



Mission Consolidated Independent School District

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

Notice and Agenda

The Board of Trustees of the Mission Consolidated Independent School District will hold a **Board of Trustees WORKSHOP on Wednesday, August 2, 2023, at 6:30 PM** in the **Mission CISD Annex, 925 E. Business HWY. 83, Mission, Tx 78572**. At this meeting, the Board may deliberate or act on any of the subjects listed on the following agenda. The President may change the order of items listed below for the convenience of the Board.

A G E N D A

I. Call Meeting to Order

II. Acknowledge Board Members Present

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

IV. Superintendent's Update and Recognitions

The Superintendent may provide information to update the Board of Trustees on the following subjects: Student Extracurricular and Co-Curricular Achievement; District Awards and Recognitions; Recent and Upcoming Professional Staff and Leadership Development; Progress Reports on Student and Staff Initiatives Previously Approved by the Board of Trustees; and Communications Received from Other Governmental Entities Not Requiring Action by the Board of Trustees. This will be for informational purposes only. Board consideration of any subject included in the Superintendent's Report will not take place until the subject is placed on the agenda of a future board meeting for consideration and possible action. The Board's consideration of any subject at the present meeting will be limited to those subjects appearing elsewhere on the meeting agenda.

V. TRANSFORMING TEACHING and LEARNING

1. Discussion and Possible Action for Next Board Meeting

- a. Discussion of the use of Innovative Courses eligible for State Elective Credit** 4
- b. Discussion of the Award Purchase of College Readiness and Success Program** 6
- c. Discussion of Pre-Approval of Out-of-State Trips for Special Invitation, Recognition, or National Competition for Curriculum and Instruction** 7
- d. Discussion of the District Professional Development Plan** 9

VI. FACILITIES/ENVIRONMENT

1. Construction Projects

- a. Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the FARMERS Parking Lot Area – J. Hinojosa Engineering** 29

b. Change Order #5 Additional Twenty-nine (29) Delay Days for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses - Chanin Engineering	33
c. Substantial Completion for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses - Chanin Engineering	40
d. Substantial Completion for the Aquatics Center Boiler – DBR Engineering	44
e. Change Order #2 Forty-nine (49) Delay Day for the Culinary Arts for Mission High School - PBK Architects	56
f. Substantial Completion for the Culinary Arts for Mission High School – PBK Architects	61
VII. <u>SUPPORT SERVICES</u>	
1. First Reading of Board Policy Changes, Including TASB-Policy Update 121, Affecting Local Policies:	64
a. CFB(LOCAL): ACCOUNTING - INVENTORIES	
b. CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL	
c. CLB(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - MAINTENANCE	
d. CRF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - UNEMPLOYMENT INSURANCE	
e. CVA(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE BIDDING	
f. CVB(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE SEALED PROPOSALS	
g. DEA(LOCAL): COMPENSATION AND BENEFITS - COMPENSATION PLAN	
h. FD(LOCAL): ADMISSIONS	
i. FFI(LOCAL): STUDENT WELFARE - FREEDOM FROM BULLYING	
2. Recommendation of Possible Positions for Next Board Meeting	
a. School Psychologist	
b. Educational Diagnostician	
3. 2023-2024 Texas Teacher Evaluation and Support System (T-TESS) Appraisal Timeline	83
4. 2023-2024 Texas Teacher Evaluation and Support System (T-TESS) Appraiser List	85
5. 2023-2024 Texas Teacher Evaluation and Support System District Calendar	87
VIII. <u>FINANCE</u>	
1. Presentation(s) to the Board of Trustees	
a. Internal Audit Quarterly Report	89
b. Self-Funded Health Insurance	102
c. Financial Advisory	103
2. Discussion and Possible Action for Next Board Meeting	
a. 2023 - 2024 Internal Audit Charter	104
b. Renewal for Property and Casualty Insurance with Property Casualty Alliance of Texas (PCAT) for the 2023-2024 School Year	109
c. Renewal with Workers' Compensation Solutions	112
d. Renewal of Unemployment Compensation Program with Texas Association of School Boards (TASB) for the 2023-2024 School Year	117
e. Creation of the following position:	
(1) Medical-Wellness Social Worker	120

f. Budget Amendment	124
g. Memorandum of Understanding between Mission CISD and Boys and Girls Club of Mission	125
h. Memorandum of Understanding between Mission CISD and Excellence in Leadership Academy	127
i. Interlocal Agreement with Region One Education Service Center	134
j. Interlocal Agreement with South Texas College for Tuition	135
k. Resolution Stating Annual Review of Investment Policy and Investment Strategies CDA (LOCAL)	156
l. Bids, Proposals and Purchases of \$50,000 and Over	
(1) PreK-12 Digital Learning Software	182
(2) Reading Intervention 6th - 8th Program	186
m. Donations	187
3. Board of Trustees Information Items	
a. Annual Internal Audit Plan for 2023 - 2024	196
b. Financial Reports:	
(1) General Fund and Debt Service	201
(2) Tax Levy Adjustments	204
(3) Cash Disbursements	233
IX. Important Dates to Remember	
1. Wednesday, August 9, 2023, Regular Board of Trustees Meeting	
2. Wednesday, August 9, 2023, Mission CISD Convocation at Payne Arena, Hidalgo, Tx from 8:00-11:30 a.m.	
3. Wednesday, August 16, 2023, Students Return	
X. Adjournment	

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

This Notice was posted by 7:00 p.m., on July 27, 2023.

Dr. Sharon A. Roberts

**Dr. Sharon A. Roberts, Acting Superintendent of Schools
Mission Consolidated Independent School District**

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 2023-2024 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
John Roger Hill, Curriculum Director
Gerardo Gonzalez, Director for Career & Technical Education

MCISD - INNOVATIVE COURSES

2023-2024

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
Team Sport Officiating	N1160012	0.5-1.0

Retiring August 31, 2023
 Retiring August 31, 2023
 Retiring August 31, 2023
 Retiring August 31, 2023

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
Engineering Applications of Computer Science Principles	N1303772	1.0
Blueprint Reading for Manufacturing Applications	N1303684	1.0
Video Game Programming	N1300994	1.0
Occupational Safety & Environmental Technology I	N1303680	1.0
Marketing	N1303424	1.0
Disaster Response	N1303011	1.0
Viticulture	N1300265	1.0
Agricultural Leadership, Research, and Communications	N1300266	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

Retiring August 31, 2023
 Retiring August 31, 2023
 Retiring August 31, 2023

MATH

Strategic Learning for High School Math (STLNHSM)	N1110030	0.5-1.0
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SOCIAL STUDIES

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

SUBJECT: Award Purchase of College Readiness and Success Program

PRESENTER: Dr. Sharon Roberts, Deputy Superintendent 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 8th graders, the PSAT/NMSQT to all 10th and 11th graders, and the SAT during the school day to 11th 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 1100 8 th Graders:	\$13,090.00
PSAT/NMSQT for 1,300 10 th Graders:	\$19,890.00
PSAT/NMSQT for 1,250 11 th Graders:	\$19,125.00
SAT School Day test for 1,250 11 th Graders:	<u>\$48,750.00</u>
College Board Adjustment	-\$25,642.80
	\$75,212.20

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	\$75,212.20
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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
Anabel Garza, Purchasing Coordinator
Ana Lisa Flores, Mission Collegiate High School Principal
Jose Mejia, Mission High School Principal
Fidel Garza, Veterans Memorial High School Principal
John Roger Hill, Curriculum Director

SUBJECT: Pre-Approval of Out-of-State Trips for Special Invitation, Recognition, or National Competition for Mission CISD Students

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

BACKGROUND INFORMATION

Many Mission CISD students have the opportunity to travel out-of-state due to advancement from local to state to out-of-state competitions such as Career and Technical Education (CTE) and Destination Imagination. In addition, Gear Up selects students to travel out-of-state for college visits. All out-of-state travel for students requires board approval. In many instances, advancement to state and national competition occurs very quickly with a limited amount of time to make travel arrangements and pay registration fees.

District-wide, students in Destination Imagination compete and advance to Globals, which is out-of-state. Mission High School, Veterans Memorial High School and Mission Collegiate High School 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 invitations, be recognized or compete in regional/state/national competition during the months of September 2023 through June 2024.

Since many of the national competitions are out-of-state, Transforming Teaching and Learning is requesting pre-approval by the board for these travels so needed registration fees and travel arrangements may be made in a timely manner for qualifying students from our various clubs/organizations. 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:

Department State and Federal Funds

RECOMMENDATION:

Pre-Approval of Out-of-State Trips for Special Invitation, Recognition, or National Competition for Mission CISD 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
Gerardo Gonzalez, Director for Career & Technical Education
John Roger Hill, Curriculum Director
Principals

SUBJECT: Approval of District’s Professional Development Plan

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

BACKGROUND INFORMATION

In compliance with DMA (Legal) and as required by Senate Bill (SB) 1267, the 87th Texas Legislature, Regular Session, 2021, the State Board for Educator Certification (SBEC) approved a **Continuing Education and Training Clearinghouse (Clearinghouse)**, regarding specific trainings that school districts and open-enrollment charter schools provide for educators and other school personnel. SB 1267 requires that the board of trustees of a school district and the governing body of an open-enrollment charter school, to the extent applicable, review the Clearinghouse and adopt a professional development policy that must:

1. be guided by the recommendations for training in the Clearinghouse;
2. note any differences in the policy adopted by the district or charter school from the recommendations in the Clearinghouse; and
3. include a schedule of all training required for educators or other school personnel at the district or charter school.

Administration is presenting the District’s Professional Development Plan, which includes required training from the Clearinghouse on suicide prevention, conflict resolution, positive youth development (bullying and cyberbullying, UIL safety training, human trafficking, grief informed and trauma informed training, and use of an epinephrine auto injector.

ADMINISTRATIVE CONSIDERATIONS

Approval of District’s Professional Development Plan

FUNDING SOURCE/AND AMOUNT

NA

RECOMMENDATION

Approval of District’s Professional Development Plan

CONTACT PERSON(S)

Dr. Sharon Roberts, Deputy Superintendent for Curriculum & Instruction
Ms. Lorena Garcia, Deputy Superintendent for Support Services



MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

CURRICULUM AND INSTRUCTION DEPARTMENT **TRANSFORMING TEACHING AND LEARNING**



PROFESSIONAL DEVELOPMENT PLAN

Dr. Carol Perez

Superintendent

Mission Consolidated Independent School District

July 2019 – DRAFT

July 2022 – Revised

July 2023 - Revised



No person shall on the basis of race, religion, national origin, age, color, handicap or sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination under the educational program or activity of the Mission Consolidated Independent School District, as required by Title IX of the US Office of Civil Rights, and the above requirements extended to the employment by the Mission CISD and to admission thereto.

Mission CISD does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. Mission CISD also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinators.

**Section 504 Coordinator • ADA Coordinator • MCISD Central Office • 1201 Bryce Drive
Mission, TX 78572 • Mon.-Fri. 8:00-5:00 • (956) 323-5500**

Ninguna persona a base de raza, religión, origen nacional, edad, color, impedimento físico o sexo deberá ser excluida de participar en, negársele beneficios de, or ser sujeta a discriminación bajo el programa educacional o actividades del distrito escolar de Mission, según requisito del Título IX de la Oficina Federal de Derechos Civiles y los requisitos ya mencionados, extendidos por el distrito escolar de Mission para admisión o empleo.

El distrito escolar de Mission no discrimina a base de incapacidad (física o mental) para admisión a sus programas, servicios, o actividades, acceso a ellos, tratamiento para individuos con incapacidades, o en ningún aspecto a sus operaciones. El distrito escolar de Mission tampoco discrimina a base de incapacidad en sus prácticas de empleo.

Este aviso se proporciona según la provisión del Título II de la Acta de Americanos Incapacitados de 1990 y la Sección 504 del Acta de Rehabilitación de 1973. Preguntas, quejas, o información adicional acerca de la Acta de Americanos Incapacitados y la Sección 504 deberán ser remitidas a las personas responsables en la coordinación y cumplimiento.

**Coordinador de la Sección 504 • Coordinador de la Acta de Americanos Incapacitados • MCISD Central Office • 1201 Bryce Drive •
Mission, TX 78572 • Mon.-Fri. 8:00-5:00 • (956) 323-5500**

TABLE OF CONTENTS

<i>Title</i>	<i>Page #</i>
<i>Board of Trustees</i>	4
<i>Administration</i>	5
<i>Curriculum and Instruction Administration</i>	6
<i>Mission CISD Core Beliefs</i>	7-8
<i>Portrait of a Mission Consolidated Independent School District Graduate</i>	9
<i>District Goals</i>	10
<i>Purpose of Mission CISD's Professional Development Plan</i>	10
<i>Policy Governing Professional Development</i>	12
<i>District Professional Development Plan – Clearinghouse</i>	13-16
<i>Additional Professional Development</i>	16-18
<i>References</i>	19

BOARD OF TRUSTEES



Roy Vela
President



Iris Iglesias
Vice President



Juan Gonzalez
Secretary



Petra B. Ramirez
Board Member



Minnie R. Rodgers
Board Member



**Veronica "Betty"
Mendoza**
Board Member



Jerry Zamora
Board Member



Dr. Carol G. Perez
Superintendent

ADMINISTRATION

Ms. Lorena Garcia

Deputy Superintendent for Support Services

Dr. Sharon Roberts

Deputy Superintendent for Curriculum and Instruction

Mr. Joel Garcia

Assistant Superintendent for Finance

Mr. Ricardo Rivera

Assistant Superintendent for Operations

Ms. Francisca Cruz

Executive Director for Special Education/Section 504, RTI, Dyslexia

Mr. Edilberto Flores

Executive Director for PreK-12th – MHS Vertical Team

Ms. Cynthia Wilson

Executive Director for PreK-12th – VMHS Vertical Team

Ms. Kim Risica

Executive Director for Special Programs and School Improvement

CURRICULUM AND INSTRUCTION ADMINISTRATION***Directors***

<i>Curriculum Director</i>	<i>Mr. John Roger Hill*</i>
<i>Testing and Evaluation</i>	<i>Ms. Diane Whiting*</i>
<i>Athletic Director</i>	<i>Ms. Leticia Ibarra</i>
<i>Bilingual/ESL Education</i>	<i>Ms. Angelina Martinez*</i>
<i>Career and Technical Education</i>	<i>Mr. Gerardo Gonzalez*</i>
<i>Fine Arts</i>	<i>Mr. Carlos Garcia</i>
<i>Instructional Technology/Library Services</i>	<i>Ms. Marissa Saenz</i>

Core Content Coordinators

Elementary Language Arts	<i>Ms. Shaila Silva*</i>
Secondary Language Arts	<i>Ms. Diamond Tijerina*</i>
Elementary Math	<i>Ms. Laquanta Bivens-Hernandez*</i>
Secondary Math	<i>Ms. Vanessa Ojeda*</i>
Elementary Science	<i>Ms. Victoria Cochran*</i>
Secondary Science	<i>Ms. Vanessa Garcia*</i>
Elementary Social Studies	<i>Mr. Faustino Cedillo*</i>
Secondary Social Studies	<i>Ms. Judy Rodriguez*</i>

****Core Instructional Team Member***

CORE BELIEFS



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.

Our commitment to these beliefs and values guide all that we do, bonds the entire district together in a shared vision, and transcends both time and individuals.

We believe that we have the duty to foster opportunities for each student to build a legacy of success. We, therefore, collectively commit to:

- ◆ Putting students first and inspiring innovation
- ◆ Taking ownership of a collaborative, educational partnership through student, parent, and civic engagement
- ◆ Understanding cultural diversity with the ability to relate effectively amidst varied cultures within a global economy
- ◆ Learning professionally for continuous improvement

MISSION STATEMENT

Mission CISD ensures a quality and equitable education for our community of learners by providing the necessary academic, social, physical, and technological knowledge and skills to become successful lifelong learners and productive citizens.

VISION STATEMENT

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 communities.

COLLECTIVE COMMITMENTS

We believe that we have the duty to foster opportunities for each student to build a legacy of success. We, therefore, collectively commit to:

- Putting students first and inspiring innovation
- Taking ownership of a collaborative, educational partnership through student, parent, and civic engagement
- Understanding cultural diversity with the ability to relate effectively amidst varied cultures within a global economy
- Learning professionally for continuous improvement

MOTTO

Success for every student

SLOGAN

Leading The Way in College and Career Prep

PORTRAIT OF A GRADUATE

PORTRAIT OF A MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT GRADUATE

Mission CISD graduates are prepared and inspired to

- excel in the college and career of their choice
- dominate 21st century skills in
 - leadership
 - language
 - technology
- compete in a global economy
- serve as successful citizens in their communities

Mission CISD graduates practice the 5 Cs:

- communication
- collaboration
- creativity
- critical thinking
- caring

Mission CISD graduates are taught the 6 Rs:

- rigor
- relevance
- relationships
- results
- reflection
- real fun learning

Mission CISD graduates are ready to “Change the World”!



DISTRICT GOALS

Goal 1: All Mission CISD students will receive high quality curriculum and instruction to ensure College and Career Readiness.

Goal 2: Mission CISD will partner with parents and community to enhance student opportunities.

Goal 3: Mission CISD will recruit, select, and retain highly qualified personnel.

Goal 4: Mission CISD will maintain efficient operations teams to include the support of mental health, guidance and counseling, safe learning environment, technology, finance, and facilities.

Purpose of Mission CISD's Professional Development Plan

The Mission Consolidated Independent School District's (CISD) Professional Development Plan is to provide all staff with the tools necessary to enhance their craft in meeting the needs of diverse learners, while building a shared vision of collaboration and collegiality in a service delivery culture of learning. SB 1267 requires the Board of Trustees of a school district adopt a professional development plan that is:

- guided by the recommendations for trainings in the State Board for Educator Certification (SBEC) Clearinghouse;
- note any differences in the policy adopted by the district from the recommendations in the Clearinghouse, and
- include a schedule of all training required for educators or other school personnel at the district or school level.

Professional development practices in Mission CISD are based upon best practices from the Effective Schools Framework (ESF). The Effective Schools Framework is centered on continuous improvement, while providing a clear vision for effective instruction with interactions between students, teachers, and content using a common language, continuous improvement through an aligned diagnostic process, with the alignment to statewide resources.



Effective Schools Framework (<https://texasesf.org/>)

Mission CISD’s Professional Development Plan is aligned to the Texas Teaching Standards Adopted in Chapter 149 of Texas Administrative Code, Title 19, Part 2:

Standard 1--Instructional Planning and Delivery. Teachers demonstrate their understanding of instructional planning and delivery by providing standards-based, data-driven, differentiated instruction that engages students, makes appropriate use of technology, and makes learning relevant for today's learners.

Standard 2--Knowledge of Students and Student Learning. Teachers work to ensure high levels of learning, social-emotional development, and achievement outcomes for all students, taking into consideration each student's educational and developmental backgrounds and focusing on each student's needs.

Standard 3--Content Knowledge and Expertise. Teachers exhibit a comprehensive understanding of their content, discipline, and related pedagogy as demonstrated through the quality of the design and execution of lessons and their ability to match objectives and activities to relevant state standards.

Standard 4--Learning Environment. Teachers interact with students in respectful ways at all times, maintaining a physically and emotionally safe, supportive learning environment that is characterized by efficient and effective routines, clear expectations for student behavior, and organization that maximizes student learning.

Standard 5--Data-Driven Practice. Teachers use formal and informal methods to assess student growth aligned to instructional goals and course objectives and regularly review and analyze multiple sources of data to measure student progress and adjust instructional strategies and content delivery as needed.

Standard 6--Professional Practices and Responsibilities. Teachers consistently hold themselves to a high standard for individual development, pursue leadership opportunities, collaborate with other educational professionals, communicate regularly with stakeholders, maintain professional relationships, comply with all campus and school district policies, and conduct themselves ethically and with integrity.

The district's Professional Development Plan is continuous, aligned to our District Improvement Plan, and strives to meet the needs of all learners with professional development being offered online, in-person, virtually, and through coaching.

POLICY GOVERNING PROFESSIONAL DEVELOPMENT

State

The 87th Regular Session of the Texas Legislature passed Senate Bill 1267 requires the State Board for Educator Certification (SBEC) to publish a comprehensive clearinghouse of information regarding continuing education and training requirements for school personnel. School board are required to annually review the clearinghouse and adopt a professional development policy, which includes a required training schedule for educators and other school personnel created using the clearinghouse recommendations.

District

Mission CISD's Board Policy DMA (Local) outlines the requirements for the district's professional development plan:

The Superintendent shall recommend the District's professional development plan for all district employees. The Board shall annually review the professional development clearinghouse published by the State Board for Educator Certification (SBEC) and annually approve the District's professional development plan. The District's professional development plan must:

1. Be guided by the SBEC clearinghouse training recommendations;
2. Note any differences in the District's plan from the clearinghouse recommendations;
and
3. Include a schedule of the required professional development for all District employees.

DISTRICT PROFESSIONAL DEVELOPMENT *Clearinghouse*

Continuing Education and Training Clearinghouse Purpose: The Clearinghouse includes best practices and industry recommendations for the frequency for training of educators and other school personnel.

Professional Development Best Practices: Effective Schools Framework

Topics Outlined in SB 1267	Statutory Provisions	Required Trainings with Embedded Best Practices	Required Personnel	Frequency
1. Suicide Prevention	<ul style="list-style-type: none"> 21.451(d)(3)(A) and (d-1)(A) for the frequency and population, and (d-2) for the program/content 21.451(d-1)(B) and 38.351 states that training programs are to be developed by the agency in coordination with the Health and Human Services Commission and Education Service Centers 38.351(h) states school districts to provide suicide prevention training (minus elementary campuses if sufficient funding not available) 	<p><u>Suicide Prevention, Intervention and Postvention</u></p>	School counselors, teachers, nurses, administrators, and other staff as well as law enforcement officers and social workers who regularly interact with students.	<ul style="list-style-type: none"> Job embedded or as part of a professional learning community <p align="center">OR</p> <ul style="list-style-type: none"> *Annually
2. Strategies for establishing and maintaining positive relationships among students, including conflict resolution	<ul style="list-style-type: none"> 21.451(d)(3)(B) and (d-1)(A) for the frequency and population and (B) for the program/content 38.351 states that training programs are to be developed by the agency in coordination with the Health and Human Services Commission and Education Service Centers 21.451(d-1)(2) states that the training may include two or more topics listed together 	<p><u>Building Skills Related to Managing Emotions, Establishing and Maintaining Positive Relationships, and Responsible Decision-Making</u></p>	Teachers, school counselors, principals, and all other appropriate personnel.	<ul style="list-style-type: none"> Job embedded or as part of a professional learning community <p align="center">OR</p> <ul style="list-style-type: none"> *Annually

Topics Outlined in SB 1267	Statutory Provisions	Required Trainings with Embedded Best Practices	Required Personnel	Frequency
3. Preventing, identifying, responding to, and reporting incidents of bullying	<ul style="list-style-type: none"> 21.451(d)(3)(C) and (d-1)(A) for the frequency and population and (B) for the program/content 38.351 states that training programs are to be developed by the agency in coordination with the Health and Human Services Commission and Education Service Centers 21.451(d-1)(2) states that the training may include two or more topics listed together 	<p align="center">Positive Youth Development</p> <p align="center">Bullying and Cyberbullying</p>	Teachers, school counselors, principals, and all other appropriate personnel.	<ul style="list-style-type: none"> Job embedded or as part of a professional learning community <p align="center">OR</p> <ul style="list-style-type: none"> *Annually
4. Safety training program	<ul style="list-style-type: none"> 33.202(b) for the frequency and population and (c) for the certification of participants and the content. (a) requires the UIL to develop the program 	UIL Safety Training	Coaches, trainers, sponsors for an extracurricular activity, director responsible for school marching band.	<ul style="list-style-type: none"> Job embedded or as part of a professional learning community <p align="center">OR</p> <ul style="list-style-type: none"> *Annually
5. Increasing awareness of issues regarding sexual abuse, sex trafficking, and other maltreatment of children	<ul style="list-style-type: none"> 38.0041(c)(1)(A) for the frequency and (B) population. (2) for the program/content 38.0041(a) requires each district and charter school to adopt a policy to be included in the district improvement plan and (b)(1) requires that policy to include methods using resources developed by the agency under 38.004. 38.004 states that the agency shall develop and update a child abuse training program. 	Human Trafficking	All employees Part of new employee orientation.	<ul style="list-style-type: none"> Job embedded or as part of a professional learning community <p align="center">OR</p> <ul style="list-style-type: none"> *Annually

Topics Outlined in SB 1267	Statutory Provisions	Required Trainings with Embedded Best Practices	Required Personnel	Frequency
<p>6. Increasing awareness and implementation of trauma-informed care</p>	<ul style="list-style-type: none"> • 38.036(c)(1)(B) and (C) for frequency, and 38.036(d) for population • 38.036(c)(1) and 38.351 state that training programs are to be developed by the agency in coordination with the Health and Human Services Commission and Education Service Centers 	<p align="center"><u>Grief Informed and Trauma Informed Training</u></p>	<p>All staff in the school district.</p> <p>Part of new employee orientation</p>	<ul style="list-style-type: none"> • Job embedded or as part of a professional learning community <p align="center"><i>OR</i></p> <ul style="list-style-type: none"> • *Annually
<p>7. Administration of an epinephrine auto-injector</p>	<ul style="list-style-type: none"> • 38.210(b)(1) and (2) for program and format and (3) for frequency. • (a) states that if a district or charter school or private school adopts a policy under 38.208(a), they are responsible for the training, and points to (c) which states that the Health and Human Services Commission, with advice from the Texas Dept of State Health Services appointed committee in 38.207 (38.202 role and composition of the committee) which states that they advise on the training required, must develop rules regarding maintenance and administration of epinephrine injectors, and that the rules must state the amount of training required for school personnel. 38.210(b) also states specific training criteria 	<p align="center"><u>Epinephrine Auto- Injector Training</u></p>	<p>School personnel and volunteers who are authorized and trained.</p>	<ul style="list-style-type: none"> • Job embedded or as part of a professional learning community <p align="center"><i>OR</i></p> <ul style="list-style-type: none"> • *Annually

Additional Resources: [TASB School District Training Chart](#), [Texas School Mental Health Toolkit](#), [Texas Model for Comprehensive School Counseling, 5th edition](#), [Criteria for Success in Job Embedded Professional Development](#).

Continuing Professional Education Requirements: [Continuing Professional Education Information](#)

*Although several organizations recommended annual training in this topic, they did not submit research or supporting evidence supporting the recommendation.

ADDITIONAL DISTRICT TRAINING

A high-quality coordinated professional development program is essential in achieving educator effectiveness and student achievement, and is necessary in ensuring the alignment of the written, taught, and tested curriculum. Professional development is based upon careful analysis of student achievement data to develop the necessary knowledge and skills of teachers, administrators, and support personnel in effective design and delivery of curriculum and support functions.

Philosophy

A comprehensive professional development program has a long-term focus, is based on district curricular goals, student achievement data, staff needs, and is linked to the district improvement plan, the curriculum management plan, the student assessment plan, and district goals and objectives. The professional development program is designed to be centrally coordinated among departments and campuses, based on the district's long-term and annual goals for student achievement and uses current program evaluation data, curriculum monitoring data, and disaggregated student achievement data, targeted to differentiated staff needs based on aggregated teacher evaluation data, and provides equity in meeting student needs. Professional development should lead to refinement and reinforcement of professional practices in the classroom. Delivery of professional development should be taken into consideration the delivery style of the trainer aligned to adult learners, while modeling instructional strategies during the training. To meet the learning styles and needs of educators, professional development should be offered face-to-face, online, through PLCs, coaching, and book studies. It should include follow-up coaching that has proven results in successful implementation of content and improved teacher performance. All professional development should be evaluated in terms of specific outcomes concerning teacher practices for student learning. Student achievement data and teacher evaluation data should be used to determine the effectiveness of professional development offerings in meeting the district's long-term student achievement goals and to improve the quality of future professional development offerings. Professional development should be evaluated for quality and appropriateness.

Mission CISD Professional Development

Mission CISD believes in continuous improvement in providing high-quality, coordinated, comprehensive professional development based on student achievement data analysis, aligned to the district improvement plan, curriculum management plan, student assessment plan, and district goals and objectives. To ensure consistency, continuity, and quality control across the district and across programs, professional

development is centralized at the district level, with campuses being able to extend the professional development based upon individualized campus needs aligned with the district's goals and objectives.

District-wide professional development includes:

- The district's mission, vision, collective commitments, and curricular goals;
- staff member appraisal data;
- curriculum delivery monitoring data;
- student assessment data;
- program evaluation data;
- student equity data;
- technology integration as both a teaching tool and a learning tool; and
- staff member needs assessment, including professional and support staff

All professional development must be research-based, strategically designed training to develop abilities and build capacity aligned to the design, delivery, and assessment of the district's standards-based curriculum to maximize student learning. Staff development is designed to build and develop capacity across the district and across programs through consistency, continuity, and quality control:

- improving teaching and learning
- understanding and becoming familiar with the Texas Essential Knowledge and Skills
- deconstructing the TEKS
- rigor, depth, and complexity in instruction
- addressing student academic needs in terms of student achievement
- data driven instruction
- understanding and becoming familiar with state accountability
- coordination with special programs in delivery of instruction
- differentiated instruction
- learning styles
- integration of technology continuous improvement

Professional development is provided to all stakeholders, based upon the differentiated needs according to their experience and evaluation data:

- District instructional administrators
- Campus administrators
- Teachers
- Support staff

Professional development is delivered in a variety of formats:

- Face-to-face
- In-district workshops
- Out-of-district workshops
- Online training
- Book studies
- Professional Learning Communities
- Instructional Coaching Support
- Conferences
- Mentoring/Coaching

Professional development is prioritized based upon:

- Curriculum development, revision, and deep alignment techniques for the core instructional team/design team and curriculum writers;
- Implementation of the district's written curriculum;
- Coordinated implementation of the district's instructional strategies, including consistent and ongoing use of campus walk-through data;
- Data and assessment analysis for the purpose of differentiated professional development;
- Administering professional development for addressing adult learning and the change process when walk-through data indicate little or no improvement in teacher instructional competence;
- Ongoing curriculum and instruction techniques for newly hired teachers;
- A formalized professional development plan for support staff;
- Effective strategies for intervention processes; and
- Coordinated and ongoing training for all Professional Learning Community members

Mission CISD's comprehensive professional development is created and includes:

- A consistent and coordinated process to provide professional development follow-up through observation, practice, feedback, and coaching by both administrators and instructional coaches; administrators must attend prioritized professional learning with teachers to support the monitoring function across the district and to enhance feedback efforts
- Determine how professional development is differentiated for the needs of administrators, teachers, and support staff using needs assessments data compiled from appraisals, walk-throughs, pre- and post-tests, and supervisor/employee dialogue
- Roles and responsibilities for all district personnel in terms of professional development, participation, presentation, implementation, monitoring, assistance, and evaluation should be clearly defined

Requirements of all professional development activities include workshops, visitations, research, independent studies, hand-on, and digital online technology:

- delivered using proven research-based methodologies
- utilization of strategies that model instructional practices staff members implement in their classrooms
- data collection concerning the effectiveness of professional development and subsequent impact on student achievement and teacher competence to make adjustments to the professional development plan, program, and/or experiences; data should include walk-through information, appraisal results, and student achievement results

Mission CISD – Additional Professional Development

Additional professional development offerings may be found at:

[2023-2024 MCISD Professional Development](#)

REFERENCES

Texas Administrative Code, Title 19, Part 2, Chapter 149, Subchapter AA, Rule §149.1001 (2022).

