	\$ 2,052,395
Mission CISD	108-908	Mission High School - Area N (JROTC)		1802 Cleo Dawson	Mission	78572	MNC	1	2017			9,000	\$ 159.71		Member	\$ 1,437,354	\$ -	\$ 1,437,354
Mission CISD	108-908	Mission High School - Central Plant (3Chillers) in D Bldg		1802 Cleo Dawson	Mission	78572			2018			4,742	\$ -		Member	\$ -	\$ 3,771,365	\$ 3,771,365
Mission CISD	108-908	Mission High School - Fine Arts Complex		1802 Cleo Dawson	Mission	78572		2	2018			16,195			Member	\$ 3,075,421	\$ -	\$ 3,075,421
Mission CISD	108-908	Mission High School - Building D		1802 Cleo Dawson	Mission	78572		1	2018						Member	\$ 1,288,860	\$ -	\$ 1,288,860
Mission CISD	108-908	Grounds Storage Bldg (45 x 17)		1802 Cleo Dawson	Mission	78572	NC	1	1980			765	\$ 30.00	20%		\$ 22,950	\$ 4,590	\$ 27,540
Mission CISD	108-908	Restrooms - Home & Visitors		1802 Cleo Dawson	Mission	78572	MNC	1	2016	2016		1,860			Member	\$ 407,502	\$ -	\$ 407,502
Mission CISD	108-908	Renovated Tom Landry Stadium		1802 Cleo Dawson	Mission	78572									Member	\$ 5,458,061	\$ -	\$ 5,458,061
Mission CISD	108-908	Football Field Restroom Bldg		1802 Cleo Dawson	Mission	78572	MNC	1	1980			1,136	\$ 60.00	10%		\$ 68,160	\$ 6,816	\$ 74,976
Mission CISD	108-908	Concession Stand 1 (Home Side)		1802 Cleo Dawson	Mission	78572	NC	1	1980			280	\$ 50.00	10%		\$ 14,000	\$ 1,400	\$ 15,400
Mission CISD	108-908	Concession Stand 2 (Home Side)		1802 Cleo Dawson	Mission	78572	NC	1	1980			308	\$ 50.00	10%		\$ 15,400	\$ 1,540	\$ 16,940
Mission CISD	108-908	Concession Stand 3 (Home Side)		1802 Cleo Dawson	Mission	78572	NC	1	1980			336	\$ 50.00	10%		\$ 16,800	\$ 1,680	\$ 18,480
Mission CISD	108-908	Concession Stand 4 (Home Side)		1802 Cleo Dawson	Mission	78572	NC	1	1980			280	\$ 50.00	10%		\$ 14,000	\$ 1,400	\$ 15,400
Mission CISD	108-908	Concession Stand 1 (Visitor Side)		1802 Cleo Dawson	Mission	78572	NC	1	1985			260	\$ 50.00	10%		\$ 13,000	\$ 1,300	\$ 14,300
Mission CISD	108-908	Concession Stand 2 (Visitor Side)		1802 Cleo Dawson	Mission	78572	NC	1	1985			260	\$ 50.00	10%		\$ 13,000	\$ 1,300	\$ 14,300
Mission CISD	108-908	Football Lights w / Metal Poles (4 Poles, 80 Lights)		1802 Cleo Dawson	Mission	78572										\$ 112,000	\$ -	\$ 112,000
Mission CISD	108-908	Scoreboard Metal on Metal Pole		1802 Cleo Dawson	Mission	78572										\$ 495,315	\$ -	\$ 495,315
Mission CISD	108-908	Stadium 8 Lane Synthetic Track		1802 Cleo Dawson	Mission	78572										\$ 150,000	\$ -	\$ 150,000
Mission CISD	108-908	Football Field Artificial Turf		1802 Cleo Dawson	Mission	78572										\$ 650,000	\$ -	\$ 650,000
Mission CISD	108-908	Baseball Press Box / Concession / Restroom		1802 Cleo Dawson	Mission	78572	JM	2	1998			1,948	\$ 40.00	20%		\$ 77,920	\$ 15,584	\$ 93,504
Mission CISD	108-908	Baseball Batting Practice Bldg		1802 Cleo Dawson	Mission	78572	MNC	1	1998			3,440	\$ 40.00	15%		\$ 137,600	\$ 20,640	\$ 158,240
Mission CISD	108-908	Baseball Dugout (1st Base Side)		1802 Cleo Dawson	Mission	78572	MNC	1	1998			616	\$ 40.00			\$ 24,640	\$ -	\$ 24,640
Mission CISD	108-908	Baseball Dugout (3rd Base Side)		1802 Cleo Dawson	Mission	78572	MNC	1	1998			616	\$ 40.00			\$ 24,640	\$ -	\$ 24,640
Mission CISD	108-908	Baseball Field Lights w / Metal Poles (8 poles, 94 lights)		1802 Cleo Dawson	Mission	78572										\$ 144,400	\$ -	\$ 144,400
Mission CISD	108-908	Baseball Bleachers (55' x 18 rows)		1802 Cleo Dawson	Mission	78572										\$ 66,000	\$ -	\$ 66,000
Mission CISD	108-908	Baseball Bleachers (55' x 18 rows)		1802 Cleo Dawson	Mission	78572										\$ 66,000	\$ -	\$ 66,000
Mission CISD	108-908	Baseball Bleachers (32' x 5 rows)		1802 Cleo Dawson	Mission	78572										\$ 10,667	\$ -	\$ 10,667
Mission CISD	108-908	Baseball Scoreboard		1802 Cleo Dawson	Mission	78572										\$ 8,000	\$ -	\$ 8,000
Mission CISD	108-908	Softball Pressbox / Restroom Bldg		1802 Cleo Dawson	Mission	78572	JM	1	1998			864	\$ 50.00	10%		\$ 43,200	\$ 4,320	\$ 47,520
Mission CISD	108-908	Softball Batting Bldg		1802 Cleo Dawson	Mission	78572	JM	1	1998			2,856	\$ 40.00	20%		\$ 114,240	\$ 22,848	\$ 137,088
Mission CISD	108-908	Softball Dugout (1st Base Side)		1802 Cleo Dawson	Mission	78572	JM	1	1998			365	\$ 40.00			\$ 14,600	\$ -	\$ 14,600
Mission CISD	108-908	Softball Dugout (3rd Base Side)		1802 Cleo Dawson	Mission	78572	JM	1	1998			365	\$ 40.00			\$ 14,600	\$ -	\$ 14,600
Mission CISD	108-908	Softball Lights / Poles (6 Poles, 30 Lights)		1802 Cleo Dawson	Mission	78572										\$ 84,000	\$ -	\$ 84,000
Mission CISD	108-908	Softball Bleachers (32' x 8 rows)		1802 Cleo Dawson	Mission	78572										\$ 17,067	\$ -	\$ 17,067
Mission CISD	108-908	Softball Bleachers (32' x 8 rows)		1802 Cleo Dawson	Mission	78572										\$ 17,067	\$ -	\$ 17,067
Mission CISD	108-908	Softball Bleachers (25' x 5 rows)		1802 Cleo Dawson	Mission	78572										\$ 8,333	\$ -	\$ 8,333
Mission CISD	108-908	Softball Bleachers (25' x 5 rows)		1802 Cleo Dawson	Mission	78572										\$ 8,333	\$ -	\$ 8,333
Mission CISD	108-908	Softball Scoreboard		1802 Cleo Dawson	Mission	78572										\$ 6,000	\$ -	\$ 6,000
Mission CISD	108-908	Tennis Courts		1802 Cleo Dawson	Mission	78572										\$ 300,000	\$ -	\$ 300,000
Mission CISD	108-908	Portable - Double Metal Football - 43420		1802 Cleo Dawson	Mission	78572	Frame	1	1979			1,536	\$ 50.00	20%		\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Portable - Double Metal Football - 43421		1802 Cleo Dawson	Mission	78572	Frame	1	1979			1,536	\$ 50.00	20%		\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Portable-Double Metal Softball Locker - 43432		1802 Cleo Dawson	Mission	78572	Frame	1	1979			1,536	\$ 50.00	20%		\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Portable-Single Metal ROTC - 43472		1802 Cleo Dawson	Mission	78572	Frame	1	1989			768	\$ 50.00	20%		\$ 38,400	\$ 7,680	\$ 46,080
Mission CISD	108-908	Portable-Single Metal ROTC - 43473		1802 Cleo Dawson	Mission	78572	Frame	1	1989			768	\$ 50.00	20%		\$ 38,400	\$ 7,680	\$ 46,080
Mission CISD	108-908	Portable-Double Wood ROTC - 43474		1802 Cleo Dawson	Mission	78572	Frame	1	1989			1,536	\$ 50.00	20%		\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Portable Single Metal ROTC - 43490		1802 Cleo Dawson	Mission	78572	Frame	1	1991			768	\$ 50.00	20%		\$ 38,400	\$ 7,680	\$ 46,080
Mission CISD	108-908	Mission High Portable-Metal (24 x 64) - 42557		1802 Cleo Dawson	Mission	78572	Frame	1	1999			1,280	\$ 50.00	20%	Member	\$ 64,000	\$ 12,800	\$ 76,800
Mission CISD	108-908	Portable-Double Wood Soccer Field - 40964		1802 Cleo Dawson	Mission	78572	Frame	1	1997			1,536	\$ 50.00	20%		\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Collegiate HS Portable Metal - 43478 (24 x 32)		1802 Cleo Dawson	Mission	78572	Frame	1	1999			768	\$ 253.13	20%	Member	\$ 194,400	\$ 38,880	\$ 233,280
Mission CISD	108-908	Collegiate HS Portable Double Wood - 40956		1802 Cleo Dawson	Mission	78572	Frame	1	1997			1,536	\$ 50.00	20%	Member	\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	CHS Portable Double Wood Office/Conf. Room - 43406		1802 Cleo Dawson	Mission	78572	Frame	1	1996			1,536	\$ 50.00	20%	Member	\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Collegiate HS Portable Double Wood Labs - 43459		1802 Cleo Dawson	Mission	78572	Frame	1	1999			1,536	\$ 50.00	20%	Member	\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Collegiate HS Portable Double Wood - 40957		1802 Cleo Dawson	Mission	78572	Frame	1	1997			1,536	\$ 50.00	20%	Member	\$ 76,800	\$ 15,360	\$ 92,160



**CARLISLE**  
INSURANCE  
— SINCE 1925 —

TAKE PRIDE

Equipment Breakdown Schedule

Member Name	Member Number	Building	Bldg #	Address	City	Zip Code	Const	# Story	YR Built	YR Roof Built	Sprinklered	Sq. Ft.	Cost/Sq. Ft.	%	Member	Building Value	Contents Value	Total Value
Mission CISD	108-908	Collegiate HS Portable Double Wood Classroom - 43407		1802 Cleo Dawson	Mission	78572	Frame	1	1997			1,536	\$ 50.00	20%	Member	\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Collegiate HS Portable-Double Wood - 43404		1802 Cleo Dawson	Mission	78572	Frame	1	1996			1,536	\$ 50.00	20%	Member	\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Collegiate HS Portable-Single Metal - 43418		1802 Cleo Dawson	Mission	78572	Frame	1	1991			1,536	\$ 50.00	20%	Member	\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Mission HS Portable - 40955		1802 Cleo Dawson	Mission	78572	Frame	1	1999			1,536	\$ 50.00	16%	Member	\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Mission HS Portable - 40962		1802 Cleo Dawson	Mission	78572	Frame	1	1996			1,536	\$ 50.00	16%	Member	\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Mission HS Portable - 40963		1802 Cleo Dawson	Mission	78572	Frame	1	1999			1,536	\$ 50.00	16%	Member	\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Mission HS Portable - 43397		1802 Cleo Dawson	Mission	78572	Frame	1	1999			1,536	\$ 50.00	16%	Member	\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	City of Alton Portable - 43395		1802 Cleo Dawson	Mission	78572	Frame	1	1999			1,536	\$ 50.00	16%	Member	\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Mission HS Portable - 43396		1802 Cleo Dawson	Mission	78572	Frame	1	1999			1,536	\$ 50.00	16%	Member	\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Mission HS Portable - 43400		1802 Cleo Dawson	Mission	78572	Frame	1	1999			768	\$ 50.00	16%	Member	\$ 38,400	\$ 6,144	\$ 44,544
Mission CISD	108-908	Mission HS Portable - 43403		1802 Cleo Dawson	Mission	78572	Frame	1	1999			768	\$ 50.00	16%	Member	\$ 38,400	\$ 6,144	\$ 44,544
Mission CISD	108-908	Mission HS Portable - 43415		1802 Cleo Dawson	Mission	78572	Frame	1	1979			768	\$ 50.00	16%	Member	\$ 38,400	\$ 6,144	\$ 44,544
Mission CISD	108-908	Mission HS Portable (Metal) - 43479		1802 Cleo Dawson	Mission	78572	Frame	1	1999			1,536	\$ 50.00	16%	Member	\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Mission HS Portable - 40959		1802 Cleo Dawson	Mission	78572	Frame	1	1989			1,536	\$ 50.00	18%	Member	\$ 76,800	\$ 13,824	\$ 90,624
Mission CISD	108-908	Mission HS Portable - 43427 & 43429		1802 Cleo Dawson	Mission	78572	Frame	1	1989			1,536	\$ 50.00	16%	Member	\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Mims Elementary School Main	11A	200 E. 2 Mile Line	Mission	78572	MNC	1	1985		YES	62,302	\$ 133.91	16%		\$ 8,343,159	\$ 1,334,905	\$ 9,678,064
Mission CISD	108-908	Mims Elementary School Gym	11B	200 E. 2 Mile Line	Mission	78572	MNC	1	1990			6,130	\$ 116.60	12%		\$ 714,773	\$ 85,773	\$ 800,546
Mission CISD	108-908	Mims Elementary School Pavilion - Open		200 E. 2 Mile Line	Mission	78572	NC	1				7,080	\$ 30.00			\$ 212,400	\$ -	\$ 212,400
Mission CISD	108-908	Portable Double Wood Mims - 40958		200 E. 2 Mile Line	Mission	78572	Frame	1	1996			1,536	\$ 50.00	16%		\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Castro Elementary School Main	6A	200 S. Mayberry	Mission	78572	MNC	1	1958		YES	74,648	\$ 139.17	16%		\$ 10,388,712	\$ 1,662,194	\$ 12,050,906
Mission CISD	108-908	Castro Elementary School Gym	6B	200 S. Mayberry	Mission	78572	MNC	1	1975			6,396	\$ 115.80	12%		\$ 740,664	\$ 88,880	\$ 829,544
Mission CISD	108-908	Castro Elementary School Textbook Warehouse	6C	200 S. Mayberry	Mission	78572	JM	1	1975			2,812	\$ 133.59			\$ 375,655	\$ 1,000,000	\$ 1,375,655
Mission CISD	108-908	Castro Elementary School Tech Shop	6D	200 S. Mayberry	Mission	78572	JM	1	1975			3,127	\$ 132.22	10%		\$ 413,457	\$ 41,346	\$ 454,803
Mission CISD	108-908	Castro Elementary School Storage Room		200 S. Mayberry	Mission	78572	Frame	1				120	\$ 50.00			\$ 6,000	\$ -	\$ 6,000
Mission CISD	108-908	Castro Skill Portable - 43457 & 43458		200 S. Mayberry	Mission	78572	Frame	1	1989			1,536	\$ 50.00	16%	Member	\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Castro Headstart Portable Double Metal - 43498		200 S Mayberry	Mission	78572	Frame	1	1968			1,536	\$ 50.00	20%	Member	\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Castro Headstart Portable - 43475, (43476 MHS) , (43477 Transp N)		200 S Mayberry	Mission	78572	Frame	1	1999			2,136	\$ 50.00	16%	Member	\$ 106,800	\$ 17,088	\$ 123,888
Mission CISD	108-908	Castro Headstart Portable Single Metal R.R. - 43480		200 S. Mayberry	Mission	78572	Frame	1	1979			768	\$ 50.00	20%	Member	\$ 38,400	\$ 7,680	\$ 46,080
Mission CISD	108-908	Castro Headstart Portable - 43486 Metal		200 S. Mayberry	Mission	78572	Frame	1	1989			768	\$ 50.00	20%	Member	\$ 38,400	\$ 7,680	\$ 46,080
Mission CISD	108-908	Castro Headstart Portable - 43488 Metal		200 S. Mayberry	Mission	78572	Frame	1	1989			768	\$ 50.00	20%	Member	\$ 38,400	\$ 7,680	\$ 46,080
Mission CISD	108-908	Pearson Elementary School Main	8A	315 S Holland	Mission	78572	MNC	1	2001		YES	74,499	\$ 135.92	16%		\$ 10,125,839	\$ 1,620,134	\$ 11,745,973
Mission CISD	108-908	Pearson Elementary School Gym	8B	315 S Holland	Mission	78572	MNC	1	2001			6,396	\$ 115.80	12%		\$ 740,664	\$ 88,880	\$ 829,544
Mission CISD	108-908	Pearson Elementary PE Storage (9x14)		315 S Holland	Mission	78572	MNC	1	2001			126	\$ 25.00	25%	Member	\$ 3,150	\$ 788	\$ 3,938
Mission CISD	108-908	Leal Elementary Office / LRC Bldg A	12A	318 S. Los Ebanos	Mission	78572	MNC	1	1984			5,494	\$ 136.65	16%		\$ 750,778	\$ 120,124	\$ 870,902
Mission CISD	108-908	Leal Elementary Clrm Bldg B / Cafeteria	12B	318 S. Los Ebanos	Mission	78572	MNC	1	1984		YES	7,517	\$ 137.83	20%		\$ 1,036,078	\$ 207,216	\$ 1,243,294
Mission CISD	108-908	Leal Elementary Clrm Bldg C	12C	318 S. Los Ebanos	Mission	78572	MNC	1	1984			8,944	\$ 129.32	16%		\$ 1,156,659	\$ 185,065	\$ 1,341,724
Mission CISD	108-908	Leal Elementary Clrm Bldg D	12D	318 S. Los Ebanos	Mission	78572	MNC	1	1984			8,944	\$ 129.32	16%		\$ 1,156,659	\$ 185,065	\$ 1,341,724
Mission CISD	108-908	Leal Elementary Clrm Bldg E	12E	318 S. Los Ebanos	Mission	78572	MNC	1	1986			16,444	\$ 121.48	16%		\$ 1,997,570	\$ 319,611	\$ 2,317,181
Mission CISD	108-908	Leal Elementary Clrm Bldg F	12F	318 S. Los Ebanos	Mission	78572	MNC	1	1999			9,319	\$ 128.31	16%		\$ 1,195,757	\$ 191,321	\$ 1,387,078
Mission CISD	108-908	Leal Elementary Clrm Bldg G	12G	318 S. Los Ebanos	Mission	78572	MNC	1	2008			9,722	\$ 127.89	16%		\$ 1,243,359	\$ 198,937	\$ 1,442,296
Mission CISD	108-908	Leal Elementary Gym	12H	318 S. Los Ebanos	Mission	78572	MNC	1	1990			6,704	\$ 114.80	12%		\$ 769,641	\$ 92,357	\$ 861,998
Mission CISD	108-908	Leal Elementary Storage Bldg		318 S. Los Ebanos	Mission	78572	JM	1	1990			600	\$ 75.00	10%		\$ 45,000	\$ 4,500	\$ 49,500
Mission CISD	108-908	Leal Elementary Covered Areas (campus wide)		318 S. Los Ebanos	Mission	78572	NC	1				11,077	\$ 30.00			\$ 332,310	\$ -	\$ 332,310
Mission CISD	108-908	Leal Elementary Marquee		318 S. Los Ebanos	Mission	78572			2017						Member	\$ 17,314	\$ -	\$ 17,314
Mission CISD	108-908	Escobar-Rios Elementary School Main	25A	3505 N. Trosper Rd	Mission	78572	MNC	1	2008		YES	69,142	\$ 161.63	16%		\$ 11,175,505	\$ 1,788,081	\$ 12,963,586
Mission CISD	108-908	Flashing Lights		3505 N. Trosper Rd	Mission	78572										\$ 11,000	\$ -	\$ 11,000
Mission CISD	108-908	Escobar-Rios Elementary Marquee		3505 N. Trosper Rd	Mission	78572			2017						Member	\$ 17,314	\$ -	\$ 17,314
Mission CISD	108-908	Roosevelt Alternative Center Main Office / Classrooms	9A	407 E. 3rd St	Mission	78572	MNC	1	1972			11,634	\$ 140.22	16%		\$ 1,631,346	\$ 261,015	\$ 1,892,361
Mission CISD	108-908	Roosevelt Alternative Center Classroom 21 & 23	9C	407 E. 3rd St	Mission	78572	JM	1	1936			1,564	\$ 147.13	16%		\$ 230,118	\$ 36,819	\$ 266,937
Mission CISD	108-908	Roosevelt Alternative Center Restroom	9D	407 E. 3rd St	Mission	78572	JM	1	2000			1,457	\$ 126.22	10%		\$ 183,904	\$ 18,390	\$ 202,294
Mission CISD	108-908	Roosevelt Portable - 43461 & 43464		407 E. 3rd St	Mission	78572	Frame	1	1989			1,536	\$ 50.00	16%	Member	\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Portable LRSH Wood Alternative - 43453		407 E. 3rd St	Mission	78572	Frame	1	1968			320	\$ 50.00	16%		\$ 16,000	\$ 2,560	\$ 18,560
Mission CISD	108-908	Portable-Single Metal Classroom - 43459		407 E. 3rd St	Mission	78572	Frame	1	1989			768	\$ 50.00	16%		\$ 38,400	\$ 6,144	\$ 44,544