Retrieved from

[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=2&ch=149&rl=1001](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=2&ch=149&rl=1001)

Texas Education Agency. (2022). Texas Education Agency's effective schools framework. Austin, TX: Texas Education Agency. Retrieved from <https://texasesf.org/>

SUBJECT: Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the FARMERS Parking Lot Area – J. Hinojosa Engineering

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.

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.

At the Regular Board of Trustees meeting held on August 11, 2021, the Board approved the Project and Proposed Budget for the FARMERS Project and used 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 also requested approval to advertise for Request for Qualification (RFQ) for Professional Design Services for the FARMERS Project

The ranking of Request for Qualifications responses must be on the basis of demonstrated competence, qualifications, capability to perform, the past performance of the firm and members of the firm, and other appropriate factors submitted by the firm in response to the request for qualifications, except that cost-related or price-related evaluation factors are not permitted as provided by Section 2254.004, Government Code.

Advertisements in the local newspapers were posted on August 12, 2021, and August 19, 2021. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. After the review Administration will then recommend those firms to be reviewed and ranked in order of selection. The recommendations will then be presented for review and possible approval to the Board of Trustees and if approved Administration will then enter into negotiations in the order of selection. Administrative review and rankings were conducted on Tuesday, August 31, 2021, by Ms. Daisy Cuevas – Purchasing Specialist, Ms. Dora Garcia – Purchasing Coordinator, Mr. Adrian Hernandez – Project & Energy Coordinator, Ms. Lorena Garcia – Deputy Superintendent for Support Services, and Mr. Ricardo Rivera – Assistant Superintendent for Operations.

At the Regular Board of Trustees meeting held on September 08, 2021, the Board selected Javier Hinojosa Engineering for the FARMERS Project.

At the Regular Board of Trustees meeting held on October 20, 2021, the Board approved and entered into a contract for professional design services with Javier Hinojosa Structural Engineer in the amount of \$56,000.00 – Fixed Fee.

Student portable buildings and restroom facilities have been moved to the FARMERS location. A required retainage pond project has been completed. MCISD is currently waiting for AEP to connect electrical power at the location. MCISD is working with the City of Mission to make final sewer connections.

At the Board Workshop Meeting held on January 18, 2023, the Board was informed of the Best and Final Offer (BAFO) for the Farmers Parking Lot - Job Order Contracting (JOC) Various Projects: 15 regular 1 Handicap = 16 total

<u>Project Vendor</u>	<u>Name</u>	<u>Cost</u>
FARMERS Parking Lot	8/A Builders LLC	\$64,242.15

FARMERS Phase II consists of land clearing at the west end of the property for the future establishment of a new transportation hub. Currently, Mr. Javier Hinojosa Civil Engineering is providing professional services for the clearing.

The Head Start Program that was located in the City of Alton has closed. The program worked from a multi-room wood facility with classrooms, restrooms, storage rooms, and offices. The Head Start program has donated this building to Mission CISD. The plan is to have this building moved to the FARMERS west property and be used as the new transportation offices, facilities and staff conference rooms. For transportation purposes

the building will need to be split into at least five (5) sections, moved and be constructed back together.

At the Board Workshop Meeting held on April 12, 2023, the Board was informed of Job Order Contracting (JOC) for various projects:

- a. Land Clearing at the FARMERS Location
- b. Moving of Alton Head Start Portables to FARMERS Location

At the Regular Board of Trustees meeting held on May 10, 2023, the Board approved the Consideration and Approval of Change Order #01 for Weather Days for the FARMERS Parking Lot Area. If approved the new Substantial Completion date will be May 27, 2023.

At the Regular Board of Trustees meeting held on June 21, 2023, the Board approved the revised schematic design for the Transportation Hub at FARMERS and consideration and approval of the substantial completion for the FARMERS Parking Lot Area – J. Hinojosa Engineering

Note: Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. If approved the contractor has thirty (30) from this date for any minor corrections

ADMINISTRATIVE CONSIDERATIONS

Javier Hinojosa Civil Engineering and 8/A Builders, LLC are presenting Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the FARMERS Parking Lot Area. The project was completed on time with all punch list items completed. This project has no liquidated damages and had no contingency allowance in the project contract.

FUNDING SOURCE

Local Fund

Project Construction Cost: \$64,242.15

RECOMMENDATION

Administration is presenting Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the FARMERS Parking Lot Area – J. Hinojosa Engineering

EXHIBIT:

Final Completion Letter

CONTACT PERSONS

Ricardo Rivera, Assistant Superintendent for Operations
Adrian Hernandez, Coordinator for Project & Energy Management
Martin Castaneda, Director for Maintenance
Adan Rivera, Assistant Coordinator for Maintenance

JAVIER HINOJOSA ENGINEERING/Consulting Engineers

416 E. Dove Avenue • McAllen, Texas 78504

Tel: (956) 668-1588

javier@javierhinojosaeng.com

TBPELS FIRM NO. F-1295

June 22, 2023

Mr. Rick Rivera, Assistant Superintendent for Operations
Mission C.I.S.D.
1201 Bryce Drive
Mission, Texas 78572

Re: Mission CISD Farmers Project Parking Lot Area & Entrance

Dear Mr. Rivera,

This letter will act as the Final Approval Certificate for the construction completed on the Mission CISD Farmers Project Parking Lot Area & Entrance as completed by 8/A Builders, LLC. The date of substantial approval was May 27, 2023 and this will act as the date for the one year warranty for the project. If you have any questions or require further information, please feel free to contact me at your convenience.

Sincerely,

JAVIER HINOJOSA ENGINEERING



Javier Hinojosa, P.E.

SUBJECT: Change Order #5 Additional Twenty-nine (29) Delay Days for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses - Chanin Engineering

PRESENTER: Ricardo Rivera, Assistant Superintendent for Operations

BACKGROUND INFORMATION

The Child Nutrition Program (CNP) is in needs 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 oversee the project due to design weight and electrical connection requirements.

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

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

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

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

At the Regular Board of Trustees Meeting held on January 19, 2022, the Board approved Final Design for the Child Nutrition Program Walk-in Freezers for Bryan, Marcell, and Salinas Elementary Project – Chanin Engineering. Designs have been reviewed and approved by staff.

At the Regular Board of Trustees Meeting held on June 08, 2022, the Board approved a change of procurement method for the various projects to utilize JOC.

At the Board Workshop of September 07, 2022, the Board was informed of the Best and Final Offer (BAFO) for the Job Ordering Contracting on Various Projects. 56 days for completion.

<u>Project</u>	<u>Vendor Name</u>	<u>Cost</u>
CNP Freezer Installation at Elem.	8/A Builders, LLC	\$100,485.00

Notice to Proceed (NTP) was issued on October 19, 2022

Substantial Completion is due on December 14, 2022

Final Completion due on January 14, 2023

At the Regular Board of Trustees Meeting held on November 30, 2022, the Board approved Change Order #1 for forty-nine (49) additional delay days for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses. If approved the new substantial completion date will be February 01, 2023.

At the Regular Board of Trustees Meeting held on January 25, 2023, the Board approved Change Order #2 for eighty-nine (89) additional delay days for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses. The new substantial completion date will be May 01, 2023.

At the Regular Board of Trustees meeting held on March 08, 2023, Allowance Expenditure Authorization (AEA) #1 for Additional Concrete for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses agenda Item was pulled due to the contractor and design team not being able to negotiate a mutual price/cost.

At the Regular Board of Trustees meeting held on April 19, 2023, the Board approved Allowance Expenditure Authorization (AEA) #1 and Change Order #03 for Additional Concrete Slab for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses. 8/A Builders is requesting Additional Twenty-one (21) Delay Days. The new substantial completion date is May 22, 2023.

Contingency Balance:	\$5,000.00
AEA #1 Concrete slab:	<u>\$9,649.36</u>
Contingency Balance:	(\$4,649.36)

Change Order #3 Concrete slab: \$4,649.36 + 21 days

The Total amount for this request is \$9,649.36. We are using the available contingency allowance and then submitting a change order #03 for the remaining balance and additional days.

At the Regular Board meeting held on June 21, 2023, the Board approved the following Change Order #04 for Thirty-five (35) Delay Days for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses. If approved the new substantial completion date will be June 26, 2023.

ADMINISTRATIVE CONSIDERATIONS – PLEASE SEE NOTE BELOW

Chanin Engineering and 8/A Builders are requesting additional Twenty-nine (29) days due to the manufacturer's delay of the electrical panel at Bryan Elementary School. The delay for the electrical panel is only for Bryan Elementary and not for Salinas or Marcell Elementary. These two are currently going through "start-up" processes. Thus, they will present Change Order #05 for Additional Twenty-nine (29) Delay Days for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses. If approved the new substantial completion date will be July 24, 2023.

FUNDING SOURCE

Federal Funds/Local Funds

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

RECOMMENDATION

Administration presents Change Order #05 for Additional Twenty-nine (29) Delay Days for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses

EXHIBIT:

Change Order #5

CONTACT PERSONS

Ricardo Rivera, Assistant Superintendent for Operations

Adrian Hernandez, Coordinator for Project & Energy Management

CONSTRUCTION CHANGE ORDER

PROJECT: Bryan, Marcell, and Salinas New Stand Alone Freezers	CHANGE ORDER NUMBER: <u>5</u>	OWNER ■
	DATE: <u>7/19/23</u>	
	ENGINEER'S PROJECT NO.: <u>21-184</u>	ENGINEER ■
		CONTRACTOR ■
TO CONTRACTOR:	CONTRACT DATED: <u>9/21/22</u>	FIELD □
8/A Builders, LLC	CONTRACT FOR: <u>8A-004</u>	PROJECT MANAGER ■
7706 W. Exp. 83, Mission, TX 78572	SUBSTANTIAL COMPLETION <u>6/26/23</u>	

You are hereby directed to make the following change(s) in this Contract:
(Describe briefly any proposed changes or list any attached information in the alternative)

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum is as follows:

A. Request for extension of time in construction.

(29) additional calendar days will be added to the contract for the manufacturer's delay of the Electrical Panel for Bryan Elementary School

Total amount to be deducted from contingency	\$ -	36
Owner's Contingency Allowance	\$ 5,000.00	
Remaining Contingency Amount	\$ -	
The original Contract Sum was	\$ 100,485.00	
The net change by previously authorized Change Orders	\$ 4,649.36	
The Contract Sum prior to this Change Order was	\$ - 105,134.36	
The Contract Sum will be increased by this Change Order in the amount of	\$ -	
The new Contract Sum including this Change Order, will be	\$ 105,134.36	
The Contract Time will be changed by an additional	29 Days	
New substantial completion date	July 24, 2023	

When signed by the Owner and Engineer and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Order (CCO), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contractor Time set forth in this CCO.

Chanin Engineering, LLC
 ENGINEER (Firm name)
 400 Nolana Ste H2, McAllen, TX 78504
 Address

 BY (Signature)
 Miguel Chanin, PE-Principal in Charge
 Typed name
 07/20/2023
 DATE

8/A Builders, LLC
 CONTRACTOR (Firm name)
 7706 W. Exp. 83, Mission, TX 78572
 Address

 BY (Signature)
 Arnoldo Ochoa, President
 Typed name
 07/20/2023
 DATE

Mission CISD
 OWNER (Firm name)
 1201 Bryce Drive, Mission, TX 78542
 Address

 BY (Signature)

 Typed name

 DATE



July 20, 2023

8/A Builders

7706 W. Expressway 83 Mission TX 78572

Dear Mr. Ochoa,

Bryan Elementary. Freezer Project:

We had a shipment schedule of 6/30. Got notified by sales rep. that plant responded, and gave the below response. Unfortunately, that will push the ESD out from 7/7. They expect for the one piece to come in on 7/5 so it will probably be next week before it ships out of Juarez. PDD33G0250TFAN ETA 7/5. Fortunately, Panel # P21A400BT54CH01 on this PO has been shipped on 07/03 via SEFL Standard ship. Tracking# 4392749. We received it on the at the shop on 7/10. Started the installation on the 7/17 and just finished on 7/19.

Jaime Rangel
Owner

(956)5802957



Jaimeselectric38@yahoo.com



Jaimeselectic.com



3009 N. Moorefield Rd Mission TX 78574





Order History Report

Purchase Order Number: 144-030187
 Eaton Order Number: SCP1310364
 Customer Name: ELLIOTT ELECTRIC SPLY MCALLEN TX
 Report Run Date: 06/15/2023

Item	Order Qty	Open Qty	Closed Qty	Status	Catalog Number	Product Description	Designation	Eaton Order Date	Original Commit Date	Current Promise Date	Actual Ship Date	Invoice Number	Carrier Type	Carrier Method	Tracking Number	Ship From Plant	Ship To Address	Item Status	PO Line #	TSP #	ERP Part #	Eaton Sales	Job Name	Contact Name	Store Number	Alternate Ship Address	PO Date	Invoice Date
001	1		1	Shipped	DG324NGK	200A/3P GD FSBL Sfty Sw W/NEUT 240V N1	200A FDSS	2022-11-28	2022-11-29	2022-11-30	2022-11-29	60930832	FEDEX EXPRESS PARCEL	STANDARD SHIP	617932285007	DUNCAN, SC	1701 NORTH JACKSON MCALLEN US TX 78501	Shipped	001	P1QZ1026X 2K2	DG324NGK	DOMONIQUE E TATE	CISD FREEZERS (ALEX OCHOA)	JULIO PALACIOS			2022-11-28	2022-11-29
002B	1		1	Shipped	EZB2090R	EZ box 20"w x 90"h, unpainted galvanized	PK-1	2022-11-28	2022-11-29	2023-01-13	2023-01-12	61208205	SW014626./ SEFL EL P	STANDARD SHIP	8682724	EL PASO, TX	1701 NORTH JACKSON MCALLEN US TX 78501	Shipped	002B	P1QZ1026X 2K2	EZB2090R	DOMONIQUE E TATE	CISD FREEZERS (ALEX OCHOA)	JULIO PALACIOS			2022-11-28	2023-01-13
002I	1	1		Open	P21A400BT54CH01	POW-R-LINE1X	PK-1	2022-11-28	2023-04-10	2023-06-30						EL PASO, TX	1701 NORTH JACKSON MCALLEN US TX 78501	Open	002I	P1QZ1026X 2K2	SCP131036 4-002I	DOMONIQUE E TATE	CISD FREEZERS (ALEX OCHOA)	JULIO PALACIOS			2022-11-28	
002T	1		1	Shipped	EZT2090S	TRIM	PK-1	2022-11-28	2022-11-29	2023-03-21	2023-02-16	61431996	FTROCA4/F EDEX GROUND	STANDARD SHIP	626419903113	EL PASO, TX	1701 NORTH JACKSON MCALLEN US TX 78501	Shipped	002T	P1QZ1026X 2K2	EZT2090S	DOMONIQUE E TATE	CISD FREEZERS (ALEX OCHOA)	JULIO PALACIOS			2022-11-28	2023-02-16
003B	1		1	Shipped	EZB2060R	EZ box 20"w x 60"h, unpainted galvanized	PK-2	2022-11-28	2022-11-29	2023-01-13	2023-01-12	61208205	SW014626./ SEFL EL P	STANDARD SHIP	8682724	EL PASO, TX	1701 NORTH JACKSON MCALLEN US TX 78501	Shipped	003B	P1QZ1026X 2K2	EZB2060R	DOMONIQUE E TATE	CISD FREEZERS (ALEX OCHOA)	JULIO PALACIOS			2022-11-28	2023-01-13
003I	1		1	Shipped	P21A400LT42CH01	POW-R-LINE1X	PK-2	2022-11-28	2023-04-10	2023-04-26	2023-03-28	61712968	FTROCA5/F EDEX GROUND	STANDARD SHIP	637758936416	EL PASO, TX	1701 NORTH JACKSON MCALLEN US TX 78501	Shipped	003I	P1QZ1026X 2K2	SCP131036 4-003I	DOMONIQUE E TATE	CISD FREEZERS (ALEX OCHOA)	JULIO PALACIOS			2022-11-28	2023-03-28
003T	1		1	Shipped	EZT2060S	TRIM	PK-2	2022-11-28	2022-11-29	2023-03-21	2023-02-15	61423482	FTROCA3/F EDEX GROUND	STANDARD SHIP	626419897618	EL PASO, TX	1701 NORTH JACKSON MCALLEN US TX 78501	Shipped	003T	P1QZ1026X 2K2	EZT2060S	DOMONIQUE E TATE	CISD FREEZERS (ALEX OCHOA)	JULIO PALACIOS			2022-11-28	2023-02-15

SUBJECT: Substantial Completion for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses - Chanin Engineering

PRESENTER: Ricardo Rivera, Assistant Superintendent for Operations

BACKGROUND INFORMATION

The Child Nutrition Program (CNP) is in needs 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 oversee the project due to design weight and electrical connection requirements.

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

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

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

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

At the Regular Board of Trustees Meeting held on January 19, 2022, the Board approved Final Design for the Child Nutrition Program Walk-in Freezers for Bryan, Marcell, and Salinas Elementary Project – Chanin Engineering. Designs have been reviewed and approved by staff.

At the Regular Board of Trustees Meeting held on June 08, 2022, the Board approved a change of procurement method for the various projects to utilize JOC.

At the Board Workshop of September 07, 2022, the Board was informed of the Best and Final Offer (BAFO) for the Job Ordering Contracting on Various Projects. 56 days for completion.

<u>Project</u>	<u>Vendor Name</u>	<u>Cost</u>
CNP Freezer Installation at Elem.	8/A Builders, LLC	\$100,485.00

Notice to Proceed (NTP) was issued on October 19, 2022

Substantial Completion is due on December 14, 2022

Final Completion due on January 14, 2023

At the Regular Board of Trustees Meeting held on November 30, 2022, the Board approved Change Order #1 for forty-nine (49) additional delay days for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses. If approved the new substantial completion date will be February 01, 2023.

At the Regular Board of Trustees Meeting held on January 25, 2023, the Board approved Change Order #2 for eighty-nine (89) additional delay days for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses. The new substantial completion date will be May 01, 2023.

At the Regular Board of Trustees meeting held on March 08, 2023, Allowance Expenditure Authorization (AEA) #1 for Additional Concrete for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses agenda Item was pulled due to the contractor and design team not being able to negotiate a mutual price/cost.

At the Regular Board of Trustees meeting held on April 19, 2023, the Board approved Allowance Expenditure Authorization (AEA) #1 and Change Order #03 for Additional Concrete Slab for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses. 8/A Builders is requesting Additional Twenty-one (21) Delay Days. The new substantial completion date is May 22, 2023.

Contingency Balance:	\$5,000.00
AEA #1 Concrete slab:	<u>\$9,649.36</u>
Contingency Balance:	(\$4,649.36)

Change Order #3 Concrete slab: \$4,649.36 + 21 days

The Total amount for this request is \$9,649.36. We are using the available contingency allowance and then submitting a change order #03 for the remaining balance and additional days.

At the Regular Board meeting held on June 21, 2023, the Board approved the following Change Order #04 for Thirty-five (35) Delay Days for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses. If approved the new substantial completion date will be June 26, 2023.

Pending

Change Order #5 Additional Twenty-nine (29) Delay Days for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses. If approved the new substantial completion date will be July 24, 2023.

ADMINISTRATIVE CONSIDERATIONS – PLEASE SEE NOTE BELOW

As per the project site review with Administration, Chanin Engineering, and 8/A Builders the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses will be reviewed, inspected, and will be determined to be substantially completed as per contract documents and specifications. Thus, they will present substantial completion for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses.

Note: Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

FUNDING SOURCE

Federal Funds/Local Funds

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

RECOMMENDATION

Administration presents Substantial Completions for the Child Nutrition Program (CNP) Freezer Installation at Elementary Campuses - Chanin Engineering

EXHIBIT:

Substantial Completion Form

CONTACT PERSONS

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



CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: Mission CISD
Contractor: 8/A Builders, LLC
Engineer: Chanin Engineering, LLC
Project: Bryan, Marcell, and Salinas New Stand-Alone Freezers
Owner's Contract No.: 8A-004
Contractor's Project No.: 41-22
Engineer's Project No.: 21-184
Contract Name:

This final Certificate of Substantial Completion applies to:

- All Work
The following specified portions of the Work:

July 24, 2023

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: [Note: Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.]

Amendments to Owner's responsibilities:
[X] None
[] As follows:

Amendments to Contractor's responsibilities:
[X] None
[] As follows:

The following documents are attached to and made a part of this Certificate: Punchlist Report

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

EXECUTED BY ENGINEER: RECEIVED: RECEIVED:
By: Miguel Chanin / President By: Arnoldo Ochoa, President By: Contractor (Authorized Signature)
Date: 07/24/2023 Date: 07/25/2023

SUBJECT: Substantial Completion for the Aquatics Center Boiler – DBR Engineering

PRESENTER: Rick Rivera, Assistant Superintendent for Operations

BACKGROUND INFORMATION

On April 29, 1986, the Mission CISD and the City of Mission entered into a 50-year lease agreement to share in the use and maintenance of the North Side Swimming Pool. This pool is located on the corner of Nicholson Avenue and West 15th Street and MCISD property on the southwest property corner of Mission High School.

On December 14, 1988, an amendment to the lease agreement under section 7 was prepared which stated that the City of Mission, as Lessee, shall pay for the following utilities furnished to the facilities for the term of this lease: water, electricity, and telephone service. MCISD, as Lessor, shall pay for and determine the usage for the following utilities for the term of this lease: gas.

On or about March 27, 1989, a revision to the lease agreement was prepared, “Joint Venture Agreement Swimming Pools”. This revision included Governance, Scope of Joint Venture, Operating Personnel, Revenue, and Expenses.

On April 26, 2004, an amendment to the lease agreement was prepared which deleted section 10 of the original lease agreement. The new provision added stipulated that equipment for the operation of the pools purchased, alterations, repairs, and improvements under \$2,000.00 shall be debited to the Swimming Pool Enterprise Fund and any expenses as such over \$2,000.00 shall be divided evenly between the Lessor and Lessee, provided that the Mission City Commission and the MCISD Board of Trustees provide prior written approval.

On April 16, 2008, at the Regular Board of Trustees meeting, the Board approved an Interlocal Agreement between the City of Mission and MCISD for Swimming Facility Operations. The facilities subject to this agreement are the two swimming facilities located at 115 S. Mayberry Road and the North Side Swimming Pool. The purpose of this agreement is to provide for the joint operation of the Facilities, partly through the use of an existing Aquatics Fund. The parties have determined that this agreement will result in improved services being provided more economically and efficiently to their respective constituents. The parties agree to items such as the City’s Duties, MCISD’s Duties, Aquatics Fund, and Miscellaneous Responsibilities. This agreement supersedes, takes precedent over, and replaces any other joint venture or inter-local agreement between the parties related to the funding and operation of the Facilities.

For quite some time the pool has had numerous maintenance issues and the swimming lanes are not regulation distance lanes for our students to either practice or compete in. The pool has heating, drain, and filtration maintenance issues which will require major renovation construction repairs.

In March of 2014, MCISD and the City of Mission agreed to enter into a Memorandum of Understanding (MOU) to conduct a feasibility study on the present condition of the pool and on what is needed to correct these issues. Along with that, consideration is to be given to possibly enclosing the pool and making the needed adjustments to make this into a pool with the proper lanes and equipment for competition, such as the addition of bulkheads, starting blocks, etc... The feasibility study expense will be

shared in equal parts with the District and the City. However, the City will continue to retain all the fiduciary responsibilities as they currently do.

At the Regular Board of Trustees meeting of March 19, 2014, the Board approved the MOU, it addressed how and who will be responsible for the hiring of the firm to conduct the feasibility study. Currently, the City is drafting its own MOU and will combine it with ours and will present it at the next City Council meeting for their consideration and approval. The feasibility study will be the first part of a three-phase process. The feasibility study is to be conducted by C.T. Brannon Corporation Aquatic Consultant at a fee of \$12,850.00 of which both entities will share in the cost equally. MOUs will be required for all three phases of the study listed below.

Phase I – Feasibility Study

Phase II – Construction

Phase III – Maintenance

At the Facilities Committee Meeting held on Wednesday, June 04, 2014, the feasibility report completed by the C.T. Brannon Corporation, Aquatic Consultant, was presented by Administration. The report consisted of an executive summary, general information, design information, compliance with state standards, Americans with Disabilities Act, pool enclosure, recommended project summary, projected costs, operating costs, revenues, and a time for design and construction.

On or about December 10, 2014, my office received from the City of Mission the complete agreement that the City had received from C.T. Brannon, which is the same firm that conducted the feasibility study for the North Side Pool. Based on this document the City Council was drafting the inter-local agreement.

On December 17, 2014, I corresponded with Ms. Aida Lerma, the City of Mission Deputy City Manager advising her that I had reviewed the agreement and exhibits and questioned why on Exhibit "B" under the section of "Specific Exclusions", most notably items #2 and #6, why the entire complex was not being engineered and designed to comply with all ADA requirements and recommendations listed in C.T. Brannon's feasibility report. I advised her that MCISD and our legal counsel would address this issue and that possibly we would not be able to use this facility if not in complete ADA compliance.

On Friday, December 19, 2014, Ms. Aida Lerma, Mr. Martin Garza, Mission City Manager and I met to discuss the currently proposed scope of work, the exhibits, ADA compliance issues, the feasibility report, and the MOU. Notes of the meeting are below:

- the City of Mission currently has approved funding for only those items listed in the report and wishes to begin the improvements as soon as possible
- the approximate budget for all fees and construction is \$750,000.00 with MCISD to pay half
- the Professional Services fee for C.T. Brannon Corp. is \$48,850.00
- the final professional services agreement between the owner and the engineer will need to state that if there is any litigation all potential hearings will be held in our county (Hidalgo County)
- We discussed exhibit "B" under Scope of Services the installation of a floating bulkhead necessitating the lengthening of the swimming pool. As discussed, the current pool is a 50-meter pool, and under current UIL swim meet rules the swimmers

compete in 25-yard racing, not 25 meters so extending the pool is not needed to split the pool into two 25-yard competition pools, however, the depth at one end will need to be adjusted

- under Specific Exclusions under items #2 and #6 it notes that **not** all ADA modifications are included and if so they would be additional services
- As discussed MCISD may require that ALL ADA modifications must be included in this project; the City of Mission only has the approved budget to work with and it may not include enough for all the ADA modifications. If all ADA compliance modifications are required by MCISD we would solely bear the expense of those
- a meeting with Mr. Brannon, the City of Mission, and MCISD will be needed to finalize the agreement and scope of work

On January 07, 2015, a local agreement drafted by our legal counsel was sent to Mr. Garza and Ms. Lerma. Ms. Lerma, in response, stated that at this time we just needed an agreement where the City and the District agree to share the expenses equally to engage the professional services of C.T. Brannon for the “blueprint” of the North Side pool and that this needs to be the next step before signing off on the MCISD sent inter-local agreement which addressed the estimated cost of construction for the pool. She also stated that we needed to engage C.T. Brannon for the design and scope of work which has a cost of \$48,850.00 and that the agreement initially sent by the City was to establish this partnership.

On Wednesday, January 21, 2015, at the Regular Board of Trustees meeting, Administration recommended discussion and possible direction on entering into an inter-local agreement with the City of Mission to procure the professional services of C.T. Brannon for the design, engineering, and scope of work at the North Side Swimming Pool as per the MOU, Scope of Work and Exhibits initially submitted by the City.

As per the feasibility report of May 15, 2014, numerous ADA compliance issues are required to be addressed to meet current laws and standards which are **not** being addressed currently.

The currently proposed scope of work entails lengthening the 50-meter pool and installing a bulkhead to be able to make two (2) 25-meter pools to be able to have two 25-meter races run concurrently. This is **not** needed due to UIL swimming meet races swim 25-yard lanes and not 25-meter lanes, thus the current 50-meter pool can accommodate the bulkhead which splits the pool into the needed 25-yard UIL-required competition lanes. (See an exhibit of the University of Texas pool) The depth at one end of the pool will need to be addressed to meet safety requirements and starting blocks will need to be installed to have two competition pool areas. The natatorium, and pool enclosure, are not being considered at this time due to cost.

After the Board of Trustees discussion, the Board directed Administration to continue working with the City of Mission and advise them that all ADA compliance issues will need to be addressed if we were to enter into an MOU for the renovation of the North Side swimming pool.

On Wednesday, February 11, 2015, at the Regular Board of Trustees meeting, the MOU agenda item was again presented along with the approval of the project/budget, procurement process, and the selection of an engineer. Due to not having an

established project estimate and the scope of work still being uncertain, these items were “pulled” from discussion and meetings were to continue.

On April 21, 2015, a newly revised feasibility report was presented by C.T. Brannon Corp. with recommended renovations and options, however, items concerning swim coach preferences still needed to be addressed, specifically, the bulkheads were in question.

On June 09, 2015, MCISD received the latest report from Brannon dated May 29, 2015, that included the majority of items requested including addressing all ADA modifications, building renovations, and coach’s requirements, this is listed as an option “E”. The type of bulkhead to be used is still in question with the swim coaches from both MHS and VMHS.

If we are to proceed with this project an MOU is required to supersede all other previous agreements and MCISD will now take back full ownership and responsibility for the Mission North Side Swimming Pool. This new agreement will require the MCISD Board of Trustees’ discussion and consideration and similarly with the Mission City Commission. Points of interest to include and are not limited to:

- MCISD to be responsible for the process of procuring all necessary services for the project
- The City of Mission agrees to jointly share the costs in correcting all ADA compliance issues within a monetary limitation to be determined
- Consideration of reviewing and possibly dissolving the current lease agreement with the City of Mission concerning the North Side swimming pool complex with MCISD taking over full maintenance
- Consideration to be given should the City want to lease the pool complex during the summer months

Initially, the City of Mission was proposing a memorandum of understanding (MOU) for partial renovations to the North Side Swimming Pool and the hiring of C.T. Brannon Corp. as the aquatic engineer to design and oversee this project. The initial proposed budget by the City was for \$750,000.00 and MCISD was to share in half this cost plus half the expense of Brannon’s fee. This proposal did not include all required renovations for the pool to be in current ADA compliance thus discussions are continuing for the needed renovations. A preliminary cost estimate for possible descriptions of work at the pool has been done, these cost estimates were taken from Brannon’s latest feasibility study and are subject to the scope of work additions, deletions, and modifications. Study cost estimates were used for the preliminary budget and may be subject to change depending on the final scope of work, final engineering and design, and contractor proposals should we proceed with the project. The preliminary cost estimate is approximately \$1,288,932.00 which includes estimated construction costs, soft costs, engineering fees, and a contingency allowance.

Before soliciting bids or proposals for this project, Texas Education Code 44.031(a) requires the board of a school district, considering a construction project to take the following action.

1. The board must consider the method of delivery that provides the best value for this project. The administration recommends competitive sealed proposals as the method of delivery due to the nature of the project.
2. Selection criteria for the project must also be considered.

Attached is a copy of the recommended selection criteria used for previous District large-scale projects.

3. The Board must designate the selection committee to evaluate and rank the proposals.

(This was reviewed and approved by the Purchasing Department)

If the MOU is approved along with the project and estimated proposed budget, we will move forward to recommend consideration and approval of the procurement method.

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.

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

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

At the Regular Board of Trustees Meeting held on Wednesday, September 09, 2015, the Board approved, a new MOU with the City of Mission to supersede all previous agreements. The Board also approved the project and estimated the proposed budget and the procurement method and moved forward to recommend consideration and approval of the aquatic engineering services of C.T. Brannon Corporation. The Estimated cost is \$1,288,932.00 with the estimated City of Mission commitment would be \$405,000.00 and MCISD commitment would be \$883,932.00.

At the Regular Board of Trustees Meeting held on Wednesday, September 14, 2016, the Board approved the following, before the previous MOU was superseded this project was already in discussion and a preliminary schematic design phase with the City of Mission. Numerous meetings had already been held with City Officials, MCISD Administration, and Swim Coaches from both High Schools. With the new MOU MCISD became responsible for the project with the City contributing to the renovations. MCISD Administration, the Athletic Director, and Swim Coaches have continued design meetings, thus, Consideration and Approval of the Final Design for the Northside Swimming Pool Project.

Note: Advertisements in the local newspapers and at the Association of General Contractors Office (AGC) were posted on September 18, 2016, and September 25, 2016, for the new design. A pre-proposal meeting was held on Tuesday, September 27, 2016, at 10:00 A.M. at Central Office. Proposals were to be publicly opened on Tuesday, October 04, 2016, at 4:00 P.M. at Central Office. No proposals were submitted.

Since there were no initial proposals submitted re-advertisements in the local newspapers and at the Association of General Contractors Office (AGC) were posted on October 16, 2016, and October 23, 2016, for the design. A pre-proposal meeting was held on Tuesday, October 25, 2016, at 11:00 A.M. at Central Office. Proposals were publicly opened on Tuesday, ⁴⁸November 01, 2016, at 4:00 P.M. at Central

Office. Only one proposal was submitted by H2O Construction Services Inc. from Harlingen, Texas. Pre-ranking of the proposal was conducted by Mr. Roosevelt Rios and Mr. Albert Rodriguez on November 01, 2016.

At the Facilities Committee meeting held on Wednesday, November 02, 2016, the Committee reviewed the firm's pre-ranking and the lone proposal.

H2O Const. Proposal Base Bid:	\$1,855,200.00
Alternates (6):	<u>\$ 85,000.00</u>
Total Proposal:	\$1,940,200.00
Base Bid:	\$1,855,200.00
Const. Budget:	<u>\$ 917,250.00</u>
Over Budget:	\$ 937,950.00
Base Bid w/Alts.:	\$1,940,200.00
Const. Budget:	<u>\$ 917,250.00</u>
Over Budget:	\$1,022,950.00

At the Regular Board of Trustees meeting held on Wednesday, November 09, 2016, the Board rejected all proposals and re-directed the Administration to re-design and re-advertise the project to try to meet the approved budget.

Since there was a change of design submitted re-advertisements in the local newspapers and at the Association of General Contractors Office (AGC) were posted on April 16, 2017, and April 23, 2017, for the design. A pre-proposal meeting was held on Thursday, April 20, 2017, at 10:00 A.M. at Central Office. Proposals will be publicly opened on Tuesday, May 02, 2017, at 4:00 P.M. at Central Office. Pre-ranking of proposals was conducted by Mr. Roosevelt Rios, Mr. Adrian Hernandez, and Albert Rodriguez on May 02, 2017.

Pre-ranking of proposals by the Administration is merely a district process to pre-check if all requested documents and information in the Request for Proposals (RFP) were submitted before the Evaluation and Selection Committee's formal evaluation. The pre-ranking of proposals is strictly 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 have 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 will then proceed to negotiate a contract with the highest-ranking Proposer.

Note: Currently the MCISD swim team and the athletic department has an MOU with the City of Mission to utilize both the Mayberry and Bannworth Park swimming facilities and this will continue while the Northside Pool is out of commission.

Re-advertisement for proposals will be only for the work to be done on the pool itself and all other required pool equipment. All other construction work done on the dressing and shower rooms and other buildings will be completed by MCISD Maintenance department staff.

At the Special Facilities/Environment Committee meeting held on Wednesday, May 10, 2017, three proposals were submitted for this project and were ranked by the Facilities Committee as per MCISD guidelines and procedures.

At the Regular Board of Trustees meeting held on Wednesday, May 10, 2017, the Board considered the rankings and approved entering into negotiations with the top-ranked firms in the order selected. Base proposals with alternates listed are below:

Company	Base Proposal	Days	Points
Poolart:	\$1,605,958.00	180	(275.70)
Alt. #1 Modify rim/increase depth:	\$ 49,071.00		
Alt. #2 Dig lower/increase depth:	\$ 39,092.00		
Alt. #3 Delete wall tile/plaster for epoxy:	\$ 133,760.00		
Alt. #4 Delete bulkheads install wall:	(\$ 33,422.00) deduct		
Alt. #5 Install timing system:	\$ 55,307.00		
Alt. #6 Place roof on equip. room:	\$ 14,807.00		
TOTAL:	\$1,864,573.00		
Paddock Southwest:	\$1,747,960.00	180	(252.42)
Alt. #1 Modify rim/increase depth:	\$ 14,700.00		
Alt. #2 Dig lower/increase depth:	\$ 41,500.00		
Alt. #3 Delete wall tile/plaster for epoxy:	\$ 225,000.00		
Alt. #4 Delete bulkheads install wall:	(\$ 177,500.00) deduct		
Alt. #5 Install timing system:	\$ 35,000.00		
Alt. #6 Place roof on equip. room:	\$ 13,720.00		
TOTAL:	\$1,900,380.00		
Gold Medal Pools:	\$2,471,864.94	180	(223.72)
Alt. #1 Modify rim/increase depth:	\$ 76,500.00		
Alt. #2 Dig lower/increase depth:	\$ 68,478.33		
Alt. #3 Delete wall tile/plaster for epoxy:	\$ 365,662.66		
Alt. #4 Delete bulkheads install wall:	(\$ 74,616.67) deduct		
Alt. #5 Install timing system:	\$ 47,438.56		
Alt. #6 Place roof on equip. room:	\$ 44,971.67		
TOTAL:	\$3,000,299.49		

Note: All alternates are additional requests from MCISD Coaches

Initial project negotiations were held on Tuesday, May 16, 2017, with Mr. Sean Roy, Pool Art, Mr. Albert Rodriguez, and Mr. Adrian Hernandez. Pool Art has submitted their Best and Final Offer (BAFO) for the base proposal along with alternates. At the Facilities Committee meeting held on Wednesday, June 7, 2017, this agenda item was presented and discussed along with Coach Ibarra, Athletic Director, and Mr. David Colunga, MHS Swim Coach who requested that only alternate #1 be accepted. A timing system would be purchased directly by the Athletic Department.

Company	Original Base Proposal	Days
Poolart:	\$1,605,958.00	180 Days
Alt. #1 Modify rim/increase depth:	\$ 49,071.00	
Alt. #2 Dig lower/increase depth:	\$ 39,092.00	
Alt. #3 Delete wall tile/plaster for epoxy:	\$ 133,760.00	
Alt. #4 Delete bulkheads install wall:	\$ (33,422.00) deduct	
Alt. #5 Install timing system: 50	\$ 55,307.00	

Alt. #6 Place roof on equip. room:	<u>\$ 14,807.00</u>
TOTAL:	\$1,864,573.00

Poolart BAFO:	\$1,592,043.00	180 Days
Alt. #1 Modify rim/increase depth:	\$ 49,071.00	
Alt. #2 Dig lower/increase depth:	\$ 39,092.00	
Alt. #3 Delete wall tile/plaster for epoxy:	\$ 126,961.00	
Alt. #4 Delete bulkheads install wall:	(\$ 33,422.00)	deduct
Alt. #5 Install timing system:	\$ 44,206.00	
Alt. #6 Place roof on equip. room:	<u>\$ 14,807.00</u>	
TOTAL:	\$1,827,088.00	

Construction Cost: \$1,641,114.00

At the Regular Board of Trustees meeting held on Wednesday, June 21, 2017, the Board approved the following, the best and final offer (BAFO) from Poolart for \$1,641,114.00. Notice to Proceed (NTP) was issued on August 07, 2017, with a substantial completion date of February 02, 2018.

Poolart BAFO:	\$1,592,043.00	180 Days
Alt. #1 Modify rim/increase depth:	<u>\$ 49,071.00</u>	
Total Construction Cost:	\$1,641,114.00	

At the Regular Board of Trustees meeting held on Wednesday, October 11, 2017, the Board approved the following, Consideration and Approval of CO #01 to "Credit" for the 25 Yard/Meter Lane Line for the North Side Swimming Pool Project.

Original Contracted	
25-yard lane line 9 @ \$403.68:	\$3,633.12
25-meter lane line 9 @ \$419.92:	<u>\$3,779.28</u>
Net change (Credit)	\$ 146.16

At the Regular Board of Trustees meeting held on Wednesday, January 24, 2018, the Board approved the following items:

Consideration and Approval of Change Order #02 to Change the Plumbing Support System at the Equipment Room for the North Side Swimming Pool Project.

Contingency Balance:	\$50,000.00
Change Order #02:	<u>\$ 1,686.68</u>
Balance:	\$48,313.32

Consideration and Approval of Change Order #03 for Nine (9) Additional Delay Days for the North Side Swimming Pool Project. The new substantial completion date of February 11, 2018.

Consideration and Approval of Change Order #04 for New Pool Deck Drain Removal for the North Side Swimming Pool Project

Contingency Balance:	\$48,313.32
Change Order #04:	<u>\$ 4,459.53</u>
Balance:	\$43,853.79

Consideration and Approval of Change Order #05 to Install Jack Stands and Concrete Repair for the North Side Swimming Pool Project

Contingency Balance:	\$43,853.79
Change Order #5:	<u>\$ 3,394.84</u>

Balance: \$40,458.95

As per Poolart and C.T. Brannon Corp., the North Side Swimming Pool Project was completed by the substantial completion date of Sunday, February 11, 2018. The project was substantially complete as per the contractual timeline and no liquidated damages are pending for substantial. The completion date is set for March 13, 2018.

At the Regular Board of Trustees, Meeting held on March 21, 2018, the Board approved Consideration and Approval of Substantial/Final Completion, Less Betterment Fund Allowance, and Final Payment, Less Liquidated Damages for the North Side Swimming Pool Project. The project is anticipated to reach "final" completion by the due date and no liquidated damages will be pending. The allowance to "Credit" back is:

Credit for signage allowance:	\$ 5,000.00
Credit for remaining Owner's Contingency:	<u>\$40,458.95</u>
Total Credit back:	\$45,458.95

Preliminary Total Construction Cost Estimate: Incl. soft costs

C.T. Brannon Aquatics Engineering Fee: \$65,000.00

Estimated Construction Cost:	\$917,250.00
Estimated Soft Costs:	\$371,682.00
Estimated Total Costs:	\$1,288,932.00

Est. City of Mission Commitment: \$405,000.00

Est. MCISD Commitment: \$883,932.00 .

This past year the boiler began experiencing mechanical issues and it became difficult to maintain appropriate water temperatures. The boiler at the pool was assessed by our on-call engineer and determined to be able to continue providing sufficient heating of water at the pool. The installation of a 2nd boiler will assist in supplementing the original boiler to keep appropriate water temperatures. MCISD utilized the on-call MEP services with DBR Engineering for this project design and oversight.

At the Regular Board of Trustees meeting, held on May 11, 2022, the Board approved the project and proposed budget for the Mission Aquatic Center Boiler – DBR Engineering.

The 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.

At the Regular Board of Trustees meeting held on June 08, 2022, the Board approved the Schematic/Final Design for the Mission Aquatic Center Boiler Project – DBR Engineering.

Schematic Design:

Rough sketches that develop a feasible conceptual design of the project.

Construction Documents:

Administrations Rankings and Enter Into Negotiations in the Order of Ranking for the Mission Aquatic Center Boiler Project – DBR Engineering

Advertisements in the local newspapers were posted on July 15, 2022, and July 22, 2022. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. The proposal opening was July 27, 2022. The Administration Ranking Team reviewed the proposals and ranked them on July 28, 2022.

At the Regular Board of Trustees Meeting held on Wednesday, August 10, 2022, the Board approved of Rankings and Enter Into Negotiations in the Order of Ranking for the Mission Aquatic Center boiler Project – Texas Chillers Systems.

<u>Firms</u>	<u>Proposal</u>	<u>Ranking Pts.</u>	<u>Days</u>
SLR Building Contractors	\$159,000.00	76	90
Texas Chillers Systems	\$128,523.00	91	140

A virtual project negotiations meeting was held on August 16, 2022, with Mr. Adan Rivera, Ms. Lorena Garcia, Mr. Adrian Hernandez from MCISD, and Mr. Noe Salinas from Texas Chillers Systems. During the negotiations, Texas Chillers Systems presented as their Best and Final Offer (BAFO) \$128,523.00 with no decrease in their initial proposal with 140 days of construction time from the notice to proceed (NTP)

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 the project using the same specifications and design or direct the engineer to re-design the project.

If approved, Administration will work with our legal counsel to write and execute the contract so that the contractor can begin as soon as possible.

At the Regular Board of Trustees meeting held on September 21, 2022, the Board approved Texas Chillers Systems Best and Final Offer (BAFO) of \$128,523.00 with 140 days of construction time. Notice to Proceed (NTP) was October 17, 2022, with a substantial completion date of March 6, 2023.

At the Regular Board of Trustees meeting held on March 01, 2023, the Board approved Allowance Expenditure Authorization (AEA) #1 and Change Order #1 to Replace Gas Line and Gas Regulator for the Aquatic Center Boiler. This will cause a delay and they are requesting thirty (30) additional days. If approved the new Substantial Completion will be April 04, 2023.

Contingency Allowance:	\$9,000.00
AEA #1	<u>\$9,000.00</u>
Contingency Balance:	\$0.00

Change Order #1 \$5,728.00 + 30 days

The total amount for this request is \$14,728.00. We are using the available contingency allowance and then submitting a change order #1 for the remaining balance.

At the Regular Board of Trustees meeting held on April 19, 2023, the Board approved the Consideration and Approval of Change Order #02 for delay days for the Aquatic Center Boiler. If approved the new substantial completion date will be May 20, 2023.

Note: This boiler is the additional boiler being installed for redundancy purposes, the current boiler continues to be in operation and the water is warm and at an acceptable temperature for student use and competition.

At the Regular Board of Trustees meeting held on June 21, 2023, the Board approved the Consideration and Approval of Change Order #03 for forty-five (45) additional delay days for the Aquatic Center Boiler. If approved the new substantial completion date will be July 04, 2023.

ADMINISTRATIVE CONSIDERATIONS

As per the project site review with Administration, DBR Engineering, and Texas Chillers Systems, the Aquatic Center Boiler will be reviewed, inspected, and will be determined to be substantially completed as per contract documents and specifications. Thus, they will present Substantial Completion for the Aquatics Center Boiler – DBR Engineering

Note: Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use

FUNDING SOURCE AND AMOUNT

General Funds

Preliminary Total Construction Cost Estimate: Incl. soft costs

DBR Engineering Fee:	\$7,540.00
Estimated Construction Cost:	\$90,000.00
Estimated Soft Costs:	\$4,000.00
Estimated Contingency 10%:	<u>\$9,000.00</u>
Estimated Total Costs:	\$110,540.00

RECOMMENDATION

Administration presents Substantial Completion for the Aquatics Center Boiler – DBR Engineering

EXHIBIT

Substantial Completion

CONTACT PERSONS

Rick Rivera, Assistant Superintendent for Operations

Martin Castaneda, Director of Maintenance

Adrian Hernandez, Coordinator for Project & Energy Management

Adan Rivera, Assist. Coordinator for Maintenance



AIA Document G704 - 2017

Certificate of Substantial Completion

PROJECT: (name and address)
Mission CISD - Mission HS Aquatic Center - Boiler Addition

CONTRACT INFORMATION:
Contract For: General Construction
Date: 10/17/2022

CERTIFICATE INFORMATION:
Certificate Number: 001
Date: 7/17/2023

OWNER: (name and address)
Mission Consolidated Independent School District
1201 Bryce Dr.
Mission, Texas 78572

ARCHITECT: (name and address)
DBR Engineering Consultants, Inc.
200 S. 10th Street, Suite 901
McAllen, Texas 78501

CONTRACTOR: (name and address)
Texas Chiller Systems, LLC
5405 Agnes
Corpus Christi, Texas 78405

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

(Identify the Work, or portion thereof, that is substantially complete.)

MHS Aquatic Center Boiler Addition.

DBR Engineering
Consultants, Inc.

Hugo H. Avila, Principal

June 28, 2023

ARCHITECT (Firm Name)

SIGNATURE

PRINTED NAME AND TITLE

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)

No items pending.

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

Cost estimate of Work to be completed or corrected: \$0

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

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

Texas Chiller Systems,
LLC

CONTRACTOR (Firm Name)

SIGNATURE

PRINTED NAME AND TITLE

7-28-23
DATE

Mission CISD

OWNER (Firm Name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

SUBJECT: Change Order #2 Forty-nine (49) Delay Day for the Culinary Arts for Mission High School – PBK Architects

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, millwork, and electrical and plumbing requirements design/engineering professional services 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.

At the Regular Board of Trustees meeting held on August 11, 2021, the Board approved the project, proposed the budget, and utilized the on-call professional services for the Culinary Arts Laboratory at Mission High School Project – PBK Architects. PBK Architects estimated project cost is \$250,000.00.

At the Regular Board of Trustees meeting held on February 09, 2022, the Board approved Schematic Design for the Culinary Arts Laboratory at Mission High School Project.

Schematic Design:

Rough sketches that develop a feasible conceptual design of the project.

Construction Documents:

Communicating the design intent through further refinement of the written and graphic representation of all building materials, components, and equipment that can be quantified and useful to contractors.

At the Regular Board meeting held on April 13, 2022, the Board approved the Final Design for the Culinary Arts Laboratory at Mission High School Project. Designs were reviewed and approved by staff.

Advertisements in the local newspapers were posted on May 11, 2022, and May 23, 2022. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. The proposal opening was on June 9, 2022, and we received two (2) proposals. The Administration Ranking Team reviewed and ranked on June 21, 2022.

At the Regular Board of Trustees meeting held on Wednesday, August 10, 2022, the Board approved the Consideration and Approval of Rankings and Enter Into Negotiations in the Order of Ranking for the Culinary Arts for Mission High School – Caston Construction.

<u>Firm</u>	<u>Proposal</u>	<u>Ranking Pts.</u>
Caston Construction	\$284,617.50	94.5
G&G Contractors	\$482,550.00	79.6

A virtual project negotiations meeting was held on August 18, 2022, with Mr. Adan Rivera, Mr. Adrian Hernandez from MCISD, and Mr. Robert Castaneda Jr. from Caston Construction. During the negotiations, Caston Construction presented as their Best and Final Offer (BAFO) \$305,238.53 an increase of their original proposal of \$284,617.50

an increase of \$20,621.03 with 178 days of construction time from the notice to proceed (NTP).

At the Regular Board meeting held on September 07, 2022, the Board approved Caston Construction Best and Final Offer (BAFO) of \$305,238.53 with 178 days of construction time. Notice to proceed (NTP) December 19, 2022, with substantial completion June 15, 2023.

At the Regular Board meeting held on March 08, 2023, the Board approved Consideration and Approval of Allowance Expenditure Authorization (AEA) #1 for Replacing Kitchen Fixtures for the Culinary Arts Laboratory at Mission High School.

PBK Architects was unable to attend to present this allowance expenditure due to another commitment, however, they along with a representative from Caston Construction are scheduled to present at the Board meeting. Mr. Sergio Pena, CTE Director was present at the Board Work Shop and did answer questions on this AEA..

Contingency Balance:	\$25,000.00
AEA#1 Kitchen Fixtures:	<u>\$ 7,245.00</u>
Contingency Balance:	\$17,755.00

At the Regular Board meeting held on June 21, 2023, the Board approved Consideration and Approval of the Allowance Expenditure Authorization (AEA) #02 to Connect New Guardian Systems for the Culinary Arts Laboratory at MHS.

Castcon Construction did request ten (10) additional days but, was not approved by PBK Architects.

Contingency Balance:	\$17,755.00
AEA#2 Fire Alarm:	<u>\$ 8,982.50</u>
Contingency Balance:	\$ 8,772.50

ADMINISTRATIVE CONSIDERATIONS

PBK Architects and Castcon Construction are requesting additional Forty-nine (49) days due to the manufacturer's delay for the electrical equipment for the Culinary Arts Laboratory at Mission High School. Thus, they present Change Order #2 Forty-nine (49) Delay Day for the Culinary Arts for Mission High School. If approved the new substantial completion date will be August 28, 2023.

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 presenting Change Order #2 Forty-nine (49) Delay Day for the Culinary Arts for Mission High School – PBK Architects

EXHIBIT:

Change Order #02

CONTACT PERSONS

Ricardo Rivera, Assistant Superintendent for Operations

Adrian Hernandez, Coordinator for Project & Energy Management



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Culinary Arts Laboratory at Mission High School
1802 Cleo Dawson,
Mission, TX, 78572

CONTRACT INFORMATION:
Contract For: General Construction

Date: November 14, 2022

CHANGE ORDER INFORMATION:
Change Order Number: 002

Date: July 14, 2023

OWNER: *(Name and address)*
Mission Consolidated Independent School District
1201 Bryce Dr.
Mission, TX 78572

ARCHITECT: *(Name and address)*
PBK Architects, Inc.
6316 N. 10th Street, Bldg A, Ste 1
McAllen, TX 78504

CONTRACTOR: *(Name and address)*
Castcon Construction Co., LLC
1821 N. Glasscock Rd.
Mission, TX 78572

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Change Proposal Request 002 description: Extension of contract time increased by forty-nine (49) calendar days due to long lead times in electrical equipment. If approved, new substantial completion date for the mentioned project will be August 28, 2023. Attached "ABB Manufacturer Lead Time Letter"

The original Contract Sum was	\$	305,238.53
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	305,238.53
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	305,238.53

The Contract Time will be increased by forty-nine (49) days.
The new date of Substantial Completion will be August 28, 2023

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

PBK Architects, Inc

Castcon Construction Co., LLC

Mission Consolidated Independent School District

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

David I. Iglesias,
Associate Principal

Robert Castaneda, Jr.
President

Dr. Carol G. Perez, Superintendent of Schools

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

7/19/2023

7/19/2023

DATE

DATE

DATE

DATE



July 13, 2023

Re: Lighting Control Panel - Production Schedule Impacts

Dear MPWR Team,

ABB continues to work through the unprecedented supply chain challenges impacting industries globally, and we would like to inform you of schedule impacts for your project. Please know ABB is committed to fulfilling customer orders and we regularly adjust manufacturing output to help optimize supply chain conditions. We have recently reset our backlog for a level load at a proven line rate. Although this is not welcome news as an additional push in schedule, we expect this to be a final adjustment that can be reliable for planning purposes as we are executing to this rate today.

This has impacted the interior for the LC Panel, for the Mission Culinary Project, PO# S011589976. Our current production schedule has it slotted for shipment on 8/13/2023.

We are working to mitigate and address these matters as quickly as possible by adding internal capacity and expanding external material and component suppliers. We have initiated processes to become more vertically integrated in our fabrication. ABB customer service representatives and project managers are working closely with the factory and sales teams to evaluate ways to meet customer requirements.

As a reminder, all shipment dates are estimates only and do not guarantee a delivery date. The factory is working diligently to mitigate any schedule impacts.

Any updates to delivery for your order will be communicated through the normal channels. Should you have any specific questions, please don't hesitate to contact your account manager.

Thank you for your continued partnership and understanding.

Sincerely yours,

David Wright

David Wright
District Sales Manager, Houston TX
Email: david.wright@us.abb.com

Ben Buley

Ben Buley
Global Product Group Manager
Email: ben.buley@us.abb.com

SUBJECT: Substantial Completion for the Culinary Arts for Mission High School – PBK Architects

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, millwork, and electrical and plumbing requirements design/engineering professional services 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.

At the Regular Board of Trustees meeting held on August 11, 2021, the Board approved the project, proposed the budget, and utilized the on-call professional services for the Culinary Arts Laboratory at Mission High School Project – PBK Architects. PBK Architects estimated project cost is \$250,000.00.

At the Regular Board of Trustees meeting held on February 09, 2022, the Board approved Schematic Design for the Culinary Arts Laboratory at Mission High School Project.

Schematic Design:

Rough sketches that develop a feasible conceptual design of the project.

Construction Documents:

Communicating the design intent through further refinement of the written and graphic representation of all building materials, components, and equipment that can be quantified and useful to contractors.

At the Regular Board meeting held on April 13, 2022, the Board approved the Final Design for the Culinary Arts Laboratory at Mission High School Project. Designs were reviewed and approved by staff.

Advertisements in the local newspapers were posted on May 11, 2022, and May 23, 2022. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. The proposal opening was on June 9, 2022, and we received two (2) proposals. The Administration Ranking Team reviewed and ranked on June 21, 2022.

At the Regular Board of Trustees meeting held on Wednesday, August 10, 2022, the Board approved the Consideration and Approval of Rankings and Enter Into Negotiations in the Order of Ranking for the Culinary Arts for Mission High School – Caston Construction.

<u>Firm</u>	<u>Proposal</u>	<u>Ranking Pts.</u>
Caston Construction	\$284,617.50	94.5
G&G Contractors	\$482,550.00	79.6

A virtual project negotiations meeting was held on August 18, 2022, with Mr. Adan Rivera, Mr. Adrian Hernandez from MCISD, and Mr. Robert Castaneda Jr. from Caston Construction. During the negotiations, Caston Construction presented as their Best and Final Offer (BAFO) \$305,238.53 an increase of their original proposal of \$284,617.50

an increase of \$20,621.03 with 178 days of construction time from the notice to proceed (NTP).

At the Regular Board meeting held on September 07, 2022, the Board approved Caston Construction Best and Final Offer (BAFO) of \$305,238.53 with 178 days of construction time. Notice to proceed (NTP) December 19, 2022, with substantial completion June 15, 2023.

At the Regular Board meeting held on March 08, 2023, the Board approved Consideration and Approval of Allowance Expenditure Authorization (AEA) #1 for Replacing Kitchen Fixtures for the Culinary Arts Laboratory at Mission High School.

PBK Architects was unable to attend to present this allowance expenditure due to another commitment, however, they along with a representative from Caston Construction are scheduled to present at the Board meeting. Mr. Sergio Pena, CTE Director was present at the Board Work Shop and did answer questions on this AEA..

Contingency Balance:	\$25,000.00
AEA#1 Kitchen Fixtures:	<u>\$ 7,245.00</u>
Contingency Balance:	\$17,755.00

At the Regular Board meeting held on June 21, 2023, the Board approved Consideration and Approval of the Allowance Expenditure Authorization (AEA) #02 to Connect New Guardian Systems for the Culinary Arts Laboratory at MHS.

Castcon Construction did request ten (10) additional days but, was not approved by PBK Architects.

Contingency Balance:	\$17,755.00
AEA#2 Fire Alarm:	<u>\$ 8,982.50</u>
Contingency Balance:	\$ 8,772.50

Pending:

Change Order #2 Forty-nine (49) Delay Day for the Culinary Arts for Mission High School. If approved the new substantial completion date will be August 28, 2023.

ADMINISTRATIVE CONSIDERATIONS

As per the project site review with Administration, PBK Architects, and Castcon Construction the Culinary Arts Laboratory at Mission High School will be reviewed, inspected, and will be determined to be substantially completed as per contract documents and specifications. Thus, they will present Substantial Completion for the Culinary Arts Laboratory at Mission High School.

Note: Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use

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 presenting Substantial Completion for the Culinary Arts for Mission High School – PBK Architects

EXHIBIT:

Substantial Completion (draft – to be presented at the meeting)

CONTACT PERSONS

Ricardo Rivera, Assistant Superintendent for Operations

Adrian Hernandez, Coordinator for Project & Energy Management

SUBJECT: Approval of First Reading of Board Policy Changes, Including TASB-Policy Update 121, Affecting Local Policies:
CFB(LOCAL): ACCOUNTING – INVENTORIES
CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL
CLB(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT – MAINTENANCE
CRF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - UNEMPLOYMENT INSURANCE
CVA(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE BIDDING
CVB(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE SEALED PROPOSALS
DEA(LOCAL): COMPENSATION AND BENEFITS - COMPENSATION PLAN
FD(LOCAL): ADMISSIONS
FFI(LOCAL): STUDENT WELFARE - FREEDOM FROM BULLYING

PRESENTER: Lorena Garcia, Deputy Superintendent for Support Services

BACKGROUND INFORMATION

As a part of our TASB Policy Service, the District gets localized policy updates throughout the year that are generally based upon changes in law, case rulings, or TEA rulings.

Update 121 includes revisions to legal policies based on legislative and regulatory changes. Changes to local policies offered for consideration address the following topics:

- Fixed assets
- Competitive bidding
- Competitive sealed proposals
- Compensation plans
- Admissions
- Bullying
- Security Personnel

The (LOCAL) policies included for consideration here, have been reviewed by administration and the district's legal counsel.

ADMINISTRATIVE CONSIDERATIONS

Items included for presentation reflect appropriate changes to drafts sent by TASB based upon input from legal counsel and administration. Administrative practice has been to provide the policy review as a part of the Board Workshop with a request that the agenda item is approved for inclusion on the consent agenda for the regular board meeting. This is being presented for a First

Reading approval during the August Board of Trustees workshop meeting. The Second Reading and Adoption would be planned for meetings held on September 13, 2023.

Administration and legal counsel do not recommend modifying Policy CLB(Local). The proposed Modification adds “residential student housing” to the district’s Pest Management program and the district does not have student housing.

Administration and legal counsel have no objection to the modification of the policy except that we recommend against the modifications proposed for “Premium Pay During Disasters.” TASB has recommended a modification that would make premium disaster pay available beyond the limitations imposed by your current policies.

FUNDING SOURCE AND AMOUNT

N/A

RECOMMENDATION

Approval of First Reading of Board Policy Changes, Including TASB-Policy Update 121, Affecting Local Policies:

- CFB(LOCAL): ACCOUNTING – INVENTORIES
- CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL
- CRF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - UNEMPLOYMENT INSURANCE
- CVA(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE BIDDING
- CVB(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE SEALED PROPOSALS
- DEA(LOCAL): COMPENSATION AND BENEFITS - COMPENSATION PLAN
- FD(LOCAL): ADMISSIONS
- FFI(LOCAL): STUDENT WELFARE - FREEDOM FROM BULLYING

CONTACT PERSON (S)

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



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529	800.580.1488

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be ~~\$5,000~~\$5,000.