# CARLISLE INSURANCE

— SINCE 1925 —

TAKE PRIDE

## Equipment Breakdown Schedule

Member Name	Member Number	Building	Bldg #	Address	City	Zip Code	Const	# Story	YR Built	YR Roof Built	Sprinklered	Sq. Ft.	Cost/Sq. Ft.	%	Member	Building Value	Contents Value	Total Value
Mission CISD	108-908	Portable Double Metal Classroom - 43471		407 E. 3rd St	Mission	78572	Frame	1	1982			1,536	\$ 50.00	16%		\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Portable LRSH R.R. - 43481		407 E. 3rd St	Mission	78572	Frame	1	1978			320	\$ 50.00	10%		\$ 16,000	\$ 1,600	\$ 17,600
Mission CISD	108-908	Roosevelt Alternative Center Gazebo		407 E. 3rd St	Mission	78572	NC	1				309	\$ 30.00			\$ 9,270	\$ -	\$ 9,270
Mission CISD	108-908	Options Academy Portable - 43405		407 E. 3rd St	Mission	78572	Frame	1	1997			1,536	\$ 50.00	16%		\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Options Academy Portable - 43466		407 E. 3rd St	Mission	78572	Frame	1	1997			1,536	\$ 50.00	16%		\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Options Academy Portable - 43468		407 E. 3rd St	Mission	78572	Frame	1	1997			1,536	\$ 50.00	16%		\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Mission Jr High Bldg A	3A	415 E. 14th	Mission	78572	MNC	1	1979			7,009	\$ 135.68	18%		\$ 951,002	\$ 171,180	\$ 1,122,182
Mission CISD	108-908	Mission Jr High Bldg B	3B	415 E. 14th	Mission	78572	MNC	1	1979			7,009	\$ 135.68	18%		\$ 951,002	\$ 171,180	\$ 1,122,182
Mission CISD	108-908	Mission Jr High "LRC" Bldg C	3C	415 E. 14th	Mission	78572	MNC	1	1979			7,009	\$ 133.68	18%		\$ 936,942	\$ 168,650	\$ 1,105,592
Mission CISD	108-908	Mission Jr High Bldg D	3D	415 E. 14th	Mission	78572	MNC	1	1979			7,009	\$ 135.68	18%		\$ 951,002	\$ 171,180	\$ 1,122,182
Mission CISD	108-908	Mission Jr High Computer / Clrm Bldg E	3E	415 E. 14th	Mission	78572	MNC	1	1975		YES	4,059	\$ 147.72	20%		\$ 599,582	\$ 119,916	\$ 719,498
Mission CISD	108-908	Mission Jr High Office / Clrm Bldg F	3F	415 E. 14th	Mission	78572	MNC	1	1979		YES	7,009	\$ 139.38	18%		\$ 976,912	\$ 175,844	\$ 1,152,756
Mission CISD	108-908	Mission Jr High Clrm Bldg G	3G	415 E. 14th	Mission	78572	MNC	1	1979			7,009	\$ 135.68	18%		\$ 951,002	\$ 171,180	\$ 1,122,182
Mission CISD	108-908	Mission Jr High Clrm Bldg H	3H	415 E. 14th	Mission	78572	MNC	1	1979			7,009	\$ 135.68	18%		\$ 951,002	\$ 171,180	\$ 1,122,182
Mission CISD	108-908	Mission Jr High Clrm Bldg I	3I	415 E. 14th	Mission	78572	MNC	1	1979			7,009	\$ 135.68	18%		\$ 951,002	\$ 171,180	\$ 1,122,182
Mission CISD	108-908	Mission Jr High Band / Choir / Shop Bldg J	3J	415 E. 14th	Mission	78572	MNC	1	1983		YES	10,814	\$ 147.43	20%		\$ 1,594,270	\$ 318,854	\$ 1,913,124
Mission CISD	108-908	Mission Jr High Bldg K / Gym	3K	415 E. 14th	Mission	78572	JM	1	1949		YES	13,525	\$ 143.11	12%		\$ 1,935,573	\$ 232,269	\$ 2,167,842
Mission CISD	108-908	Mission Jr High Bldg L / Athletics	3L	415 E. 14th	Mission	78572	MNC	1	2006		YES	17,092	\$ 142.64	20%		\$ 2,438,005	\$ 487,601	\$ 2,925,606
Mission CISD	108-908	Mission Jr High Science	3M	415 E. 14th	Mission	78572	MNC	1	1997			19,026	\$ 136.51	18%		\$ 2,597,321	\$ 467,518	\$ 3,064,839
Mission CISD	108-908	Mission Jr High Cafeteria - OLD	3N	415 E. 14th	Mission	78572	MNC	1	1994			7,304	\$ 135.31	20%		\$ 988,304	\$ 197,661	\$ 1,185,965
Mission CISD	108-908	Mission Jr High Girls Field House	3O	415 E. 14th	Mission	78572	MNC	1	1986			1,598	\$ 139.36	12%		\$ 222,702	\$ 26,724	\$ 249,426
Mission CISD	108-908	Mission Jr High Cafeteria		415 E. 14th	Mission	78572	MNC	2	2016			12,355	\$ 282.40		Member	\$ 3,489,000	\$ 631,917	\$ 4,120,917
Mission CISD	108-908	Mission Jr High Bleachers / Pressbox / Storage		415 E. 14th	Mission	78572	JM	1	1970							\$ 432,000	\$ -	\$ 432,000
Mission CISD	108-908	Mission Jr High Canopy (37 x 80)		415 E. 14th	Mission	78572	NC	1	1990			2,960	\$ 30.00			\$ 88,800	\$ -	\$ 88,800
Mission CISD	108-908	Mission Jr High Scoreboard		415 E. 14th	Mission	78572										\$ 10,000	\$ -	\$ 10,000
Mission CISD	108-908	Mission Jr High Tennis Courts		415 E. 14th	Mission	78572										\$ 171,000	\$ -	\$ 171,000
Mission CISD	108-908	Mission Jr High Tennis Storage (6 x 9)		415 E. 14th	Mission	78572	Frame	1				54	\$ 40.00	15%		\$ 2,160	\$ 324	\$ 2,484
Mission CISD	108-908	Mission Jr High Canopies		415 E. 14th	Mission	78572			2015			3,200			Member	\$ 247,797	\$ -	\$ 247,797
Mission CISD	108-908	Hurla M Midkiff Elementary School Main	23A	4201 N. Mayberry	Mission	78572	MNC	1	2003		YES	80,693	\$ 133.04	16%		\$ 10,735,684	\$ 1,717,709	\$ 12,453,393
Mission CISD	108-908	Hurla M Midkiff Elementary School Gym	23B	4201 N. Mayberry	Mission	78572	MNC	1	2003		YES	4,680	\$ 129.23	12%		\$ 604,781	\$ 72,574	\$ 677,355
Mission CISD	108-908	Rafael Cantu Junior High School Academic	26A	5101 N. Steward Rd	Palmhurst	78573	MNC	1	2008		YES	84,917	\$ 147.83	18%		\$ 12,553,185	\$ 2,259,573	\$ 14,812,758
Mission CISD	108-908	Rafael Cantu Junior High School Cafeteria & Band Hall	26B	5101 N. Steward Rd	Palmhurst	78573	MNC	1	2008		YES	24,118	\$ 178.09	18%		\$ 4,295,289	\$ 773,152	\$ 5,068,441
Mission CISD	108-908	Rafael Cantu Junior High School Gym	26C	5101 N. Steward Rd	Palmhurst	78573	MNC	1	2008			14,972	\$ 181.97	12%		\$ 2,724,520	\$ 326,942	\$ 3,051,462
Mission CISD	108-908	Rafael Cantu Junior High School Athletics Dressing	26D	5101 N. Steward Rd	Palmhurst	78573	MNC	1	2008			15,974	\$ 167.81	15%		\$ 2,680,524	\$ 402,079	\$ 3,082,603
Mission CISD	108-908	Chiller Housing		5101 N. Steward Rd	Palmhurst	78573	MNC	1	2008			800	\$ 40.00	30%		\$ 32,000	\$ 9,600	\$ 41,600
Mission CISD	108-908	Pavilion (50 x 50)		5101 N. Steward Rd	Palmhurst	78573	NC	1	2008			2,500	\$ 30.00			\$ 75,000	\$ -	\$ 75,000
Mission CISD	108-908	Vending Area		5101 N. Steward Rd	Palmhurst	78573			2008			144	\$ 126.18	20%		\$ 18,170	\$ 3,634	\$ 21,804
Mission CISD	108-908	Scoreboard		5101 N. Steward Rd	Palmhurst	78573										\$ 10,000	\$ -	\$ 10,000
Mission CISD	108-908	Bleachers (52' x 10 rows)		5101 N. Steward Rd	Palmhurst	78573										\$ 22,533	\$ -	\$ 22,533
Mission CISD	108-908	Tennis Courts		5101 N. Steward Rd	Palmhurst	78573										\$ 171,000	\$ -	\$ 171,000
Mission CISD	108-908	Rafael Cantu Junior High Schol Marquee		5101 N. Steward Rd	Palmhurst	78573									Member	\$ 17,314	\$ -	\$ 17,314
Mission CISD	108-908	Transportation North Portable - 43483		5101 N. Steward Rd	Palmhurst	78573	Frame	1	1991			768	\$ 50.00	16%	Member	\$ 38,400	\$ 6,144	\$ 44,544
Mission CISD	108-908	Transportation North Portable - 43489		5101 N. Steward Rd	Palmhurst	78573	Frame	1	1989			768	\$ 50.00	16%	Member	\$ 38,400	\$ 6,144	\$ 44,544
Mission CISD	108-908	Maintenance Offices / Shops	14A	520 S. Holland	Mission	78572	JM	1	1973			7,870	\$ 100.54	30%		\$ 791,270	\$ 237,381	\$ 1,028,651
Mission CISD	108-908	Welding / Mechanics Shop / Storage	14B	520 S. Holland	Mission	78572	JM	1	1974			7,320	\$ 46.43	30%		\$ 339,847	\$ 101,954	\$ 441,801
Mission CISD	108-908	Carpenter Shop / Storage	14C	520 S. Holland	Mission	78572	NC	1	1976			7,198	\$ 66.44	30%		\$ 478,231	\$ 143,469	\$ 621,700
Mission CISD	108-908	Storage Bldg	14D	520 S. Holland	Mission	78572	JM	1	1979			3,520	\$ 77.16	10%		\$ 271,602	\$ 27,160	\$ 298,762
Mission CISD	108-908	Maintenance Warehouse	14E	520 S. Holland	Mission	78572	JM	1	1976			2,400	\$ 89.27			\$ 214,254	\$ 250,000	\$ 464,254
Mission CISD	108-908	Small Engine Repair / Storage Bldg		520 S. Holland	Mission	78572	JM	1	1979			900	\$ 40.00	30%		\$ 36,000	\$ 10,800	\$ 46,800
Mission CISD	108-908	Alton Memorial Junior High School Main	24A	521 S. Los Ebanos Blvd	Mission	78572	MNC	1	2003		YES	152,699	\$ 143.42	18%		\$ 21,899,553	\$ 3,941,920	\$ 25,841,473
Mission CISD	108-908	BV Bldg / Clinic	24B	521 S. Los Ebanos Blvd	Mission	78572	JM	1				3,806	\$ 125.71			\$ 478,441	\$ -	\$ 478,441
Mission CISD	108-908	Warehouse / Office	24C	521 S. Los Ebanos Blvd	Mission	78572	NC	1				2,000	\$ 79.38			\$ 158,763	\$ 10,000	\$ 168,763
Mission CISD	108-908	Scoreboard		521 S. Los Ebanos Blvd	Mission	78572										\$ 10,000	\$ -	\$ 10,000



Member Name	Member Number	Building	Bldg #	Address	City	Zip Code	Const	# Story	YR Built	YR Roof Built	Sprinklered	Sq. Ft.	Cost/Sq. Ft.	%	Member	Building Value	Contents Value	Total Value
Mission CISD	108-908	Bleachers (55' x 10 rows)		521 S. Los Ebanos Blvd	Mission	78572										\$ 23,833	\$ -	\$ 23,833
Mission CISD	108-908	Tennis Courts		521 S. Los Ebanos Blvd	Mission	78572										\$ 170,000	\$ -	\$ 170,000
Mission CISD	108-908	Portable-Double Wood AMJH - 42554		521 S. Los Ebanos Blvd	Mission	78572	Frame	1	1999			1,536	\$ 50.00	18%		\$ 76,800	\$ 13,824	\$ 90,624
Mission CISD	108-908	Portable-Double Wood - 43467		521 S. Los Ebanos Blvd	Mission	78572	Frame	1	1997			1,536	\$ 50.00	18%		\$ 76,800	\$ 13,824	\$ 90,624
Mission CISD	108-908	Portable-Single Metal 43465, 43487, 43491		521 S. Los Ebanos Blvd	Mission	78572	Frame	1	1989			2,304	\$ 50.00	18%		\$ 115,200	\$ 20,736	\$ 135,936
Mission CISD	108-908	Portable R / R Wood - 43402		521 S. Los Ebanos Blvd	Mission	78572	Frame	1	1999			768	\$ 50.00	5%		\$ 38,400	\$ 1,920	\$ 40,320
Mission CISD	108-908	Alton Memorial Junior High School Canopy		521 S. Los Ebanos Blvd	Mission	78572	Frame		2015			8,102	\$ 31.33		Member	\$ 253,827	\$ -	\$ 253,827
Mission CISD	108-908	Salinas Elementary School Main	20A	6 3/4 Miles N. Conway (State Hwy 107)	Mission	78572	MNC	1	1998		YES	72,275	\$ 148.58	16%		\$ 10,738,905	\$ 1,718,225	\$ 12,457,130
Mission CISD	108-908	Salinas Elementary School Gym	20B	6 3/4 Miles N. Conway (State Hwy 107)	Mission	78572	MNC	1	1998			6,516	\$ 127.84	12%		\$ 833,015	\$ 99,962	\$ 932,977
Mission CISD	108-908	Mission Collegiate High School	27A	605 S. Los Ebanos Blvd	Alton	78573	MNC	1	2015		YES	74,736	\$ 183.91	20%		\$ 13,744,906	\$ 2,748,981	\$ 16,493,887
Mission CISD	108-908	Mission Collegiate High School Marquee		605 S. Los Ebanos Blvd	Alton	78573			2017						Member	\$ 17,314	\$ -	\$ 17,314
Mission CISD	108-908	Alton Elementary Administration / Office	4A	6631 N. Chicago	Mission	78572	MNC	1	2011		YES	76,614	\$ 127.97	16%		\$ 9,804,202	\$ 1,568,672	\$ 11,372,874
Mission CISD	108-908	Alton Elementary Mini Gym	4B	6631 N. Chicago	Mission	78572	MNC	1	2000			6,396	\$ 120.50	12%		\$ 770,708	\$ 92,485	\$ 863,193
Mission CISD	108-908	Alton Elementary Storage Bldg		6631 N. Chicago	Mission	78572	NC	1				2,000	\$ 40.00	20%		\$ 80,000	\$ 16,000	\$ 96,000
Mission CISD	108-908	Veterans Memorial HS Clrm / Administration	17A	700 E. 2 Mile Road	Mission	78572	MNC	2	1995		YES	192,122	\$ 158.11	20%		\$ 30,375,710	\$ 6,075,142	\$ 36,450,852
Mission CISD	108-908	Veterans Memorial HS Gym / Band Hall / Cafeteria	17B	700 E. 2 Mile Road	Mission	78572	MNC	1	1995			90,647	\$ 152.17	20%		\$ 13,793,470	\$ 2,758,694	\$ 16,552,164
Mission CISD	108-908	Veterans Memorial HS Career & Technology Education	17C	700 E. 2 Mile Road	Mission	78572	MNC	1	1994			38,217	\$ 168.67	30%		\$ 6,446,146	\$ 1,933,844	\$ 8,379,990
Mission CISD	108-908	Veterans Memorial HS Fine Arts	17D	700 E. 2 Mile Road	Mission	78572	MNC	1	2009		YES	18,992	\$ 227.44	30%		\$ 4,319,596	\$ 1,295,879	\$ 5,615,475
Mission CISD	108-908	Veterans Memorial HS Agriculture	17E	700 E. 2 Mile Road	Mission	78572	MNC	1	2013		YES	9,610	\$ 198.73	25%		\$ 1,909,770	\$ 477,443	\$ 2,387,213
Mission CISD	108-908	Veterans Memorial HS Field House	17F	700 E. 2 Mile Road	Mission	78572	MNC	1	2013		YES	16,435	\$ 173.50			\$ 2,851,440	\$ -	\$ 2,851,440
Mission CISD	108-908	Baseball Restroom / Concession / Press Box		700 E. 2 Mile Road	Mission	78572	MNC	2				785	\$ 50.00	15%		\$ 39,250	\$ 5,888	\$ 45,138
Mission CISD	108-908	Baseball Dugouts (East)		700 E. 2 Mile Road	Mission	78572	MNC	1				336	\$ 45.00			\$ 15,120	\$ -	\$ 15,120
Mission CISD	108-908	Baseball Dugouts (West)		700 E. 2 Mile Road	Mission	78572	MNC	1				336	\$ 45.00			\$ 15,120	\$ -	\$ 15,120
Mission CISD	108-908	Batting Cage w / Storage		700 E. 2 Mile Road	Mission	78572	NC	1				4,368	\$ 40.00			\$ 174,720	\$ 5,000	\$ 179,720
Mission CISD	108-908	Baseball Lighting (8 Poles, 64 Lights)		700 E. 2 Mile Road	Mission	78572										\$ 104,400	\$ -	\$ 104,400
Mission CISD	108-908	Bleachers - Baseball (66' x 15 rows)		700 E. 2 Mile Road	Mission	78572										\$ 66,000	\$ -	\$ 66,000
Mission CISD	108-908	Bleachers - Baseball (66' x 15 rows)		700 E. 2 Mile Road	Mission	78572										\$ 66,000	\$ -	\$ 66,000
Mission CISD	108-908	Storage room-next to baseball field		700 E. 2 Mile Road	Mission	78572	Frame	1				768	\$ 50.00			\$ 38,400	\$ -	\$ 38,400
Mission CISD	108-908	Baseball Scoreboard		700 E. 2 Mile Road	Mission	78572										\$ 8,000	\$ -	\$ 8,000
Mission CISD	108-908	Softball Restroom / Concession / Press Box		700 E. 2 Mile Road	Mission	78572	MNC	2				646	\$ 50.00			\$ 32,300	\$ -	\$ 32,300
Mission CISD	108-908	Softball Bleachers (32' x 5 rows)		700 E. 2 Mile Road	Mission	78572										\$ 10,667	\$ -	\$ 10,667
Mission CISD	108-908	Softball Bleachers (32' x 5 rows)		700 E. 2 Mile Road	Mission	78572										\$ 10,667	\$ -	\$ 10,667
Mission CISD	108-908	Softball Batting Cages / Storage		700 E. 2 Mile Road	Mission	78572	MNC	1				3,780	\$ 40.00			\$ 151,200	\$ -	\$ 151,200
Mission CISD	108-908	Softball Lights / Poles (6 Poles, 35 Lights)		700 E. 2 Mile Road	Mission	78572										\$ 87,000	\$ -	\$ 87,000
Mission CISD	108-908	Softball Scoreboard		700 E. 2 Mile Road	Mission	78572										\$ 6,000	\$ -	\$ 6,000
Mission CISD	108-908	Football Practice Field Light Poles (4 Poles, 44 Lights)		700 E. 2 Mile Road	Mission	78572										\$ 86,800	\$ -	\$ 86,800
Mission CISD	108-908	Football Field Bleachers (48' x 15 rows)		700 E. 2 Mile Road	Mission	78572			2001							\$ 48,000	\$ -	\$ 48,000
Mission CISD	108-908	Football Field Press Box		700 E. 2 Mile Road	Mission	78572	Frame	1				168	\$ 25.00			\$ 4,200	\$ -	\$ 4,200
Mission CISD	108-908	Football Field East Side Bleachers (48' x 12 rows)		700 E. 2 Mile Road	Mission	78572										\$ 38,400	\$ -	\$ 38,400
Mission CISD	108-908	9 Lane Synthetic Track		700 E. 2 Mile Road	Mission	78572										\$ 170,000	\$ -	\$ 170,000
Mission CISD	108-908	Football Field Artificial Turf		700 E. 2 Mile Road	Mission	78572										\$ 650,000	\$ -	\$ 650,000
Mission CISD	108-908	Scoreboard - Football		700 E. 2 Mile Road	Mission	78572										\$ 40,000	\$ -	\$ 40,000
Mission CISD	108-908	Tennis Courts		700 E. 2 Mile Road	Mission	78572										\$ 300,000	\$ -	\$ 300,000
Mission CISD	108-908	Tennis Courts Additions		700 E. 2 Mile Road	Mission	78572						44,280			Member	\$ 221,051	\$ -	\$ 221,051
Mission CISD	108-908	Chiller Units (2)		700 E. 2 Mile Road	Mission	78572										\$ 150,000	\$ -	\$ 150,000
Mission CISD	108-908	Portable-Double Wood VMHS ROTC - 43399		700 E. 2 Mile Road	Mission	78572	Frame	1	1999			1,536	\$ 50.00	20%		\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Portable-Double Wood ROTC - 43398		700 E. 2 Mile Road	Mission	78572	Frame	1	1999			1,536	\$ 50.00	20%		\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	Portable-Single Metal Spanish - 43439		700 E. 2 Mile Road	Mission	78572	Frame	1	1968			768	\$ 50.00	20%		\$ 38,400	\$ 7,680	\$ 46,080
Mission CISD	108-908	Portable-Single Metal Art - 43484		700 E. 2 Mile Road	Mission	78572	Frame	1	1966			768	\$ 50.00	20%		\$ 38,400	\$ 7,680	\$ 46,080
Mission CISD	108-908	VMHS Portable - 43456		700 E. 2 Mile Road	Mission	78572	Frame	1	1968			768	\$ 50.00	20%	Member	\$ 38,400	\$ 7,680	\$ 46,080
Mission CISD	108-908	VMHS Portable - 43460		700 E. 2 Mile Road	Mission	78572	Frame	1	1968			1,536	\$ 50.00	20%	Member	\$ 76,800	\$ 15,360	\$ 92,160
Mission CISD	108-908	VMHS Portable - 43462		700 E. 2 Mile Road	Mission	78572	Frame	1	1989			768	\$ 50.00	20%	Member	\$ 38,400	\$ 7,680	\$ 46,080
Mission CISD	108-908	VMHS Portable - 43469		700 E. 2 Mile Road	Mission	78572	Frame	1	1968			1,536	\$ 50.00	20%	Member	\$ 76,800	\$ 15,360	\$ 92,160