The Superintendent shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

**School Resource
Officers**

To implement the District's comprehensive safety programs, the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

A school resource officer shall perform duties as described in the agreement and as included in the District improvement plan and the Student Code of Conduct. ~~A school resource officer~~

Training

All school resource officers shall receive at least the minimum amount of education and training required by law.

[See CKEC(LEGAL)]

Security Officers

To implement the District's comprehensive safety programs, the District may also employ school security officers. Security officers shall provide services consistent with the comprehensive safety programs and as assigned by the Superintendent to protect school property and provide for the safety and welfare of students, employees, parents, visitors, and others who are present on District premises or at District events.

Authority

School resource officers and security officers shall have authority over all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control. Subject to limitations in the law, school resource officers and security officers shall have the authority to:

1. Protect the safety and welfare of any person on property of the District and protect the property of the District;
2. Coordinate and cooperate with commissioned officers of all other law enforcement agencies, as necessary, in the enforcement of this policy;
3. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions;
4. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations; and
5. Carry out all other duties as directed by the Superintendent.

School resource officers and security officers shall not be assigned routine discipline or District administrative tasks.

For purposes of this policy, routine discipline and District administrative tasks are defined as tasks that do not relate to the protection of property or persons or to the maintenance of public order.

~~Training~~

~~All school resource officers shall receive at least the minimum amount of education and training required by law.~~

~~[See CKEC]~~

Integrated Pest Management Program

The District is committed to following integrated pest management (IPM) guidelines as required by Chapter 1951 of the Occupations Code and Title 4, Chapter 7 of the Administrative Code in all pest control activities that take place on District property.

Definition

IPM is a pest management strategy that relies on accurate identification and scientific knowledge of target pests, reliable monitoring methods to assess pest presence, preventative measures to limit pest problems, and thresholds to determine when corrective control measures are needed. Under IPM, whenever economical and practical, multiple control tactics shall be used to achieve the best control of pests. These tactics shall ~~possibly~~ include, but are not limited to, the judicious use of pesticides.

Standards

The District's IPM program shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities, including residential property primarily used as student housing.

IPM Coordinator

The Superintendent shall designate the IPM coordinator(s), who shall be registered with the Texas Department of Agriculture. The IPM coordinator(s) shall receive training in accordance with law and shall provide training to District employees, as necessary.

Application Time Frame

The IPM coordinator(s), in addition to the responsibilities set out in CLB(LEGAL), shall coordinate with appropriate District administrators or other designated and trained employees regarding pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

No Unauthorized Application

If the IPM coordinator is a licensed applicator, the IPM coordinator may apply pesticides in accordance with law. No other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a District facility, including residential property primarily used as student housing, without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's IPM program.

Mission CISD
108908

INSURANCE AND ANNUITIES MANAGEMENT
UNEMPLOYMENT INSURANCE

CRF
(LOCAL)

**Reasonable
Assurance**

The District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year. [See DCD and DCE]

Specifications

The Superintendent ~~or designee~~ shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.

Bid Process

All bids shall be submitted in sealed envelopes, plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

Safety Record

If the District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be defined as a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

FACILITIES CONSTRUCTION
COMPETITIVE SEALED PROPOSALS

CVB
(LOCAL)

Specifications

The Superintendent ~~or designee~~ shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.

Process

All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposal and the time of the deadline for submission. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

Withdrawal and
Late Proposals

Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.

Proposal
Acceptance

The District may reject any and all proposals.

Safety Record

If the safety record of offerors is considered in selecting a proposal, the record shall be defined as an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA]- The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The ~~Superintendent or designee shall classify~~ classification of each job title within the compensation plan shall be based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or ~~bimonthly~~ semi-monthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. ~~The Superintendent or designee shall determine~~ Any pay adjustments for individual employees; shall be determined within the approved budget following established procedures.

~~Mid-Year~~ Midyear
Pay Increases

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements].]

Noncontract
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools].]

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Premium Pay
During Disasters

Nonexempt employees who are required to work ~~during to mitigate the reason for~~ an emergency closing ~~for a disaster, as declared by a federal, state, or local official or the Board,~~ shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. ~~All other nonexempt employees who are required to work during an emergency closing shall be paid their regular rate of pay.~~

Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent ~~or designee~~ shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

Persons Age 21 and Over

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

Registration Forms

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

Proof of Residency

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

Minor Living Apart

Person Standing in Parental Relation

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

Misconduct

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

Exceptions

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

Extracurricular Activities

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

Transfer Students

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

Nonresident Student in Grandparent's After-School Care

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

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

“Accredited” Defined

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

Grade-Level Placement

Accredited Schools

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

Nonaccredited Schools

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

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

Transfer of Credit

Accredited Texas Public Schools

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

Other Accredited or Nonaccredited Schools

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

Transition Assistance

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

to ~~determine transfer of~~ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

Withdrawal

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

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

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Minimum Standards	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
Retaliation	The District prohibits retaliation by a student or District employee against any person who, in good faith, makes a report of bullying, serves as a witness, or otherwise participates in an investigation under this policy.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying under this policy is subject to appropriate discipline.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate.
Reporting Procedures	To obtain intervention and assistance, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District professional employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall promptly notify the principal or designee.
Report Format	A report may be made orally or in writing. If a report is made orally, the principal or designee shall prepare a written report from the oral information.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent

not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.

Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Investigation of Report

The principal or designee shall determine whether the allegations, if proven, would constitute prohibited conduct under FFH(LOCAL), Freedom from Discrimination, Harassment, and Retaliation. If so, the matter shall be referred to the appropriate District official, as set out in FFH(LOCAL), for processing in accordance with that policy. If not, the principal or designee shall conduct an investigation based on the allegations of bullying. If appropriate, the principal shall promptly take interim action calculated to prevent bullying during the course of the investigation.

If the District official determines that the alleged conduct, if proven, would not be a violation of this policy or of policy FFH, the District official shall so notify the complainant/reporter in writing and dismiss the complaint.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether bullying occurred. If the alleged victim is facing possible disciplinary action based on a physical interaction or altercation with the alleged perpetrator, the report shall include a determination whether the victim used reasonable self-defense. A copy of the report will be filed with the Superintendent or other appropriate administrator. The principal shall also communicate a summary of the report and its conclusions to the complainant.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of both the victim and the perpetrator.

District Action

Bullying

In no circumstance shall the District be required to inform the complainant of the specific disciplinary or corrective action taken.

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary

action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

*Students with
Disabilities*

Before a student with disabilities is disciplined for engaging in bullying, the District shall comply with state and federal requirements related to discipline of students with disabilities.

<i>Counseling</i>	If the results of the investigation indicate bullying occurred, the principal or designee shall inform the victim, the perpetrator, and any witnesses of District counseling options available to them.
<i>Transfers</i>	If the results of the investigation indicate bullying occurred, policy FDB will apply to any transfer request.
<i>Improper Conduct</i>	If the investigation reveals improper conduct that was not “bullying,” the District may nonetheless take appropriate disciplinary action consistent with the Student Code of Conduct or other corrective action to address the conduct.
Confidentiality	To the extent possible, the District shall endeavor to protect the privacy of the complainant, persons against whom the complaint is brought, and witnesses. However, limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	The District shall retain records of the complaint and investigation in accordance with CPC(LOCAL).
Access to Policy and Procedures	Information regarding this policy and any related procedures shall be included annually in the employee and student handbooks. The policy and procedures shall be posted on the District’s website; a copy may also be obtained at each campus and the District’s administrative offices.

SUBJECT: Approval of the 2023-2024 Texas Teacher Evaluation and Support System (T-TESS) Appraisal Timeline and District Evaluation Calendar

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 and District Evaluation Calendar for the 2023-2024 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 2023-2024 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 2022-2023 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 2023-2024

school year

CONTACT PERSON (S)

Lorena Garcia, Deputy Superintendent for Support
Services

Elisa Pacheco, Director for Human Resources

SUBJECT: Approval of the 2023-2024 Texas Teacher Evaluation and Support System (T-TESS) Appraisal Timeline and District Evaluation Calendar

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 and District Evaluation Calendar for the 2023-2024 school year

FUNDING SOURCE:

N/A

CONTACT PERSON(S)

Lorena Garcia, Deputy Superintendent for Support Services

Elisa Pacheco, Director for Human Resources

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, 2023 and ending June 30, 2023. 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
Joel Garcia, CPM, Assistant Superintendent for Finance
Rebecca Magee, CPA, Internal Auditor

August 2, 2023

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, 2023 through June 30, 2023.

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 high 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. During the period covered by this report, I reviewed fundraiser applications, fundraiser reports, the monthly income statement reports, and assisted Finance Department in preparing many of the journal entries related to Activity Funds. There was a total of 65 fundraiser applications approved this quarter, for a grand total of 576 for the year.

Additionally, I provided individual training on activity procedures to a new activity clerk from a junior high school. I also met with Finance Department staff to provide some guidance on processing cash receipt documentation submitted by the campuses.

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. I assist each month 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 income statement report for the year ending June 30, 2023 had not yet been prepared pending the year-end closing. However, based on the general ledger as of the due date of this report, preliminary amounts include a beginning balance at July 1, 2022 of \$930,551, year-to-date receipts of \$1,690,853, disbursements of \$1,566,537 and an ending balance of \$1,054,867 excluding encumbrances. After the fiscal year is finalized and closed out, any encumbrances (outstanding purchase orders) will be closed out, expensed as liabilities or re-encumbered in the next year. 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. In past years, excess balances were sometimes invested in certificates of deposit, however, currently there are no investments. The net interest earnings for the activity funds through June 30, 2023 was \$18,095. Interest earned on campus and student activity fund balances has been distributed to the campuses based on their ending balances.

Internal Audits of Activity Funds

Internal audits are performed on evidence selected on a test basis to determine compliance with District policies and procedures. An audit will not necessarily disclose all instances of non-compliance. A report format that uses a scoring system is used for the Activity Fund internal audits. The internal audit consists of testing in five main categories with a maximum of 100 points allocated to each category. The five categories include: *Basic Records, Fundraisers, Receipts, Disbursements, and Sales Tax and Other Issues*. The campus principal is required to submit a written corrective action plan that addresses any audit findings.

I conducted internal audits of the Activity Funds of eight campuses during this quarter and issued separate reports. Below is a summary of my findings for each campus.

Midkiff Elementary

This campus received the maximum score in all five categories. There were no reported findings based on the items tested.

Cantu Elementary

This campus received the maximum score in all five categories. There were no reported findings based on the items tested.

O'Grady Elementary

The campus received less than the maximum score in two categories. The first finding under the category of *Fundraisers* was that there were a two fundraiser reports submitted late. Fundraiser

Reports are required to be submitted within 30 days of the close of the fundraiser. Under the category of *Receipts*, the first finding was that monies from afterschool sales were not receipted and deposited weekly. The other finding was that there were a few receipts/deposits not submitted to Finance Department for posting to the general ledger on a timely basis.

Bryan Elementary

The campus received less than the maximum score in two categories. The first finding under the category of *Fundraisers* was that a fundraiser was held prior to submitting a fundraiser application for approval. The second finding was that there were several fundraiser reports submitted late. The findings under the category of *Disbursements* included that a purchase order for a fundraiser was not obtained in advance and that the invoice was found to be past due at the time of the audit.

Salinas Elementary

This campus received the maximum score in all five categories. There were no reported findings based on the items tested.

K. White Jr. High School

This campus received the maximum score in all five categories. There were no reported findings based on the items tested.

Mission High School

This campus received the maximum score in all five categories. There were no reported findings based on the items tested.

Mission Jr. High School

The campus received less than the maximum score in three categories. The finding under the category of *Fundraisers* was that there were several fundraiser reports submitted late. Under the category of *Receipts*, the finding was that there were several receipts/deposits not submitted to Finance Department for posting to the general ledger on a timely basis. The finding under the category of *Disbursements* was that there were two purchase orders found that were not obtained in advance of the purchase.

ANNUAL FINANCIAL STATEMENT AUDIT

In May, a planning meeting was held for the District's annual financial statement audit. I updated the list of requested items for the audit with due dates and staff assignments and provided it to the staff along with an audit calendar that I also prepared.

In June, the district's external auditors, Carr, Riggs, & Ingram, LLC, began interim work on the annual financial statement audit. Interim work consisted of evaluating internal controls and IT general controls, performing walkthrough testing of various accounting processes, testing of

Activity Funds, and fraud interviews. I assisted in updating some of the 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. In June, I accompanied the external auditors to each of these locations. Test counts of the inventory on hand were conducted and the counts agreed with the physical inventory. Based on the final inventory reports, the District will have a total of \$2,235,198 reflected as inventory on their annual financial statements as of June 30, 2023.

MISCELLANEOUS

During the quarter, I attended a virtual meeting of the DEIC and a couple of Tech Tuesday training sessions. I also attended the Finance Division quarterly meeting and the Finance Division administrators monthly meeting.

In April, I attended a half day workshop at Region One on GASB 96 *Subscription Based Information Technology Agreements* (SBITA's) and in June, I attended a two-day webcast of the *Texas School District Accounting and Auditing Conference* sponsored by the Texas Society of Certified Public Accountants. Some of the topics presented included: TEA updates; the FIRST rating; GASB 96 SBITA's and other upcoming GASB pronouncements; federal program compliance for: CNP, Title I, IDEA B, and ESSER; and fraud cases.

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>7/1/2022</u>	+ Receipts	- Expenditures	= Preliminary Ending Balance <u>6/30/2023</u>
Mission High School	\$ 187,300.74	\$306,786.04	\$ 256,174.39	\$ 237,912.39
Veterans Memorial High School	172,488.60	433,442.84	465,837.10	140,094.34
Mission Collegiate High School	35,185.77	56,973.02	54,617.43	37,541.36
Options Academy	486.14	13.39	-	499.53
Roosevelt Alternative	3,658.94	3,462.53	3,257.16	3,864.31
Mission Jr. High School	42,015.19	107,273.37	112,401.01	36,887.55
K. White Jr. High School	45,158.14	88,850.40	82,068.52	51,940.02
Alton Memorial Jr. High School	51,588.47	76,221.95	70,401.69	57,408.73
R. Cantu Jr. High School	40,168.29	86,711.20	84,695.42	42,184.07
Alton Elementary	12,172.56	10,448.51	8,198.17	14,422.90
Bryan Elementary	22,933.54	51,197.70	48,731.78	25,399.46
Cantu Elementary	21,535.80	19,659.47	13,928.46	27,266.81
Castro Elementary	15,532.05	22,096.95	15,407.75	22,221.25
Cavazos Elementary	12,958.70	43,484.95	54,785.64	1,658.01
Escobar Rios Elementary	12,011.93	13,978.08	13,739.60	12,250.41
Leal Elementary	44,078.20	39,372.59	26,729.20	56,721.59
Marcell Elementary	37,369.62	37,865.43	28,957.86	46,277.19
Midkiff Elementary	36,523.59	47,047.94	45,082.75	38,488.78
Mims Elementary	42,544.71	60,469.65	38,603.83	64,410.53
O'Grady Elementary	11,687.01	71,331.38	48,054.15	34,964.24
Pearson Elementary	9,902.14	18,454.99	28,899.85	(542.72)
Salinas Elementary	28,185.11	32,187.89	23,841.72	36,531.28
Waitz Elementary	10,059.14	27,264.15	16,925.25	20,398.04
Departments	35,006.24	36,258.47	25,197.75	46,066.96
Totals	\$ 930,550.62	\$ 1,690,852.89	\$ 1,566,536.48	\$ 1,054,867.03
High Schools	\$ 394,975.11	\$ 797,201.90	\$ 776,628.92	\$ 415,548.09
Jr High Schools	178,930.09	359,056.92	349,566.64	188,420.37
Alternative / Options	4,145.08	3,475.92	3,257.16	4,363.84
Elementary Schools	317,494.10	494,859.68	411,886.01	400,467.77
Departments / Interest	35,006.24	36,258.47	25,197.75	46,066.96
Totals	\$ 930,550.62	\$ 1,690,852.89	\$ 1,566,536.48	\$ 1,054,867.03



Internal Audit Quarterly Report

*Campus and Student Activity Funds
7/1/2022 - 6/30/2023*

Rebecca Magee, CPA
Internal Auditor



ELEMENTARY

Elementary Balances*

Campus Name	Receipts	Disbursements	Balance as of 6/30/2023
Alton	\$ 10,448	\$ 8,198	\$ 14,423
Bryan	51,198	48,732	25,400
Cantu	19,659	13,928	27,267
Castro	22,097	15,408	22,221
Cavazos	43,485	54,786	1,658
Escobar Rios	13,978	13,739	12,250
Leal	39,373	26,729	56,722
Marcell	37,865	28,958	46,277



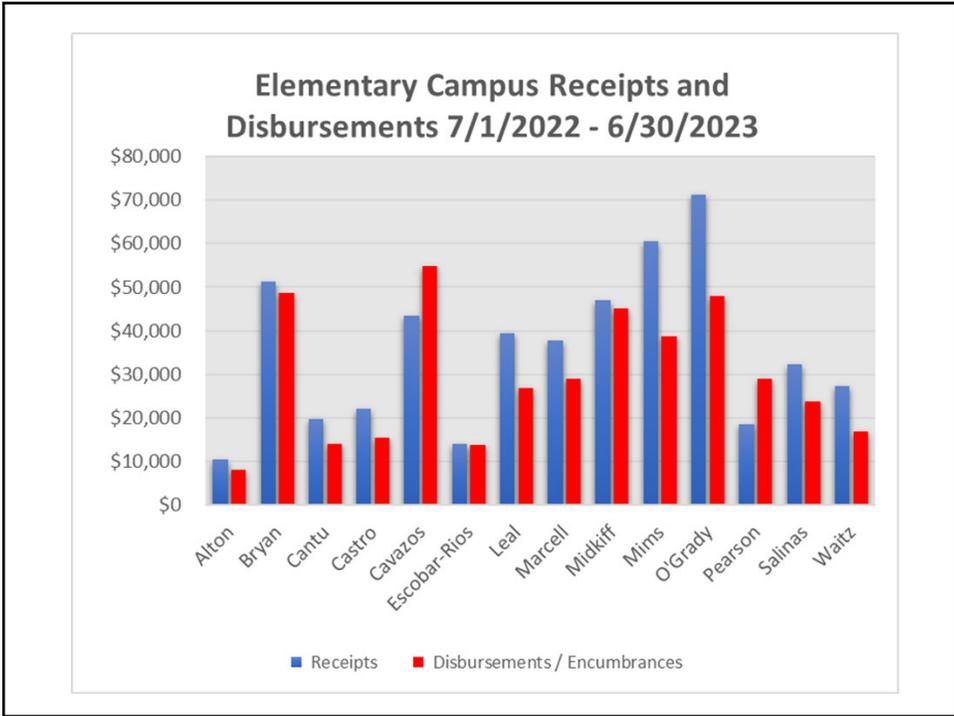
*preliminary, pending year-end closing

Elementary Balances*

Campus Name	Receipts	Disbursements	Balance as of 6/30/2023
Midkiff	\$ 47,048	\$ 45,083	\$ 38,489
Mims	60,470	38,604	64,411
O'Grady	71,332	48,054	34,964
Pearson	18,455	28,900	(543)
Salinas	32,188	23,842	36,531
Waitz	27,264	16,925	20,398
Totals	\$ 494,860	\$ 411,886	\$ 400,468



*preliminary, pending year-end closing



SECONDARY

High School Balances*

Campus Name	Receipts	Disbursements	Balance as of 6/30/2023
Mission HS	\$ 306,786	\$ 256,174	\$ 237,913
Veterans Memorial HS	433,443	465,837	140,094
Mission Collegiate HS	56,973	54,618	37,541
Totals	\$ 797,202	\$ 776,629	\$ 415,548



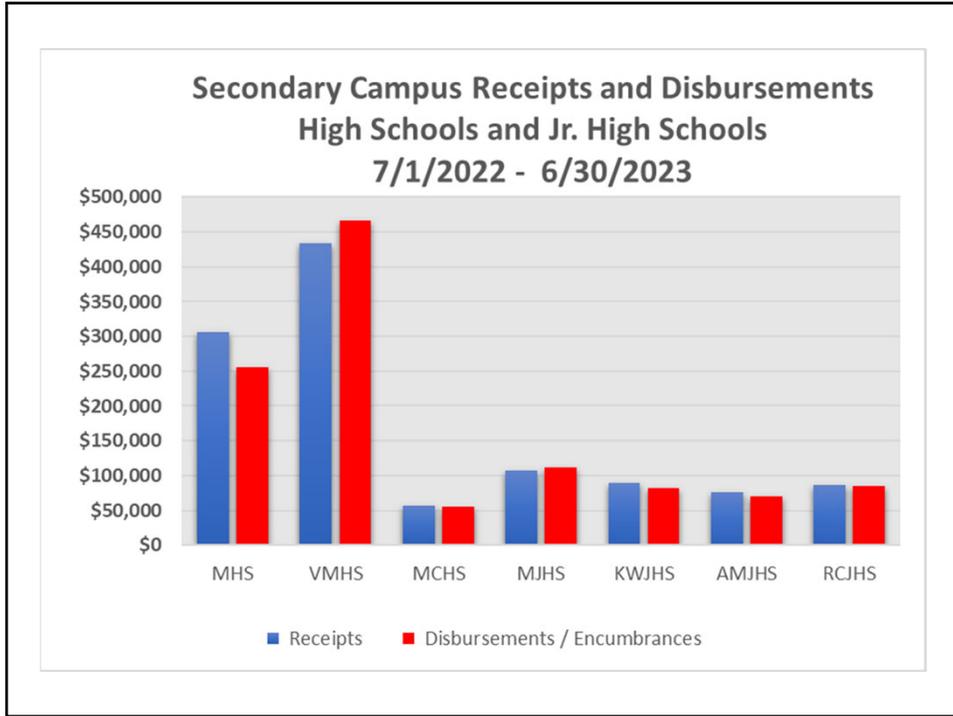
*preliminary, pending year-end closing

Jr. High School Balances*

Campus Name	Receipts	Disbursements	Balance as of 6/30/2023
Mission Jr. High	\$ 107,273	\$ 112,401	\$ 36,887
K. White Jr. High	88,851	82,069	51,940
Alton Memorial Jr. High	76,222	70,402	57,409
R. Cantu Jr. High	86,711	84,695	42,184
Totals	\$ 359,057	\$ 349,567	\$ 188,420



*preliminary, pending year-end closing



Secondary Campus Summary*

	Receipts	Disbursements	Balance as of 6/30/2023
High Schools	\$ 797,202	\$ 776,629	\$ 415,548
Jr. High Schools	359,057	349,567	188,420
Alternative and Options	3,476	3,257	4,364
Totals	\$ 1,159,735	\$ 1,129,453	\$ 608,332



*preliminary, pending year-end closing



Prior Year Comparison of Activity Funds

	FY 2023*	FY 2022	% change
Beginning Balance July 1st	\$ 930,551	\$ 922,667	0.9%
Plus: Receipts	1,690,853	1,202,402	40.6%
Less: Disbursements	(1,566,537)	(1,194,518)	31.1%
Ending Balance June 30th	\$ 1,054,867	\$ 930,551	13.4%



Summary of Activity Fund Ending Balances as of 6/30/2023*

Secondary Campuses	Elementary Campuses	Departments/ Interest	Total
\$ 608,332	\$ 400,468	\$ 46,067	\$ 1,054,867
58%	38%	4%	100%



*preliminary, pending year-end closing



Questions?

SUBJECT: Financial Report for the Month of June 2023 - Self-Funded Health Insurance Fund

PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION

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

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

ADMINISTRATIVE CONSIDERATIONS

Actual revenues for June 2023 totaled \$1,359,854 and actual expenditures totaled \$1,275,664. The excess revenues over expenditures was \$84,190. The total net position as of June totaled (\$831,734).

The Self-Funded Group Health Insurance Financial Report is also attached. There were no large claims for June 2023.

FUNDING SOURCE AND AMOUNT

Not applicable

RECOMMENDATION

Information item only

CONTACT PERSON(S)

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

SUBJECT: Financial Advisory

PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION

Mission Consolidated Independent School District (Mission CISD) is committed to providing high-quality education and comprehensive learning opportunities to its diverse student population. As a well-established district, Mission CISD strives to maintain a strong financial position while delivering excellent academic programs and ensuring the success of its students.

To support the district's financial management, Mission CISD has partnered with Estrada-Hinojosa & Company. This reputable financial advisory firm assists educational institutions with financial planning, budgeting, and strategic financial decision-making. Estrada-Hinojosa has been serving as Mission CISD's financial advisor, offering valuable insights and recommendations to optimize the district's financial resources effectively.

ADMINISTRATIVE CONSIDERATIONS

During the Board of Trustees meeting, Estrada-Hinojosa will play a crucial role by presenting key information related to the district's Tax Rate and proposing strategies to improve Mission CISD's financial position. The financial advisor's insights will be instrumental in shaping the district's financial policies and ensuring that financial resources are allocated efficiently to meet the diverse needs of students, educators, and the community.

FUNDING SOURCE and AMOUNT

N/A

RECOMMENDATION

N/A

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent for Finance

SUBJECT: Approval of the 2023-2024 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. It authorizes full and complete unrestricted access to records, physical properties and personnel relevant to a review. The charter 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

2023-2024

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

 Roy Vela, President
 Board of Trustees

 Date

SUBJECT: Renewal for Property and Casualty Insurance with Property Casualty Alliance of Texas (PCAT) for the 2023-2024 School Year

PRESENTER: Joel Garcia, 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, 2023. 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 2023-2024 school year renewal for Mission C.I.S.D. The renewal came at \$2,184,251. Premium increased by \$723,412 or 49.91% from the prior year (\$1,449,390). The 49.91% increase is attributed to inflation, social inflation, natural disasters, and capacity constraints. Insurance companies are incurring more claims and expenses on an overall basis. The increase in claims and the cost of claims drive the need for increased pricing across the board for insurance providers.

This renewal marks the 3rd year of a 3-year Local Interlocal Addendum to be executed by the District.

ADMINISTRATIVE CONSIDERATIONS

Administration recommends approval of renewal for Property and Casualty Insurance with Property Casualty Alliance of Texas (PCAT) for the 2023-2024 School Year.

FUNDING SOURCE:

Local Maintenance **\$2,184,251**

RECOMMENDATION:

Approval of Renewal for Property and Casualty Insurance with Property Casualty Alliance of Texas (PCAT) for the 2023-2024 School Year

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent for Finance
Sylvia Cruz, Director of Payroll, Employee Benefits, & Risk Management
Anabel Garza, Coordinator for Purchasing

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.

Carol Perez
 Carol Perez (Aug 30, 2021 17:05 CDT)

Mission CISD Authorized Signature
 Carol G. Perez, Ed. D., Superintendent of Schools
 Printed Name
08/30/2021
 Date

Mission CISD Reviewed by:

 Sylvia Cruz, Director of Payroll, Employee Benefits & Risk Management Date

 Joel Garcia, Assistant Superintendent of Finance 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.

Mission CISD

2023-2024 Premium Summary

2022-2023
9/1/22 to 9/1/23

2023-2024
9/1/23 to 9/1/24

Total Insured Values:	\$496,796,729	\$534,392,984
Loss Limit:	\$250,000,000	\$50,000,000
AOP Deductible	\$15,000	\$25,000
Wind/Hail Deductible	\$100,000	3% per occurrence, per location, minimum \$500,000
Named Storm Deductible	2% per occurrence, per location, minimum \$100,000	3% per occurrence, per location, minimum \$500,000
Flood Deductible	\$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 \$500,000 per occurrence	\$100,000 Per Occurrence Except Maximum NFIP per Building, whether purchased or not, for ¹¹¹ 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 \$500,000 per occurrence
Property - All Other Perils Wind/Hail Flood	\$1,091,706	\$1,743,647
Crime	\$9,246	\$9,246
PCAT Casualty	\$348,438	\$431,358
Total	\$1,449,390	\$2,184,251

SUBJECT: Renewal with Workers' Compensation Solutions

PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION

On September 1, 2004 Mission CISD entered into an Interlocal Agreement, pursuant to Chapter 791 of the Texas Government Code, with Workers' Compensation Solutions (WCS) to provide workers compensation benefits to its employees. The idea behind 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.

ADMINISTRATIVE CONSIDERATIONS

On July 25, 2023, Workers' Compensation Solutions submitted a renewal proposal for the 2023-24, 2024-25 and 2025-26 program years. The agreement indicates that the normal premium would renew at a fixed cost rate of \$284,000 for the next three years from \$270,708 and a premium maximum loss fund rate for the next three years of \$513,000 from \$489,255.

This renewal is a 3-year agreement.

FUNDING SOURCE

Local Maintenance and Special Revenue Funds
Fixed Cost: \$284,000 (*Fixed for Three Years*)
Maximum Loss Fund: \$513,000 (*Fixed for Three Years*)

RECOMMENDATION

Award Contract Renewal with Workers' Compensation Solutions Approval

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent of Finance
Sylvia Cruz, Director of Payroll, Employee Benefits and Risk Management
Anabel Garza, Coordinator for Purchasing



CARLISLE INSURANCE

— SINCE 1925 —

TAKE PRIDE



2023 Workers' Compensation Client Proposal

Mission CISD

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



ACRISURE® PARTNER

Renewal Proposal Summary

Mission CISD

Current Rate Guarantee: 3 Years (2023-2026) *
Effective Date: 9.1.2023

Current Payrolls

7380 – Bus Drivers	\$ 3,058,842.88
8810 – Clerical	\$ 8,380,218.29
8868 – Professional	\$ 103,179,067.72
9101 – Other	\$ 11,780,337.03
Total	\$ 126,398,465.92

Member Benefits

A+ Rated Specific 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	New 3 Year*
--------------------------	------------------------	--------------------



Fixed Benefits Cost	\$ 284,000.00
Claims Deposit (10% of MLF)	\$ 51,300.00
9.1.2023 Initial Contribution	\$ 335,300.00

Maximum Loss Fund (MLF) \$ 513,000.00

* Subject to acceptance of the attached 3 year Addendum

* Should Mission CISD open a new instructional campus or facility, the Fixed Cost and Maximum Loss Fund are subject to change.



3 Year Interlocal Addendum

Minimum/Maximum Fixed Cost: \$284,000
Minimum/Maximum Loss Fund: \$513,000

1. The Workers' Compensation Solutions Program (WCS) hereby agrees to provide Mission CISD the Fixed Cost and Maximum Loss Fund for 2023-24, 2024-25, and 2025-26.
2. Fixed Cost of \$284,000 and Maximum Loss Fund of \$513,000 are not subject to payroll audit, but audited payroll for the period of 9/1 - 8/31 must be reported annually by October 1st. Should Mission CISD open a new instructional campus or facility, the Fixed Cost and Maximum Loss Fund are subject to change due to the underwriting of new and additional exposure.
3. If the District provides notice of cancellation prior to the end of this three-year agreement, a short-term cancellation contribution of 20% of Fixed Cost for each year will be charged and payable within 30 days after notice is received.
4. The initial contribution payment is due by the effective date of this coverage, September 1, 2023, and will include the Fixed Cost of \$284,000, plus \$51,300 of the District's estimated Maximum Loss Fund for 2023-24.
5. The District agrees to abide by the WCS Definitions and Guidelines as approved by the WCS Board of Directors.
6. This Addendum is subject to annual appropriations by the District. This Addendum may be terminated by the District on any successive renewal date by giving written notice no later than sixty (60) days prior to the renewal date. If the District terminates for any reason prior to the end of this Addendum, a short-term cancellation contribution as stated in #2 will apply.
7. This Addendum and the Original Interlocal Agreement, signed on June 6, 2005, shall represent the entire agreement and may not be amended or altered without the written consent of both parties.