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Equipment Breakdown Schedule

Member Name	Member Number	Building	Bldg #	Address	City	Zip Code	Const	# Story	YR Built	YR Roof Built	Sprinklered	Sq. Ft.	Cost/Sq. Ft.	%	Member	Building Value	Contents Value	Total Value
Mission CISD	108-908	Tennis Courts - Lights & Canopy (New)		700 E. 2 Mile Road	Mission	78572									Member	\$ 267,802	\$ -	\$ 267,802
Mission CISD	108-908	Transportation Main Office	13A	723 S. Holland Ave	Mission	78572	MNC	1	1980			2,500	\$ 133.97	30%		\$ 334,923	\$ 100,477	\$ 435,400
Mission CISD	108-908	Transportation Warehouse (new electric 2000)	13B	723 S. Holland Ave	Mission	78572	NC	1	1965		YES	14,764	\$ 70.40			\$ 1,039,332	\$ 1,000,000	\$ 2,039,332
Mission CISD	108-908	Transportation Shop	13C	723 S. Holland Ave	Mission	78572	NC	1	1974			3,000	\$ 77.25	30%		\$ 231,757	\$ 69,527	\$ 301,284
Mission CISD	108-908	Restrooms		723 S. Holland Ave	Mission	78572	JM	1	1980			253	\$ 50.00	10%		\$ 12,650	\$ 1,265	\$ 13,915
Mission CISD	108-908	Paint Shop		723 S. Holland Ave	Mission	78572	JM	1	1980			1,078	\$ 50.00	30%		\$ 53,900	\$ 16,170	\$ 70,070
Mission CISD	108-908	Pumps		723 S. Holland Ave	Mission	78572										\$ 1,250	\$ -	\$ 1,250
Mission CISD	108-908	Tanks		723 S. Holland Ave	Mission	78572										\$ 12,500	\$ -	\$ 12,500
Mission CISD	108-908	Canopy - Bus Parking		723 S. Holland Ave	Mission	78572						5,228	\$ 30.00			\$ 156,840	\$ -	\$ 156,840
Mission CISD	108-908	Portable Single Metal Transportation - 43497		723 S. Holland Ave	Mission	78572	Frame	1	1979			1,078	\$ 50.00	20%		\$ 53,900	\$ 10,780	\$ 64,680
Mission CISD	108-908	Transportation Portable - R / R Wood - 43401		723 S. Holland Ave	Mission	78572	Frame	1	1999			816	\$ 50.00	20%		\$ 40,800	\$ 8,160	\$ 48,960
Mission CISD	108-908	Portable Double Wood Transportation Bus Parts - 42555		723 S. Holland Ave	Mission	78572	Frame	1	1999			1,536	\$ 50.00	16%	Member	\$ 76,800	\$ 12,288	\$ 89,088
Mission CISD	108-908	Transportation South		723 S. Holland Ave	Mission	78572	Frame	1	1979			768	\$ 50.00	16%	Member	\$ 38,400	\$ 6,144	\$ 44,544
Mission CISD	108-908	Raquel Cavazos Elementary School Main	22A	803 S. Los Ebanos Rd.	Mission	78572	MNC	1	2003		YES	80,693	\$ 126.86	16%		\$ 10,236,945	\$ 1,637,911	\$ 11,874,856
Mission CISD	108-908	Raquel Cavazos Elementary School Gym	22B	803 S. Los Ebanos Rd.	Mission	78572	MNC	1	2003		YES	4,680	\$ 138.90	12%		\$ 650,050	\$ 78,006	\$ 728,056
Mission CISD	108-908	O'Grady Elementary School Main	15A	810 W. Griffin Parkway	Mission	78572	MNC	1	1987		TURE	60,528	\$ 139.34	16%		\$ 8,433,805	\$ 1,349,409	\$ 9,783,214
Mission CISD	108-908	O'Grady Elementary School Gym	15B	810 W. Griffin Parkway	Mission	78572	MNC	1	1990			6,396	\$ 123.97	12%		\$ 792,906	\$ 95,149	\$ 888,055
Mission CISD	108-908	O'Grady Elementary School Portable LRSH - 43482		810 W. Griffin Parkway	Mission	78572	Frame	1	1978			360	\$ 50.00	16%		\$ 18,000	\$ 2,880	\$ 20,880
Mission CISD	108-908	O'Grady Elementary School Portable Wood - 43500		810 W. Griffin Parkway	Mission	78572						144	\$ 50.00	16%	Member	\$ 7,200	\$ 1,152	\$ 8,352
Mission CISD	108-908	Waitz Elementary School Main	18A	843 W. St. Francis	Mission	78572	MNC	1	1992		YES	82,445	\$ 133.79	16%		\$ 11,030,712	\$ 1,764,914	\$ 12,795,626
Mission CISD	108-908	Irrigation Pump		843 W. St. Francis	Mission	78572	MNC	1	1992			64	\$ 60.00	50%		\$ 3,840	\$ 1,920	\$ 5,760
Mission CISD	108-908	Waitz Elementary School Gym	18B	843 W. St. Francis	Mission	78572	MNC	1	1992			6,732	\$ 137.26	12%		\$ 924,017	\$ 110,882	\$ 1,034,899
Mission CISD	108-908	Cantu Elementary School Main	10A	920 W Main Ave	Mission	78572	MNC	1	1982		YES	73,504	\$ 73.99	16%		\$ 5,438,698	\$ 870,192	\$ 6,308,890
Mission CISD	108-908	Cantu Elementary School Bldg J	10B	920 W Main Ave	Mission	78572	MNC	1	1999		YES	9,375	\$ 515.84	16%		\$ 4,836,017	\$ 773,763	\$ 5,609,780
Mission CISD	108-908	Cantu Elementary School Gym	10C	920 W Main Ave	Mission	78572	MNC	1	1990			9,375	\$ 126.90	12%		\$ 1,189,721	\$ 142,766	\$ 1,332,487
Mission CISD	108-908	Cantu Elementary School Canopy		920 W Main Ave	Mission	78572	NC	1	1982			2,400	\$ 30.00			\$ 72,000	\$ -	\$ 72,000
Mission CISD	108-908	Annex		925 E. Hwy 83	Mission	78572	JM	1	1977			30,734	\$ 97.77			\$ 3,004,993	\$ 224,836	\$ 3,229,829
<b>Totals</b>																<b>\$ 420,473,779</b>	<b>\$ 76,322,950</b>	<b>\$ 496,796,729</b>



Mission CISD

Member Name	Member Number	Vehicle Number	Year	Make	Model	Vin Number	Class	Cost New	Comp Deductible	Coll Deductible	District Unit Number
Mission CISD	108-908	1	2008	Chevrolet		1GBE5C1G78F416290	014990	\$ 42,145	\$ 1,000	\$ 1,000	CNP 13
Mission CISD	108-908	2	2008	Ford	Cargo Van	1FTNE24W08DB17244	014990	\$ 18,753	\$ 1,000	\$ 1,000	CNP - Tech
Mission CISD	108-908	3	2006	GMC	PU	1GDE5C1G86F432390	014990	\$ 37,056	\$ 1,000	\$ 1,000	CNP 9
Mission CISD	108-908	4	2006	Chevrolet	PU	1GBE5C1G76F418828	014990	\$ 37,432	\$ 1,000	\$ 1,000	W 16
Mission CISD	108-908	5	2006	Chevrolet	PU	1GBE5C1G76F418846	014990	\$ 37,432	\$ 1,000	\$ 1,000	M 8
Mission CISD	108-908	6	2006	Ford	PU	1FTNE24W96DA64315	014990	\$ 15,254	\$ 1,000	\$ 1,000	CNP - Tech
Mission CISD	108-908	7	2003	GMC	PU	1GDE5E1E13F513785	014990	\$ 39,069	\$ 1,000	\$ 1,000	W 15
Mission CISD	108-908	8	2003	GMC	PU	1GDE5E1E63F517234	014990	\$ 39,188	\$ 1,000	\$ 1,000	W 17
Mission CISD	108-908	9	2008	Ford Ranger	PU	1FTYR10U88PA64517	014990	\$ 10,122	\$ 1,000	\$ 1,000	M 53
Mission CISD	108-908	10	2008	Ford Ranger	PU	1FTYR10UX8PA64518	014990	\$ 10,122	\$ 1,000	\$ 1,000	M 52
Mission CISD	108-908	11	2008	Ford Ranger	PU	1FTYR10U18PA64519	014990	\$ 10,122	\$ 1,000	\$ 1,000	M 54
Mission CISD	108-908	12	2008	Ford Ranger	PU	1FTYR10U88PA64520	014990	\$ 10,122	\$ 1,000	\$ 1,000	M 55
Mission CISD	108-908	13	2006	Chevrolet 1500	PU	3GCEC14V36G179776	014990				M 44
Mission CISD	108-908	14	2006	Ford Cargo	VAN	1FTNE24W86HB27655	014990	\$ 14,250	\$ 1,000	\$ 1,000	M 27
Mission CISD	108-908	15	2006	Ford Cargo	VAN	1FTNE24W66HB27654	014990	\$ 14,250	\$ 1,000	\$ 1,000	M 28
Mission CISD	108-908	16	2006	Ford Cargo	VAN	1FTNE24WX6HB27656	014990	\$ 14,250	\$ 1,000	\$ 1,000	M 29
Mission CISD	108-908	17	2004	Ford	Dump Truck	3FRNF65J24V688172	014990	\$ 39,991	\$ 1,000	\$ 1,000	M 40
Mission CISD	108-908	18	2004	Chevrolet	PU	1GCHC24UX4E202257	014990	\$ 15,405	\$ 1,000	\$ 1,000	W 10
Mission CISD	108-908	19	2003	Ford F150	PU	1FTRF17W83NB06130	014990	\$ 14,672	\$ 1,000	\$ 1,000	M 1
Mission CISD	108-908	20	2003	Ford F350	PU	1FTWF32P73EC28427	014990	\$ 22,264	\$ 1,000	\$ 1,000	M 15
Mission CISD	108-908	21	2003	Ford F150	PU	1FTRT17WX3NA94921	014990	\$ 14,672	\$ 1,000	\$ 1,000	M 19
Mission CISD	108-908	22	2003	Chevrolet	Van	1GCFG25X231157938	014990	\$ 14,722	\$ 1,000	\$ 1,000	M 20
Mission CISD	108-908	23	2002	Ford	PU	1FTSW30L32EA36984	014990	\$ 21,278	\$ 1,000	\$ 1,000	M 24
Mission CISD	108-908	24	2000	GMC	PU	1GDHC34R7YF486735	014990	\$ 22,900	\$ 1,000	\$ 1,000	M 22
Mission CISD	108-908	25	1999	Ford	PU	1FDNF20L8XEB05646	014990	\$ 21,264	\$ 1,000	\$ 1,000	M 48
Mission CISD	108-908	26	1999	Ford	PU	1FDNF20LXXEB05650	014990	\$ 21,264	\$ 1,000	\$ 1,000	M 11
Mission CISD	108-908	27	1999	Ford	PU	1FDNF20L1XEB05648	014990	\$ 21,264	\$ 1,000	\$ 1,000	M 12
Mission CISD	108-908	28	1999	Ford	PU	1FDNF20L9XED92284	014990	\$ 22,263	\$ 1,000	\$ 1,000	M 16
Mission CISD	108-908	29	1999	Ford	PU	1FDNF20L0XED92285	014990	\$ 22,263	\$ 1,000	\$ 1,000	M 17
Mission CISD	108-908	30	1997	Ford	PU	1FTDF1723VKD29364	014990	\$ 14,168	\$ 1,000	\$ 1,000	M 2
Mission CISD	108-908	31	1997	Ford	PU	3FTHF25H2VMA46798	014990	\$ 20,900	\$ 1,000	\$ 1,000	M 9
Mission CISD	108-908	32	1987	International	Bucket Trk	1HTLCHXN8HHA12761	014990				M 50
Mission CISD	108-908	33	2013	Ford	F150 PU	1FTNF1CF0DKE72087	014990	\$ 16,542	\$ 1,000	\$ 1,000	M 30
Mission CISD	108-908	34	2013	Ford	F150 PU	1FTNF1CF4DKE72092	014990	\$ 16,542	\$ 1,000	\$ 1,000	M 37
Mission CISD	108-908	35	2013	Ford	F150 PU	1FTNF1CF7DKE72085	014990	\$ 16,542	\$ 1,000	\$ 1,000	M 23