IN WITNESS WHEREOF, the undersigned agrees to the Addendum to the Interlocal Agreement.
EXECUTED, _____, 2023 and effective as of September 1, 2023.

Mission CISD

By: _____

Title: _____

WORKERS' COMPENSATION SOLUTIONS

By: _____
Chairperson, Workers' Compensation Solutions

115

Date: _____



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: Renewal of Unemployment Compensation Program with Texas Association of School Boards (TASB) for the 2023-2024 School Year

PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION

On August 26, 2003, Mission CISD entered into an Interlocal Participation Agreement with the Texas Association of School Boards (TASB) to administer its Unemployment Compensation Program. The Unemployment Insurance Program, commonly referred to as UI, provides workers, who lose their jobs through no fault of their own, with weekly unemployment insurance payments. The UI program is 100% funded by employers who pay taxes on wages paid to employees.

ADMINISTRATIVE CONSIDERATIONS

On July 18, 2023 TASB submitted its unemployment compensation renewal for the 2023-2024 school year. The renewal came at an annual contribution amount of \$126,630. Contribution remained the same as the previous year.

FUNDING SOURCE AND AMOUNT

All funds \$126,630

RECOMMENDATION

Approval of Renewal of Unemployment Compensation Program with Texas Association of School Boards (TASB) for the 2023-2024 School Year.

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent for Finance
Sylvia Cruz, Director of Payroll, Employee Benefits and Risk Management
Anabel Garza, Coordinator for Purchasing

From: [Carole Fowler](#)
To: [Cruz, Sylvia](#)
Cc: [Garcia, Joel](#); [Estrada, Melanie](#); [Adrian Pena](#); [Laura Machado](#)
Subject: RE: August 2, 2023 Board Workshop - Unemployment Compensation Renewal
Date: Tuesday, July 18, 2023 2:19:27 PM
Attachments: [image001.png](#)

The renewal document will be available around August 1. I can give you the contribution today for 2023, \$126,630, no change from 2022.

Carole Fowler
Underwriting Technician
Risk Management Services
Texas Association of School Boards
Administrator for the TASB Risk Management Fund
12007 Research Blvd. Austin, Texas 78759-2439
512.505.2821

From: Adrian Pena <Adrian.Pena@tasb.org>
Sent: Tuesday, July 18, 2023 12:18 PM
To: Carole Fowler <Carole.Fowler@tasb.org>
Subject: Fwd: August 2, 2023 Board Workshop - Unemployment Compensation Renewal

Carole
Can you please assist Sylvia? We can provide her with the number for UC renewal correct?
Thanks

Adrian Pena
TASB Risk Fund
Senior Risk Management Consultant

From: Cruz, Sylvia <Scruz04@mcisd.org>
Sent: Tuesday, July 18, 2023 10:09:28 AM
To: Adrian Pena <Adrian.Pena@tasb.org>
Cc: Garcia, Joel <joel.garcia@mcisd.org>; Estrada, Melanie <melanie.estrada@mcisd.org>
Subject: August 2, 2023 Board Workshop - Unemployment Compensation Renewal

Good Morning Adrian,

Hope you are well. In preparation for the upcoming August 2 Board Workshop, please submit the Unemployment Compensation Renewal as soon as possible. Have a great day!

Thank you,

Sylvia Cruz, MBA, CSRM, RTSBA

Finance Division | Director for Payroll, Employee Benefits & Risk Management

Mission Consolidated Independent School District

P: 956.323.5545

Email: scruz04@mcisd.org



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SUBJECT: Medical – Wellness Social Worker

PRESENTER: Joel Garcia, Assistant Superintendent for Finance



BACKGROUND INFORMATION

We would like to draw your attention to the pressing need for our district to hire a dedicated Medical Wellness Social Worker. The addition of this vital role promises to significantly enhance the overall well-being and success of our staff.

In recent years, there has been a growing recognition of the strong correlation between physical health and academic performance. As a result, schools across the nation are increasingly focusing on holistic approaches to support their staff. A Medical Wellness Social Worker plays a pivotal role in bridging the gap between medical care and emotional well-being, offering a range of benefits to our district:

1. **Comprehensive Support:** A Medical Wellness Social Worker can provide essential support to staff facing medical challenges. They will work closely with families, medical professionals, and school staff to ensure a coordinated and holistic approach to care. This will lead to improved attendance, better engagement in academics, and enhanced overall well-being.
2. **Mental Health Advocacy:** Staff experiencing medical issues often encounter emotional and psychological challenges as well. A Medical Wellness Social Worker can offer counseling, emotional support, and mental health advocacy, fostering a healthier school environment for everyone.
3. **Health Education:** With their expertise in both medical and social work fields, this professional can conduct health education programs, workshops, and seminars, empowering staff to make informed decisions regarding their well-being. These educational initiatives will promote healthy lifestyles and illness prevention.
4. **Crisis Intervention:** In times of medical emergencies or crisis situations, a Medical Wellness Social Worker can be an invaluable asset. They can provide immediate support to affected individuals, facilitate communication between families and medical teams, and help the school community navigate through difficult times.
5. **Collaboration and Community Partnerships:** A Medical Wellness Social Worker will act as a liaison between the district and various healthcare providers, community organizations, and support agencies. This collaboration will enrich the resources available to our school community and strengthen our ties with external stakeholders.

6. Long-term Impact: By investing in the well-being of our staff through a Medical Wellness Social Worker, we will be fostering a culture of care and compassion within the district. This, in turn, will have a positive ripple effect on academic performance, school morale, and overall retention rates.

ADMINISTRATIVE CONSIDERATIONS

Considering the myriad benefits a Medical Wellness Social Worker can bring to our district, we strongly recommend immediate recruitment for this position. The positive outcomes of such a decision will undoubtedly resonate throughout the entire school community, supporting our students' success and well-being.

FUNDING SOURCE

Local Funds

RECOMMENDATION

Administration recommends the creation of the position of Medical – Wellness Social Worker

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent of Finance
Sylvia Cruz, Director of Payroll, Employee Benefits and Risk Management

Job Title: Medical-Wellness Social Worker

Reports To: Director for Payroll, Employee Benefits & Risk Management

Primary Purpose:

The Medical-Wellness Social Worker will coordinate and provide medical and wellness services to MCISD Employees of all ages at the workplace or their homes.

Duties/Responsibilities:

- Develops and maintains the social service program, drafting supporting policies, procedures, and guidelines for the program. Develops and maintains a thorough knowledge of referral resources throughout the service area.
- Makes home visits to assess patients' medical status. Communicates with Director for Payroll, Employee Benefits & Risk Management to report patient progress, needs, concerns, and potential and actual problems. Maintains accurate and timely records including clinical and progress notes according to department policy.
- Works closely with members of the health care team in the development of the plan of treatment, including discharge plans, based on the medical assessment and accepted social work interventions.
- Develops working relationships with leaders in community resource groups, representing the agency at meetings and on various committees that address the social needs of patients such as Council on Aging, Developmental Services, etc.
- Acts as a resource person for other members of the health care team, providing in-service education and consultation in understanding the social and emotional factors related to health problems.
- Maintains knowledge of the field including Medicare, Medicaid, and other third-party reimbursement sources.
- Participates in planning and implementing quality improvement activities.
- Provides positive customer relations in dealing with patients, families, physicians, fellow department employees, other hospital departments, referral resources, service agencies, and others.
- Promotes and facilitates health and well-being initiatives.
- Designs, implements and oversees wellness programs that cater to the physical, emotional, and mental health of employees.
- Develops comprehensive wellness programs tailored to the specific needs and interests of the District's employees.
- Creates initiatives that address physical fitness, nutrition, mental health, stress management, and other aspects of well-being.
- Conducts regular health and wellness campaigns to raise awareness and educate individuals about healthy lifestyle choices. This may involve organizing workshops, seminars, and events centered around health-related topics.
- Conducts surveys, assessments, and data analysis to identify the wellness needs and preferences of the target population. This helps in tailoring programs to address the most relevant health concerns.
- Oversees the rollout of wellness programs and ensures their effective implementation. This may involve coordinating with various departments, vendors, and external partners.
- Offers resources and tools that support individuals in their journey towards improved well-being. This could include access to fitness facilities, mental health resources, healthy eating guidelines, and more.
- Acts as a point of contact for individuals seeking guidance on health and wellness matters.
- Monitors the progress and effectiveness of wellness programs by collecting and analyzing data.
- Working closely with other departments, management, and other stakeholders to integrate wellness initiatives into the organization's culture and strategic planning.
- Coordinates wellness-related events, challenges, and competitions to engage and motivate participants on their wellness journey.

- Adheres to Mission CISM policies.

Required Skills/Abilities:

- Physical, sensory, and cognitive abilities sufficient to perform essential functions.
- Good interpersonal and written and verbal communication skills.

Education and Experience:

- Bachelor's degree in social work.
- At least one year of social work experience in a health care setting with home care experience preferred.
- Valid driver's license and own transportation to make home visits.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer and standing, bending, and moving.
- Must be able to lift up to 15 pounds at times.

SUBJECT: Approval of Budget Amendment for August 2023

PRESENTER: Joel Garcia, 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

Details will be available at the Special Board Meeting.

RECOMMENDATION:

Approval of Budget Amendment for August 2023.

CONTACT PERSONS

Joel Garcia, Assistant Superintendent for Finance
Dora Garcia, Director for Budget and Finance

SUBJECT: Memorandum of Understanding between Mission CISD and Boys and Girls Club of Mission

PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION

Mission Consolidated Independent School District (Mission CISD) is a leading educational institution committed to providing excellent learning opportunities for its elementary and junior high school students. As part of its ongoing efforts to enhance its students' overall well-being and academic experience, Mission CISD is exploring a potential partnership with the Boys and Girls Club of Mission to provide transportation services from select campuses to the Boys and Girls Club facility.

The leadership team at Mission CISD believes this collaboration would significantly benefit the students and their families. By establishing the Boys and Girls Club as a drop-off location for students, many parents would find it highly convenient and appreciable. Moreover, this partnership would positively impact the students' social and emotional well-being, as they would have access to various enriching activities and sports offered by the Club. Additionally, this collaboration could enhance participation in the district's Child Nutrition Supper program, ensuring students receive the nutrition they need.

ADMINISTRATIVE CONSIDERATIONS

The proposed steps include calculating the mileage expense associated with the additional drop-off location, the Boys and Girls Club would charge families for transportation services, and then the District would bill the Boys and Girls Club for the transportation costs incurred. The fee structure would mimic that of McAllen, with a charge of \$100 per student per semester and a discounted rate of \$50 per additional sibling per semester. The Boys and Girls Club of Mission has a capacity to accommodate 150 students.

In Mission CISD, there are eight campuses situated within the City of Mission that would be included in this transportation service:

1. Bryan Elementary School
2. Hilda C. Escobar/Alicia C. Rios Elementary School
3. Marcell Elementary School
4. Mims Elementary School
5. Ollie O'Grady Elementary School
6. Pearson Elementary School

7. White Junior High School
8. Mission Junior High School

Additionally, two campuses, Castro Elementary School and Leal Elementary School, already have a Boys and Girls Club either across the street or within the campus, respectively.

MOU has been reviewed by legal counsel.

FUNDING SOURCE and AMOUNT

N/A

RECOMMENDATION

Administration will bring a recommendation to approve the Memorandum of Understanding between Mission CISD and Boys and Girls Club of Mission at the regular Board of Trustees meeting.

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent for Finance
Rick Rivera, Assistant Superintendent for Operations
Nora Tijerina, Director for Transportation

SUBJECT: Memorandum of Understanding between Mission CISD and Excellence in Leadership Academy

PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION

Mission Consolidated Independent School District (Mission CISD) recognizes the importance of ensuring the safety and well-being of its students, staff, and faculty in all circumstances, including emergencies. In alignment with this commitment, Mission CISD seeks to partner with the Excellence in Leadership Academy to designate Leal Elementary and Excellence in Leadership Academy as reunification sites and provide bus transportation to the reunification sites in case of a mandatory school evacuation.

The safety and security of students are of paramount concern, and this collaboration aims to strengthen emergency preparedness protocols within the district. By designating Leal Elementary and Excellence in Leadership Academy as reunification sites and providing transportation, Mission CISD aims to streamline and facilitate reunification, ensuring a swift and organized response in case of a mandatory school evacuation event.

ADMINISTRATIVE CONSIDERATIONS

Mission CISD will work closely with the Excellence in Leadership Academy to establish a formal partnership agreement outlining both parties' roles, responsibilities, and expectations. This agreement will address key aspects, such as using Leal Elementary or Excellence in Leadership Academy as reunification sites, the availability of facilities and resources, and coordinating transportation services.

By partnering with the Excellence in Leadership Academy to designate Leal Elementary or Excellence in Leadership Academy as reunification sites and providing transportation services, Mission CISD aims to bolster its commitment to student safety and emergency preparedness. This proactive approach will enhance the district's ability to respond swiftly and effectively in a mandatory school evacuation event, reassuring parents, guardians, and the wider community that their children's well-being is the district's utmost priority.

MOU has been reviewed by legal counsel.

FUNDING SOURCE and AMOUNT

N/A

RECOMMENDATION

Administration will bring a recommendation to approve the Memorandum of Understanding between Mission CISD and Excellence in Leadership Academy at the regular Board of Trustees meeting.

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent for Finance
Martin Castaneda, Director for Maintenance / Safety & Security



EXCELLENCE IN LEADERSHIP ACADEMY

915 West Interstate Highway 2

Mission, Texas 78572

(956) 424-9504

info@elacharterschool.com

July 25, 2023

To: Dr. Carol G. Perez, MCISD Superintendent of Schools

From: Irma Castillo

Re: M.O.U. Proposal

Dr. Perez,

On behalf of the entire Excellence in Leadership Academy Family, we wish you the best school year yet! As we continue to prioritize safety, while simultaneously plan for the 2023-2024 school year, we respectfully request a Memorandum of Understanding between Mission CISD and Excellence in Leadership Academy regarding Leal Elementary as a reunification site and bus transportation to the reunification site, in case of a mandatory school evacuation event.

Attached please find the proposed MOU for your consideration. Thank you for your leadership of RGV students. Please let me know if you have any questions and how to best proceed.

Respectfully,

Irma Castillo

Irma Castillo, Ed.D.

Excellence in Leadership Academy

Superintendent

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“Agreement”) is entered into between the **Excellence in Leadership Academy** (“ELA”), acting by and through its Board of Directors, and **Mission Consolidated Independent School District** (“MCISD”), acting by and through its Board of Trustees, together referred to as “Parties.”

RECITALS

WHEREAS, the Parties desire to enter into this Memorandum of Understanding to serve as a reunification site in the event of a school incident or other emergency which requires each to perform an off-site evacuation, in addition to MCISD bus transportation to reunification site; and

WHEREAS, this Agreement is specifically between ELA located at 915 W. Expressway 83, Mission, Texas 78572 and MCISD campus, Leal Elementary School located at 318 S. Los Ebanos Road, Mission, Texas 78572.

WHEREAS, the Parties find that entering into such an Agreement serves a public purpose and enhances the safety of the students who live in the District and attend schools at the ELA and Leal Elementary School.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the sufficiency of which are acknowledged, and subject to the terms and conditions hereinafter set forth, the Parties agree as follows:

TERMS AND AGREEMENT

I. Purpose

The Parties recognize their respective duties to help prepare, safeguard, and protect citizens and property from the effects of disasters or other emergencies through effective planning, preparation, response, and recovery activities.

In order to prepare effectively for campus emergencies, the Parties agree to allow the ELA emergency access and bus transportation to the Facility, at no cost to the ELA and MCISD is allowed emergency access to the ELA Facility at no cost to MCISD.

II. Principles of Cooperation

So that communications resources of the MCISD and the ELA may be coordinated and utilized to the fullest advantage during disasters, emergencies, and public-service related situations, and to the extent permitted or required by law and regulation, the MCISD and the ELA have agreed that each Party will:

1. Encourage ongoing communication with the other Party to allow for effective cooperation.
2. Work with each other in developing emergency plans.
3. Work with each other in times of disaster or emergency to meet the needs of both Parties.
4. Work within each Party's own lines of authority and respect the lines of authority of the other Party. Supervision and control of personnel, equipment, and resources and personnel accountability remain the responsibility of the designated supervisory personnel of each Party.
5. Strive to distribute copies of and publicize this Agreement through channels to its own members, and to other organizations, both public and private, which may have an active interest in disaster relief.
6. Acknowledge that each Party intends that transportation, food, housing, and any expenses incurred by either Party shall be the responsibility of the Party that incurs the expense.
7. Acknowledge that each Party intends to make best efforts toward accommodations and necessities during an event requiring implementation of this Agreement (*i.e.*, an emergency) but agree that such may not be the priority during such circumstances and cannot be assured.
8. Be responsible and exercise reasonable care for supervising the activities of its students and staff while they are housed in the Facility.
9. Be responsible for the replacement, restoration or repair of any damage to the Facility caused by the other Party's students or staff while they are utilizing the Facility.
10. In paying for the performance of governmental functions or services, each Party must make those payments from current revenues available to the paying Party.

III. Implementation

This Agreement becomes effective as of the date on which the last Party signs this Agreement (the "Effective Date"). The initial term of this agreement is one (1) year.

This memorandum may be amended by mutual written agreement of both Parties, and it is understood by both Parties that this Memorandum of Understanding may be terminated at any time by written notification from either Party to the other (but not during an emergency or incident requiring off-site evacuation to the Facility).

Six months prior to the expiration of the initial one (1) year term, unless earlier terminated as provided herein, the parties shall meet to review the progress and success of the Memorandum

of Understanding and determine whether it shall be extended for an additional one (1) year. In no event shall any single extension of this Memorandum of Understanding be for a term exceeding three (3) years.

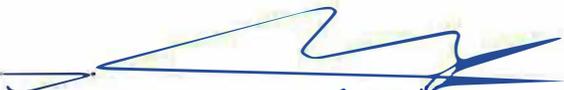
IV. Miscellaneous

1. **Powers** - This Memorandum of Understanding does not create a partnership or a joint venture, and neither Party has the authority to bind the other.
2. **Limitation of Liability** - The Parties understand and agree that neither party shall have a cause of action against the other under this Agreement. The Parties' sole remedy for breach of any provision of this Agreement is termination.
3. **Responsibilities of Parties** - Each Party covenants and agrees, to the extent permitted by law, that each Party shall be solely responsible for any act, omission, or failure to act by said Party or its respective employees or agents, during the course of an evacuation and use of the Facility pursuant to this Agreement.
4. **Entire Agreement** - This Agreement is the entire agreement between the Parties as to the subject matter hereof and supersedes any prior understanding or written or oral agreement relative to the subject matter hereof. This Agreement may be amended only by written instrument duly approved and executed by both Parties in accordance with the formalities of this Agreement.
5. **No Waiver of Immunity** - Neither Party waives or relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees, or agents because of the execution of this Agreement and the performance of the covenants and agreements contained herein.
6. **Choice of Law & Venue** - This Agreement shall be governed by Texas law and mandatory and exclusive venue of any dispute between the Parties to this Agreement shall be in Hidalgo County, Texas.
7. **Counterparts** - This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall be deemed to be one and the same instrument.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of MCISD and on behalf of the ELA by authorized representatives of each Party.

EXECUTED this 25 day of July, 2023.

EXCELLENCE In LEADERSHIP ACADEMY

By: 

Printed Name: Dr. Irma Castillo

Title: Superintendent

EXECUTED this ____ day of _____, 2023.

MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

By: _____

Printed Name: Carolina "Carol" G. Perez, Ed. D.

Title: Superintendent of Schools

SUBJECT: Consideration and Approval of Region One Education Service Center Interlocal Agreement

PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION

The District has 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, and OnData Suite. 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 the 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)

Joel Garcia, Assistant Superintendent for Finance

SUBJECT: Consideration and Approval of Interlocal Agreement with South Texas College for Tuition 2023 - 2024

PRESENTER: Joel Garcia, CPM, 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.

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)

Joel Garcia, Assistant Superintendent for Finance
Sharon A. Roberts, Ed. D., Deputy Superintendent for Curriculum & Instruction
Anabel Garza, Purchasing Coordinator



Office of the President

3201 W. Pecan Blvd.
McAllen, TX 78501
Ph: (956) 872-8366

P.O. Box 9701, McAllen, TX 78502-9701
southtexascollege.edu

June 1, 2023

Dr. Carolina Perez
Superintendent
Mission CISD
1201 Bryce Drive
Mission, TX 78572

Dear Dr. Perez,

The South Texas College Dual Credit Program has made a lasting, positive impact on high school students in Hidalgo and Starr Counties since its inception in 1997. Our Dual Credit Program offers students unique and incredible opportunities for access to higher education and workforce training. These students then successfully transition into a postsecondary education setting or entrance into the competitive workforce sector.

Over the years, the success of the program has been a collaborative effort of partnership and commitment to student success by South Texas College and your district. Through the identification of critical needs and opportunities, the program continues to meet the academic rigor and standards of excellence required, and has served as a tool for developing college readiness and provided students with a clear pathway to college. Through our partnership, we continue to strengthen the framework of the program to better lead students to the successful completion of their academic goals.

Enclosed is an electronic copy of the 2023-2024 Dual Credit Programs Interlocal Agreement between South Texas College and Mission CISD. This Interlocal Agreement is the contract that encompasses all dual credit programs, including Designated High Schools and the Academies Program as required by the Texas Higher Education Coordinating Board (THECB).

Please print and sign two copies of the agreement. Upon execution of the agreement, you may contact Nicole Garcia, Administrative Assistant for Dual Credit Programs at (956) 872-3520 or via email at ngarcia4@southtexascollege.edu. She will coordinate pick up of the interlocal agreement.

I thank you for your continued support of our partnership and dedication to the success of the program.

Respectfully,

Dr. Ricardo J. Solis
President



SOUTH TEXAS
COLLEGE

Interlocal Agreement South Texas College Dual Credit Programs

SOUTH TEXAS COLLEGE (herein called the “College”) and MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT (herein called the “School District”) enter into the following Interlocal Agreement (IA), and for the terms of which WITNESS THE FOLLOWING:

TERM

This IA shall be in effect from August 22, 2023 to August 22, 2024, and posted during this term on the College’s and School District’s respective internet websites.

OVERVIEW

The College is committed to serving the students and communities of South Texas through collaborative work with school districts in the College’s service area. A major initiative promoting a college-going and college graduation culture is the **South Texas College Dual Credit Programs**, which complies with the rules set forth by the State of Texas (TAC Title:19 Chapter 4, Subchapter D, Rule § 4.84) for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students; therefore,

1) IA PURPOSE

The purpose of this IA is to outline the roles and responsibilities of the College and the School District that participate in the Dual Credit Programs. This IA is the agreement that encompasses all programs and initiatives under the Dual Credit Programs as required by the Texas Higher Education Coordinating Board (THECB). An additional IA is required by the Texas Education Agency for Early College High Schools, and P-TECH schools.

2) RECOGNITION OF HIGHER EDUCATION PARTNER

The School District, when reporting and publicizing high school *students’ completion* of dual credit **courses, degrees, or certificates**, will recognize South Texas College. Furthermore, when the School District advertises and/or publicizes, including but not limited to, designations, awards received, tuition saved, and articles written in social media, television commercials and print ads for dual credit, the School District will recognize South Texas College as their Higher Education partner. The following statement must be included in all the School District’s publications and/or advertisements in regards to the Dual Credit Programs:

“[ISD name] saves families hundreds of thousands of dollars in tuition and fees by collaborating with South Texas College, our Higher Education partner, to offer college credit hours and college certificates and degrees.”

In addition, the School District shall adhere to the format and style of all advertising, marketing, reporting, and publicity materials, which includes billboards, print ads, and television commercials, as set forth in the College’s **Branding, Marketing, and Advertising Guidelines for South Texas College Dual Credit Programs** at www.southtexascollege.edu/go/dual-credit-marketing (see Exhibit B for Sample Recognition). Failure to follow this provision will result in a non-compliance notification as stated in Section 11 of this document.

3) **ACADEMIC POLICIES & PROCEDURES**

Academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses and dual credit students. A degree plan with a defined sequence of courses will be available through DegreeWorks for all dual credit students.

The School District acknowledges that the College is in the process of replacing its existing Board Policies. As the existing Policies are retired and replaced, the College shall notify the School District and provide a copy of the replacement policy. If necessary, the College and the School District will modify this IA to incorporate the new policies.

a) Eligible Courses

Academic courses offered by the College for dual credit are developed based on the guidelines published in the Academic Course Guide Manual. Workforce courses are developed based on the guidelines published in the Workforce Education Course Manual. The College does not offer kinesiology, guided studies, competency-based or developmental courses for dual credit.

b) Faculty Qualification, Selection, Supervision, and Evaluation

The College has established an approval process for selecting and/or approving qualified School District faculty (those approved will herein be called “Dual Credit Faculty”) to teach dual credit course(s). Each approved Dual Credit Faculty will be supervised by the College’s respective department chair or designee and be evaluated and monitored to ensure the quality of instruction and compliance with the College’s policies and procedures in accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). For a comprehensive view of the Faculty Credentials and Qualification, Selection, Supervision, and Evaluation process, refer to the ***Dual Credit Programs Instructional and Quality Standards Manual - Academic Affairs Division***.

- i. The School District will collaborate with the College to ensure that the School District instructor applying to teach in the Dual Credit Programs meets the credential requirements as stated in the College’s ***Board Policy #4151 Academic and Professional Credentials for Faculty***, which includes the criteria used by the College to determine teaching eligibility.
- ii. The College will ensure that College Faculty requested to teach dual credit courses at the School District sites have met acceptable national criminal background checks.
- iii. School District faculty approved as Dual Credit Faculty must be cleared by the College’s Office of Human Resources to teach any dual credit courses.
- iv. Dual Credit Faculty will submit all required reporting documents such as rosters, learning outcome results, syllabi/section outlines, and grades by the deadlines set by the College.
- v. New Dual Credit Faculty approved for the upcoming academic year must satisfactorily complete the LMS Fundamentals and Academic Continuity Certifications offered through the College’s Distance Learning Department, prior to teaching dual credit courses.
- vi. College and Dual Credit Faculty teaching dual credit courses are required to check their class rosters during the first week of classes by accessing Starfish through JagNet to make sure that all students attending the class are enrolled in the dual credit course and are required to refer any students not on the roster to the appropriate School District counselor and the Dual Credit Enrollment Services Department. Any student not listed on the roster by the 12th day of class (Census Day) will not be enrolled in the dual credit course.

- vii. New Dual Credit Faculty approved for the upcoming academic year must satisfactorily complete the *DELTA Online Academy* course offered through the College's Office of Professional and Organizational Development during the first semester teaching dual credit courses. Dual Credit Faculty not completing this Academy will not be allowed to continue teaching the following academic year. This Academy focuses on relevant College policies, and procedures, resources, faculty responsibilities, and maintaining a college environment in the classroom. The *DELTA Online Academy* course includes required training on Title IX and related Texas laws, and covers topics including but not limited to mandatory reporting duties, sexual harassment under federal and state law, and prevention techniques.
- viii. The School District will allow release time from School District duties for all Dual Credit Faculty to attend required College departmental meetings, discipline and course-specific College professional development training, and the two Dual Credit professional development days organized by the College held on the Saturday before each full semester begins. The department chairs will provide the meeting schedule to the Dual Credit Faculty before the beginning of the semester so that the Dual Credit Faculty can coordinate their teaching responsibilities at the high school to attend the required department meetings.
- ix. The School District will allow release time from School District duties for all high school librarians to attend no more than two required library summits organized by the College and held on weekdays during the school year.
- x. College Faculty and Dual Credit Faculty teaching college-level courses are expected to communicate with students who need academic assistance and direct them to the appropriate College or School District support services. The College provides students access to college resources and support services at no cost.
- xi. The School District will forward any concerns regarding Dual Credit Faculty or College Faculty teaching the college-level course to the College Department Chair for investigation. To address and resolve the concerns, a meeting shall take place between the College Department Chair (and/or designee) and the School District Principal (and/or other designated high school administrator) to discuss the issues and reach a decision that is mutually agreeable.
- xii. The Dual Credit Faculty or College Faculty assigned to teach a dual credit course is charged with the duties and responsibilities as the instructor of record. In cases where the course is a Distance Learning course taught at the partner school, as stated in [Board Policy #3115 Distance Education](#), the instructor of record, not an assistant, is the one responsible for the delivery of instruction and evaluation of student progress. Online students shall be informed that they are able to access the online course at any time, not only during a designated time at the high school.
- xiii. Texas House Bill 3979 and Senate Bill 3 (87th Legislature), **which relate to civic instruction and instruction policies in public schools in the state**, do not apply to community colleges or to dual credit students, as long as the curriculum being taught is the College's curriculum. This is the case even if the College curriculum is taught by a high school teacher in their capacity as a Dual Credit Faculty member.
- xiv. This IA recognizes the unique and sometimes challenging position of Dual Credit Faculty. Nevertheless, although Dual Credit Faculty are full-time employees of the School District

where they teach College courses(s), Dual Credit Faculty shall follow all applicable College policies during dual credit instructional time. Accordingly, Dual Credit Faculty are expected to fulfill their responsibilities as Dual Credit Faculty while also complying with the expectations and policies of their School District and Principal.