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Member Name	Member Number	Vehicle Number	Year	Make	Model	Vin Number	Class	Cost New	Comp Deductible	Coll Deductible	District Unit Number
Mission CISD	108-908	36	2013	Ford	F150 PU	1FTNF1CF4DKE72089	014990	\$ 16,542	\$ 1,000	\$ 1,000	M 31
Mission CISD	108-908	37	2013	Ford	F150 PU	1FTNF1CF6DKE72093	014990	\$ 16,542	\$ 1,000	\$ 1,000	M 46
Mission CISD	108-908	38	2013	Ford	F150 PU	1FTNF1CF0DKE72090	014990	\$ 16,542	\$ 1,000	\$ 1,000	M 45
Mission CISD	108-908	39	2013	Ford	F150 PU	1FTNF1CF2DKE72088	014990	\$ 16,542	\$ 1,000	\$ 1,000	M 38
Mission CISD	108-908	40	2013	Ford	F150 PU	1FTNF1CF2DKE72091	014990	\$ 16,542	\$ 1,000	\$ 1,000	M 18
Mission CISD	108-908	41	2013	Ford	F250 PU	1FTBF2A64DEB09818	014990	\$ 18,564	\$ 1,000	\$ 1,000	M 41
Mission CISD	108-908	42	2013	Ford	F350 PU	1FT8W3CT7DEB20072	014990	\$ 30,537	\$ 1,000	\$ 1,000	CATE VMHS
Mission CISD	108-908	43	2013	Ford	F150 PU	1FTNF1CF8DKE72094	014990	\$ 16,542	\$ 1,000	\$ 1,000	M 33
Mission CISD	108-908	44	2013	Ford	F150 PU	1FTNF1CF9DKE72086	014990	\$ 16,542	\$ 1,000	\$ 1,000	M 32
Mission CISD	108-908	45	2013	Ford	Cargo Van	1FTNE1EW1DDA87593	014990	\$ 16,876	\$ 1,000	\$ 1,000	M 25
Mission CISD	108-908	46	2013	Ford	F150 PU	1FTNF1CFXDKKE72095	014990	\$ 16,542	\$ 1,000	\$ 1,000	M 47
Mission CISD	108-908	47	2013	Ford	F150 PU	1FTNF1CF1DKE72096	014990	\$ 16,542	\$ 1,000	\$ 1,000	M 35
Mission CISD	108-908	48	2013	Ford	F250 PU	1FT7W2A65DEB09820	014990	\$ 21,844	\$ 1,000	\$ 1,000	M 34
Mission CISD	108-908	49	2005	Homemade	Utility Trlr	MCISD HMT	694900				M-TRL 1
Mission CISD	108-908	50	1996	Homemade	Trlr	MCISD HMT	694900				M-TRL 3
Mission CISD	108-908	51	2005	Big Tex	Utility Trlr	16VNX162952E75598	694900	\$ 3,200	\$ 1,000	\$ 1,000	M-TRL 4
Mission CISD	108-908	52	1995	Prkr	Trlr	13ZLL1626S1010896	694900				M-TRL 5
Mission CISD	108-908	53	1995	Prkr	Trlr	13ZLL1628S1010897	694900				M-TRL 679
Mission CISD	108-908	54	1998	Camco	Utility Trlr	1C9SU1015VP474873	694900	\$ 1,645	\$ 1,000	\$ 1,000	M-TRL 7
Mission CISD	108-908	55	1994	Homemade	Trlr	TR178417	694900	\$ 2,237	\$ 1,000	\$ 1,000	M-TRL 8
Mission CISD	108-908	56	1989	Homemade	Trlr	MCISD HMT	694900				M-TRL 9
Mission CISD	108-908	57	2003	Well	Utility Trlr	1W4200J2632048998	694900				M-TRL 10
Mission CISD	108-908	58	1996	Haulmark	Utility Trlr	16HGB242XTH032564	694900	\$ 5,800	\$ 1,000	\$ 1,000	M-TRL 11
Mission CISD	108-908	59	2002	Weng Trlr	Trlr	1W9SE28222M174011	694900				M-TRL 12
Mission CISD	108-908	60	2008	Homemade	Trlr		694900				M-TRL 13
Mission CISD	108-908	61	2011	Big Tex	Utility Trlr	16VNX1620B2E85240	694900	\$ 3,550	\$ 1,000	\$ 1,000	M-TRL 14
Mission CISD	108-908	62	1984	Homemade	Trlr	MCISD HMT for welding un	694900				M-TRL 15
Mission CISD	108-908	63	2003	Chevrolet	Van	1GCEG15X831202340	014990	\$ 15,613	\$ 1,000	\$ 1,000	SE 1
Mission CISD	108-908	64	2000	Ford	Crown Victoria	2FAFP74W7YX213169	739800	\$ 22,455	\$ 1,000	\$ 1,000	M-51
Mission CISD	108-908	65	2005	Chevrolet	Cargo Van	1GCGG25V951100092	014990	\$ 16,385	\$ 1,000	\$ 1,000	TECH 2 DLRC
Mission CISD	108-908	66	2007	Ford	Van	1FTNE24L67DA70399	014990	\$ 22,972	\$ 1,000	\$ 1,000	TECH 1
Mission CISD	108-908	67	2003	Ford - VMHS	F 350	1FTSW30PX3EBB33149	014990	\$ 26,244	\$ 1,000	\$ 1,000	M-42
Mission CISD	108-908	68	2008	Ford - MHS	Crew Cab PU	1FTWW30RX8ED57502	014990	\$ 27,918	\$ 1,000	\$ 1,000	CATE MHS V
Mission CISD	108-908	69	2002	Featherlite	Stock Trlr	4FGL024262C049459	694900	\$ 13,012	\$ 1,000	\$ 1,000	CATE VMHS
Mission CISD	108-908	70	2006	Tall Aluminum w/Gate	Trlr	11WHS14256W292573	694900	\$ 6,650	\$ 1,000	\$ 1,000	CATE MHS
Mission CISD	108-908	71	2007	Tall Aluminum w/Gate	Trlr	11WHS14237W293738	694900	\$ 6,650	\$ 1,000	\$ 1,000	CATE VMHS
Mission CISD	108-908	72	2009	Wells Cargo	Trlr - Band	1WC200L2492063378	694900	\$ 8,973	\$ 1,000	\$ 1,000	FA VMHS



Member Name	Member Number	Vehicle Number	Year	Make	Model	Vin Number	Class	Cost New	Comp Deductible	Coll Deductible	District Unit Number
Mission CISD	108-908	73	2010	Wells Cargo	Trlr - Band	1WC200L20A2065181	694900	\$ 8,995	\$ 1,000	\$ 1,000	FA MHS1
Mission CISD	108-908	74	2011	International	42 Pass Bus	4DRBUSKL5BB315640	618300	\$ 84,732	\$ 1,000	\$ 1,000	T 103
Mission CISD	108-908	75	2011	International	42 Pass Bus	4DRBUSKL7BB315641	618300	\$ 84,732	\$ 1,000	\$ 1,000	T 104
Mission CISD	108-908	76	2011	International	42 Pass Bus	4DRBUSKL9BB315642	618300	\$ 84,732	\$ 1,000	\$ 1,000	T 105
Mission CISD	108-908	77	2009	IC Of Oklahoma, LLC	42 Pass Bus	4DRBUSKLY9B668787	618300	\$ 84,300	\$ 1,000	\$ 1,000	T 102
Mission CISD	108-908	78	2009	IC Of Oklahoma, LLC	42 Pass Bus	4DRBUSKLY6B668785	618300	\$ 84,300	\$ 1,000	\$ 1,000	T 101
Mission CISD	108-908	79	2007	International	Special Ed Bus	4DRBUAAL77A425887	618300	\$ 73,900	\$ 1,000	\$ 1,000	T 87
Mission CISD	108-908	80	2007	International	Special Ed Bus	4DRBUAAL97A425888	618300	\$ 73,900	\$ 1,000	\$ 1,000	T 88
Mission CISD	108-908	81	2006	IC Of Oklahoma, LLC	Special Ed Bus	4DRBUAAL96B237686	618300	\$ 73,143	\$ 1,000	\$ 1,000	T 80
Mission CISD	108-908	82	2004	International	21 Pass Bus	4DRBRAAL04B961166	618300	\$ 64,998	\$ 1,000	\$ 1,000	T 72
Mission CISD	108-908	83	2004	International	21 Pass Bus	4DRBRAAL54B963222	618300	\$ 64,998	\$ 1,000	\$ 1,000	T 73
Mission CISD	108-908	84	2004	IC Corporation	21 Pass Bus	4DRBRAAL64B971913	618300	\$ 67,961	\$ 1,000	\$ 1,000	T 74
Mission CISD	108-908	85	2004	IC Corporation	21 Pass Bus	4DRBRAAL84B971914	618300	\$ 67,961	\$ 1,000	\$ 1,000	T 75
Mission CISD	108-908	86	2013	IC	Bus	4DRBUAAN0DB161824	618400	\$ 96,879	\$ 1,000	\$ 1,000	T 109
Mission CISD	108-908	87	2013	IC	Bus	4DRBUAAN2DB161825	618400	\$ 96,879	\$ 1,000	\$ 1,000	T 110
Mission CISD	108-908	88	2013	IC	Bus	4DRBUAAN4DB161826	618400	\$ 96,879	\$ 1,000	\$ 1,000	T 111
Mission CISD	108-908	89	2013	IC	Bus	4DRBUAAN6DB161827	618400	\$ 96,879	\$ 1,000	\$ 1,000	T 112
Mission CISD	108-908	90	2013	IC	Bus	4DRBUAAN8DB161828	618400	\$ 96,879	\$ 1,000	\$ 1,000	T 113 180
Mission CISD	108-908	91	2013	IC	Bus	4DRBUAANXDB161829	618400	\$ 96,879	\$ 1,000	\$ 1,000	T 114
Mission CISD	108-908	92	2013	IC	Bus	4DRBWAAR8DB161647	618400	\$ 115,549	\$ 1,000	\$ 1,000	T 115
Mission CISD	108-908	93	2013	IC	Bus	4DRBWAARXDB161648	618400	\$ 115,549	\$ 1,000	\$ 1,000	T 116
Mission CISD	108-908	94	2013	IC	Bus	4DRBWAAR1DB161649	618400	\$ 115,549	\$ 1,000	\$ 1,000	T 117
Mission CISD	108-908	95	2013	IC	Bus	4DRBWAAR8DB161650	618400	\$ 115,549	\$ 1,000	\$ 1,000	T 118
Mission CISD	108-908	96	2009	IC	77 Pass Bus	4DRBUSKN69B055163	618400	\$ 83,548	\$ 1,000	\$ 1,000	T 100
Mission CISD	108-908	97	2009	IC	77 Pass Bus	4DRBUSKNX9A698752	618400	\$ 83,548	\$ 1,000	\$ 1,000	T 95
Mission CISD	108-908	98	2009	IC	77 Pass Bus	4DRBUSKN19A698753	618400	\$ 83,548	\$ 1,000	\$ 1,000	T 96
Mission CISD	108-908	99	2009	IC	77 Pass Bus	4DRBUSKN39A698754	618400	\$ 83,548	\$ 1,000	\$ 1,000	T 97
Mission CISD	108-908	100	2009	IC	77 Pass Bus	4DRBUSKN59A698755	618400	\$ 83,548	\$ 1,000	\$ 1,000	T 98
Mission CISD	108-908	101	2009	IC	77 Pass Bus	4DRBUSKN79A698756	618400	\$ 83,548	\$ 1,000	\$ 1,000	T 99
Mission CISD	108-908	102	2008	International	35 Pass Bus	4DRBUAAL18B548046	618400	\$ 78,166	\$ 1,000	\$ 1,000	T 93
Mission CISD	108-908	103	2008	International	35 Pass Bus	4DRBUAAL38B548047	618400	\$ 78,166	\$ 1,000	\$ 1,000	T 94
Mission CISD	108-908	104	2008	International	77 Pass Bus	4DRBUAAN98A492073	618400	\$ 77,697	\$ 1,000	\$ 1,000	T 90
Mission CISD	108-908	105	2008	International	77 Pass Bus	4DRBUAAN08A492074	618400	\$ 77,697	\$ 1,000	\$ 1,000	T 89
Mission CISD	108-908	106	2008	International	77 Pass Bus	4DRBUAANX8A492079	618400	\$ 77,697	\$ 1,000	\$ 1,000	T 91
Mission CISD	108-908	107	2008	International	77 Pass Bus	4DRBUAAN18A492066	618400	\$ 77,697	\$ 1,000	\$ 1,000	T 92
Mission CISD	108-908	108	2006	International	77 Pass Bus	4DRBUAAN06A258076	618400	\$ 70,000	\$ 1,000	\$ 1,000	T 85
Mission CISD	108-908	109	2006	International	77 Pass Bus	4DRBUAAN96A258075	618400	\$ 70,000	\$ 1,000	\$ 1,000	T 84



Member Name	Member Number	Vehicle Number	Year	Make	Model	Vin Number	Class	Cost New	Comp Deductible	Coll Deductible	District Unit Number
Mission CISD	108-908	110	2006	International	77 Pass Bus	4DRBUAAN76A258074	618400	\$ 70,000	\$ 1,000	\$ 1,000	T 83
Mission CISD	108-908	111	2006	International	77 Pass Bus	4DRBUAAN56A258073	618400	\$ 70,000	\$ 1,000	\$ 1,000	T 82
Mission CISD	108-908	112	2006	International	77 Pass Bus	4DRBUAAN36A258072	618400	\$ 70,000	\$ 1,000	\$ 1,000	T 81
Mission CISD	108-908	113	2005	International	77 Pass Bus	4DRBUAAN45B986279	618400	\$ 66,386	\$ 1,000	\$ 1,000	T 79
Mission CISD	108-908	114	2005	International	77 Pass Bus	4DRBUAAN25B986278	618400	\$ 66,386	\$ 1,000	\$ 1,000	T 78
Mission CISD	108-908	115	2004	IC CORP	77 Pass Bus	4DRBRAANX4B971916	618400	\$ 66,172	\$ 1,000	\$ 1,000	CNPT 77
Mission CISD	108-908	116	2004	IC CORP	77 Pass Bus	4DRBRAAN84B971915	618400	\$ 66,172	\$ 1,000	\$ 1,000	CNPT 76
Mission CISD	108-908	117	2003	American	Bus	4DRBRABN73B953080	618400	\$ 32,950	\$ 1,000	\$ 1,000	T 106
Mission CISD	108-908	118	2003	American	Bus	4DRBRABN33B953089	618400	\$ 32,950	\$ 1,000	\$ 1,000	T 108
Mission CISD	108-908	119	2003	Ford	F250 PU	1FTNW20L23EC35629	014990	\$ 20,449	\$ 1,000	\$ 1,000	W 2
Mission CISD	108-908	120	2003	AMTR	77 Pass Bus	4DR5BRAAN83B949217	618400	\$ 58,999	\$ 1,000	\$ 1,000	T 70
Mission CISD	108-908	121	2003	AMTR	77 Pass Bus	4DR5BRAAN63B949216	618400	\$ 58,999	\$ 1,000	\$ 1,000	T 69
Mission CISD	108-908	122	2003	AMTR	77 Pass Bus	4DR5BRAAN43B949215	618400	\$ 58,999	\$ 1,000	\$ 1,000	T 68
Mission CISD	108-908	123	2003	AMTR	77 Pass Bus	4DR5BRAAN23B949214	618400	\$ 58,999	\$ 1,000	\$ 1,000	T 67
Mission CISD	108-908	124	2003	AMTR	77 Pass Bus	4DR5BRAAN03B949213	618400	\$ 58,999	\$ 1,000	\$ 1,000	T 66
Mission CISD	108-908	125	2002	Blue Bird	71 Pass Bus	1HVBBABN42H527796	618400	\$ 55,144	\$ 1,000	\$ 1,000	T 71
Mission CISD	108-908	126	2002	Thomas	83 Pass Bus	1T88T4B2X21112168	618400	\$ 67,090	\$ 1,000	\$ 1,000	CNP - T 63
Mission CISD	108-908	127	2002	THOMAS	83 Pass Bus	1T88T4B2121112169	618400	\$ 67,090	\$ 1,000	\$ 1,000	CNP - T 61
Mission CISD	108-908	128	2002	Blue Bird	71 Pass Bus	1HVBBABN52H527791	618400	\$ 55,144	\$ 1,000	\$ 1,000	T 3
Mission CISD	108-908	129	2002	Chevrolet	C1500 PU	2GCEC19T621394708	014990	\$ 21,668	\$ 1,000	\$ 1,000	Transp 4
Mission CISD	108-908	130	2002	Chevrolet	Suburban	3GNEC16752G324463	014990	\$ 29,357	\$ 1,000	\$ 1,000	Transp 3
Mission CISD	108-908	131	2002	Blue Bird	71 Pass Bus	1HVBBABN92H527793	618400	\$ 55,144	\$ 1,000	\$ 1,000	T 15
Mission CISD	108-908	132	2002	Blue Bird	71 Pass Bus	1HVBBABN72H527792	618400	\$ 55,144	\$ 1,000	\$ 1,000	T 14
Mission CISD	108-908	133	1997	Ford	PU	1FTHF26F9VEB80758	014990	\$ 22,132	\$ 1,000	\$ 1,000	Transp 7
Mission CISD	108-908	134	2008	Ford	E350 Van	1FDWE35LX8DA85073	014990	\$ 27,240	\$ 1,000	\$ 1,000	W 8
Mission CISD	108-908	135	2008	Ford	Ranger PU	1FTYT10U78PA92342	014990	\$ 11,667	\$ 1,000	\$ 1,000	TECH
Mission CISD	108-908	136	2008	Ford	E350 Van	1FDWE35LX8DB35163	014990	\$ 28,516	\$ 1,000	\$ 1,000	W 9
Mission CISD	108-908	137	2003	Chevrolet	Van	1GCFG25X331158614	014990	\$ 14,721	\$ 1,000	\$ 1,000	M 57
Mission CISD	108-908	138	1999	Ford	F350 PU	1FTWF32F5XED05888	014990	\$ 22,833	\$ 1,000	\$ 1,000	T-8
Mission CISD	108-908	139	1997	Ford	Crew Cab PU	1FTJW35FOVEB85582	014990	\$ 23,991	\$ 1,000	\$ 1,000	M3
Mission CISD	108-908	140	1994	Trailer	Trlr	48B500J2XR1010831	684990	\$ 4,200	\$ 1,000	\$ 1,000	WT-1
Mission CISD	108-908	141	2001	Trailer	Big T Utility trl	4X8NX162311D71260	684990				WT-3
Mission CISD	108-908	142	2004	Trailer	Trlr	1W4200G2542049682	684990	\$ 4,439	\$ 1,000	\$ 1,000	WT-2
Mission CISD	108-908	143	2014	International	77 Pass Bus	4DRBUAAN1EB776089	618400	\$ 97,795	\$ 1,000	\$ 1,000	T 120
Mission CISD	108-908	144	2014	International	77 Pass Bus	4DRBUAAN8EB776090	618400	\$ 97,795	\$ 1,000	\$ 1,000	T 121
Mission CISD	108-908	145	2014	International	77 Pass Bus	4DRBUAANXEB776091	618400	\$ 97,795	\$ 1,000	\$ 1,000	T 122
Mission CISD	108-908	146	2014	International	77 Pass Bus	4DRBUAAN1EB776092	618400	\$ 97,795	\$ 1,000	\$ 1,000	T 123