- xv. Expectations of Dual Credit Faculty when teaching a college-level Course for the College:
- College-Level Course Work: The rigor of college-level coursework often requires additional time outside of class for students to meet course learning objectives and outcomes. Dual Credit Faculty should not decrease the amount of out-of-class work assigned to students enrolled in Dual Credit course(s).
 - Issuing of College Grade: Dual Credit Faculty should not inflate the college letter grade, which might differ from the high school numeric grade.
 - Contact Hours Pertaining to Dual Credit Students: Just as Dual Credit Faculty are expected to meet the required number of contact hours per semester, students enrolled in dual credit courses are required to maintain regular and punctual attendance in classes and laboratories. In accordance with the College [Board Policy #3335 Student Attendance](#), the student is responsible for communicating with faculty members concerning any absence. The student may be required to present evidence to support an absence, and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus.
 - Dual Credit Faculty shall treat students equally and should not use unreasonable measures to help a particular student who, in the estimation of the Dual Credit Faculty member, is failing the course due to the student's classroom performance, lack of participation and/or excessive student absences.

c) Location, Facilities, Teaching Environment, and College Courses

The location of dual credit courses will be held at approved instructional sites in accordance with SACSCOC standards.

i. Facilities

The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction by the first day of class including the following:

- School District will ensure that College Faculty and dual credit students have appropriate access to all available instructional facilities, resources, and essential technology;
- School District will permit access to the College's electronic learning resources and school library spaces when the course is taught at the School District; and
- School District offering science or Career and Technical courses will meet all applicable laboratory safety standards and obtain and install all material/equipment required to meet such standards prior to first class day. School District shall ensure proper maintenance of all lab material/equipment that is used for the College courses offered by the School District in a manner which complies with the College's program requirement.

ii. Teaching Environment

The School District will ensure that the classroom environment is conducive to college-level learning by:

- Designating a classroom for the dual credit classes;
- Displaying the signs provided by the College outside of the classroom that indicate "College Course is in Session";

- Assuring no interruptions take place in the College dual credit class while in session, such as removing dual credit students in order to participate in high school activities and making announcements except for official business or emergencies. Interruptions for official announcements must be minimized; and
 - Enforcing the faculty members' student attendance requirements as stated in the course syllabus and as supported by [Board Policy #3335 Student Attendance](#). This policy provides guidelines related to student attendance and authorizes faculty to drop a student, prior to the withdrawal deadline, when in the opinion of the faculty, the student would have difficulty in successfully completing the course.
- iii. College Courses
Faculty teaching dual credit courses must use the College's approved Learning Management System. The College maintains security measures to protect faculty and students while learning in an online environment. More detailed information can be accessed on the Dual Credit Programs webpage at the following link:
<https://www.southtexascollege.edu/dual/index.html>.
- iv. Course Delivery
The School District will ensure that all dual credit courses taught by Dual Credit Faculty are conducted through face-to-face instruction. Only in circumstances, when a State of Emergency is activated, may a Dual Credit Faculty be approved to conduct online instruction to adhere to the College's Instructional Contingency Plan, using the College's Learning Management System.
- d) Course Curriculum, Instruction, and Grading
School Districts that participate in the Dual Credit Programs at the College will comply with procedures and guidelines as published in the ***Dual Credit Programs Principal Agreement*** and the ***Dual Credit Programs Instructional and Quality Standards Manual***, including the following:
- i. Academic Instructional Calendar
Dual credit classes will follow the College Academic Calendar. Exceptions may be arranged through collaboration between the College and the School District. When the requested exception involves the Final Exam Schedule for full semester classes, the College Department Chair and Division Dean will be involved in any decision. The College requires that the Division Dean approve any exception. Notification of conflicts between mandatory State testing and final exams must be made well in advance of final exams. College courses and exams should take reasonable priority over School District activities.
- ii. Monitoring Instruction
The School District will work with the College so College personnel will have the opportunity to monitor the quality of instruction in compliance with the College course syllabus and the standards established by the State of Texas, SACSCOC, and the School District.
- iii. Books and Supplemental Materials
The School District will provide textbooks for each registered student, equipment, and supplemental materials required for the cohort (S sections) classes. The College will consider the use of free open educational resources or low-cost educational resources in courses offered under the program for the School District. College-approved textbooks purchased by the School District as required for a college course are allowed to be used for

four (4) years. Chairs may request a change of textbooks earlier than four (4) years, if the textbooks are for technology-based courses or with reasonable justification. Required textbooks and materials shall be available to each registered student on the first class day. Exceptions must be discussed with the Dean of Dual Credit Programs and the Department Chair.

iv. Transportation

The School District will provide transportation to dual credit students in accordance with State law and School District rules and procedures. Students enrolled in dual credit courses at the College may be transported by the School District.

v. Grading Procedures

All Dual Credit Faculty will follow the College Grading System as stated in the College's [Board Policy #3310 Grading System: Credit Programs](#), as well as the grading criteria in the department approved syllabus.

vi. Submission of College Grade

The primary responsibility for assigning College grades in a dual credit course belongs to the faculty member. Therefore, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and School District officials will not unreasonably interfere with the faculty member's authority to assigning College grades. The final course grade submitted for the College will be a letter grade. A numeric grade based on a standard 100-point scale will be provided by STC Faculty, upon the School District's request. Such request must be submitted by the School District to the STC Faculty by the Friday before the beginning of the College's final exams week. The final course grade recorded for the College will be a letter grade and for the high school a numeric grade that may differ from the College letter grade.

vii. Grade Appeal

The School District will direct students to follow the College's Grade Appeal process. An electronic copy of these documents may be accessed on the Academic Affairs Department webpage at the following link:

https://academicaffairs.southtexascollege.edu/grade_appeals/

viii. Reporting Required Critical Student Performance Information

The College has developed guidelines for sharing critical student performance information when needed for high school reporting.

STC Faculty

- Will only provide the School District with final course numeric grades, based on a standard 100-point scale upon the School District's request. Such requests must be submitted by the School District to the STC Faculty by the Friday before the end of the beginning of the College's finals exams week.
- Will not be required to submit a midterm course grade.
- Will provide the following Starfish Early Alert Surveys:
 - Fall 2023 and Spring 2024: First Week Attendance Verification, and two Progress Surveys (Weeks 5-6 & Weeks 11-12)
 - Summer 2024: First Week Attendance Verification, and one Progress Survey (Week 3)

Dual Credit Faculty

- Will comply with the guidelines relating to indicate reporting requirements and responsibilities of the Dual Credit Faculty regarding parental inquiries, progress reports, and disciplinary matters which are found in the ***Dual Credit Programs Instructional and Quality Standards Manual***.

e) Dual Credit Policies

This IA is subject to the following policies:

- i. **Board Policy #3230 Dual Credit Programs with Partnering School Districts**
 - Lists general provisions that partnering School District must comply with; and
 - States that tuition and fees for dual credit students sponsored by partnering School District will be charged as approved by the College's Board of Trustees.
- ii. **Board Policy #3232 Dual Credit Student Eligibility Requirements**
 - Outlines the dual credit student eligibility requirements;
 - Stipulates limitations on what courses and how many hours may be taken;
 - Mandates student compliance with Financial Aid Satisfactory Academic Progress (SAP); and
 - Levies the independent student tuition and fees for students enrolled in (non-S) section(s) with approval by the College.
- iii. **Board Policy #3320 Academic Progress Standards**
 - States expectation that students meet academic standards for coursework at the College;
 - Defines levels of academic status GPA criteria; and
 - Explains student academic progress standards including probation, suspension, and readmission.
- iv. **Board Policy #3322 Student Financial Aid - Satisfactory Academic Progress (SAP)**
 - Cites Federal regulations that require the College to monitor Satisfactory Academic Progress (SAP) for all students, including dual credit students, in order to determine financial aid eligibility; and
 - Cites regulations that require the evaluation of quantitative (67% course completion rate and maintaining at least a 2.0 cumulative GPA) standards, as well as completion of a degree or certificate within 150% of normal time frame.

4) **STUDENT ENROLLMENT & SUPPORT SERVICES**

a) Student Eligibility

The College requires the School District to follow all College enrollment procedures and guidelines for dual credit students. All procedures and guidelines are outlined in the College's ***Dual Credit Programs Enrollment and Support Services Manual***. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link:
<https://www.southtexascollege.edu/dual/index.html>.

All students must meet dual credit admissions and eligibility requirements as outlined by the THECB laws and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85, and as stated in the College's ***Board Policy #3200 Student Admissions***. The School District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success and to will comply with the College Dual Credit Programs Admission and Registration Timeline. An electronic copy of this document

may be accessed on the Dual Credit Programs webpage at the following link:
<https://www.southtexascollege.edu/dual/index.html>.

High school students are eligible to participate in the Dual Credit Programs upon meeting the Texas Success Initiative (TSI) Assessment minimum passing score requirements established by the THECB and the College dual credit course pre-requisites as published in the College's ***Dual Credit Programs Enrollment and Support Services Manual***.

Dual credit students must comply with the College's Academic Progress Standards as outlined in [Board Policy #3320](#) and [Board Policy #3322](#). Federal Financial Aid SAP requirements measure all students' GPA and progression regardless of whether or not they receive aid, and these requirements are applicable to dual credit students who are still in high school.

b) *Collaboration and Outreach Efforts*

The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, costs, and resources. Sessions are available throughout the academic year upon request by the School District. The College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the program on the College's dual credit website.

c) *Course Load*

As stated in the College's [Board Policy #3232](#) ***Dual Credit Student Eligibility Requirement***, dual credit students may not enroll in college-level courses until the Spring semester of their 9th grade, are then limited to no more than two (2) dual credit courses for that semester from an approved list of recommended courses. All 10th grade students will be limited to two (2) dual credit courses per Fall and Spring semester. All 11th and 12th grade students should not exceed four (4) dual credit courses per Fall and Spring semesters. Summer session enrollment is limited to two (2) dual credit courses for Summer Term I/III and two (2) dual credit courses for Summer Term II.

Dual credit students shall be limited to courses within their declared major and corresponding degree plan. Students who declare a major leading to Career Technical Education (CTE) certificate or Associate degree, may also enroll in academic dual credit courses, limited to English 1301, Mathematics/Natural Science Electives, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to complete their Certificate and/or AAS degree, while not exceeding the limitation on dual credit courses per semester described below. Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Engineering. The Dual Credit Programs is subject to all applicable College policies and procedures.

Non-S Section Enrollment

Students who want to enroll in regular (non-S) section(s) must submit a request and be approved by the Dean of Dual Credit Programs and School District Partnerships. Students can only be enrolled in courses within their declared major. Any student approved to enroll in a regular (non-S) section(s) will not be assessed the independent student tuition and fee rates based on the Board Approved Tuition & Fee Schedule. Dual credit students who do not receive approval to enroll in a regular (non-S) section(s), may still enroll, but will be assessed the independent student tuition and fee based on the Board Approved Tuition & Fee Schedule.

Non-S section requests for 10 or more students in the same course type during the same semester will require an "S" section to be requested by the School District. Criteria are available on the Dual Credit Programs website, which includes the eligibility of enrollment of only 11th and 12th graders.

d) Student Composition of Class

As outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85, the School District may not enroll both dual credit and non-dual credit students in the same section unless the development of a high school credit-only class is not financially viable for the high school and only under one of the following conditions:

- i. If the course is required for completion under State Board of Education High School graduation requirements, and the School District is otherwise unable to offer such a course.
- ii. If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students.
- iii. If the course is a career and technology/college workforce education course and the high school credit-only students are eligible to earn articulated college credits.

Dual Credit Sections

Dual credit sections assigned to an STC Faculty and/or Dual Credit Faculty must have a minimum of ten (10) students enrolled in Academic sections and seven (7) in Career Technical Education sections. Dual credit sections with fewer than the minimum enrollment will be canceled by the advertised semester deadline. Dual Credit Programs will work with the School District to determine options to combine dual credit courses with partnering school districts approval, if available.

e) Advising

The College and the School District offer college advising services for dual credit students, in addition to a College Advising Training Program for High School District Counselors held by the College.

The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credits offered and earned.

In active collaboration with the College, the School District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019), which collectively address measures public institutions of higher education must take to facilitate successful transfer, academic progress, and timely graduation through, among other things, the filing of degree plans at certain milestones and the publication of course sequences. The College and the School District shall also take necessary actions to ensure compliance with any and all advising requirements of TX SB 1277 (2021), including but not limited to designating at least one employee from either institution to provide academic advising to any student who enrolls in a dual credit course before beginning the course.

f) Pathways Alignment

The College provides a comprehensive guide to the alignment of High School endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications.

g) Counseling and Student Accommodations

The College and the School District will adhere to Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008.

The School District will be responsible for implementing policies and procedures to enable students to identify disability needs and to provide academic accommodations for dual credit students. If the class is taught at the high school by a Dual Credit Faculty, the School District's high school will be responsible to provide the academic accommodations. If the class is taught by STC Faculty at the high school, the College Counselor will coordinate academic accommodations with the high school's Special Education Counselor. Students are not eligible to receive and/or otherwise utilize Individual Education Plans (IEP's) in Dual Credit courses. All procedures and guidelines are outlined in the College ***Dual Credit Programs Enrollment and Support Services Manual***. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link: <https://www.southtexascollege.edu/dual/index.html>.

h) *Student Complaints*

The College's Grievance and/or Complaint procedures for handling student complaints regarding college courses are applicable to all students, including those enrolled in dual credit courses. Dual credit students who would like to submit reports or complaints shall adhere to [***Board Policy #3313, Student Grievance or Complaint***](#) and follow the process and procedures as detailed in the College's [***Student Handbook***](#) and/or the [***Employee Handbook***](#), depending on whether the report or complaint relates to another College student or College employee. Generally, students should report complaints relating to a Dual Credit course to the College. If the student chooses to report to the School District, the School District shall promptly report the matter to the College. The College shall be responsible for implementing the College's Grievance and/or Complaint procedures only if the College has jurisdiction to do so, including, but not limited to, jurisdiction over the educational program or activity, the complainant, and respondent.

Student reports and complaints alleging sex-based discrimination, harassment, domestic violence, dating violence, stalking, or other sexual misconduct in a Dual Credit course will be handled in accordance with the policy and procedures outlined in [***Board Policy #4216 Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited***](#). A student may report a grievance or complaint at the following link: <https://www.southtexascollege.edu/report/index.html>.

i) *Student Conduct*

All students, including dual credit students, are subject to discipline and appropriate sanctions, ranging from verbal or written warning to suspension and expulsion from the College and all related programming, under the College's Student Handbook and Code of Student Conduct. The Code of Student Conduct is an articulation of the College's commitment to maintaining an environment that recognizes and supports the rights of its students, while providing a guide for defining behaviors the College considers inappropriate. Procedures, including a list of violations, potential sanctions, and a list of individual rights for each student, are listed in the College's Student Handbook, Chapter 2, Code of Student Conduct. Dual credit students who receive a sanction of suspension or expulsion from the College must be removed from the college course and placed in a high school credit course or a traditional high school setting by the School District and, in accordance with Texas State law, shall have a transcript notation of suspension or expulsion placed on their official record. On request by the student, the College may remove the notation from the official transcript. Further, the College reserves the right to refer cases to the Behavioral Intervention Team for review and threat assessment. An electronic copy of this Student Handbook and Code of Conduct may be accessed on following link: https://www.southtexascollege.edu/pdf/student_code_of_conduct.pdf

j) *Transcription of Credit*

The College and the School District will enter and record into their respective transcripts all credits earned for dual credit courses for both college credit and high school credit upon the student

completion of the requirements each course.

k) Commencement Ceremonies

To become eligible to participate in the College Commencement Ceremonies held in May, December, or at such time determined by the Board of Trustees, dual credit students must be enrolled in all final coursework for their declared program and all coursework must be completed at the end of the semester of graduation. Dual Credit students who are eligible to participate cannot defer participation to a later Commencement Ceremony date, except when a State of Emergency is activated. The College Registrar is the Graduation Determination Official and has the final authority to determine dual credit eligibility for graduation and ceremony participation. Dual credit students must meet all graduation requirements as outlined in College Policy to be eligible for graduation and participation in the Commencement Ceremonies.

5) **FINANCIAL SUPPORT SERVICES**

a) Faculty Stipend

School District instructors approved by the College to be Dual Credit Faculty and approved to teach college level courses will be paid a stipend by the College per class, per semester, as outlined in the College *Dual Credit Programs Instructional and Quality Standards Manual*.

b) Tuition & Fees

The School District will be charged tuition and fees as outlined in *Exhibit A: Board Approved Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees FY 2023-2024*. The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary during the year.

c) Invoicing

The College will invoice the School District that sponsors the student for the applicable charges, in accordance with the *Board Approved Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees FY 2023-2024*, as approved by the College Board of Trustees (see Exhibit A).

d) Faculty Charges

When the College provides the faculty for a dual credit course, including courses given via distance learning, the School District is responsible for the mileage and faculty cost as stipulated in the Dual Credit Course Agreement (DCCA). If the School District cancels a dual credit course with an assigned College Faculty after August 7, 2023 (Fall 2023 semester), January 8, 2024 (Spring 2024 semester), May 20, 2024 (Summer I semester), and June 26, 2024 (Summer II). Should a School District cancel dual credit course(s) with an assigned College Faculty after the advertised deadline, a Late Dual Credit Section Cancellation Fee will be assessed.

This agreement is outlined in the *Dual Credit Programs Instructional and Quality Standards Manual*. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link: <https://www.southtexascollege.edu/dual/index.html>.

6) **DATA SHARING**

FERPA allows protected student data to be exchanged between the College and School District for students that are dually enrolled without requiring the consent of either the parents or the student under § 99.34. If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the School District, including records that the College disclosed. The College and the School District are expected to meet FERPA requirements to maintain the privacy

of student data.

The School District agrees to provide directory information for all 11th and 12th grade students enrolled in the district for recruitment purposes. The School District will provide an electronic secure file to the Director of College Connections and Admissions for Traditional students by the end of September. The file will include student names, school emails, home phone numbers, and home addresses.

The College will provide data reports to the School District via standard reports as per identified timelines. These reports have been developed in an effort to provide the required data in a timely manner to our partners with a signed IA.

The School District shall provide a primary and secondary contact, at the District and at each high school, to receive data via a secure process from the College. These contacts will be responsible for distributing data securely within their assigned area and within FERPA guidelines. Any data received from the College shall not be shared outside the District without prior authorization from the College.

The School District may request data outside of the scheduled report distribution schedule provided:

- An IA has been executed and is active between the School District and the College
- The data request is submitted, at minimum, three (3) business days prior to the requested delivery date

PLEASE NOTE: Requests are **NOT** guaranteed to be delivered by the requested delivery date and may be delayed depending on the data team's existing request volume. Requests will be prioritized depending on identified need.

The School District may submit an e-mail request for reports to: dcdatarequest@southtexascollege.edu.

7) **HUMAN RESOURCES DEPARTMENT, DATA PRIVACY & SHARING AGREEMENT**

The School District will collaborate with the College to ensure that all School District faculty applying to teach in the Dual Credit Programs meet the credential requirements as stated in the College's [*Board Policy #4151 Academic and Professional Credentials for Faculty*](#), and submit all required documents for the approval/hiring process to the Human Resources Department as well as agree to full information sharing in the event of an investigation of a personnel matter regarding Dual Credit Faculty.

Any non-academic incidents or complaints against Dual Credit Faculty teaching a college course is required to be reported to the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.

8) **TITLE IX OF THE EDUCATION AMENDMENTS 1972**

The School District will comply with Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.) and its implementing regulations as stated in the College's [*Board Policy #4216 Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited*](#) and the School District Title IX policy in resolving incidents and complaints. An electronic copy of the College's Board Policy may be accessed on following link: <https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf>.

Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et. seq.), and its implementing regulations, 34 C.F.R. Part 107 (Title IX) state: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX resources, policies, and procedures, including the names and contact information of the

Title IX Coordinator and the Title IX Deputy Coordinators for the College are located at the following link: <https://www.southtexascollege.edu/about/notices/title-ix.html>.

Together with the execution of this IA, the School District will, by completing Exhibit C hereto, designate a specific School District official **who is trained to investigate and address matters relating to Title IX and civil rights issues, including but not limited to Title VI and Title VII of the Civil Rights Act**, to serve as the authorized liaison with the South Texas College Office of Human Resources and/or the Title IX Coordinator.

Pursuant to the following protocol, the School District official and the College representative(s) will work in a collaboratively and timely manner in connection with any to share any and all information necessary in the event of an claims or investigation arising under Section 8 of this IA. of a personnel matter (see Exhibit C).

Title IX Protocol

- a) The College and the School District acknowledge that jurisdiction over incidents falling within Title IX can be difficult to determine with respect to Dual Credit Programs, and sometimes jurisdiction is shared by both parties. This protocol is agreed to by the College and the School District to establish clarity and coordination with a set of consistent guidelines for each to follow. The general principle is one of establishing a nexus, and determining which party has the strongest nexus to the alleged misconduct, or whether a nexus reasonably exists with respect to the jurisdiction of both parties, in which case jurisdiction exists for both and in most cases will result in collaborative investigations and separate resolutions in accordance with the policies of each party. In all collaborative processes, the parties agree to share investigation-related information with each other to the extent permitted by law.
- b) In any complaint where the law permits, the College and the School District agree to share information about the outcome of the complaint with the other party to the extent the outcome impacts the other party or its students/employees.
- c) In any circumstance where the parties agree to do so, or where the respondent dual credit student or employee is arguably under the jurisdiction of both parties (regardless of who controls the venue), investigations can be conducted jointly with (at least) one representative from each party. The results of the investigation (one joint investigation report encompassing the policies of both parties) will be made available to both parties, with appropriate redactions as necessary. The parties may then each use the results of the investigation to pursue their own independent resolutions of the complaint. Where investigation procedures of the parties differ substantially, it may be impossible for a collaborative investigation to comply with both, in which case separate investigations should be conducted.
- d) Where one party controls the venue of the alleged misconduct and the respondent is a student or employee of that same party, that party shall normally have primary jurisdiction over the complaint.
- e) Where a party controls the venue in which the complainant is its student/employee and the respondent is the student or employee of another party, the complainant will have the right to file a complaint within the other party's grievance process. The party in which the complainant is enrolled is responsible for providing supportive measures to the complainant.
- f) Where a party provides only instruction/credit for a course, and is not otherwise involved in any way in an act of misconduct, that party shall have no responsibility under this protocol except as

policy otherwise requires (e.g., mandated reporting responsibilities)g) Where a party controls only the venue of a course, and is not otherwise involved in any way in an act of misconduct, that party will review any needed remedial measures related to the safety of the venue and implement them accordingly.

g) Control:

- i. A party who controls the venue and the instruction, provides an employee for instruction, and provides credit for the course controls that course.
- ii. A party who provides instruction in the venue of the other party does not control that venue.

h) Each party's employees are expected/encouraged to participate as witnesses in any resolution process, as necessary.

i) Student:

- i. A student enrolled in a dual-credit/early college course is a student of both parties, regardless of which party has the primary relationship with the student.
- ii. Any party's policies and procedures will explicitly be made applicable to its students, including those who are dual-enrolled/participating in early college.

j) Imposing consequences on a respondent by two parties is appropriate when the student is enrolled within the educational program of both parties, though the parties can agree that only one party will enforce its policies and procedures in a given situation. In such situations, the parties may agree that the party with the primary relationship to the student will take the lead and/or enforce its policies and procedures, or that the party in whose program the incident took place will normally have primary jurisdiction.

k) Each course should clearly designate which party's educational program the course is part of, and/or whether more than one party is the sponsor/provider of a course.

9) NON-DISCRIMINATION

The College prohibits discrimination, including harassment and sexual misconduct, against any employee, applicant for employment, student, or applicant for admission on the basis of any protected class or any other basis prohibited by law. Protected classes at the College include race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law.

Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, including pregnancy and parental status, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee's employment or that adversely affects the student.

For more information, please visit [Board Policy #4216 Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited](#).

10) INTERLOCAL AGREEMENT (IA)

This IA may be amended by mutual written agreement of both parties.

The College and the School District reserve the right to terminate this IA by notice from either party in accordance with this IA or by operation of law. The College or the School District may terminate the IA no fewer than ninety (90) days prior to the end of the semester during which notice was given. To be effective, notice must be submitted in writing, signed by the College President or the School District Superintendent and personally delivered to the other party to this IA.

11) NOTIFICATION OF NON—COMPLIANCE AND TERMINATION OF AGREEMENT

If a party fails to comply with any provision of this IA, the other party may issue a Notification of Non-Compliance (Notice). The Notice shall be in writing and shall describe in detail the nature of the alleged non-compliance. The Notice will be provided to the College President or to the School District Superintendent for review and action. Failure to correct any condition of non-compliance within ten (10) business days following receipt of the Notice may, at the option of the party which sent the Notice, result in termination of this IA at the end of the semester during which the Notice was sent. Any provision in this IA which requires performance by either party after the termination of this IA including, without limitation, confidentiality obligations, limitations of liability, and exclusions of damages, and any other provision or partial provision that by its nature would reasonably extend beyond the termination of this IA, shall be and remain enforceable after such termination of this IA for any reason whatsoever.

EXECUTED IN TWO (2) Original counterparts on this _____ day of _____ 20_____.



Dr. Ricardo J. Solis
President
South Texas College

Dr. Carolina Perez
Superintendent
Mission CISD

Rose Benavidez
Chair, Board of Trustees
South Texas College

Roy Vela
President, Board of Trustees
Mission CISD

EXHIBIT A
DUAL CREDIT STUDENTS
SPONSORED BY PARTNERING SCHOOL DISTRICTS
Tuition and Fees
FOR FY 2023-2024

	Board Approved FY 2021-2022	Board Approved FY 2022-2023	Board Approved FY 2023-2024
DUAL CREDIT TUITION:			
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00	0.00
DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACULTY:			
Associate Degree Nursing	0.00	0.00	0.00
Emergency Medical Technology	0.00	0.00	0.00
Occupational Therapy Assistant	0.00	0.00	0.00
Patient Care Assistant	0.00	0.00	0.00
Pharmacy Tech	0.00	0.00	0.00
Physical Therapist Assistant	0.00	0.00	0.00
Radiologic Technology/Sonography	0.00	0.00	0.00
Respiratory Therapy	0.00	0.00	0.00
Vocational Nursing	0.00	0.00	0.00
COURSE FEES:			
Electronic Distance Learning/VCT Course Fee per credit hour (Summer 2020 Sessions - Fee waived) (Fall 2020 Session - Fee waived)	10.00	10.00	0.00
Hybrid Course Fee per credit hour	0.00	0.00	0.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
INCIDENTAL FEES:			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
DUAL CREDIT ACADEMIES:			
Dual Credit Academies Participation Fee - Fall and Spring, per Student per Semester (Charged to School District)	600.00	600.00	600.00
Dual Credit Academies Participation Fee - Summer, per Student per Credit Hour (Charged to School District)	50.00	50.00	50.00

Board Approved_DualCreditTuitionandFees FY 2023-2024_March 28, 2023

Exhibit B Sample Recognition

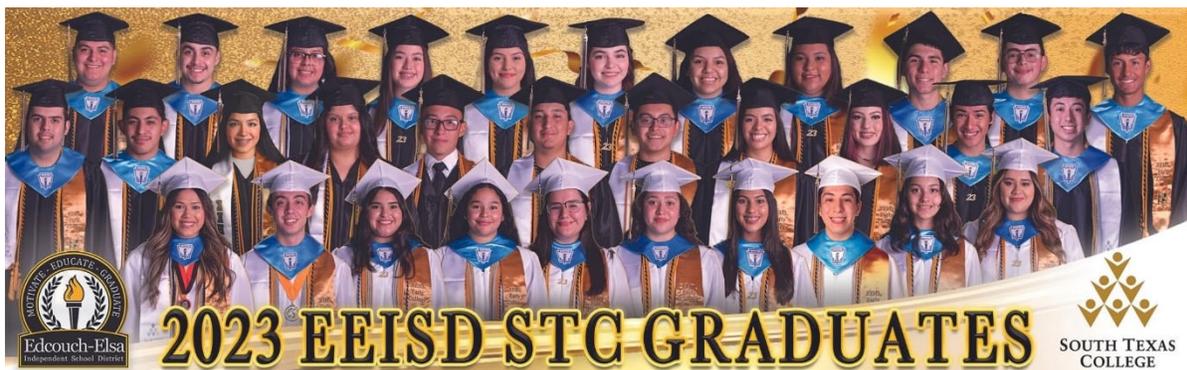
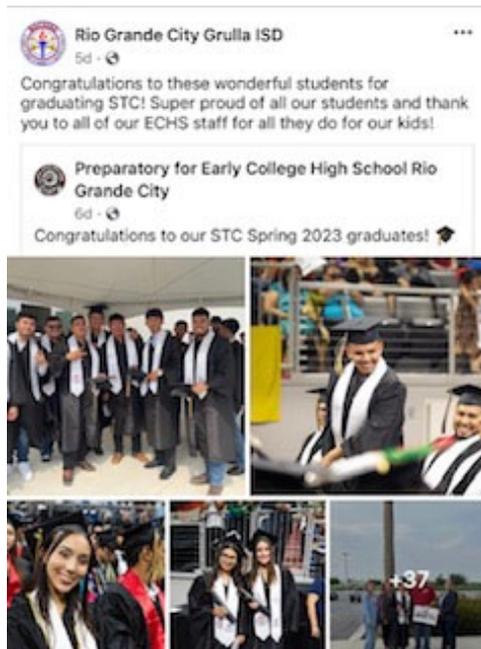
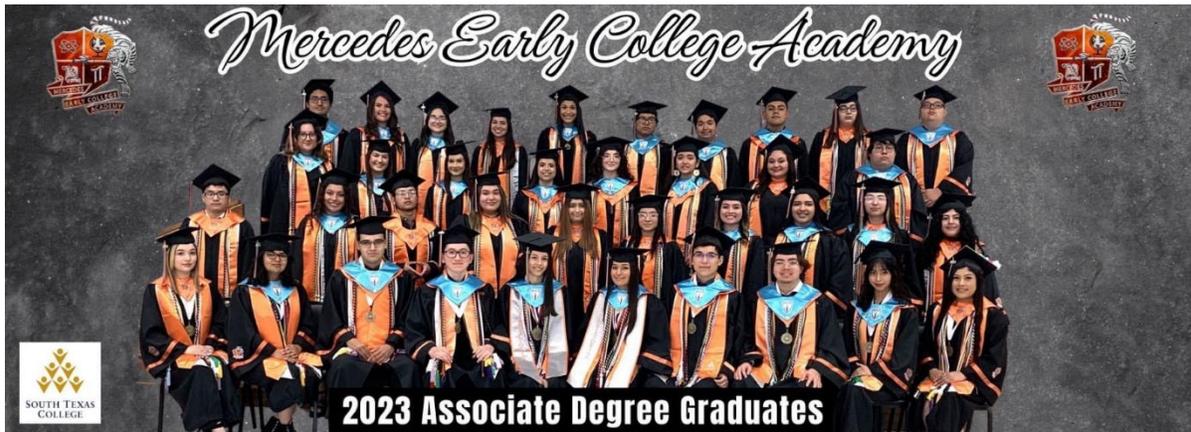


EXHIBIT C

School District Title IX Investigator/Coordinator

As stated in Section 8, the School District hereby ~~designate~~ the Liaison listed below who, the School District certifies, is trained to investigate and address matters relating to Title IX and alleged civil rights violations, including but not limited to claims arising under Title VI and Title VII of the Civil Rights Act, to serve as the authorized liaison to the South Texas College Office of Human Resources and the Title IX Coordinator for the College.

The School District Liaison contact information is as follows:

School District Name: _____

High School Name: _____

Liaison's Name: _____

Position Title: _____

Contact Phone Number: _____

Email: _____

This form must be completed in its entirety and submitted to:

Interim Title IX Coordinator
Todd C. Nelson, J.D.
Contract and Regulatory Resources Officer
3201 West Pecan Blvd., N150
956-872-4664
TitleIX@southtexascollege.edu

For any questions, please contact:

Alicia Herrera
Interim Director of Human Resources
2501 West Pecan Blvd.
McAllen, TX 78501
956-872-3815
HR_Administrators@southtexascollege.edu

SUBJECT: Resolution Stating Annual Review of Investment Policy and Investment Strategies CDA (LOCAL)

PRESENTER: Joel Garcia, 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 Amended Resolution Stating Annual Review of Investment Policy and Investment Strategies CDA (LOCAL)

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent for Finance
Lorena Garcia, Deputy Superintendent for Support Services
Dora Garcia, Director for Budget and Finance

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 Lorena Garcia, Deputy Superintendent for Support Services, Joel Garcia, Assistant Superintendent for finance Dora Garcia, Director for Finance, and Sylvia Esquivel, 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 2nd day of August 2, 2023.