Member Name	Member Number	Vehicle Number	Year	Make	Model	Vin Number	Class	Cost New	Comp Deductible	Coll Deductible	District Unit Number
Mission CISD	108-908	147	2014	International	77 Pass Bus	4DRBUAAN3EB776093	618400	\$ 97,795	\$ 1,000	\$ 1,000	T 124
Mission CISD	108-908	148	2014	International	77 Pass Bus	4DRBUAAN5EB776094	618400	\$ 97,795	\$ 1,000	\$ 1,000	T 125
Mission CISD	108-908	149	2014	International	77 Pass Bus	4DRBUAAN7EB776095	618400	\$ 97,795	\$ 1,000	\$ 1,000	T 126
Mission CISD	108-908	150	2014	International	77 Pass Bus	4DRBUAAN9EB776096	618400	\$ 97,795	\$ 1,000	\$ 1,000	T 127
Mission CISD	108-908	151	2014	International	77 Pass Bus	4DRBUAAN0EB776097	618400	\$ 96,995	\$ 1,000	\$ 1,000	T 128
Mission CISD	108-908	152	2014	International	42 Pass Bus	4DRBUAAL0EB776194	618400	\$ 92,955	\$ 1,000	\$ 1,000	T 119
Mission CISD	108-908	153	2001	Air Compressor Trailer	Trlr	4FVCABAA01U320283	684990				M-TRLR 17
Mission CISD	108-908	154	2012	Gooseneck	Trlr	16GA5242XCB066184	684990				CATE MHS
Mission CISD	108-908	155	1988	Ford -Transp	F350 PU	1FDKF37H5JKA11565	014990				T C9
Mission CISD	108-908	156	2014	Ford	Transit Van	NMOLS7E74E1145594	014990	\$ 21,219	\$ 1,000	\$ 1,000	W12
Mission CISD	108-908	157	1996	Kent	Trlr	1KKVE5023TL106201	684990	\$ 12,000	\$ 1,000	\$ 1,000	FA VMHS
Mission CISD	108-908	158	1990	Kentucky	FVCC Trlr	1KKVE5021LL088023	684990	\$ 11,000	\$ 1,000	\$ 1,000	FA MHS
Mission CISD	108-908	159	2006	Ford	Sterling Daycab	2FWJA3DE46AV97112	314990	\$ 13,950	\$ 1,000	\$ 1,000	FA VMHS
Mission CISD	108-908	160	2007	Ford	Sterling Daycab	2FWJA3DE17AX07230	314990	\$ 13,950	\$ 1,000	\$ 1,000	FA MHS
Mission CISD	108-908	161	2015	Carry On	6x12 Trailer	4YMCL1210FT001783	684990	\$ 2,895	\$ 1,000	\$ 1,000	Spec Ed
Mission CISD	108-908	162	2014	IC	Spec Ed Bus	4DRBUAAL7EB015386	618400	\$ 92,556	\$ 1,000	\$ 1,000	T 129
Mission CISD	108-908	163	2014	IC	Spec Ed Bus	4DRBUAAL9EB015387	618400	\$ 92,556	\$ 1,000	\$ 1,000	T 130
Mission CISD	108-908	164	2015	IC	77 Pass Bus	4DRBUC8N6GB732108	618400	\$ 92,829	\$ 1,000	\$ 1,000	T 131 182
Mission CISD	108-908	165	2015	IC	77 Pass Bus	4DRBUC8N8GB732109	618400	\$ 92,829	\$ 1,000	\$ 1,000	T 132
Mission CISD	108-908	166	2015	IC	77 Pass Bus	4DRBUC8N4GB732110	618400	\$ 92,829	\$ 1,000	\$ 1,000	T 133
Mission CISD	108-908	167	2015	IC	77 Pass Bus	4DRBUC8N6GB732111	618400	\$ 92,829	\$ 1,000	\$ 1,000	T 134
Mission CISD	108-908	168	2015	IC	77 Pass Bus	4DRBUC8N8GB732112	618400	\$ 92,829	\$ 1,000	\$ 1,000	T 135
Mission CISD	108-908	169	2015	Ford	F250 PU	1FT7X2ATXFEC26766	014990	\$ 30,171	\$ 1,000	\$ 1,000	W-13
Mission CISD	108-908	170	2015	Ford	Van	NMOLS7E79F1192797	014990	\$ 22,000	\$ 1,000	\$ 1,000	TECH
Mission CISD	108-908	171	2015	Ford	Van	NMOLS7E75F1192795	014990	\$ 20,083	\$ 1,000	\$ 1,000	TECH
Mission CISD	108-908	172	2016	Chevrolet	Suburban	1GNSCKECCXR136101	014990	\$ 40,145	\$ 1,000	\$ 1,000	ADM-001
Mission CISD	108-908	173	2016	Chevrolet	Suburban	1GNSCKECC7GR136850	014990	\$ 40,145	\$ 1,000	\$ 1,000	ADM-004
Mission CISD	108-908	174	2016	Chevrolet	Suburban	1GNSCKECC4GR136126	014990	\$ 40,145	\$ 1,000	\$ 1,000	ADM-003
Mission CISD	108-908	175	2016	Chevrolet	Suburban	1GNSCKECC1GR135452	014990	\$ 40,145	\$ 1,000	\$ 1,000	ADM-002
Mission CISD	108-908	176	2015	CM	82X16 Trailer	5VNBU1625FT146083	684990	\$ 3,398	\$ 1,000	\$ 1,000	M-TRL 16
Mission CISD	108-908	177	2016	Ford	550	1FDUF5GY3GEA92738	314990	\$ 51,350	\$ 1,000	\$ 1,000	CNP 006
Mission CISD	108-908	178	2016	Ford	550	1FDUF5GY5GEA92739	314990	\$ 51,350	\$ 1,000	\$ 1,000	CNP 003
Mission CISD	108-908	179	2016	Ford	550	1FDUF5GY1GEA92740	314990	\$ 51,350	\$ 1,000	\$ 1,000	CNP 005
Mission CISD	108-908	180	2016	Ford	550	1FDUF5GY3GEA92741	314990	\$ 51,350	\$ 1,000	\$ 1,000	CNP 001
Mission CISD	108-908	181	2016	Ford	550	1FDUF5GY5GEA92742	314990	\$ 51,350	\$ 1,000	\$ 1,000	CNP 002
Mission CISD	108-908	182	2016	Ford	550	1FDUF5GY7GEA92743	314990	\$ 51,350	\$ 1,000	\$ 1,000	CNP 004
Mission CISD	108-908	183	2016	Ford	550	1FDUF5GY9GEA92744	314990	\$ 51,350	\$ 1,000	\$ 1,000	CNP 007



Member Name	Member Number	Vehicle Number	Year	Make	Model	Vin Number	Class	Cost New	Comp Deductible	Coll Deductible	District Unit Number
Mission CISD	108-908	184	2016	Ford	550	1FDUF5GY0GEA92745	314990	\$ 51,350	\$ 1,000	\$ 1,000	CNP 008
Mission CISD	108-908	185	2011	Carson	Trailer	4HXFB2027BC154420	684990	\$ 2,500	\$ 1,000	\$ 1,000	M TLR 18
Mission CISD	108-908	186	2000	International	4700	1HTSCABN71H342341	314990	\$ 20,000	\$ 1,000	\$ 1,000	M 4
Mission CISD	108-908	187	2005	International	71 Pass Bus	4DRBUAAN95B986343	618400	\$ 23,000	\$ 1,000	\$ 1,000	T-138
Mission CISD	108-908	188	2005	International	71 Pass Bus	4DRBUAAN05B986344	618400	\$ 23,000	\$ 1,000	\$ 1,000	T-142
Mission CISD	108-908	189	2005	International	71 Pass Bus	4DRBUAAN65B986347	618400	\$ 23,000	\$ 1,000	\$ 1,000	T-141
Mission CISD	108-908	190	2005	International	71 Pass Bus	4DRBUAAN65B986333	618400	\$ 23,000	\$ 1,000	\$ 1,000	T-136
Mission CISD	108-908	191	2005	International	71 Pass Bus	4DRBUAAN45B986346	618400	\$ 23,000	\$ 1,000	\$ 1,000	T-140
Mission CISD	108-908	192	2005	International	71 Pass Bus	4DRBUAAN25B986345	618400	\$ 23,000	\$ 1,000	\$ 1,000	T-139
Mission CISD	108-908	193	2005	International	71 Pass Bus	4DRBUAAN35B986337	618400	\$ 23,000	\$ 1,000	\$ 1,000	T-137
Mission CISD	108-908	194	2017	Exiss	Trailer	4LABS2423J5069095	684990	\$ 26,462	\$ 1,000	\$ 1,000	CATE MHS
Mission CISD	108-908	195	2017	Exiss	Trailer	4LABS2421J5069094	684990	\$ 26,462	\$ 1,000	\$ 1,000	CATE VMHS
Mission CISD	108-908	196	2017	Chevrolet	Express	1GCWGAFF9H1305414	014990	\$ 25,403	\$ 1,000	\$ 1,000	M-6
Mission CISD	108-908	197	2018	Chevrolet	Suburban	1GNSCKEC3JR102945	014990	\$ 40,176	\$ 1,000	\$ 1,000	CATE MHS
Mission CISD	108-908	198	2017	Ford	F350 PU	1FT8W3CT3HEE49471	014990	\$ 43,121	\$ 1,000	\$ 1,000	CATE MHS
Mission CISD	108-908	199	2018	Chevrolet	Suburban	1GNSCKEC3JR115756	739800	\$ 39,976	\$ 1,000	\$ 1,000	CATE-VHMS
Mission CISD	108-908	200	2018	Chevrolet	2500 PU	1GB0CUEG5JZ126988	014990	\$ 31,645	\$ 1,000	\$ 1,000	M-7
Mission CISD	108-908	201	2018	Thomas	16 PASS BUS	4UZABPFC3JCJS7359	618200	\$ 88,477	\$ 1,000	\$ 1,000	T-143 183
Mission CISD	108-908	202	2018	Thomas	77 Pass Bus	4UZABRFC3JCJT0108	618400	\$ 91,828	\$ 1,000	\$ 1,000	T-144
Mission CISD	108-908	203	2018	Thomas	77 Pass Bus	4UZABRFC8JCJT0110	618400	\$ 91,828	\$ 1,000	\$ 1,000	T-146
Mission CISD	108-908	204	2018	Thomas	77 Pass Bus	4UZABRFC1JCJT0109	618400	\$ 91,828	\$ 1,000	\$ 1,000	T-145
Mission CISD	108-908	205	2018	FCCC	77 Pass Bus	4UZABRFC4JCJT0105	618400	\$ 91,828	\$ 1,000	\$ 1,000	T-148
Mission CISD	108-908	206	2018	FCCC	77 Pass Bus	4UZABRFC1JCJT0112	618400	\$ 91,828	\$ 1,000	\$ 1,000	T-147
Mission CISD	108-908	207	2018	Thomas	77 Pass Bus	4UZABRFC6JCJT0106	618400	\$ 91,828	\$ 1,000	\$ 1,000	T-149
Mission CISD	108-908	208	2018	Thomas	77 Pass Bus	4UZABRFC8JCJT0107	618400	\$ 91,828	\$ 1,000	\$ 1,000	T-150
Mission CISD	108-908	209	2018	Thomas	77 Pass Bus	4UZABRFC2JCJT0104	618400	\$ 91,828	\$ 1,000	\$ 1,000	T-151
Mission CISD	108-908	210	2018	Thomas	77 Pass Bus	4UZABRFXJCJT0111	618400	\$ 91,828	\$ 1,000	\$ 1,000	T-152
Mission CISD	108-908	211	2018	Chevrolet	Tahoe	1GNSCAKC4JR174462	739800	\$ 39,978	\$ 1,000	\$ 1,000	SS RM-001
Mission CISD	108-908	212	2018	Ford	F250 PU	1FDBF2A65JEB23301	014990	\$ 29,693	\$ 1,000	\$ 1,000	M-21
Mission CISD	108-908	213	2018	Ford	F250 PU	1FDBF2A67JEB23302	014990	\$ 29,693	\$ 1,000	\$ 1,000	M-13
Mission CISD	108-908	214	2018	Big Tex	70PI Trailer	16VPX1624J2003387	694990	\$ 2,995	\$ 1,000	\$ 1,000	M TRL-20
Mission CISD	108-908	215	2018	Big Tex	14 FT Trailer	16VFX2029H2046756	694990	\$ 5,495	\$ 1,000	\$ 1,000	M TRL-19
Mission CISD	108-908	216	2018	Ford	Transit Van	1GMZK1YM5JKA32605	014990	\$ 27,459	\$ 1,000	\$ 1,000	CNP-009
Mission CISD	108-908	217	2017	Big Tex	Trailer	16VFX1621H2079431	694990	\$ 5,295	\$ 1,000	\$ 1,000	WT-4
Mission CISD	108-908	218	2018	Continental	Trailer	5NHULV224JY031143	684990	\$ 3,800	\$ 1,000	\$ 1,000	CATE
Mission CISD	108-908	219	2018	Continental	Trailer	5NHULV226JY031144	684990	\$ 3,800	\$ 1,000	\$ 1,000	CATE
Mission CISD	108-908	220	2017	Roadclipper	Trailer	46UFU1623H1190418	694990	\$ 2,600	\$ 1,000	\$ 1,000	CATE



Member Name	Member Number	Vehicle Number	Year	Make	Model	Vin Number	Class	Cost New	Comp Deductible	Coll Deductible	District Unit Number
Mission CISD	108-908	221	2017	Roadclipper	Trailer	46UFU1625H1190419	694990	\$ 2,600	\$ 1,000	\$ 1,000	CATE
Mission CISD	108-908	222	2017	Collins	14 Pass Bus	1GB3GRBG1H1224542	618200	\$ 61,574	\$ 1,000	\$ 1,000	T - 153
Mission CISD	108-908	223	2017	Collins	14 Pass Bus	1GB3GRBG9H1230704	618200	\$ 61,574	\$ 1,000	\$ 1,000	T - 154
Mission CISD	108-908	224	2018	Collins	14 Pass Bus	1GB3GRBG5J1260157	618200	\$ 62,030	\$ 1,000	\$ 1,000	T - 155
Mission CISD	108-908	225	2018	Collins	14 Pass Bus	1GB3GRBG9J1287488	618200	\$ 62,030	\$ 1,000	\$ 1,000	T - 156
Mission CISD	108-908	226	2018	Collins	14 Pass Bus	1GB3GRBG2J1287591	618200	\$ 62,030	\$ 1,000	\$ 1,000	T - 157
Mission CISD	108-908	227	2017	Collins	14 Pass Bus	1HA3GRBG1HN005855	618200	\$ 56,094	\$ 1,000	\$ 1,000	T - 158
Mission CISD	108-908	228	2017	Collins	14 Pass Bus	1HA3GRBG2HN005959	618200	\$ 56,094	\$ 1,000	\$ 1,000	T - 159
Mission CISD	108-908	229	2017	Collins	14 Pass Bus	1HA3GRBG2HN005993	618200	\$ 56,094	\$ 1,000	\$ 1,000	T - 160
Mission CISD	108-908	230	2017	Collins	14 Pass Bus	1HA3GRBG3HN005999	618200	\$ 56,094	\$ 1,000	\$ 1,000	T - 161
Mission CISD	108-908	231	2017	Collins	14 Pass Bus	1HA3GRBG5HN006071	618200	\$ 56,094	\$ 1,000	\$ 1,000	T - 162
Mission CISD	108-908	232	2019	Thomas - 77 Pass	BUS	4UZABRFCXKCKY5467	618400	\$ 98,574	\$ 1,000	\$ 1,000	T - 163
Mission CISD	108-908	233	2019	Thomas - 77 Pass	BUS	4UZABRFC1KCKY5468	618400	\$ 98,574	\$ 1,000	\$ 1,000	T - 164
Mission CISD	108-908	234	2019	Thomas - 77 Pass	BUS	4UZABRFC3KCKY5469	618400	\$ 98,574	\$ 1,000	\$ 1,000	T - 165
Mission CISD	108-908	235	2019	Ford F250	PU	1FT7W2AT0KED00497	014990	\$ 33,535	\$ 1,000	\$ 1,000	M-10
Mission CISD	108-908	236	2019	Ford F250	PU	1FT7W2AT2KED00498	014990	\$ 33,535	\$ 1,000	\$ 1,000	M-14
Mission CISD	108-908	237	2019	Ford F250	PU	1FTYR2XMOKKA04390	014990	\$ 37,708	\$ 1,000	\$ 1,000	W-6
Mission CISD	108-908	238	2012	Dodge Ram 1500	PU	1C6RD6KP3CS280814	014990	\$ 7,100	\$ 1,000	\$ 1,000	M-36 184
Mission CISD	108-908	239	2010	Ford F150	PU	1FTEX1EW4AFA06015	014990	\$ 6,600	\$ 1,000	\$ 1,000	M-39
Mission CISD	108-908	240	2011	Chevrolet Tahoe	SED	1GNLC2E0XBR326452	739800	\$ 4,900	\$ 1,000	\$ 1,000	ARO-06
Mission CISD	108-908	241	2011	Chevrolet Tahoe	SED	1GNLC2E03BR313641	739800	\$ 4,900	\$ 1,000	\$ 1,000	ARO-02
Mission CISD	108-908	242	2011	Chevrolet Tahoe	SED	1GNLC2E02BR323996	739800	\$ 5,800	\$ 1,000	\$ 1,000	ARO-03
Mission CISD	108-908	243	2011	Chevrolet Tahoe	SED	1GNLC2E07BR326506	739800	\$ 5,800	\$ 1,000	\$ 1,000	ARO-01
Mission CISD	108-908	244	2011	Chevrolet Tahoe	SED	1GNLC2E04BR327189	739800	\$ 5,800	\$ 1,000	\$ 1,000	ARO
Mission CISD	108-908	245	2012	Chevrolet Tahoe	SED	1GNLC2E00CR301304	739800	\$ 6,200	\$ 1,000	\$ 1,000	ARO-10
Mission CISD	108-908	246	2013	Chevrolet Tahoe	SED	1GNLC2E01DR343966	739800	\$ 7,300	\$ 1,000	\$ 1,000	ARO
Mission CISD	108-908	247	2013	Chevrolet Tahoe	SED	1GNLC2E05DR343145	739800	\$ 6,200	\$ 1,000	\$ 1,000	ARO-08
Mission CISD	108-908	248	2013	Chevrolet Tahoe	SED	1GNLC2E06DR339492	739800	\$ 6,200	\$ 1,000	\$ 1,000	ARO-11
Mission CISD	108-908	249	2013	Chevrolet Tahoe	SED	1GNLC2E05DR340648	739800	\$ 6,200	\$ 1,000	\$ 1,000	ARO
Mission CISD	108-908	250	2013	Chevrolet Tahoe	SED	1GNLC2E05DR340794	739800	\$ 7,300	\$ 1,000	\$ 1,000	ARO
Mission CISD	108-908	251	2010	Ford F350	PU	1FTWW3DR6AEB25768	014990	\$ 15,500	\$ 1,000	\$ 1,000	Transp
Mission CISD	108-908	252	2008	Ford F150	PU	1FTSW21R38ED51435	014990	\$ 12,500	\$ 1,000	\$ 1,000	Transp
Mission CISD	108-908	253	2020	Nissan NV Cargo	VAN	1N6AF0KY1LN802440	014990	\$ 34,430	\$ 1,000	\$ 1,000	CNP 010
Mission CISD	108-908	254	2020	International IC	BUS	4DRBUC8N6MB296078	618400	\$ 119,638	\$ 1,000	\$ 1,000	168
Mission CISD	108-908	255	2020	International IC	BUS	4DRBUC8NZMB296076	618400	\$ 119,638	\$ 1,000	\$ 1,000	166
Mission CISD	108-908	256	2020	International IC	BUS	4DRBUC8N4MB296077	618400	\$ 119,638	\$ 1,000	\$ 1,000	167
Mission CISD	108-908	257	2020	Freedom Trailer	TRLR	5WKBE2022L1065500	684990	\$ 58,975	\$ 1,000	\$ 1,000	T-01



Member Name	Member Number	Vehicle Number	Year	Make	Model	Vin Number	Class	Cost New	Comp Deductible	Coll Deductible	District Unit Number
Mission CISD	108-908	258	2020	Freedom Trailer	TRLR	5WKBE202XL1065728	684990	\$ 58,975	\$ 1,000	\$ 1,000	T-02
Mission CISD	108-908	259	2020	Freedom Trailer	TRLR	5WKBE2029L1066854	684990	\$ 58,975	\$ 1,000	\$ 1,000	T-04
Mission CISD	108-908	260	2020	Freedom Trailer	TRLR	5WKBE2022L1066629	684990	\$ 58,975	\$ 1,000	\$ 1,000	T-03
Mission CISD	108-908	261	2020	Freedom Trailer	TRLR	5WKBE1828M1067625	684990	\$ 58,975	\$ 1,000	\$ 1,000	T-05
Mission CISD	108-908	262	2020	Freedom Trailer	TRLR	5WKBE2020L1066855	684990	\$ 58,975	\$ 1,000	\$ 1,000	T-06
Mission CISD	108-908	263	2020	Freedom Trailer	TRLR	5WKBE1828M1067624	684990	\$ 58,975	\$ 1,000	\$ 1,000	T-07
Mission CISD	108-908	264	2020	Chevrolet	BUS	1GB3GRBG7L1179129	618200	\$ 58,500	\$ 1,000	\$ 1,000	T-169
Mission CISD	108-908	265	2020	Chevrolet	BUS	1GB3GRBG5L1179484	618200	\$ 58,500	\$ 1,000	\$ 1,000	T-171
Mission CISD	108-908	266	2020	Chevrolet	BUS	1GB3GRBG2L1179944	618200	\$ 58,500	\$ 1,000	\$ 1,000	T-170
Mission CISD	108-908	267	2020	Chevrolet	BUS	1GB3G5BG9L1236910	618200	\$ 63,827	\$ 1,000	\$ 1,000	T-172
Mission CISD	108-908	268	2016	Chevrolet	PU	3GCUKNEC8GG248188	014990	\$ 20,437	\$ 1,000	\$ 1,000	113
Mission CISD	108-908	269	2016	Chevrolet	PU	3GCUKNEC2GG248185	014990	\$ 20,544	\$ 1,000	\$ 1,000	112



## **Mission CISD**

### **Signature Documents**

## Mission CISD

1. PCAT and **Mission CISD** (Member) agree that Member will be a PCAT Member for the 2021-2022 through the 2023-2024 Participation Period. The rates in effect for each Participation Period will be applied to any changes in exposure during each Participation Period, and these rates will be the basis for determining the Contributions due PCAT for each period. Member agrees to an annual rate adjustment, up or down, beginning 9/1/2022 that will reflect the actual percentage change in total PCAT funding rates, defined as the change in rates to fund for reinsurance and pool retained losses. A certified document of these changes will be provided by PCAT to the Member. Wind and hail deductible may or may not change based strictly on reinsurance requirements.
2. This Interlocal Addendum along with the most recently signed Interlocal Agreement shall represent the entire agreement and may not be amended or altered without the written consent of both parties.
3. If Member terminates this Addendum prior to 8/31/2024, a short-term cancellation penalty of twenty percent (20%) of Annualized Contributions for the 2021-2022 Participation Period will be due from Member and payable to PCAT within 30 days after notice of termination is received.
4. **Member Opt-Out Clause:** If future reinsurance terms or catastrophic losses cause an unanticipated change in PCAT's funding model that result in a Member rate increase of more than 10%, then the Member will have the option to reject the renewal and be released from this Addendum with zero penalty cost.