ATTEST:

Juan M. Gonzalez, Secretary
Board of Trustees

Roy Vela, President
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 11th, Suite B
Austin, Texas 78701
4. BBVA USA/PNC Bank
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
7. Meeder Public Funds, Inc., DBA/ Patterson & Associates
Linda Patterson, President, Patterson & Associates
901 S. Mopac, Suite 195
Austin, TX 78701

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

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.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

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.
Safekeeping and Custody	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.
Sellers of Investments	<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>
Soliciting Bids for CDs	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.
Interest Rate Risk	<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>
Internal Controls	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.



Table of Contents

Definitions 2
Bond Proceeds..... 2
Investment Pool..... 2
Pooled Fund Group 2
Separately Invested Asset 2
Pledged Revenue..... 2
Repurchase Agreement..... 2
Hedging..... 2
Corporate Bond 3
Written Policies 3
Annual Review 4
Annual Audit 4
Investment Strategies..... 4
Investment Officer 4
Investment Training 5
Standard of Care 6
Selection of Broker 8
Bond Proceeds..... 8
Authorized Investments 8
Obligations of Governmental Entities..... 8
Certificates of Deposit and Share Certificates..... 10
Repurchase Agreements 11
Securities Lending Program 12
Banker’s Acceptances 13
Commercial Paper..... 13
Mutual Funds..... 13
Guaranteed Investment Contracts 14
Investment Pools..... 15
Corporate Bonds 16
Hedging Transactions..... 16
Prohibited Investments 17
Loss of Required Rating 17
Sellers of Investments 18
Business Organization..... 18
Donations 18
Electronic Funds Transfer 19

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">1. Bonds or other indebtedness issued by a district;2. Obligations under a lease, installment sale, or other agreement of a district; or3. Certificates of participation in a debt or obligation described by item 1 or 2. <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;

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

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:

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:

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

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;

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

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:

OTHER REVENUES
INVESTMENTS

CDA
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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

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

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)*

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

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*

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.

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: Renewal Contract for PreK-12 Digital Learning Software #211-24-1

PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION

This contract intends to provide a method to procure PreK-12 Digital Learning Software to meet the District’s needs.

ADMINISTRATIVE CONSIDERATIONS

On June 22, 2022, the Board of Trustees awarded Bid No. 211-23-1, for PreK-12 Digital Learning Software for one year, with the option to renew for two additional one-year terms. This will be year two.

The Purchasing Department reviewed last year’s 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

Federal Funds	\$130,575
Estimated Expenditure	

RECOMMENDATION

Administration recommends renewing with Nearpod Inc.

CONTACT PERSON(S)

Dr. Sharon Roberts, Deputy Superintendent for Curriculum and Instruction
Joel Garcia, Assistant Superintendent for Finance
Anabel Garza, Coordinator for Purchasing



CHANGING THE
WORLD
THEIR FUTURE,
OUR MISSION

FY2024 Term Contract:	PreK-12 Digital Learning Software #211-24-1
Awarded To:	1. <u>Nearpod Inc</u>
Term:	One Year/One year option to renew
Term Period :	September 2023 – July 2024

Mission Consolidated Independent School District
 Tabulation Form
 PreK-12 Digital Learning Software 211-24-1

VENDOR NAME:		Learning Explorer Inc			Liminex Inc dba Goguardian, and acting on behalf of itself and its Affiliates, including Pear Deck, and Snapwiz dba Edulastic			Nearpod Inc		
		Contact Name: Erin Alberts			Contact Name: Kimberly Spencer			Contact Name: Natali Barski-Meyman		
		Phone # 617-470-0640			Phone # 888-310-0410			Phone # 305-677-5030		
		Email ealberts@learningexplorer.com			Email rfp@goguardian.com			Email vendorforms@nearpod.com		
Qty	Detailed Desc	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total	Note	Quoted Price	Sub-total
Year 1										
15000	Digital Interactive Software for all Campuses		\$ 5.75	\$ 86,250.00	Pear Deck Subscription	\$ 3.40	\$ 51,000.00	Nearpod premium plus; floccabulary plus; nearpod EL, college & career exploration	\$ 7.78	\$ 116,700.00
15000	Optional Resource License for all campuses				Edulastic Enterprise Student Licenses	\$ 2.40	\$ 36,000.00	Digital citizenship; SEL; 21 century pkg; historical perspectives & literacy; nearpod math	\$ 8.71	\$ 130,650.00
3	Professional Development (days)	free	\$ -	\$ -	Individual Schools can purchase customized training and on-going PD	\$ 4,000.00	\$ 12,000.00	Up to 6 hours of onsite training	\$ 2,500.00	\$ 7,500.00
1	One-time implementation fee	waived	\$ 2,495.00	\$ -				Total Cost Mission CISD wants to purchase is Software and PD		\$ 124,200.00
Total Year 1		25%		\$ 64,687.50			\$ 99,000.00			\$ 254,850.00
Year 2										
15000	Digital Interactive Software for all Campuses		5.75	\$ 86,250.00	Pear Deck Subscription	\$ 3.40	\$ 51,000.00	Nearpod premium plus; floccabulary plus; nearpod EL, college & career exploration	8.17	\$ 122,550.00
15000	Optional Resource License for all campuses				Edulastic Enterprise Student Licenses	\$ 2.40	\$ 36,000.00	Digital citizenship; SEL; 21 century pkg; historical perspectives & literacy; nearpod math	9.14	\$ 137,100.00
3	Professional Development (days)	free		\$ -	Individual Schools can purchase customized training and on-going PD	\$ 4,000.00	\$ 12,000.00	Up to 6 hours of onsite training	2,675.00	\$ 8,025.00
Total Year 2		25%		\$ 64,687.50			\$ 99,000.00			\$ 130,575.00
Year 3										
15000	Digital Interactive Software for all Campuses		\$ 5.75	\$ 86,250.00	Pear Deck Subscription	\$ 3.40	\$ 51,000.00	Nearpod premium plus; floccabulary plus; nearpod EL, college & career exploration	\$ 8.58	\$ 128,700.00
15000	Optional Resource License for all campuses				Edulastic Enterprise Student Licenses	\$ 2.40	\$ 36,000.00	Digital citizenship; SEL; 21 century pkg; historical perspectives & literacy; nearpod math	\$ 9.60	\$ 144,000.00
3	Professional Development (days)	free		\$ -	Individual Schools can purchase customized training and on-going PD	\$ 4,000.00	\$ 12,000.00	Up to 6 hours of onsite training	\$ 2,862.25	\$ 8,586.75
Total Year 3		25%		\$ 64,687.50			\$ 99,000.00			\$ 137,286.75

Note:	Achieve3000: Is a platform refer to as Actively Learn which is 3rd-8th grade
	EREFLECT Inc did not submit Mission CISD packet; Is a platform for keyboarding
	Pearson Virtual Schools: Cost too high and they are online courses
	Sirius Education Solutions: Is a platform for 3rd-8th grade and EOC
	Stride Learning: Cost too high and they are online courses

Mission Consolidated Independent School District
 Evaluation Matrix
 PreK-12 Digital Learning Software 211-24-1

Bid Evaluation Matrix		Learning Explorer Inc	Liminex Inc dba GoGuardian, and acting on behalf of itself and its Affiliates, including Pear Deck, and Sanpwiz dba Edulastic	Nearpod Inc
Criteria	Weight	\$ 64,687.50	\$ 99,000.00	\$ 254,850.00
Price of service/product (20 points)				
Base Proposal	20	20	13	10
Meet district's needs (78 points)				
Engaging for all students	6	3.25	3.71	5.92
Interactive lessons for all content areas and elective courses	6	3	3.29	5.54
Ready-made adaptable interactive lessons for all content areas including CTE and special populations that correlate to the TEKS.	6	2.42	1.64	5.08
Provide access to a content library for all users	6	3.17	2	5.54
Informal/formal assessments i.e. open-ended questions, polls, quizzes, drawing, fill in the blank as well as note-taking capabilities	6	3.75	3.43	5.77
Assessment methods utilizing STAAR Redesign formatted questions such as hot text, drag and drop, text entry, constructed response, match table grid, multiple choice, multiselect, inline choice (drop down), etc.	6	4.08	3.86	4.38
Provide immediate online reporting at the student, classroom, and campus levels.	6	2.67	3.93	5.54
Provide personalization features that include interactive resources such as: simulation activities, virtual field trips, videos, audio recording, 3D models	6	2.41	2.64	5.54
Allows the import of teacher-created content/lessons such as Microsoft Powerpoint and Google Slide presentations	6	3.75	4.5	5.23
Supports single sign-on (SSO) through Clever	6	3.83	3.79	6
Integration with Google Classroom	6	4.25	4.64	5.92
Preferred: Interactive videos from a variety of sources that may be included in the lessons	6	3	2.36	5.38
Preferred: Vocabulary development activities	6	2.25	2.14	5.31
Past relationship with vendor (2 points)	2	0	1	2
Total	100	62	56	83

Committee Members:
 Marissa Saenz
 Laquanta Bivens-Hernandez
 Faustino Cedillo
 Vanessa Ojeda
 Judy Rodriguez
 James Shults
 Diamond Tijerina
 Yvonne Ayala
 Natalie Gomez
 Shaila Silva
 Brenda Betancourt
 Araceli Escalona

Notes:
 Mission CISD had demo presentations on 6/15/2022 from the top 3 vendors according to our scope of work on the RFP. Evaluation is based on all the items requested Digital Interactive Software for all campuses, Optional Resource, and Professional Development. At the end of the evaluation, Mission CISD committee members have determined to opt-out of the optional resource.

SUBJECT: Award Contract for Reading Intervention 6th-8th Program #210-24-2

PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION

This contract intends to provide a method to procure the Reading Intervention 6th-8th Program for secondary campuses to meet the District's needs.

ADMINISTRATIVE CONSIDERATIONS

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

FUNDING SOURCE AND AMOUNT

Federal Funds

RECOMMENDATION

A recommendation will be brought to the regular board meeting.

CONTACT PERSON(S)

Joel Garcia, Assistant Superintendent for Finance
Anabel Garza, Coordinator for Purchasing

SUBJECT: Donations

PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION

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

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

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

ADMINISTRATION CONSIDERATION

For the period reported, total donations were \$22,589. The largest cash donation received was \$10,000. and the largest non-cash donation received was \$405. These donations benefit our students and staff.

FUNDING SOURCE AND AMOUNT

N/A

RECOMMENDATION:

Approval of donations.

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent for Finance
Dora Garcia, Director for Budget and Finance
Alyssa Gonzales, Accountant

**MISSION CISD
CASH and INKIND/NONCASH DONATION FORM**

Mission CISD
CAMPUS NAME

7/24/2023
Date

Walmart- 3 mile line-Palmhurst
NAME OF DONOR

215 e. Mile 3 Rd.
Address

Palmhurst, Texas 78573
City, State, Zip

(956) 519-8453
Telephone Number

\$74.00
DONATION AMOUNT

		X
Check	Cash	Inkind/Noncash donation

Revenue Account Number

Check #

Description of Noncash donation-(Include an estimated value).

Donation of 100 reusable bags for our students to use for the day of our Back To School Bash. 195

List below any restrictions for this donation: (Attach letter from donor if one is provided)


PRINCIPAL'S SIGNATURE

24-Jul-23
Date

Instructions:

SUBJECT: Annual Internal Audit Plan for 2023-2024

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

To: Board of Trustees

From: Rebecca Magee, CPA - Internal Auditor

Date: August 3, 2023

Re: 2023-2024 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

Over \$1.5 million in receipts and disbursements flowed through the District's Activity Funds this past fiscal year and that amount will likely increase this 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. Other risk factors include the elimination of the elementary activity clerk positions at most campuses a few years ago, employee turnover in the Finance Department, and the utilization of bank courier service that began last year. However, there are some factors that minimize the potential risk. 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. If needed, I may also provide assistance with preparing some of the journal entries.

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, Alton Elementary, Castro Elementary, Cavazos Elementary, Marcell Elementary, Escobar/Rios Elementary, Leal Elementary, Mims Elementary, Pearson Elementary, and Waitz 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 / Annual Comprehensive 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 assist in the audit process by reviewing schedules prepared by the finance department as well as preparing some of the schedules and end-of-year adjustments. I will also assist in obtaining requested information as well as requesting it from the various departments for the auditors as needed. I will also prepare the notes to the financial statements and assist in preparing some of 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 submit their annual financial report to the Government Finance Officers Association (GFOA) for consideration for the Certificate of Achievement for Excellence in Financial Reporting Program. Additional items required by this award program include: a transmittal letter, combining statements by fund type that include individual funds, and numerous statistical schedules that include historical information. I will assist with updating the statistical schedules and complete the checklist to ensure 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. This schedule is also subject to change as needed to accommodate special reviews or investigations.

Cc: Carol G. Perez, Ed.D., Superintendent of Schools

2023-2024 Annual Audit Plan

Internal Audit / Activity / Task	Time Frame
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, Secondary Campus Sponsors, and Coaches	August 2023
External Audit / Annual Comprehensive Financial Report – review audit schedules, prepare financial statement notes and schedules	August thru November 2023, June / July 2024 (next year’s audit)
Student Activity Funds – GASB 84 evaluation	November / December 2023
Athletic Receipts Internal Audit – Football	January / February 2024
Training on Activity Funds for Clerks/Secretaries	February 2024
After School Child Care Program Internal Audits	January / February 2024
Department Inventory Testing	February / March 2024
Payroll/Purchasing/Finance Reviews	March / April 2024
Fixed Asset Testing	March / April 2024
Activity Fund Internal Audits	March through June 2024
Year-end Inventory Testing – Maintenance, Transportation, Warehouse, and Child Nutrition	June 2024
Update Activity Funds Manual, Guidelines for Parent Organizations & training presentations	July 2024
SAS 99 – Fraud Hotline	As needed
Board Reports	Quarterly
Special Reviews / Investigations	As needed

SUBJECT: Financial Report for May 2023

PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION

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

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

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

ADMINISTRATIVE CONSIDERATIONS

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

Actual revenues through May 2023 totaled \$151,707,377. and actual expenditures totaled \$144,707,022. The excess total revenues and other uses over expenditures is \$7,000,355.

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

The Debt Fund financial report is also attached.

FUNDING SOURCE AND AMOUNT

Not applicable.

RECOMMENDATION

Information item only.

CONTACT PERSON(S)

Joel Garcia, Assistant Superintendent for Finance
Dora Garcia, Director for Budget and Finance

Mission Consolidated Independent School District

General Fund

May 31, 2023

		Budget	Actual	Difference	%
Revenues					
5700	Local and Intermediate Sources	\$ 30,930,739	\$30,907,141	\$ 23,598	99.92%
5800	State Program Revenues	116,614,157	100,471,608	\$ 16,142,549	86.16%
5900	Federal Program Revenues	20,359,965	20,309,016	\$ 50,949	99.75%
	Total Revenues	\$ 167,904,861	\$ 151,687,765	\$ 16,217,096	
Expenditures					
11	Instruction	\$ 76,576,903	\$60,643,221	\$ 15,933,682	79.19%
12	Instrucional Resources & Media Services	2,524,334	1,893,890	630,444	75.03%
13	Curriculum and Personnel Development	2,328,406	1,764,238	564,168	75.77%
21	Instructional Administration	2,668,037	2,329,644	338,393	87.32%
23	School Administration	9,926,726	8,266,432	1,660,294	83.27%
31	Guidance and Counseling Services	6,047,732	4,921,315	1,126,417	81.37%
32	Attendance and Social Work Services	346,420	366,719	(20,299)	105.86%
33	Health Services	1,817,994	1,396,909	421,085	76.84%
34	Pupil Transportation	6,276,958	5,477,947	799,011	87.27%
35	Food Services	15,511,045	13,863,567	1,647,478	89.38%
36	Co-Curricular Activities	8,644,947	6,942,408	1,702,539	80.31%
41	General Administration	6,725,857	5,631,998	1,093,859	83.74%
51	Plant Maintenance and Operations	25,567,006	20,225,954	5,341,052	79.11%
52	Security and Monitoring	6,731,104	4,134,827	2,596,277	61.43%
53	Data Processing Services	3,384,290	2,576,205	808,085	76.12%
61	Community Services	281,178	267,288	13,890	95.06%
71	Debt Service	1,537,210	1,088,136	449,074	70.79%
81	Facilities Acquisition and Construction	13,575,620	2,680,423	10,895,197	19.74%
95	Juvenile Justice Alt. Education	-	-	-	#DIV/0!
99	Other Intergovernmental Charges	298,185	235,901	62,285	79.11%
	Total Expenditures	\$ 190,769,952	\$144,707,022	\$ 46,062,930	
1100	Excess (Deficiency)	\$ (22,865,091)	\$6,980,743	\$ (29,845,834)	
Non-Operating Revenue					
7915	Operating Transfers In	19,559,082	\$ 19,612	19,539,470	0.10%
	Total Non-Operating Revenue	\$ 19,559,082	\$ 19,612	\$ 19,539,470	
Non-Operating Expenses					
8911	Other Uses	\$ (19,559,082)	\$ -	\$ (19,559,082)	0.00%
	Total Non-Operating Expenses	\$ (19,559,082)	\$ -	\$ (19,559,082)	
1200	Excess (Deficiency)	\$ (22,865,091)	\$ 7,000,355	\$ (29,865,446)	
0100	Fund Balance - Beginning Audited	\$ 107,685,067	\$ 107,685,067	\$ -	
3000	Fund Balance - Ending Un-Audited	\$ 84,819,976	\$ 114,685,422	\$ (29,865,446)	

**Mission Consolidated Independent School District
Debt Service Fund
May 2023**

		Budget	Actual	Difference	%
Revenues					
5700	Local and Intermediate Sources	\$ 4,815,916	\$ 4,851,536	\$ (35,620)	100.74%
5800	State Program Revenues	3,661,581	3,108,375	553,206	84.89%
	Total Revenues	\$ 8,477,497	\$ 7,959,911	\$ 517,586	
Expenditures					
7100	Debt Services	\$ 8,477,497	\$ 8,461,292	\$ 16,205	99.81%
	Total Expenditures	\$ 8,477,497	\$ 8,461,292	\$ 16,205	
1100	Excess (Deficiency)	\$ -	\$ (501,381)	\$ 501,381	
Non-Operating Revenue					
7900	Operating Transfers In	\$0	\$0	\$0	0.00%
Non-Operating Expenses					
8900	Operating Transfers Out	\$ -	\$ -	\$ -	0.00%
1200	Excess (Deficiency)	\$ -	\$ (501,381)	\$ 501,381	
0100	Fund Balance - Beginning Audited	\$ 4,463,810	\$ 4,463,810	\$ -	
3000	Fund Balance - Ending Un-Audited	\$ 4,463,810	\$ 3,962,429	\$ 501,381	

SUBJECT: Tax Levy Adjustments for the Month of May 2023
PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION

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

ADMINISTRATIVE CONSIDERATIONS

Tax roll adjustments due to corrections, rollbacks, homesteads, dropped years, etc., resulted in a net decrease of \$51,664. 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 \$456,376. The monthly fee for this service is \$6,584.

Attached is the May 2023 Tax Collection Report.

FUNDING SOURCE AND AMOUNT

Local Maintenance Levy Modification -\$43,986.
Debt Service Levy Modification -\$7,678.
Rollbacks \$0

RECOMMENDATION:

Information item only; no recommendation is required.

CONTACT PERSON (S)

Joel Garcia, Assistant Superintendent for Finance
Dora Garcia, Director for Budget and Finance
Fabiola Barberena, Accountant

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
MISSION C.I.S.D. TAXES COLLECTED FOR:
MAY 2023

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 2022/2023	COLLECTED 2021/2022
2022 TAX ROLL	31,332,080.80	29,280,106.40	-	(24,408.09)	2,027,566.31	93.52%	94.14%
2021 & PRIOR YRS ROLLBACK	4,331,743.31 30,298.57	1,199,562.41 101,103.27	(26,461.75) -	(181,467.32) 104,570.32	2,924,251.83 33,765.62	29.09% 74.96%	33.40% 32.73%
TOTALS	35,694,122.68	30,580,772.08	(26,461.75)	(101,305.09)	4,985,583.76		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF MAY 2023

	MISSION C.I.S.D.	MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	276,446.25	(30,680.28) CURRENT
CURRENT YEAR-P&I	33,973.42	
PRIOR YEARS-BASE TAX	55,138.66	(20,983.85) PRIOR
PRIOR YEARS-P&I	33,999.48	
ROLLBACK	41,656.65	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	15,161.42	- PURGED
TOTAL COLLECTIONS	456,375.88	(51,664.13)
LESS TRANSFERRED	229,838.90	
LESS IN TRANSIT	219,940.19	
LESS DUE TO HCAD COMM FEES	12.79	
LESS DUE TO CO TREASURER	6,584.00	
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 MAY IS CORRECT.

Pablo (Paul) Villarreal Jr.

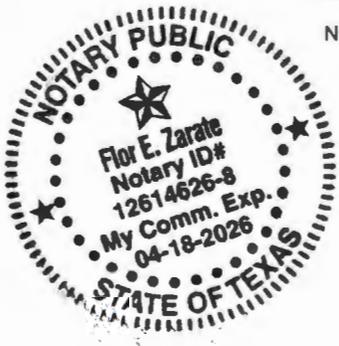
ASSESSOR-COLLECTOR OF TAXES FOR MISSION C.I.S.D., TEXAS



SWORN AND SUBSCRIBED BEFORE ME THIS 12TH DAY OF JUNE 2023 A.D.

Flor E. Zarate

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS



**PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
TAX COLLECTION REPORT
FOR THE MONTH OF MAY 2023**

<u>AD VALOREM - MISSION CISD</u>	<u>2022-2023</u>	<u>2021-2022</u>	<u>DIFFERENCE</u>
<u>2022 CURRENT</u>			
ORIGINAL LEVY	31,332,080.80	28,363,668.26	2,968,412.54
MODIFICATIONS	(24,408.09)	612,434.61	(636,842.70)
CURRENT LEVY	31,307,672.71	28,976,102.87	2,331,569.84
CURRENT COLLECTIONS THIS MONTH	276,446.25	306,729.17	(30,282.92)
CURRENT COLLECTIONS TO DATE	29,280,106.40	27,277,641.71	2,002,464.69
OUTSTANDING TO DATE	2,027,566.31	1,698,461.16	329,105.15
PERCENT COLLECTED/ORIGINAL	93.45%	96.17%	-2.72%
PERCENT COLLECTED/MODIFIED	93.52%	94.14%	-0.62%
TOTAL COLLECTIONS FISCAL YEAR	29,280,106.40	27,277,641.71	
<u>DELINQUENT</u>			
ORIGINAL LEVY	4,331,743.31	4,597,051.27	(265,307.96)
MODIFICATIONS	(207,929.07)	(160,762.34)	(47,166.73)
DELINQUENT LEVY	4,123,814.24	4,436,288.93	(312,474.69)
DELINQUENT COLLECTIONS THIS MONTH	55,138.66	142,809.30	(87,670.64)
DELINQUENT COLLECTIONS TO DATE	1,199,562.41	1,481,757.56	(282,195.15)
OUTSTANDING TO DATE	2,924,251.83	2,954,531.37	(30,279.54)
PERCENT COLLECTED/ORIGINAL	27.69%	32.23%	-4.54%
PERCENT COLLECTED/MODIFIED	29.09%	33.40%	-4.31%
TOTAL COLLECTIONS FISCAL YEAR	1,199,562.41	1,481,757.56	
<u>ROLLBACK</u>			
ORIGINAL LEVY	30,298.57	8,099.31	22,199.26
MODIFICATIONS	104,570.32	36,939.44	67,630.88
ROLLBACK LEVY	134,868.89	45,038.75	89,830.14
ROLLBACK COLLECTIONS THIS MONTH	41,656.65	2,746.11	38,910.54
ROLLBACK COLLECTIONS TO DATE	101,103.27	14,740.18	86,363.09
OUTSTANDING TO DATE	33,765.62	30,298.57	3,467.05
PERCENT COLLECTED/ORIGINAL	333.69%	181.99%	151.70%
PERCENT COLLECTED/MODIFIED	74.96%	32.73%	42.23%
TOTAL COLLECTIONS FISCAL YEAR	101,103.27	14,740.18	

PABLO (PAUL) VILLARREAL, JR. ASSR/COLL
MISSION CISD
TAX COLLECTION FOR: MAY 2023

48

REPORT DATE	CURR BASE	CURR P&I	CURR RB	CURR RB P/I	DEL BASE	DEL P&I	DEL RB	RB P&I	ATTY FEES	RB ATTY FEES	TOTAL	TOTAL M/O TRANSF.	TOTAL I/S TRANSF.	DIFF.	DATE TRANSF.
2-May	14,642.54	1,620.74			2,606.21	877.78			599.87		20,347.14			-	
3-May	11,479.85	1,309.73			7,662.55	6,423.40			969.87		27,845.40			27,845.40	
4-May	11,904.54	1,133.73			1,180.94	843.63			295.50		15,358.34	48,273.67	8,693.21	(41,608.54)	12-May
5-May	6,739.40	837.97			3,153.21	825.93			855.77		12,412.28			12,412.28	
8-May	5,966.69	702.31			9,259.70	6,634.03			2,155.99		24,718.72	32,310.80	4,820.20	(12,412.28)	15-May
9-May	6,823.12	861.62			3,921.74	1,017.15			687.35		13,310.98	11,438.94	1,872.04	-	16-May
10-May	3,021.28	288.05			537.93	166.53			295.67		4,309.46	3,703.89	605.57	-	17-May
11-May	5,945.15	738.26			1,578.06	2,613.47			438.80		11,313.74	9,186.69	2,127.05	-	18-May
11-May			8,191.23	-			17,175.82	-			25,367.05	21,666.01	3,701.04	-	18-May
12-May	10,609.20	1,347.54			2,294.63	819.74			450.40		15,521.51	13,260.33	2,261.18	-	19-May
13-May	(22,761.50)	(272.37)			(17,136.78)	(320.38)			(143.16)		(40,634.19)			(40,634.19)	
15-May	6,474.44	1,037.11			790.53	255.08			167.04		8,724.20			8,724.20	
16-May	7,471.73	917.02			4,586.54	1,295.16			886.50		15,156.95			15,156.95	
17-May	14,221.58	1,595.43			6,339.16	1,437.63			474.25		24,068.05	6,413.31	901.70	16,753.04	24-May
18-May	6,840.29	693.56			7,079.18	3,462.30			1,609.08		19,684.41	17,072.08	2,612.33	-	25-May
19-May	9,680.75	1,207.43			804.07	254.51			158.80		12,105.56	10,291.36	1,814.20	-	26-May
22-May	9,249.28	1,028.29			1,195.68	555.07			317.16		12,345.48	10,534.83	1,810.65	-	30-May
23-May	9,456.17	788.84			3,187.42	798.94			236.45		14,467.82	12,360.03	2,107.79	-	20731-May
24-May	20,752.65	2,488.36			5,752.79	1,820.66			678.14		31,492.60	26,889.67	4,602.93	-	1-Jun
25-May	13,156.99	1,654.22			2,257.33	730.84			426.85		18,226.23	15,540.26	2,685.97	-	2-Jun
25-May			5,243.70	-			11,045.90	-			16,289.60	13,913.13	2,376.47	-	2-Jun
26-May	4,620.29	478.06			1,671.27	504.36			326.34		7,600.32	6,511.33	1,088.99	-	5-Jun
30-May	41,158.18	4,826.93			1,352.28	712.74			871.07		48,921.20	41,620.59	7,300.61	-	7-Jun
31-May	78,993.63	8,690.59			5,064.22	2,270.91			2,403.68		97,423.03	82,992.71	14,417.53	12.79	12-Jun
											-			-	
											-			-	
											-			-	
											-			-	
											-			-	
TOTAL	276,446.25	33,973.42	13,434.93	0.00	55,138.66	33,999.48	28,221.72	0.00	15,161.42	0.00	456,375.88	383,979.63	65,799.46	6,596.79	

TOTAL COLLECTED	456,375.88
LESS REFFUNDS	0.00
LESS RENDITION PENALTY	12.79
LESS COMMISSION	6,584.00
BALANCE	449,779.09
LESS M&O TRANSFERRED	196,511.94
LESS I&S TRANSFERRED	33,326.96
LESS M&O TRANSFERS IN TRANSIT	187,467.69
LESS I&S TRANSFERS IN TRANSIT	32,472.50
BALANCE PENDING	0.00

**HIDALGO COUNTY TAX OFFICE
MISSION CISD**

MODIFICATIONS FOR THE MONTH OF MAY 2023

YR	RATE	M&O	%	ADJ	M&O	I&S	%	I&S
2022	1.113	0.9429	84.72%	(30,680.28)	(25,991.41)	0.1701	15.28%	(4,688.87)
2021	1.1332	0.9719	85.77%	(14,421.42)	(12,368.67)	0.1613	14.23%	(2,052.75)
2020	1.19930	1.02800	85.72%	(6,433.47)	(5,514.56)	0.1713	14.28%	(918.91)
2019	1.23955	1.06835	86.19%	(61.97)	(53.41)	0.1712	13.81%	(8.56)
2018	1.3398	1.1700	87.33%	(66.99)	(58.50)	0.1698	12.67%	(8.49)
2017	1.3502	1.1700	86.65%	-	0.00	0.1802	13.35%	0.00
2016	1.3582	1.1700	86.14%	-	0.00	0.1882	13.86%	0.00
2015	1.3672	1.1700	85.58%	-	0.00	0.1972	14.42%	0.00
2014	1.3300	1.1700	87.97%	-	0.00	0.1600	12.03%	0.00
2013	1.3000	1.1700	90.00%	-	0.00	0.1300	10.00%	0.00
2012	1.3000	1.1700	90.00%	-	0.00	0.1300	10.00%	0.00
2011	1.3000	1.1700	90.00%	-	0.00	0.1300	10.00%	0.00
2010	1.3000	1.0400	80.00%	-	0.00	0.2600	20.00%	0.00
2009	1.2800	1.0400	81.25%	-	0.00	0.2400	18.75%	0.00
2008	1.2400	1.0400	83.87%	-	0.00	0.2000	16.13%	0.00
2007	1.1800	1.0400	88.14%	-	0.00	0.1400	11.86%	0.00
2006	1.4574	1.3374	91.77%	-	0.00	0.1200	8.23%	0.00
2005	1.5632	1.4632	93.60%	-	0.00	0.1000	6.40%	0.00
2004	1.5691	1.4632	93.25%	-	0.00	0.1059	6.75%	0.00
2003	1.5841	1.4632	92.37%	-	0.00	0.1209	7.63%	0.00
2002	1.5841	1.4500	91.53%	-	0.00	0.1341	8.47%	0.00
2001	1.5341	1.4394	93.83%	-	0.00	0.0947	6.17%	0.00
TOTAL				(51,664.13)	(43,986.55)			(7,677.58)
					M&O			I&S
CURRENT				(30,680.28)	(25,991.41)			(4,688.87)
DELINQUENT				(20,983.85)	(17,995.14)			(2,988.71)
TOTAL				(51,664.13)	(43,986.55)			(7,677.58)