**This Addendum must be signed by Member prior to September 1, 2021.**

The undersigned agrees to this Addendum.

\_\_\_\_\_  
**Mission CISD** Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Non-Appropriations Clause:** This Addendum is subject to the appropriation of funds by Member in its budget adopted for any fiscal year for the specific purpose of making payments pursuant to this Addendum for that fiscal year. The obligation of Member pursuant to this Addendum in any fiscal year for which this Addendum is in effect shall constitute a current expense of Member for that fiscal year only, and shall not constitute an indebtedness of Member of any monies other than those lawfully appropriated in any fiscal year. In the event of non-appropriation of funds in any fiscal year to make payments pursuant to this Addendum, this Addendum may be terminated.

**SUBJECT:** Consideration and Approval of Region One Education Service Center Interlocal Agreement

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

**BACKGROUND INFORMATION**

The District has a long standing participation with Region One Education Service Center services. The District participates in the Purchasing Cooperative specifically for the Library Services and Media Cooperative, the PEIMS Cooperative, and Child Nutrition Program – South Texas Cooperative. Computer Software Programs purchased through Region One include Eduphoria Premium Suite Edition, Learning Resources Integration Workshops, OnData Suite, and ITTCs database. The District is also a member of the Distance Learning Consortium.

The District also receives special service projects for the school year through a Local Assessment Fee in the following areas: Leadership Support such as Regional Advisory Council of Superintendents; Superintendent’s Leadership Academy; Instructional Leadership capacity building, guidance, technical assistance and training among others through Region One Curriculum Advisory Council, Finance Advisory Council, and Purchasing Advisory Council among others. Other service projects include Operations Support such as Human Resources meetings, PEIMS reviews and data desegregation reports. In the Technical Support area the District receives consulting services, staff development, and other region-wide special projects.

**ADMINISTRATIVE CONSIDERATIONS**

The parties are authorized by the Interlocal Cooperation Act, Texas Government Code Chapter 791 to enter into cooperative agreements with other local government entities of the State of Texas for the purpose of fulfilling and implementing their respective public and governmental purposes, needs, objectives, and programs.

**FUNDING SOURCE and AMOUNT**

General Fund and Federal Funds estimated at \$200,000

**RECOMMENDATION**

Approval of Region One Education Service Center Inter-local Agreement

**CONTACT PERSON (S)**

Rumalda Ruiz, Assistant Superintendent for Finance

**SUBJECT:** Consideration and Approval of Interlocal Agreement with South Texas College for Tuition

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

**BACKGROUND INFORMATION**

The District offers college opportunities to our High School Students for dual credit programs which include Early College High School and the Academies Program as required by the Texas Higher Education Coordinating Board. The major initiative of these programs is to promote a college-going district and college graduation culture. The District also offers Career and Technology Education certification courses. The District recognizes South Texas College as its Higher Education partner.

In accordance with Texas Administrative Code Title:19 Chapter 4, Subchapter D, Rule 4.84 Section (a), for any dual credit partnership between a secondary school and a public college, an agreement must be approved by the governing boards or designated authorities (e.g., principal and chief academic officer) of both the public school district or private secondary school and the public college prior to the offering of such course. The partnership between Mission CISD and South Texas College has been in existence since the early 2000s.

**ADMINISTRATIVE CONSIDERATIONS**

The parties are authorized by the Interlocal Cooperation Act, Texas Government Code Chapter 791 to enter into cooperative agreements with other local government entities of the State of Texas for the purpose of fulfilling and implementing their respective public and governmental purposes, needs, objectives, and programs. According to this Code, an Interlocal contract must be authorized by the governing body.

This agreement is under legal review

**FUNDING SOURCE AND AMOUNT:**

General Fund using various State Fund Foundation Program Budgets: Special Education, College Career and Military Ready and Career Technology Education estimated at \$650,000

**RECOMMENDATION:**

Approval of Interlocal Agreement with South Texas College for Tuition.

**CONTACT PERSON (S)**

Rumalda Ruiz, Assistant Superintendent for Finance  
Sharon A. Roberts, Ed. D., Deputy Superintendent for Curriculum & Instruction  
Dora Garcia, Purchasing Coordinator

**SUBJECT:** Approval of Budget Amendment for the Month of August 2021

**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 CONSIDERATIONS**

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 \$4,372,016 increase in expenditures for purchase carry over from prior fiscal year including the Tom Landry Stadium renovations project, construction projects, Erate Projects, and other POs for supplies and equipment.

The amendment also includes a reallocation of function 11 to various functions to support the investment of new school buses, playground equipment for elementary schools, Indoor Air Quality projects, and Athletics baseball/softball field turfs and junior high school track updates.

Total General Fund expenditures budget \$185,234,859.

**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 August**  
**Fiscal Year 2021 - 2022**

Description	Original Budget	August Amendments	Amended Budget Aug 2021
<b>Unaudited Beginning Fund Balance</b>	<b>\$ 78,831,059</b>		<b>\$ 78,831,059</b>
Revenues:			
5700 - Local	\$ 27,728,439		27,728,439
5800 - State	130,446,452	-	130,446,452
5900 - Federal	22,687,952	-	22,687,952
<b>Total Revenues</b>	<b>\$ 180,862,843</b>	<b>\$ -</b>	<b>\$ 180,862,843</b>
Expenditures:			
11 Instruction	\$ 94,057,501	\$ (20,764,114)	\$ 73,293,387
12 Inst. Res. & Media Services	2,516,394	0	2,516,394
13 Curriculum Dev. & Inst. Staff Dev.	2,254,646	0	2,254,646
21 Inst. Leadership	2,898,225	32,506	2,930,731
23 School Leadership	9,693,932	0	9,693,932
31 Guid., Counseling & Eval. Ser.	6,190,714	0	6,190,714
32 Social Work Services	587,220	0	587,220
33 Health Services	1,973,169	0	1,973,169
34 Student (Pupil) Trans.	4,981,181	1,500,000	6,481,181
35 Food Services	14,046,270	91,086	14,137,356
36 Curricular/Extracurricular Act.	7,439,336	1,138,000	8,577,336
41 General Administration	5,899,249	0	5,899,249
51 Plant Maint. & Operations	19,574,382	14,048,635	33,623,017
52 Security and Monitoring Serv.	3,522,854	0	3,522,854
53 Data Processing Services	3,025,432	306,340	3,331,772
61 Community Services	399,873	0	399,873
71 Debt Service	1,036,320	0	1,036,320
81 Fac. Acquisition & Const.	450,065	8,019,563	8,469,628
95 Pmt. to Juv. Justice Alt. Ed. Prg.	20,000	0	20,000
99 Other Intergovernmental Charges	296,080	0	296,080
<b>Total Expenditures</b>	<b>\$ 180,862,843</b>	<b>\$ 4,372,016</b>	<b>\$ 185,234,859</b>
7900 - Other Sources	\$ 16,613,295		16,613,295
8900 - Other Uses	(16,613,295)		(16,613,295)
<b>Total Other Financing Sources &amp; (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Un-Audited Ending Fund Balance</b>	<b>\$ 78,831,059</b>	<b>\$ (4,372,016)</b>	<b>\$ 74,459,043</b>

**SUBJECT:** Approval of Donations

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

**BACKGROUND INFORMATION**

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

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

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

**AMINISTRATION CONSIDERATION**

The total donations received were \$17,000.00. These donations benefit our students.

**FUNDING SOURCE AND AMOUNT**

N/A

**RECOMMENDATION:**

Approval of donations.

**CONTACT PERSON (S)**

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

Mission Consolidated Independent School District  
 Donations through July 2021

Date	Campus / Scholarship	Cash	Non-Cash	Donor	Purpose
05/21/21	Veterans Memorial HS	500.00		The Wonderful Company Foundation	Donation for Veterans Memorial HS Students
05/21/21	Veterans Memorial HS	500.00		The Wonderful Company Foundation	Donation for Veterans Memorial HS Teachers
05/31/21	Mission High School	500.00		The Wonderful Company Foundation	Donation for supplies to be used by the Track Club
06/14/21	Veterans Memorial HS	500.00		The Wonderful Company Foundation	Donation for Veterans Memorial HS Junior Class
06/22/21	Central Office - Public Relations	5,000.00		The Greater Mission Chamber of Commerce	Donation to be used for back to school bash
06/24/21	Central Office - Public Relations	10,000.00		Educational Foundation of Mission CISD	Donation to be used for back to school bash
	Total donations	\$ 17,000.00	\$ -		

**SUBJECT:** Approval of Resolution stating Annual Review of Investment Policy and Investment Strategies CDA (LOCAL)

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

**BACKGROUND INFORMATION**

In accordance with the Public Funds Investment Act, Texas Government Code 2256, the Board of Trustees is required to:

1. Annually review the District's Investment Policy and Investment Strategies for each of the funds or group of funds under the Board's control.
2. Approve the independent sources for Investment Officer training
3. Approve the list of qualified brokers/dealers
4. Approve the Investment Officers

A written instrument shall be adopted stating that the Board has reviewed and approved:

1. The Investment Policy and Investment Strategies
2. The list of independent sources for Investment Officer training
3. The list of qualified brokers/dealers
4. The list of Investment Officers

**ADMINISTRATIVE CONSIDERATIONS**

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures.

None of the District's investment officers own any financial interest in the entities offering to engage in investment transactions with the District.

**FUNDING SOURCE AND AMOUNT**

N/A

**RECOMMENDATION**

Approval of the Resolution Stating Review of Investment Policy and Investment Strategies

**CONTACT PERSON (S)**

Rumalda Ruiz, Assistant Superintendent for Finance  
Anna Zuniga, CPA, Director for Finance  
Odon Garcia, Accountant<sup>194</sup>

**RESOLUTION STATING ANNUAL REVIEW OF INVESTMENT POLICY  
AND INVESTMENT STRATEGIES AND DESIGNATION OF INVESTMENT  
OFFICERS FOR MISSION CISD**

WHEREAS, Mission CISD has been legally created and operates pursuant to the general laws of the State of Texas applicable to Independent School Districts; and

WHEREAS, the Board of Trustees has convened on this date at a meeting open to the public and wishes to review the Investment Policy and strategies for the District, in the form attached hereto, pursuant to Chapter 2256, The Texas Government Code, as amended from time to time; Now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF Mission CISD THAT:

Section 1: The Investment Policy, in the form attached hereto, and the investment strategies contained in such policy is hereby reviewed and approved at its annual review.

Section 2: The provisions of this Resolution shall be effective as of the date reviewed and shall remain in effect until modified by action of the Board of Trustees.

Section 3: The attached list of qualified brokers/dealers and the list of sources for investment training are hereby reviewed and approved at its annual review.

Section 4: That Rumalda Ruiz, Assistant Superintendent for Finance, Anna Zuniga, Director for Finance, Odon Garcia, Accountant, and Rosalinda Rodriguez, Accountant of the District are hereby named as Investment Officers of the District to be responsible for the investment of its funds consistent with the Investment Policy.

**PASSED AND APPROVED this 11<sup>th</sup> day of August, 2021.**

\_\_\_\_\_  
Minnie R. Rodgers  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Veronica R. Mendoza  
Secretary, Board of Trustees

List of investment brokers/dealers and investment consultants with whom the District may work with in investing District funds.

1. Hilltop Securities Inc.  
Mary Ann Dunda, Managing Director, TexSTAR Administrator  
1201 Elm Street, Suite 3500,  
Dallas, TX 75270
2. TASB First Public Lone Star Investment Pool  
Edward M. Contreras, Assistant Vice-President  
7620 Guadalupe  
Austin, Texas 78752
3. PTA Texas Class Investment Pool  
Danny King, Account Representative  
813 West 11<sup>th</sup>, Suite B  
Austin, Texas 78701
4. BBVA USA  
3900 North Tenth Street  
McAllen, Texas 78501
5. PFM Asset Management LLC  
Nathan Smith, Senior Managing Consultant  
111 Congress Avenue, Suite 2150  
Austin, Texas 78701
6. Lone Star National Bank  
520 E. Nolana  
McAllen, Texas 78704

The individuals listed above have been provided with a copy of MCISD's investment policies (legal and local). All investments will be made in accordance with MCISD's board policy regarding investment of public funds. Investments will be purchased from those providing the best package, adhering to Board Policy on investments.

Sources of investment training:

1. Texas Association of School Business Officials
2. PFM Asset Management LLC
3. Public Trust Advisors (PTA)
4. Hilltop Securities Inc.
5. First Public
6. Patterson & Associates

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

**Investment Authority**

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved  
Investment  
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

**Safety**

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctua-

tions by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment  
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and  
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed three years from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

**Diversity**

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market  
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating  
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

**Funds/Strategies**

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

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Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
<b>Safekeeping and Custody</b>	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
<b>Sellers of Investments</b>	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
<b>Soliciting Bids for CDs</b>	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
<b>Interest Rate Risk</b>	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
<b>Internal Controls</b>	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

**Annual Review**

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

**Annual Audit**

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.



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All investments made by a district shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules, or regulations. *Gov't Code 2256.026*

**Definitions**

Bond Proceeds	"Bond proceeds" means the proceeds from the sale of bonds, notes, and other obligations issued by a district, and reserves and funds maintained by a district for debt service purposes.
Investment Pool	"Investment pool" means an entity created under the Texas Government Code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield.
Pooled Fund Group	"Pooled fund group" means an internally created fund of a district in which one or more institutional accounts of a district are invested.
Separately Invested Asset	"Separately invested asset" means an account or fund of a district that is not invested in a pooled fund group.  <i>Gov't Code 2256.002(1), (6), (9), (12)</i>
Pledged Revenue	"Pledged revenue" means money pledged to the payment of or as security for:  <ol style="list-style-type: none"><li>1. Bonds or other indebtedness issued by a district;</li><li>2. Obligations under a lease, installment sale, or other agreement of a district; or</li><li>3. Certificates of participation in a debt or obligation described by item 1 or 2.</li></ol> <i>Gov't Code 2256.0208(a)</i>
Repurchase Agreement	"Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations, described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds), at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement. <i>Gov't Code 2256.011(b)</i>
Hedging	"Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering

into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.

*Eligible Entity*

“Eligible entity” means a political subdivision that has:

1. A principal amount of at least \$250 million in outstanding long-term indebtedness, long-term indebtedness proposed to be issued, or a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and
2. Outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

*Eligible Project*

“Eligible project” has the meaning assigned by Government Code 1371.001 (issuance of obligations for certain public improvements).

*Gov’t Code 2256.0207(a)*

Corporate Bond

“Corporate bond” means a senior secured debt obligation issued by a domestic business entity and rated not lower than “AA-” or the equivalent by a nationally recognized investment rating firm. The term does not include a debt obligation that, on conversion, would result in the holder becoming a stockholder or shareholder in the entity, or any affiliate or subsidiary of the entity, that issued the debt obligation, or is an unsecured debt obligation. *Gov’t Code 2256.0204(a)*

**Written Policies**

The board shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which the district’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the district;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;

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4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see Loss of Required Rating, below].

*Gov't Code 2256.005(a), (b)*

Annual Review

The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*

Annual Audit

A district shall perform a compliance audit of management controls on investments and adherence to the district's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit. *Gov't Code 2256.005(m)*

Investment  
Strategies

As an integral part of the investment policy, the board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the district;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

*Gov't Code 2256.005(d)*

Investment Officer

A district shall designate by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees as investment officer(s) to be responsible for the investment of its funds consistent

with the investment policy adopted by the board. If the board has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting board's district. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the board retains the ultimate responsibility as fiduciaries of the assets of the district. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the district. Authority granted to a person to invest the district's funds is effective until rescinded by the district or until termination of the person's employment by a district, or for an investment management firm, until the expiration of the contract with the district. *Gov't Code 2256.005(f)*

A district or investment officer may use the district's employees or the services of a contractor of the district to aid the investment officer in the execution of the officer's duties under Government Code, Chapter 2256. *Gov't Code 2256.003(c)*

Investment Training Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. *Gov't Code 2256.008(c)*

*Initial* Within 12 months after taking office or assuming duties, the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend at least one training session from an independent source approved by the board or a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

*Ongoing* The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated investment committee advising the investment officer. *Gov't Code 2256.008(a-1)*

Exception The ongoing training requirement does not apply to the treasurer, chief financial officer, or investment officer of a district if:

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1. The district does not invest district funds or only deposits those funds in interest-bearing deposit accounts or certificates of deposit as authorized by Government Code 2256.010; and
2. The treasurer, chief financial officer, or investment officer annually submits to the agency a sworn affidavit identifying the applicable criteria under item 1 that apply to the district.

*Gov't Code 2256.008(g)*

Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

1. The investment of all funds, or funds under the district's control, over which the officer had responsibility rather than the prudence of a single investment; and
2. Whether the investment decision was consistent with the district's written investment policy.

*Gov't Code 2256.006*

*Personal Interest*

A district investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the district shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573 (nepotism prohibition), to an individual seeking to sell an investment to the investment officer's district shall file a statement disclosing that relationship. A required statement must be filed with the board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

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1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

*Gov't Code 2256.005(i)*

*Quarterly Reports*

Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented not less than quarterly to the board and the superintendent within a reasonable time after the end of the period. The report must:

1. Describe in detail the investment position of the district on the date of the report;
2. Be prepared jointly and signed by all district investment officers;
3. Contain a summary statement of each pooled fund group that states the:
  - a. Beginning market value for the reporting period;
  - b. Ending market value for the period; and
  - c. Fully accrued interest for the reporting period;
4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
5. State the maturity date of each separately invested asset that has a maturity date;
6. State the account or fund or pooled group fund in the district for which each individual investment was acquired; and
7. State the compliance of the investment portfolio of the district as it relates to the investment strategy expressed in the district's investment policy and relevant provisions of the Public Funds Investment Act.

If a district invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the board by that auditor.

*Gov't Code 2256.023*

**Selection of Broker**

The board or the designated investment committee shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with a district.

*Gov't Code 2256.025*

**Bond Proceeds**

The investment officer of a district may invest bond proceeds or pledged revenue only to the extent permitted by the Public Funds Investment Act, in accordance with:

1. Statutory provisions governing the debt issuance or the agreement, as applicable; and
2. The district's investment policy regarding the debt issuance or the agreement, as applicable.

*Gov't Code 2256.0208(b)*

**Authorized Investments**

A board may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with its adopted investment policies and according to the standard of care set out in this policy. *Gov't Code 2256.003(a)*

In the exercise of these powers, the board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under this authority may not be for a term longer than two years. A renewal or extension of the contract must be made by the board by order, ordinance, or resolution. *Gov't Code 2256.003(b)*

The board may specify in its investment policy that any authorized investment is not suitable. *Gov't Code 2256.005(j)*

Obligations of  
Governmental  
Entities

The following are authorized investments:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by the FDIC or its successor, or the National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described at item 7 above if:
  - a. The funds are invested through a broker with a main office or a branch office in this state that the district selects from a list the board or designated investment committee of the district adopts as required at Selection of Broker above or a depository institution with a main office or a branch office in this state and that the district selects;
  - b. The broker or depository institution selected as described above arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the district's account;
  - c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
  - d. The district appoints as the district's custodian of the banking deposits issued for the district's account the de-

pository institution selected as described above, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating under Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

*Gov't Code 2256.009(a)*

*Unauthorized  
Obligations*

The following investments are not authorized:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

*Gov't Code 2256.009(b)*

Certificates of  
Deposit and Share  
Certificates

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in Texas and is:

1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;
2. Secured by obligations described at Obligations of Governmental Entities, above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities described at Unauthorized Obligations, above; or
3. Secured in accordance with Government Code Chapter 2257 (Public Funds Collateral Act) or in any other manner and amount provided by law for the deposits of the district.

*Gov't Code 2256.010(a)*

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

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1. The funds are invested by the district through a broker that has its main office or a branch office in this state and is selected from a list adopted by the district as required at Selection of Broker, above or a depository institution that has its main office or a branch office in this state and that is selected by the district;
2. The broker or depository institution selected by the district arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the district;
3. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
4. The district appoints the depository institution selected by the district, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the district with respect to the certificates of deposit issued for the account of the district.

*Gov't Code 2256.010(b)*

The district's investment policies may provide that bids for certificates of deposit be solicited orally, in writing, electronically, or in any combination of those methods. *Gov't Code 2256.005(c)*

Repurchase  
Agreements

A fully collateralized repurchase agreement is an authorized investment if it:

1. Has a defined termination date;
2. Is secured by a combination of cash and obligations described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds);
3. Requires the securities being purchased by the district or cash held by the district to be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or a third party selected and approved by the district; and
4. Is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas.

The term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by a district under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a repurchase agreement by a district.

*Gov't Code 2256.011*

Securities Lending  
Program

A securities lending program is an authorized investment if:

1. The value of securities loaned is not less than 100 percent collateralized, including accrued income;
2. A loan allows for termination at any time;
3. A loan is secured by:
  - a. Pledged securities described at Obligations of Governmental Entities, above;
  - b. Pledged irrevocable letters of credit issued by a bank that is organized and existing under the laws of the United States or any other state, and continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or
  - c. Cash invested in accordance with Government Code 2256.009 (obligations of governmental entities), 2256.013 (commercial paper), 2256.014 (mutual funds), or 2256.016 (investment pools);
4. The terms of a loan require that the securities being held as collateral be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or with a third party selected by or approved by the district; and
5. A loan is placed through a primary government securities dealer, as defined by 5 C.F.R. Section 6801.102(f), as that regulation existed on September 1, 2003, or a financial institution doing business in this state.

An agreement to lend securities under a securities lending program must have a term of one year or less.

*Gov't Code 2256.0115*

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Banker's  
Acceptances

A banker's acceptance is an authorized investment if it:

1. Has a stated maturity of 270 days or fewer from the date of issuance;
2. Will be, in accordance with its terms, liquidated in full at maturity;
3. Is eligible for collateral for borrowing from a Federal Reserve Bank; and
4. Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least on nationally recognized credit rating agency.

*Gov't Code 2256.012*

Commercial Paper

Commercial paper is an authorized investment if it has a stated maturity of 365 days or fewer from the date of issuance; and is rated not less than A-1 or P-1 or an equivalent rating by at least:

1. Two nationally recognized credit rating agencies; or
2. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States law or any state.

*Gov't Code 2256.013*

Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered with and regulated by the Securities and Exchange Commission;
2. Provides the district with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. 80a-1 et seq.); and
3. Complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

*Gov't Code 2256.014(a)*

In addition to the no-load money market mutual fund authorized above, a no-load mutual fund is an authorized investment if it:

1. Is registered with the Securities and Exchange Commission;
2. Has an average weighted maturity of less than two years; and
3. Either has a duration of:
  - a. One year or more and is invested exclusively in obligations approved by the Public Funds Investment Act, or
  - b. Less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

*Gov't Code 2256.014(b)*

*Limitations*

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Government Code 2256.014(b);
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Government Code 2256.014(b); or
3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Government Code 2256.014(a) or (b) in an amount that exceeds ten percent of the total assets of the mutual fund.

*Gov't Code 2256.014(c)*

Guaranteed  
Investment  
Contracts

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

1. Has a defined termination date;
2. Is secured by obligations described at Obligations of Governmental Entities, above, excluding those obligations described at Unauthorized Obligations, in an amount at least equal to the amount of bond proceeds invested under the contract; and
3. Is pledged to the district and deposited with the district or with a third party selected and approved by the district.

Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term longer than five years from the date of issuance of the bonds.

To be eligible as an authorized investment:

1. The board must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The district must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a guaranteed investment contract by a district.

*Gov't Code 2256.015*

Investment Pools

A district may invest its funds or funds under its control through an eligible investment pool if the board by rule, order, ordinance, or resolution, as appropriate, authorizes the investment in the particular pool. *Gov't Code 2256.016, .019*

To be eligible to receive funds from and invest funds on behalf of a district, an investment pool must furnish to the investment officer or other authorized representative of the district an offering circular or other similar disclosure instrument that contains the information specified in Government Code 2256.016(b). To maintain eligibility, an investment pool must furnish to the investment officer or other authorized representative investment transaction confirmations and a monthly report that contains the information specified in Government Code 2256.016(c). A district by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds. *Gov't Code 2256.016(b)-(d)*

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Corporate Bonds

A district that qualifies as an issuer as defined by Government Code 1371.001 [see CCF], may purchase, sell, and invest its funds and funds under its control in corporate bonds (as defined above) that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA-" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased.

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or
2. Invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

A district subject to these provisions may purchase, sell, and invest its funds and funds under its control in corporate bonds if the board:

1. Amends its investment policy to authorize corporate bonds as an eligible investment;
2. Adopts procedures to provide for monitoring rating changes in corporate bonds acquired with public funds and liquidating the investment in corporate bonds; and
3. Identifies the funds eligible to be invested in corporate bonds.

The district investment officer, acting on behalf of the district, shall sell corporate bonds in which the district has invested its funds not later than the seventh day after the date a nationally recognized investment rating firm:

1. Issues a release that places the corporate bonds or the domestic business entity that issued the corporate bonds on negative credit watch or the equivalent, if the corporate bonds are rated "AA-" or the equivalent at the time the release is issued; or
2. Changes the rating on the corporate bonds to a rating lower than "AA-" or the equivalent.

*Gov't Code 2256.0204*

Hedging  
Transactions

The board of an eligible entity (as defined above) shall establish the entity's policy regarding hedging transactions. An eligible entity may enter into hedging transactions, including hedging contracts,

and related security, credit, and insurance agreements in connection with commodities used by an eligible entity in the entity's general operations, with the acquisition or construction of a capital project, or with an eligible project. A hedging transaction must comply with the regulations of the federal Commodity Futures Trading Commission and the federal Securities and Exchange Commission.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution by an eligible entity of a hedging contract and any related security, credit, or insurance agreement.

An eligible entity may:

1. Pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.
2. Credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

An eligible entity's cost of or payment under a hedging contract or agreement may be considered an operation and maintenance expense, an acquisition expense, or construction expense of the eligible entity; or a project cost of an eligible project.

*Gov't Code 2256.0206*

Prohibited  
Investments

Except as provided by Government Code 2270 (prohibited investments), a district is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

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**Note:** As an "investing entity" under Government Code 2270.0001(7)(A), a district must comply with Chapter 2270, including reporting requirements, regarding prohibited investments in scrutinized companies listed by the comptroller in accordance with Government Code 2270.0201.

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Loss of Required  
Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. A district shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. *Gov't Code 2256.021*

**Sellers of  
Investments**

A written copy of the investment policy shall be presented to any business organization (as defined below) offering to engage in an investment transaction with a district. The qualified representative of the business organization offering to engage in an investment transaction with a district shall execute a written instrument in a form acceptable to the district and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district's investment policy, except to the extent that this authorization:
  - a. Is dependent on an analysis of the makeup of the district's entire portfolio;
  - b. Requires an interpretation of subjective investment standards; or
  - c. Relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of a district may not acquire or otherwise obtain any authorized investment described in the district's investment policy from a business organization that has not delivered to the district the instrument required above.

*Gov't Code 2256.005(k)-(l)*

Nothing in this section relieves the district of the responsibility for monitoring investments made by the district to determine that they are in compliance with the investment policy.

Business  
Organization

For purposes of the provisions at Sellers of Investments above, "business organization" means an investment pool or investment management firm under contract with a district to invest or manage the district's investment portfolio that has accepted authority granted by the district under the contract to exercise investment discretion in regard to the district's funds.

*Gov't Code 2256.005(k)*

**Donations**

A gift, devise, or bequest made to a district to provide college scholarships for district graduates may be invested by the board as provided in Property Code 117.004 (Uniform Prudent Investor Act),

unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

Investments donated to a district for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act. *Gov't Code 2256.004(b)*

**Electronic Funds  
Transfer**

A district may use electronic means to transfer or invest all funds collected or controlled by the district. *Gov't Code 2256.051*

**SUBJECT:** Sale or Surplus Real Property

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

**BACKGROUND INFORMATION**

As per CDB(Legal) a board may, by resolution, authorize the sale of any property, other than minerals, held in trust for free school purposes. The board president shall execute a deed to the purchaser reciting the board resolution authorizing the sale.

Before land owned by a district may be sold or exchanged for other land, notice to the general public of the offer of the land for sale or exchange must be published in a newspaper of general circulation in either the county in which the land is located or, if there is no such newspaper, in an adjoining county.

The notice must include a description of the land, including its location, and the procedure by which sealed bids to purchase the land or offers to exchange the land may be submitted. The notice must be published on two separate dates and the sale or exchange may not be made until after the 14th day after the date of the second publication.

**ADMINISTRATIVE CONSIDERATIONS**

Administration is recommending the sale of two surplus properties listed below:

1101 Dunlap

Lots 7 & 8, Block 186, Mission Original Townsite  
\$209,242 appraised value

**FUNDING SOURCE/AND AMOUNT**

N/A

**RECOMMENDATION**

That the Board of Trustees discuss and take possible action regarding the sale of surplus real property.

**CONTACT PERSON(S)**

Lorena Garcia, Deputy Supt. for Support Services  
Rumalda Ruiz, Asst. Supt. for Finance  
Ricardo Rivera, Asst. Supt. for Operations

**1101 Dunlap**



**SUBJECT:** Annual Internal Audit Plan for 2021-2022

**PRESENTER:** Rebecca Magee, CPA, Internal Auditor

**BACKGROUND INFORMATION**

The Internal Audit department conducts independent and objective reviews of the District's operations and procedures and reports findings and recommendations to management, the Superintendent, and the Board of Trustees. An Annual Internal Audit Plan is developed to provide a schedule of audit activities for the year prioritized based on potential risk and liability to the District.

**ADMINISTRATIVE CONSIDERATIONS**

Informational report.

**FUNDING SOURCE**

Not Applicable

**RECOMMENDATION:**

Not Applicable

**CONTACT PERSON(S)**

Carol G. Perez, Ed.D., Superintendent of Schools  
Rebecca Magee, CPA, Internal Auditor

**Rebecca Magee, CPA**

**Internal Auditor**

**Mission Consolidated Independent School District**

1201 Bryce Drive - Mission, Texas 78572-4399

Office (956) 323-5511 - Fax (956) 323-8255

E mail: [bmagee@mcisd.org](mailto:bmagee@mcisd.org) - [www.mcisd.net](http://www.mcisd.net)



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

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To: Board of Trustees

From: Rebecca Magee, CPA - Internal Auditor

Date: August 4, 2021

Re: 2021-2022 Annual Internal Audit Plan

The development of the annual internal audit plan is an integral part of the internal audit function of the District. The objective of the audit plan is to provide a schedule of audit activities for the year to help minimize internal and external distractions. The audit plan has been developed with the awareness of the limitations of resources in personnel and dollars, and therefore, audits are prioritized based on potential risk and liability to the District.

### **Campus and Student Activity Funds**

Prior to the 2020 fiscal year, over \$1.9 million in receipts and disbursements would typically flow through the District's Activity Funds annually. Due to the on-going pandemic and uncertainty of the future, it is difficult to estimate the amount of transactions for the upcoming school year. The potential risk in the area of Activity Funds is greater than other areas because the majority of the revenues are received in the form of actual cash, the number of individuals (employees and students) handling collections, and the perception of the community. Also, risk will potentially increase this year due to the elimination of elementary activity clerk positions. However, there are some factors that minimize the potential risk. First, the District uses centralized accounting versus non-centralized, therefore, one bank account is used and all expenditures are processed through the Business Office. Also, the District has a detailed Activity Funds Manual which provides well-defined responsibilities and procedures. The manual is updated every year and training sessions are provided for principals, secretaries, activity clerks and secondary campus sponsors at least annually.

During the year, I will review all Fundraising Applications and Fundraiser Reports as they are submitted. Each month I will review the monthly income statement reports prepared by the Finance Department. I will also continue to assist with generating the reports necessary to prepare the monthly income statement reports. Additionally, throughout the year I will review interdepartmental charges and journal entries related to Activity Funds.

Depending on the volume of activity, internal audits may be performed for the activity funds of the following campuses: Mission Collegiate High School, Veterans Memorial High School, Alton Memorial Jr. High School, R. Cantu Jr. High School, Waitz Elementary, Cantu Elementary, Castro Elementary, Marcell Elementary, Mims Elementary, and Pearson Elementary. Unscheduled safe audits or cash counts may be performed at other campuses not listed.

I will also assist in the continued evaluation of Student Activity Funds to determine proper accounting and financial reporting under GASB Statement No. 84, *Fiduciary Activities*. This governmental accounting standard establishes criteria for identifying fiduciary activities. Student Activity Fund accounts not meeting the criteria may need to be reported as special revenue funds.

### **External Audit / Comprehensive Annual Financial Report**

Each school district in the State of Texas is required to have an annual financial statement audit and submit the audited financial statements to TEA within 150 days after the fiscal year-end. I will facilitate the audit process by reviewing schedules prepared by the finance department and requesting information from the various departments for the auditors. I will also prepare the annual financial statements and related notes to the financial statements for review by the external auditors. I will also assist in the review of the Data Collection Form, which reports federal expenditures, and the PEIMS reports, which include the audited financial data.

The District will also be submitting their annual financial report to the Government Finance Officers Association (GFOA) for consideration for the Certificate of Achievement for Excellence in Financial Reporting Program. Major changes to the annual financial report required by this award program will be the addition of the following: a transmittal letter, combining statements by fund type that will include individual funds, and numerous statistical schedules that include historical information. I will assist with preparing the statistical schedules and ensuring that the report meets all other the requirements.

### **SAS 99 – Fraud Hotline**

*Statement of Auditing Standards No. 99, Consideration of Fraud in a Financial Statement Audit* applies to all entities that are audited by an independent auditor. The purpose of this standard is to prompt entities to take proactive steps to diminish the risk of fraud. SAS 99 recommends that entities have an anonymous reporting process for employees to report suspected or actual fraud. The District has established a 24 hours a day, 7 days a week telephone hotline administered by an outside company. Time spent evaluating and providing assistance as requested in investigating the reports received through the hotline will vary depending on the number of reports.

### **Other**

In addition to year-end inventory testing in conjunction with the external audit, my audit plan also includes testing of the Warehouse, Child Nutrition Program, Transportation and Maintenance Department inventories during the year. Other internal audits or reviews included in my plan are: athletic receipts (varsity football), the afterschool child care programs, Fixed Assets and Payroll/Purchasing/Finance Departments as time allows.

Attached is a schedule of the internal audits, activities and tasks that are planned to be completed during the school year. However, due to the uncertainties resulting from the on-going pandemic, there may be changes in dates and types or number of internal audits conducted. This schedule is also subject to change as needed to accommodate special reviews or investigations.

Cc: Carol G. Perez, Ed.D., Superintendent of Schools

**2021-2022 Annual Audit Plan**

<b>Internal Audit / Activity / Task</b>	<b>Time Frame</b>
Campus & Student Activity Funds – review of fundraiser applications, fundraiser reports, income statement reports, and related journal entries	Throughout the year
Training Sessions on Activity Funds for Principals, Activity Clerks, Campus Secretaries and Secondary Campus Sponsors	August 2021
External Audit / Comprehensive Annual Financial Report – facilitate, review audit schedules, prepare annual financial statements/notes/schedules	August thru November 2021 and June 2022 (next year’s audit)
Student Activity Funds – GASB 84 evaluation	November / December 2021
Athletic Receipts Internal Audit – Football	January/February 2022
Training on Activity Funds for Clerks/Secretaries	February 2022
After School Child Care Program Internal Audits	February/March 2022
Department Inventory Testing	February 2022
Payroll/Purchasing/Finance Reviews	March/April 2022
Fixed Asset Testing	March/April 2022
Activity Fund Internal Audits	March through June 2022
Year-end Inventory Testing – Maintenance, Transportation, Warehouse, and Child Nutrition	June 2022
Update Activity Funds Manual, Guidelines for Parent Organizations & training presentations	July 2022
SAS 99 – Fraud Telephone Hotline	Throughout the year
Board Reports	Quarterly
Special Reviews / Investigations	As needed

**SUBJECT:** Quarterly Investment Report

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

**BACKGROUND INFORMATION**

In accordance with Board Policy CDA (LEGAL), all investments made by a district shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules or regulations. *Gov't Code 2256.026*

Not less than quarterly, an investment officer shall prepare and submit to a board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented to a board and a superintendent, not less than quarterly, within a reasonable time after the end of the reporting period.

**ADMINISTRATIVE CONSIDERATIONS**

Mission CISD's investment portfolio totaled \$91,088,832.06 at the end of the 4th quarter ending on June 30, 2021. Interest earned in the 4th quarter was \$13,463.31.

**FUNDING SOURCE AND AMOUNT**

N/A

**RECOMMENDATION**

Information item only; no recommendation is required.

**CONTACT PERSON (S)**

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

**INVESTMENT REPORT SUMMARY  
 QUARTER ENDING JUNE 30, 2021**

FUND	CERTIFICATES OF DEPOSIT	INVESTMENT POOLS	CASH	ENDING BALANCE	INTEREST EARNED 4TH QTR
Local Maintenance		\$ 67,051,868.94	\$ -	\$ 67,051,868.94	\$ 12,028.28
Debt Service		\$ 4,675,817.26	\$ 76,568.73	\$ 4,752,385.99	\$ 858.09
Non-Expendable Trust Fund	\$ 27,266.87			\$ 27,266.87	\$ 17.07
Payroll			\$ 1,537,571.15	\$ 1,537,571.15	\$ 157.92
General Finance			\$ 17,719,739.11	\$ 17,719,739.11	\$ 401.95
<b>TOTAL</b>	<b>\$ 27,266.87</b>	<b>\$ 71,727,686.20</b>	<b>\$ 19,333,878.99</b>	<b>\$91,088,832.06</b>	<b>\$13,463.31</b>
<b>portfolio composition</b>	<b>0.03%</b>	<b>78.74%</b>	<b>21.23%</b>	<b>100.00%</b>	

We, the approved Investment Officers of Mission CISD, hereby certify that the following Investment Report represents the investment position of the District as of June 30, 2021 in compliance with the Board approved Investment Policy, the the Public Funds Investment Act (Texas Government Code 2256), and Generally Accepted Accounting Principles (GAAP).

\_\_\_\_\_  
 Odon Garcia, Accountant

\_\_\_\_\_  
 Anna Zuniga, CPA, Director for Finance

\_\_\_\_\_  
 Rumalda Ruiz, Assistant Superintendent for Finance

Investment #	Type	Original Purchase Date	Fund	Last Renewal Date	Maturity Date	Rate @ 6/30/2021 *Qtr.avg	Beg. Bal. Market/Book Value 04/01/21	Purchased increase	Sold decrease	End. Bal. Market/Book Value 06/30/21	Qtr. Interest Received	4TH QTR INTEREST EARNED	Int. Earned 7/1/2020 - 6/30/2021
<b>LOCAL MAINTENANCE</b>													
10827-3859-000	TxStar-04		199	n/a	n/a	0.01% *	10,444,259.71	271.63	0.00	10,444,531.34	271.63	271.63	8,060.32
907155492	LoneStar-02		199	n/a	n/a	0.08% *	25,777,026.06	5,254.08	0.00	25,782,280.14	5,254.08	5,254.08	39,212.30
TX010061002	TX CLASS		199	n/a	n/a	0.07% *	41,442,184.00	14,165,612.64	31,000,000.00	24,607,796.64	5,874.48	5,874.48	45,019.93
1200-03	TEXAS TERM	10/3/2018	199	n/a	n/a	0.04% *	6,216,632.73	628.09	0.00	6,217,260.82	628.09	628.09	5,790.59
<b>Total Local Maintenance</b>							<b>83,880,102.50</b>	<b>14,171,766.44</b>	<b>31,000,000.00</b>	<b>67,051,868.94</b>	<b>12,028.28</b>	<b>12,028.28</b>	<b>98,083.14</b>
<b>DEBT SERVICE</b>													
2515278470	Cash (bank bal.)		599	n/a	n/a	0.02% *	8,349.39	229,952.66	161,733.32	76,568.73	11.44	2.42	420.10
TX0100610001	TX CLASS	11/1/2018	599	n/a	n/a	0.07% *	4,517,778.27	158,038.99		4,675,817.26	855.67	855.67	7,878.95
<b>Total Interest &amp; Sinking</b>							<b>4,526,127.66</b>	<b>387,991.65</b>	<b>161,733.32</b>	<b>4,752,385.99</b>	<b>867.11</b>	<b>858.09</b>	<b>8,299.05</b>
<b>NON-EXPENDABLE TRUST</b>													
5595909564/6720608225/67271													
01975/6755190045	CD	5/9/1985	836	06/30/20	06/30/21	0.25%	10,461.07	26.19		10,487.26	26.19	6.55	26.19
5595909610/6720607792/67271													
00189/6727100189	CD	2/11/1986	836	06/30/20	06/30/21	0.25%	5,230.53	13.09		5,243.62	13.09	3.29	13.09
5595909726/6720605021/67271													
01525/6755190886	CD	5/28/1986	836	06/30/20	06/30/21	0.25%	11,507.19	28.80		11,535.99	28.80	7.23	28.80
<b>Total Non-Expendable Trust</b>							<b>27,198.79</b>	<b>68.08</b>	<b>0.00</b>	<b>27,266.87</b>	<b>68.08</b>	<b>17.07</b>	<b>68.08</b>
<b>PAYROLL</b>													
2515278454	Cash (bank bal.)		063	n/a	n/a	0.02% *	1,990,768.51	34,792,234.40	35,245,431.76	1,537,571.15	293.85	157.92	2,620.21
<b>Total Payroll</b>							<b>1,990,768.51</b>	<b>34,792,234.40</b>	<b>35,245,431.76</b>	<b>1,537,571.15</b>	<b>293.85</b>	<b>157.92</b>	<b>2,620.21</b>
<b>GENERAL FINANCE</b>													
2515282931	Cash (bank bal.)		064	n/a	n/a	0.02% *	7,702,287.57	75,544,085.28	65,526,633.74	17,719,739.11	898.58	401.95	18,331.52
<b>Total General Finance</b>							<b>7,702,287.57</b>	<b>75,544,085.28</b>	<b>65,526,633.74</b>	<b>17,719,739.11</b>	<b>898.58</b>	<b>401.95</b>	<b>18,331.52</b>
<b>TOTAL INVESTMENTS</b>							<b>\$98,126,485.03</b>	<b>\$124,896,145.85</b>	<b>\$131,933,798.82</b>	<b>\$91,088,832.06</b>	<b>\$14,155.90</b>	<b>\$13,463.31</b>	<b>\$127,402.00</b>

Investment #	Type	Maturity Date	End. Bal. Market/Book Value 06/30/21	DAYS TO MATURITY	BOOK VALUE X DAYS TO MATURITY	WEIGHTED AVERAGE MATURITY*
10827-3859-000	TxStar-04*	n/a	10,444,531.34	0	-	
907155492	LoneStar-02	n/a	25,782,280.14	0	-	
TX010061002	TX CLASS	n/a	24,607,796.64	0	-	
2515278470	Cash (bank bal.)	n/a	76,568.73	0	-	
5595909564/6720608225/ 6727101975/6755190045	CD	06/30/21	10,487.26	0	-	
5595909610/6720607792/ 6727100189/6727100189	CD	06/30/21	5,243.62	0	-	
5595909726/6720605021/ 6727101525/6755190886	CD	06/30/21	11,535.99	0	-	
2515278454	Cash (bank bal.)	n/a	1,537,571.15		-	
2515282931	Cash (bank bal.)	n/a	17,719,739.11		-	
1200-03	TEXAS TERM	n/a	6,217,260.82	0	-	
TX0100610001	TX CLASS	n/a	4,675,817.26	0	-	
			\$91,088,832.06		-	

<b>0</b> <b>DAYS WAM</b>
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**SUBJECT:** Tax Levy Adjustments for the Month of June 2021

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

**BACKGROUND INFORMATION**

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

**ADMINISTRATIVE CONSIDERATIONS**

Tax roll adjustments due to corrections, rollbacks, homesteads, dropped years, etc., resulted in a net decrease of \$11,032.06. 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 \$436,208.10. The monthly fee for this service is \$6,271.00.

Attached is the June 2021 Tax Collection Report

**FUNDING SOURCE AND AMOUNT**

Local Maintenance Levy Modification \$(12,634.18)  
Debt Service Levy Modification \$(1,479.14)  
Rollbacks \$3,081.26

**RECOMMENDATION:**

Informational Item

**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:  
JUNE 2021

COMPARATIVE RATE OF COLLECTIONS

MISSION C.I.S.D. SMS - 48	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2020/2021	COLLECTED 2019/2020
2020 TAX ROLL	28,040,951.26	26,490,414.02		(50,879.03)	1,499,658.21	94.64%	93.50%
2019 & PRIOR YRS ROLLBACK	4,957,234.99	1,635,421.13	(24,143.03)	(200,277.77)	3,097,393.06	34.55%	28.96%
	-	26,727.46	-	34,826.77	8,099.31	76.74%	100.00%
TOTALS	32,998,186.25	28,152,562.61	(24,143.03)	(216,330.03)	4,605,150.58		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF JUNE 2021

	MISSION C.I.S.D.	MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	239,008.15	(1,577.16) CURRENT
CURRENT YEAR-P&I	34,067.30	
PRIOR YEARS-BASE TAX	92,670.69	(12,536.16) PRIOR
PRIOR YEARS-P&I	38,179.01	
ROLLBACK	11,552.46	3,081.26 ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	20,730.49	- PURGED
TOTAL COLLECTIONS	436,208.10	(11,032.06)
LESS TRANSFERRED	277,112.73	
LESS IN TRANSIT	152,782.23	
LESS DUE TO HCAD COMM FEES	42.14	
LESS DUE TO CO TREASURER	6,271.00	
BALANCE	0.00	

\*\*\*\*\*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 JUNE IS CORRECT.

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



SWORN AND SUBSCRIBED BEFORE ME THIS 9TH DAY OF JULY 2021 A.D.

*Jose E Jaramillo*  
NOTARY PUBLIC, HIDALGO COUNTY, TEXAS



**HIDALGO COUNTY TAX OFFICE  
MISSION CISD**

**MODIFICATIONS FOR THE MONTH OF JUNE 2021**

YR	RATE	M&O	%	ADJ	M&O	I&S	%	I&S
2020	1.19930	1.02800	85.72%	(1,577.16)	(1,351.89)	0.1713	14.28%	(225.27)
2019	1.23955	1.06835	86.19%	(1,183.41)	(1,019.96)	0.1712	13.81%	(163.45)
2018	1.3398	1.1700	87.33%	(592.26)	(517.20)	0.1698	12.67%	(75.06)
2017	1.3502	1.1700	86.65%	(783.28)	(678.74)	0.1802	13.35%	(104.54)
2016	1.3582	1.1700	86.14%	(566.95)	(488.39)	0.1882	13.86%	(78.56)
2015	1.3672	1.1700	85.58%	(391.43)	(334.97)	0.1972	14.42%	(56.46)
2014	1.3300	1.1700	87.97%	(348.22)	(306.33)	0.1600	12.03%	(41.89)
2013	1.3000	1.1700	90.00%	(340.37)	(306.33)	0.1300	10.00%	(34.04)
2012	1.3000	1.1700	90.00%	(318.44)	(286.60)	0.1300	10.00%	(31.84)
2011	1.3000	1.1700	90.00%	(318.44)	(286.60)	0.1300	10.00%	(31.84)
2010	1.3000	1.0400	80.00%	(378.26)	(302.61)	0.2600	20.00%	(75.65)
2009	1.2800	1.0400	81.25%	(372.45)	(302.62)	0.2400	18.75%	(69.83)
2008	1.2400	1.0400	83.87%	(360.80)	(302.61)	0.2000	16.13%	(58.19)
2007	1.1800	1.0400	88.14%	(343.35)	(302.61)	0.1400	11.86%	(40.74)
2006	1.4574	1.3374	91.77%	(411.76)	(377.86)	0.1200	8.23%	(33.90)
2005	1.5632	1.4632	93.60%	(347.97)	(325.71)	0.1000	6.40%	(22.26)
2004	1.5691	1.4632	93.25%	(368.76)	(343.87)	0.1059	6.75%	(24.89)
2003	1.5841	1.4632	92.37%	(291.62)	(269.36)	0.1209	7.63%	(22.26)
2002	1.5841	1.4500	91.53%	(291.62)	(266.93)	0.1341	8.47%	(24.69)
2001	1.5341	1.4394	93.83%	(282.41)	(264.98)	0.0947	6.17%	(17.43)
2000	1.5341	1.4000	91.26%	(282.41)	(257.72)	0.1341	8.74%	(24.69)
1999	1.5050	1.4208	94.41%	(3,961.95)	(3,740.29)	0.0842	5.59%	(221.66)
<b>TOTAL</b>				<b>(14,113.32)</b>	<b>(12,634.18)</b>			<b>(1,479.14)</b>
				<b>M&amp;O</b>				<b>I&amp;S</b>
				<b>2020</b>	<b>(1,577.16)</b>	<b>(1,351.89)</b>		<b>(225.27)</b>
				<b>2019 &amp; PRIOR</b>	<b>(12,536.16)</b>	<b>(11,282.29)</b>		<b>(1,253.87)</b>
				<b>TOTAL</b>	<b>(14,113.32)</b>	<b>(12,634.18)</b>		<b>(1,479.14)</b>

**ROLLBACK MODIFICATIONS FOR THE MONTH OF JUNE 2021**

YR	RATE	M&O	%	ADJ	M&O	I&S	%	I&S
2020	1.1993	1.0280	85.72%	-	0.00	0.1713	14.28%	0.00
2019	1.2396	1.0684	86.19%	1,473.36	1,269.87	0.1712	13.81%	203.49
2018	1.3398	1.1700	87.33%	1,607.90	1,404.12	0.1698	12.67%	203.78
2017	1.3502	1.1700	86.65%	-	0.00	0.1802	13.35%	0.00
<b>TOTAL</b>				<b>3,081.26</b>	<b>2,673.99</b>			<b>407.27</b>
				<b>M&amp;O</b>				<b>I&amp;S</b>
				<b>CURRENT</b>	<b>-</b>	<b>-</b>		<b>-</b>
				<b>DELINQUENT</b>	<b>3,081.26</b>	<b>2,673.99</b>		<b>407.27</b>
				<b>TOTAL</b>	<b>3,081.26</b>	<b>2,673.99</b>		<b>407.27</b>

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

TAX COLLECTION SYSTEM  
 DEPOSIT DISTRIBUTION  
 FROM: 06/01/2021 THRU 06/30/2021  
 JURISDICTION: 0048 MISSION CISD

PAGE: 74  
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2020	M & O	1.028000	204,869.89	.00	29,201.25	.00	234,071.14	2,127.83	.00	.00	236,198.97
	I & S	.171300	34,138.26	.00	4,866.05	.00	39,004.31	.00	.00	.00	39,004.31
	TOTAL	1.199300	239,008.15	.00	34,067.30	.00	273,075.45	2,127.83	.00	.00	275,203.28
2019	M & O	1.068350	45,494.07	.00	12,150.49	.00	57,644.56	9,401.13	.00	.00	67,045.69
	I & S	.171200	7,290.27	.00	1,946.98	.00	9,237.25	.00	.00	.00	9,237.25
	TOTAL	1.239550	52,784.34	.00	14,097.47	.00	66,881.81	9,401.13	.00	.00	76,282.94
2018	M & O	1.170000	20,009.41	.00	6,716.49	.00	26,725.90	3,937.29	.00	.00	30,663.19
	I & S	.169800	2,903.94	.00	974.78	.00	3,878.72	.00	.00	.00	3,878.72
	TOTAL	1.339800	22,913.35	.00	7,691.27	.00	30,604.62	3,937.29	.00	.00	34,541.91
2017	M & O	1.170000	13,805.71	.00	5,390.51	.00	19,196.22	2,693.00	.00	.00	21,889.22
	I & S	.180200	2,126.27	.00	830.21	.00	2,956.48	.00	.00	.00	2,956.48
	TOTAL	1.350200	15,931.98	.00	6,220.72	.00	22,152.70	2,693.00	.00	.00	24,845.70
2016	M & O	1.170000	3,749.57	.00	2,211.33	.00	5,960.90	923.25	.00	.00	6,884.15
	I & S	.188200	603.14	.00	355.67	.00	958.81	.00	.00	.00	958.81
	TOTAL	1.358200	4,352.71	.00	2,567.00	.00	6,919.71	923.25	.00	.00	7,842.96
2015	M & O	1.170000	1,180.27	.00	767.40	.00	1,947.67	267.30	.00	.00	2,214.97
	I & S	.197200	198.92	.00	129.37	.00	328.29	.00	.00	.00	328.29
	TOTAL	1.367200	1,379.19	.00	896.77	.00	2,275.96	267.30	.00	.00	2,543.26
2014	M & O	1.170000	2,013.89	.00	1,278.52	.00	3,292.41	293.19	.00	.00	3,585.60
	I & S	.160000	275.40	.00	174.84	.00	450.24	.00	.00	.00	450.24
	TOTAL	1.330000	2,289.29	.00	1,453.36	.00	3,742.65	293.19	.00	.00	4,035.84
2013	M & O	1.170000	1,277.45	.00	866.56	.00	2,144.01	157.40	.00	.00	2,301.41
	I & S	.130000	141.96	.00	96.31	.00	238.27	.00	.00	.00	238.27
	TOTAL	1.300000	1,419.41	.00	962.87	.00	2,382.28	157.40	.00	.00	2,539.68
2012	M & O	1.170000	393.66	.00	332.41	.00	726.07	54.74	.00	.00	780.81
	I & S	.130000	43.74	.00	36.95	.00	80.69	.00	.00	.00	80.69
	TOTAL	1.300000	437.40	.00	369.36	.00	806.76	54.74	.00	.00	861.50
2011	M & O	1.170000	737.88	.00	816.97	.00	1,554.85	211.02	.00	.00	1,765.87
	I & S	.130000	81.99	.00	90.78	.00	172.77	.00	.00	.00	172.77
	TOTAL	1.300000	819.87	.00	907.75	.00	1,727.62	211.02	.00	.00	1,938.64
2010	M & O	1.040000	426.96	.00	562.00	.00	988.96	174.32	.00	.00	1,163.28
	I & S	.260000	106.74	.00	140.50	.00	247.24	.00	.00	.00	247.24
	TOTAL	1.300000	533.70	.00	702.50	.00	1,236.20	174.32	.00	.00	1,410.52
2009	M & O	1.040000	384.27	.00	572.57	.00	956.84	176.64	.00	.00	1,133.48
	I & S	.240000	88.68	.00	132.13	.00	220.81	.00	.00	.00	220.81
	TOTAL	1.280000	472.95	.00	704.70	.00	1,177.65	176.64	.00	.00	1,354.29

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PAGE: 75  
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2008	M & O	1.040000	71.27	.00	78.28	.00	149.55	.00	.00	.00	149.55
	I & S	.200000	13.70	.00	15.05	.00	28.75	.00	.00	.00	28.75
	TOTAL	1.240000	84.97	.00	93.33	.00	178.30	.00	.00	.00	178.30
2007	M & O	1.040000	223.06	.00	329.20	.00	552.26	80.51	.00	.00	632.77
	I & S	.140000	30.03	.00	44.32	.00	74.35	.00	.00	.00	74.35
	TOTAL	1.180000	253.09	.00	373.52	.00	626.61	80.51	.00	.00	707.12
2004	M & O	1.463200	295.27	.00	615.48	.00	910.75	146.09	.00	.00	1,056.84
	I & S	.105900	21.37	.00	44.54	.00	65.91	.00	.00	.00	65.91
	TOTAL	1.569100	316.64	.00	660.02	.00	976.66	146.09	.00	.00	1,122.75
2003	M & O	1.463200	58.45	.00	92.88	.00	151.33	15.77	.00	.00	167.10
	I & S	.120900	4.83	.00	7.67	.00	12.50	.00	.00	.00	12.50
	TOTAL	1.584100	63.28	.00	100.55	.00	163.83	15.77	.00	.00	179.60
2002	M & O	1.450000	41.06	.00	69.18	.00	110.24	11.50	.00	.00	121.74
	I & S	.134100	3.80	.00	6.40	.00	10.20	.00	.00	.00	10.20
	TOTAL	1.584100	44.86	.00	75.58	.00	120.44	11.50	.00	.00	131.94
2001	M & O	1.439400	76.42	.00	187.25	.00	263.67	42.16	.00	.00	305.83
	I & S	.094700	5.03	.00	12.32	.00	17.35	.00	.00	.00	17.35
	TOTAL	1.534100	81.45	.00	199.57	.00	281.02	42.16	.00	.00	323.18
1998	M & O	1.231000	36.54	.00	83.98	.00	120.52	17.35	.00	.00	137.87
	I & S	.274000	8.13	.00	18.69	.00	26.82	.00	.00	.00	26.82
	TOTAL	1.505000	44.67	.00	102.67	.00	147.34	17.35	.00	.00	164.69
ALL	M & O		295,145.10	.00	62,322.75	.00	357,467.85	20,730.49	.00	.00	378,198.34
ALL	I & S		48,086.20	.00	9,923.56	.00	58,009.76	.00	.00	.00	58,009.76
ALL	TOTAL		343,231.30	.00	72,246.31	.00	415,477.61	20,730.49	.00	.00	436,208.10
DLQ	M & O		90,275.21	.00	33,121.50	.00	123,396.71	18,602.66	.00	.00	141,999.37
DLQ	I & S		13,947.94	.00	5,057.51	.00	19,005.45	.00	.00	.00	19,005.45
DLQ	TOTAL		104,223.15	.00	38,179.01	.00	142,402.16	18,602.66	.00	.00	161,004.82
CURR	M & O		204,869.89	.00	29,201.25	.00	234,071.14	2,127.83	.00	.00	236,198.97
CURR	I & S		34,138.26	.00	4,866.05	.00	39,004.31	.00	.00	.00	39,004.31
CURR	TOTAL		239,008.15	.00	34,067.30	.00	273,075.45	2,127.83	.00	.00	275,203.28

**SUBJECT:** Disbursements for the Month of June 2021

**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 June totaled \$14,900,515.12 as follows:

<b>Disbursement Type</b>	<b>Amount</b>
Accounts Payable Vendor Checks	\$ 3,636,256.64
District Purchasing Cards	\$ 1,013,663.09
ACH	\$ 2,604,324.56
Wire Transfers	\$ 376,422.63
Payroll	\$ 7,269,848.20
<b>TOTAL</b>	<b>\$ 14,900,515.12</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