ROLLBACK MODIFICATIONS FOR THE MONTH OF MAY 2023

YR	RATE	M&O	%	ADJ	M&O	I&S	%	I&S
2022	1.113	0.9429	84.72%	-	0.00	0.1701	15.28%	0.00
2021	1.1332	0.9719	85.77%	-	0.00	0.1613	14.23%	0.00
2020	1.1993	1.0280	85.72%	-	0.00	0.1713	14.28%	0.00
2019	1.2396	1.0684	86.19%	-	0.00	0.1712	13.81%	0.00
2018	1.3398	1.1700	87.33%	-	0.00	0.1698	12.67%	0.00
2017	1.3502	1.1700	86.65%	-	0.00	0.1802	13.35%	0.00
TOTAL				0.00	0.00			0.00
					M&O			I&S
CURRENT				-	-			-
DELINQUENT				-	-			-
TOTAL				- 208	-			-

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2022	M & O	.942900	234,196.95	.00	28,781.25	.00	262,978.20	2,940.47	.00	.00	265,918.67
	I & S	.170100	42,249.30	.00	5,192.17	.00	47,441.47	.00	.00	.00	47,441.47
	TOTAL	1.113000	276,446.25	.00	33,973.42	.00	310,419.67	2,940.47	.00	.00	313,360.14
2021	M & O	.971900	19,218.70	.00	7,331.46	.00	26,550.16	5,771.55	.00	.00	32,321.71
	I & S	.161300	3,189.73	.00	1,216.66	.00	4,406.39	.00	.00	.00	4,406.39
	TOTAL	1.133200	22,408.43	.00	8,548.12	.00	30,956.55	5,771.55	.00	.00	36,728.10
2020	M & O	1.028000	3,602.94	.00	3,101.93	.00	6,704.87	1,760.97	.00	.00	8,465.84
	I & S	.171300	600.40	.00	516.86	.00	1,117.26	.00	.00	.00	1,117.26
	TOTAL	1.199300	4,203.34	.00	3,618.79	.00	7,822.13	1,760.97	.00	.00	9,583.10
2019	M & O	1.068350	8,076.34	.00	2,831.92	.00	10,908.26	1,071.90	.00	.00	11,980.16
	I & S	.171200	1,294.22	.00	453.81	.00	1,748.03	.00	.00	.00	1,748.03
	TOTAL	1.239550	9,370.56	.00	3,285.73	.00	12,656.29	1,071.90	.00	.00	13,728.19
2018	M & O	1.170000	3,696.68	.00	1,735.61	.00	5,432.29	608.37	.00	.00	6,040.66
	I & S	.169800	536.50	.00	251.89	.00	788.39	.00	.00	.00	788.39
	TOTAL	1.339800	4,233.18	.00	1,987.50	.00	6,220.68	608.37	.00	.00	6,829.05
2017	M & O	1.170000	1,883.98	.00	1,265.63	.00	3,149.61	473.45	.00	.00	3,623.06
	I & S	.180200	290.15	.00	194.96	.00	485.11	.00	.00	.00	485.11
	TOTAL	1.350200	2,174.13	.00	1,460.59	.00	3,634.72	473.45	.00	.00	4,108.17
2016	M & O	1.170000	2,098.65	.00	1,757.64	.00	3,856.29	637.47	.00	.00	4,493.76
	I & S	.188200	337.59	.00	282.75	.00	620.34	.00	.00	.00	620.34
	TOTAL	1.358200	2,436.24	.00	2,040.39	.00	4,476.63	637.47	.00	.00	5,114.10
2015	M & O	1.170000	1,598.00	.00	950.31	.00	2,548.31	167.55	.00	.00	2,715.86
	I & S	.197200	269.34	.00	160.19	.00	429.53	.00	.00	.00	429.53
	TOTAL	1.367200	1,867.34	.00	1,110.50	.00	2,977.84	167.55	.00	.00	3,145.39
2014	M & O	1.170000	641.93	.00	566.91	.00	1,208.84	144.42	.00	.00	1,353.26
	I & S	.160000	87.79	.00	77.52	.00	165.31	.00	.00	.00	165.31
	TOTAL	1.330000	729.72	.00	644.43	.00	1,374.15	144.42	.00	.00	1,518.57
2013	M & O	1.170000	1,137.12	.00	1,020.16	.00	2,157.28	178.68	.00	.00	2,335.96
	I & S	.130000	126.34	.00	113.35	.00	239.69	.00	.00	.00	239.69
	TOTAL	1.300000	1,263.46	.00	1,133.51	.00	2,396.97	178.68	.00	.00	2,575.65
2012	M & O	1.170000	629.54	.00	671.88	.00	1,301.42	133.11	.00	.00	1,434.53
	I & S	.130000	69.95	.00	74.66	.00	144.61	.00	.00	.00	144.61
	TOTAL	1.300000	699.49	.00	746.54	.00	1,446.03	133.11	.00	.00	1,579.14
2011	M & O	1.170000	302.75	.00	300.90	.00	603.65	42.88	.00	.00	646.53
	I & S	.130000	33.64	.00	33.43	.00	67.07	.00	.00	.00	67.07
	TOTAL	1.300000	336.39	.00	334.33	.00	670.72	42.88	.00	.00	713.60

209

06/06/2023 08:29:24 4292949
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 05/01/2023 THRU 05/31/2023
 JURISDICTION: 0048 MISSION CISD

PAGE: 89
 EXCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2010	M & O	1.040000	294.87	.00	329.35	.00	624.22	54.66	.00	.00	678.88
	I & S	.260000	73.72	.00	82.34	.00	156.06	.00	.00	.00	156.06
	TOTAL	1.300000	368.59	.00	411.69	.00	780.28	54.66	.00	.00	834.94
2009	M & O	1.040000	277.98	.00	316.04	.00	594.02	40.17	.00	.00	634.19
	I & S	.240000	64.15	.00	72.93	.00	137.08	.00	.00	.00	137.08
	TOTAL	1.280000	342.13	.00	388.97	.00	731.10	40.17	.00	.00	771.27
2008	M & O	1.040000	80.29	.00	146.93	.00	227.22	40.64	.00	.00	267.86
	I & S	.200000	15.44	.00	28.26	.00	43.70	.00	.00	.00	43.70
	TOTAL	1.240000	95.73	.00	175.19	.00	270.92	40.64	.00	.00	311.56
2007	M & O	1.040000	370.15	.00	475.09	.00	845.24	53.71	.00	.00	898.95
	I & S	.140000	49.83	.00	63.95	.00	113.78	.00	.00	.00	113.78
	TOTAL	1.180000	419.98	.00	539.04	.00	959.02	53.71	.00	.00	1,012.73
2006	M & O	1.337400	378.59	.00	519.84	.00	898.43	46.98	.00	.00	945.41
	I & S	.120000	33.97	.00	46.64	.00	80.61	.00	.00	.00	80.61
	TOTAL	1.457400	412.56	.00	566.48	.00	979.04	46.98	.00	.00	1,026.02
2005	M & O	1.463200	420.14	.00	658.78	.00	1,078.92	112.95	.00	.00	1,191.87
	I & S	.100000	28.71	.00	45.02	.00	73.73	.00	.00	.00	73.73
	TOTAL	1.563200	448.85	.00	703.80	.00	1,152.65	112.95	.00	.00	1,265.60
2004	M & O	1.463200	675.60	.00	1,004.72	.00	1,680.32	142.25	.00	.00	1,822.57
	I & S	.105900	48.89	.00	72.71	.00	121.60	.00	.00	.00	121.60
	TOTAL	1.569100	724.49	.00	1,077.43	.00	1,801.92	142.25	.00	.00	1,944.17
2003	M & O	1.463200	623.14	.00	1,028.94	.00	1,652.08	155.46	.00	.00	1,807.54
	I & S	.120900	51.49	.00	85.03	.00	136.52	.00	.00	.00	136.52
	TOTAL	1.584100	674.63	.00	1,113.97	.00	1,788.60	155.46	.00	.00	1,944.06
2002	M & O	1.450000	737.43	.00	1,386.73	.00	2,124.16	231.95	.00	.00	2,356.11
	I & S	.134100	68.20	.00	128.25	.00	196.45	.00	.00	.00	196.45
	TOTAL	1.584100	805.63	.00	1,514.98	.00	2,320.61	231.95	.00	.00	2,552.56
2001	M & O	1.439400	324.63	.00	594.66	.00	919.29	84.21	.00	.00	1,003.50
	I & S	.094700	21.36	.00	39.12	.00	60.48	.00	.00	.00	60.48
	TOTAL	1.534100	345.99	.00	633.78	.00	979.77	84.21	.00	.00	1,063.98
2000	M & O	1.400000	250.15	.00	485.51	.00	735.66	70.31	.00	.00	805.97
	I & S	.134100	23.96	.00	46.50	.00	70.46	.00	.00	.00	70.46
	TOTAL	1.534100	274.11	.00	532.01	.00	806.12	70.31	.00	.00	876.43
1999	M & O	1.420800	61.94	.00	127.65	.00	189.59	18.01	.00	.00	207.60
	I & S	.084200	3.67	.00	7.57	.00	11.24	.00	.00	.00	11.24
	TOTAL	1.505000	65.61	.00	135.22	.00	200.83	18.01	.00	.00	218.84

210

06/06/2023 08:29:24 4292949
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 05/01/2023 THRU 05/31/2023
 JURISDICTION: 0048 MISSION CISD

PAGE: 90
 EXCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
1992	M & O	.250000	116.60	.00	338.24	.00	454.84	89.66	.00	.00	544.50
	I & S	.230000	107.28	.00	311.19	.00	418.47	.00	.00	.00	418.47
	TOTAL	.480000	223.88	.00	649.43	.00	873.31	89.66	.00	.00	962.97
1991	M & O	.230000	102.64	.00	310.05	.00	412.69	89.64	.00	.00	502.33
	I & S	.250000	111.56	.00	337.01	.00	448.57	.00	.00	.00	448.57
	TOTAL	.480000	214.20	.00	647.06	.00	861.26	89.64	.00	.00	950.90
ALL	M & O		281,797.73	.00	58,038.13	.00	339,835.86	15,161.42	.00	.00	354,997.28
ALL	I & S		,49,787.18	.00	9,934.77	.00	59,721.95	.00	.00	.00	59,721.95
ALL	TOTAL		331,584.91	.00	67,972.90	.00	399,557.81	15,161.42	.00	.00	414,719.23
DLQ	M & O		47,600.78	.00	29,256.88	.00	76,857.66	12,220.95	.00	.00	89,078.61
DLQ	I & S		,7,537.88	.00	4,742.60	.00	12,280.48	.00	.00	.00	12,280.48
DLQ	TOTAL		55,138.66	.00	33,999.48	.00	89,138.14	12,220.95	.00	.00	101,359.09
CURR	M & O		234,196.95	.00	28,781.25	.00	262,978.20	2,940.47	.00	.00	265,918.67
CURR	I & S		42,249.30	.00	5,192.17	.00	47,441.47	.00	.00	.00	47,441.47
CURR	TOTAL		276,446.25	.00	33,973.42	.00	310,419.67	2,940.47	.00	.00	313,360.14

06/05/2023 17:51:48 4292785
 TC298 D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 05/01/2023 THRU 05/31/2023
 JURISDICTION: 0048 MISSION CISD

AG ROLLBACK ONLY PAGE: 17

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2022	M & O	.942900	11,381.66	.00	.00	.00	11,381.66	.00	.00	.00	11,381.66
	I & S	.170100	2,053.27	.00	.00	.00	2,053.27	.00	.00	.00	2,053.27
	TOTAL	1.113000	13,434.93	.00	.00	.00	13,434.93	.00	.00	.00	13,434.93
2021	M & O	.971900	11,764.31	.00	.00	.00	11,764.31	.00	.00	.00	11,764.31
	I & S	.161300	1,952.45	.00	.00	.00	1,952.45	.00	.00	.00	1,952.45
	TOTAL	1.133200	13,716.76	.00	.00	.00	13,716.76	.00	.00	.00	13,716.76
2020	M & O	1.028000	12,433.17	.00	.00	.00	12,433.17	.00	.00	.00	12,433.17
	I & S	.171300	2,071.79	.00	.00	.00	2,071.79	.00	.00	.00	2,071.79
	TOTAL	1.199300	14,504.96	.00	.00	.00	14,504.96	.00	.00	.00	14,504.96
ALL	M & O		35,579.14	.00	.00	.00	35,579.14	.00	.00	.00	35,579.14
ALL	I & S		6,077.51	.00	.00	.00	6,077.51	.00	.00	.00	6,077.51
ALL	TOTAL		41,656.65	.00	.00	.00	41,656.65	.00	.00	.00	41,656.65
DLQ	M & O		24,197.48	.00	.00	.00	24,197.48	.00	.00	.00	24,197.48
DLQ	I & S		4,024.24	.00	.00	.00	4,024.24	.00	.00	.00	4,024.24
DLQ	TOTAL		28,221.72	.00	.00	.00	28,221.72	.00	.00	.00	28,221.72
CURR	M & O		11,381.66	.00	.00	.00	11,381.66	.00	.00	.00	11,381.66
CURR	I & S		2,053.27	.00	.00	.00	2,053.27	.00	.00	.00	2,053.27
CURR	TOTAL		13,434.93	.00	.00	.00	13,434.93	.00	.00	.00	13,434.93

06/06/2023 08:28:33 4292946
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 05/01/2023 THRU 05/31/2023
 JURISDICTION: 0048 MISSION CISD

PAGE: 88
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2022	M & O	.942900	245,578.61	.00	28,781.25	.00	274,359.86	2,940.47	.00	.00	277,300.33
	I & S	.170100	44,302.57	.00	5,192.17	.00	49,494.74	.00	.00	.00	49,494.74
	TOTAL	1.113000	289,881.18	.00	33,973.42	.00	323,854.60	2,940.47	.00	.00	326,795.07
2021	M & O	.971900	30,983.01	.00	7,331.46	.00	38,314.47	5,771.55	.00	.00	44,086.02
	I & S	.161300	5,142.18	.00	1,216.66	.00	6,358.84	.00	.00	.00	6,358.84
	TOTAL	1.133200	36,125.19	.00	8,548.12	.00	44,673.31	5,771.55	.00	.00	50,444.86
2020	M & O	1.028000	16,036.11	.00	3,101.93	.00	19,138.04	1,760.97	.00	.00	20,899.01
	I & S	.171300	2,672.19	.00	516.86	.00	3,189.05	.00	.00	.00	3,189.05
	TOTAL	1.199300	18,708.30	.00	3,618.79	.00	22,327.09	1,760.97	.00	.00	24,088.06
2019	M & O	1.068350	8,076.34	.00	2,831.92	.00	10,908.26	1,071.90	.00	.00	11,980.16
	I & S	.171200	1,294.22	.00	453.81	.00	1,748.03	.00	.00	.00	1,748.03
	TOTAL	1.239550	9,370.56	.00	3,285.73	.00	12,656.29	1,071.90	.00	.00	13,728.19
2018	M & O	1.170000	3,696.68	.00	1,735.61	.00	5,432.29	608.37	.00	.00	6,040.66
	I & S	.169800	536.50	.00	251.89	.00	788.39	.00	.00	.00	788.39
	TOTAL	1.339800	4,233.18	.00	1,987.50	.00	6,220.68	608.37	.00	.00	6,829.05
2017	M & O	1.170000	1,883.98	.00	1,265.63	.00	3,149.61	473.45	.00	.00	3,623.06
	I & S	.180200	290.15	.00	194.96	.00	485.11	.00	.00	.00	485.11
	TOTAL	1.350200	2,174.13	.00	1,460.59	.00	3,634.72	473.45	.00	.00	4,108.17
2016	M & O	1.170000	2,098.65	.00	1,757.64	.00	3,856.29	637.47	.00	.00	4,493.76
	I & S	.188200	337.59	.00	282.75	.00	620.34	.00	.00	.00	620.34
	TOTAL	1.358200	2,436.24	.00	2,040.39	.00	4,476.63	637.47	.00	.00	5,114.10
2015	M & O	1.170000	1,598.00	.00	950.31	.00	2,548.31	167.55	.00	.00	2,715.86
	I & S	.197200	269.34	.00	160.19	.00	429.53	.00	.00	.00	429.53
	TOTAL	1.367200	1,867.34	.00	1,110.50	.00	2,977.84	167.55	.00	.00	3,145.39
2014	M & O	1.170000	641.93	.00	566.91	.00	1,208.84	144.42	.00	.00	1,353.26
	I & S	.160000	87.79	.00	77.52	.00	165.31	.00	.00	.00	165.31
	TOTAL	1.330000	729.72	.00	644.43	.00	1,374.15	144.42	.00	.00	1,518.57
2013	M & O	1.170000	1,137.12	.00	1,020.16	.00	2,157.28	178.68	.00	.00	2,335.96
	I & S	.130000	126.34	.00	113.35	.00	239.69	.00	.00	.00	239.69
	TOTAL	1.300000	1,263.46	.00	1,133.51	.00	2,396.97	178.68	.00	.00	2,575.65
2012	M & O	1.170000	629.54	.00	671.88	.00	1,301.42	133.11	.00	.00	1,434.53
	I & S	.130000	69.95	.00	74.66	.00	144.61	.00	.00	.00	144.61
	TOTAL	1.300000	699.49	.00	746.54	.00	1,446.03	133.11	.00	.00	1,579.14
2011	M & O	1.170000	302.75	.00	300.90	.00	603.65	42.88	.00	.00	646.53
	I & S	.130000	33.64	.00	33.43	.00	67.07	.00	.00	.00	67.07
	TOTAL	1.300000	336.39	.00	334.33	.00	670.72	42.88	.00	.00	713.60

213

06/06/2023 08:28:33 4292946
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 05/01/2023 THRU 05/31/2023
 JURISDICTION: 0048 MISSION CISD

PAGE: 89
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2010	M & O	1.040000	294.87	.00	329.35	.00	624.22	54.66	.00	.00	678.88
	I & S	.260000	73.72	.00	82.34	.00	156.06	.00	.00	.00	156.06
	TOTAL	1.300000	368.59	.00	411.69	.00	780.28	54.66	.00	.00	834.94
2009	M & O	1.040000	277.98	.00	316.04	.00	594.02	40.17	.00	.00	634.19
	I & S	.240000	64.15	.00	72.93	.00	137.08	.00	.00	.00	137.08
	TOTAL	1.280000	342.13	.00	388.97	.00	731.10	40.17	.00	.00	771.27
2008	M & O	1.040000	80.29	.00	146.93	.00	227.22	40.64	.00	.00	267.86
	I & S	.200000	15.44	.00	28.26	.00	43.70	.00	.00	.00	43.70
	TOTAL	1.240000	95.73	.00	175.19	.00	270.92	40.64	.00	.00	311.56
2007	M & O	1.040000	370.15	.00	475.09	.00	845.24	53.71	.00	.00	898.95
	I & S	.140000	49.83	.00	63.95	.00	113.78	.00	.00	.00	113.78
	TOTAL	1.180000	419.98	.00	539.04	.00	959.02	53.71	.00	.00	1,012.73
2006	M & O	1.337400	378.59	.00	519.84	.00	898.43	46.98	.00	.00	945.41
	I & S	.120000	33.97	.00	46.64	.00	80.61	.00	.00	.00	80.61
	TOTAL	1.457400	412.56	.00	566.48	.00	979.04	46.98	.00	.00	1,026.02
2005	M & O	1.463200	420.14	.00	658.78	.00	1,078.92	112.95	.00	.00	1,191.87
	I & S	.100000	28.71	.00	45.02	.00	73.73	.00	.00	.00	73.73
	TOTAL	1.563200	448.85	.00	703.80	.00	1,152.65	112.95	.00	.00	1,265.60
2004	M & O	1.463200	675.60	.00	1,004.72	.00	1,680.32	142.25	.00	.00	1,822.57
	I & S	.105900	48.89	.00	72.71	.00	121.60	.00	.00	.00	121.60
	TOTAL	1.569100	724.49	.00	1,077.43	.00	1,801.92	142.25	.00	.00	1,944.17
2003	M & O	1.463200	623.14	.00	1,028.94	.00	1,652.08	155.46	.00	.00	1,807.54
	I & S	.120900	51.49	.00	85.03	.00	136.52	.00	.00	.00	136.52
	TOTAL	1.584100	674.63	.00	1,113.97	.00	1,788.60	155.46	.00	.00	1,944.06
2002	M & O	1.450000	737.43	.00	1,386.73	.00	2,124.16	231.95	.00	.00	2,356.11
	I & S	.134100	68.20	.00	128.25	.00	196.45	.00	.00	.00	196.45
	TOTAL	1.584100	805.63	.00	1,514.98	.00	2,320.61	231.95	.00	.00	2,552.56
2001	M & O	1.439400	324.63	.00	594.66	.00	919.29	84.21	.00	.00	1,003.50
	I & S	.094700	21.36	.00	39.12	.00	60.48	.00	.00	.00	60.48
	TOTAL	1.534100	345.99	.00	633.78	.00	979.77	84.21	.00	.00	1,063.98
2000	M & O	1.400000	250.15	.00	485.51	.00	735.66	70.31	.00	.00	805.97
	I & S	.134100	23.96	.00	46.50	.00	70.46	.00	.00	.00	70.46
	TOTAL	1.534100	274.11	.00	532.01	.00	806.12	70.31	.00	.00	876.43
1999	M & O	1.420800	61.94	.00	127.65	.00	189.59	18.01	.00	.00	207.60
	I & S	.084200	3.67	.00	7.57	.00	11.24	.00	.00	.00	11.24
	TOTAL	1.505000	65.61	.00	135.22	.00	200.83	18.01	.00	.00	218.84

06/06/2023 08:28:33 4292946
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 05/01/2023 THRU 05/31/2023
 JURISDICTION: 0048 MISSION CISD

PAGE: 90
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
1992	M & O	.250000	116.60	.00	338.24	.00	454.84	89.66	.00	.00	544.50
	I & S	.230000	107.28	.00	311.19	.00	418.47	.00	.00	.00	418.47
	TOTAL	.480000	223.88	.00	649.43	.00	873.31	89.66	.00	.00	962.97
1991	M & O	.230000	102.64	.00	310.05	.00	412.69	89.64	.00	.00	502.33
	I & S	.250000	111.56	.00	337.01	.00	448.57	.00	.00	.00	448.57
	TOTAL	.480000	214.20	.00	647.06	.00	861.26	89.64	.00	.00	950.90
ALL	M & O		317,376.87	.00	58,038.13	.00	375,415.00	15,161.42	.00	.00	390,576.42
ALL	I & S		55,864.69	.00	9,934.77	.00	65,799.46	.00	.00	.00	65,799.46
ALL	TOTAL		373,241.56	.00	67,972.90	.00	441,214.46	15,161.42	.00	.00	456,375.88
DLQ	M & O		71,798.26	.00	29,256.88	.00	101,055.14	12,220.95	.00	.00	113,276.09
DLQ	I & S		11,562.12	.00	4,742.60	.00	16,304.72	.00	.00	.00	16,304.72
DLQ	TOTAL		83,360.38	.00	33,999.48	.00	117,359.86	12,220.95	.00	.00	129,580.81
CURR	M & O		245,578.61	.00	28,781.25	.00	274,359.86	2,940.47	.00	.00	277,300.33
CURR	I & S		44,302.57	.00	5,192.17	.00	49,494.74	.00	.00	.00	49,494.74
CURR	TOTAL		289,881.18	.00	33,973.42	.00	323,854.60	2,940.47	.00	.00	326,795.07

FISCAL START: 07/01/2022 END: 06/30/2023 JURISDICTION: 0048 MISSION CISD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	2,869,114,178	1,372,837	2,870,487,015	01.113000	31,307,672.71	23,781

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2022	31,332,080.80	30,680.28-	24,408.09-	276,446.25	29,280,106.40	2,027,566.31	93.52	0.00
2021	1,488,893.45	14,421.42-	122,106.20-	22,408.43	733,879.93	632,907.32	53.69	0.00
2020	556,262.58	6,433.47-	53,121.45-	4,203.34	170,351.83	332,789.30	33.86	0.00
2019	368,583.48	61.97-	1,777.24-	9,370.56	124,158.77	242,647.47	33.85	0.00
2018	250,722.27	66.99-	4,462.43-	4,233.18	57,623.86	188,635.98	23.40	0.00
2017	197,106.98	.00	17,637.44-	2,174.13	33,966.17	145,503.37	18.93	0.00
2016	157,749.31	.00	2,459.53-	2,436.24	21,548.50	133,741.28	13.88	0.00
2015	132,716.63	.00	374.15-	1,867.34	14,114.07	118,228.41	10.66	0.00
2014	116,629.45	.00	196.07-	729.72	8,590.14	107,843.24	7.38	0.00
2013	102,397.49	.00	114.13-	1,263.46	8,489.56	93,793.80	8.30	0.00
2012	98,527.46	.00	121.55-	699.49	4,641.01	93,764.90	4.72	0.00
2011	91,176.06	.00	126.57-	336.39	3,482.52	87,566.97	3.82	0.00
2010	84,961.54	.00	0.00	368.59	2,470.40	82,491.14	2.91	0.00
2009	88,676.21	.00	0.00	342.13	2,860.07	85,816.14	3.23	0.00
2008	86,440.93	.00	0.00	95.73	2,264.92	84,176.01	2.62	0.00
2007	72,286.80	.00	0.00	419.98	1,734.36	70,552.44	2.40	0.00
2006	71,093.88	.00	0.00	412.56	2,039.20	69,054.68	2.87	0.00
2005	65,685.76	.00	0.00	448.85	2,275.92	63,409.84	3.46	0.00
2004	59,922.84	.00	0.00	724.49	1,513.79	58,409.05	2.53	0.00
2003	41,945.93	.00	0.00	674.63	988.27	40,957.66	2.36	0.00
2002	41,419.81	.00	0.00	805.63	889.50	40,530.31	2.15	0.00
2001	158,544.45	.00	5,432.31-	1,123.79	1,679.62	151,432.52	1.10	0.00
****	35,663,824.11	51,664.13-	232,337.16-	331,584.91	30,479,668.81	4,951,818.14		0.00
CURR	31,332,080.80	30,680.28-	24,408.09-	276,446.25	29,280,106.40	2,027,566.31		0.00
DEIQ	4,331,743.31	20,983.85-	207,929.07-	55,138.66	1,199,562.41	2,924,251.83		0.00

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 05/01/2023 TO 05/31/2023

FISCAL START: 07/01/2022 END: 06/30/2023 JURISDICTION: 0048 MISSION CISD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	0	0	0 0	01.113000	26,216.53	4

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2022	0.00	.00	26,216.53	13,434.93	13,434.93	12,781.60	51.25	0.00
2021	0.00	.00	31,691.56	13,716.76	23,935.72	7,755.84	75.53	0.00
2020	9,010.29	.00	34,516.33	14,504.96	35,316.49	8,210.13	81.14	0.00
2019	10,966.81	.00	12,145.90	0.00	21,454.53	1,658.18	92.83	0.00
2018	8,598.90	.00	0.00	0.00	6,961.60	1,637.30	80.96	0.00
2017	1,722.57	.00	0.00	0.00	0.00	1,722.57		0.00
****	30,298.57	.00	104,570.32	41,656.65	101,103.27	33,765.62		0.00
CURR	0.00	.00	26,216.53	13,434.93	13,434.93	12,781.60		0.00
DELQ	30,298.57	.00	78,353.79	28,221.72	87,668.34	20,984.02		0.00

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 05/01/2023 TO 05/31/2023

FISCAL START: 07/01/2022 END: 06/30/2023 JURISDICTION: 0048 MISSION CISD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	2,869,114,178	1,372,837	2,870,487,015	01.113000	31,333,889.24	23,785
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YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
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2022	31,332,080.80	30,680.28-	1,808.44	289,881.18	29,293,541.33	2,040,347.91	93.49	0.00
2021	1,488,893.45	14,421.42-	90,414.64-	36,125.19	757,815.65	640,663.16	54.19	0.00
2020	565,272.87	6,433.47-	18,605.12-	18,708.30	205,668.32	340,999.43	37.62	0.00
2019	379,550.29	61.97-	10,368.66	9,370.56	145,613.30	244,305.65	37.34	0.00
2018	259,321.17	66.99-	4,462.43-	4,233.18	64,585.46	190,273.28	25.34	0.00
2017	198,829.55	.00	17,637.44-	2,174.13	33,966.17	147,225.94	18.75	0.00
2016	157,749.31	.00	2,459.53-	2,436.24	21,548.50	133,741.28	13.88	0.00
2015	132,716.63	.00	374.15-	1,867.34	14,114.07	118,228.41	10.66	0.00
2014	116,629.45	.00	196.07-	729.72	8,590.14	107,843.24	7.38	0.00
2013	102,397.49	.00	114.13-	1,263.46	8,489.56	93,793.80	8.30	0.00
2012	98,527.46	.00	121.55-	699.49	4,641.01	93,764.90	4.72	0.00
2011	91,176.06	.00	126.57-	336.39	3,482.52	87,566.97	3.82	0.00
2010	84,961.54	.00	0.00	368.59	2,470.40	82,491.14	2.91	0.00
2009	88,676.21	.00	0.00	342.13	2,860.07	85,816.14	3.23	0.00
2008	86,440.93	.00	0.00	95.73	2,264.92	84,176.01	2.62	0.00
2007	72,286.80	.00	0.00	419.98	1,734.36	70,552.44	2.40	0.00
2006	71,093.88	.00	0.00	412.56	2,039.20	69,054.68	2.87	0.00
2005	65,685.76	.00	0.00	448.85	2,275.92	63,409.84	3.46	0.00
2004	59,922.84	.00	0.00	724.49	1,513.79	58,409.05	2.53	0.00
2003	41,945.93	.00	0.00	674.63	988.27	40,957.66	2.36	0.00
2002	41,419.81	.00	0.00	805.63	889.50	40,530.31	2.15	0.00
2001	158,544.45	.00	5,432.31-	1,123.79	1,679.62	151,432.52	1.10	0.00
****	35,694,122.68	51,664.13-	127,766.84-	373,241.56	30,580,772.08	4,985,583.76		0.00
CURR	31,332,080.80	30,680.28-	1,808.44	289,881.18	29,293,541.33	2,040,347.91		0.00
DELQ	4,362,041.88	20,983.85-	129,575.28-	83,360.38	1,287,230.75	2,945,235.85		0.00

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 05/01/2023 TO 05/31/2023

JURISDICTION: 0048 MISSION CISD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	2,869,114,178	1,372,837	2,870,487,015	1.113000	31,307,672.71	23,781
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YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLI. %	YTD UNCOLL
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2022	31,332,080.80	30,680.28-	24,408.09-	276,446.25	29,280,106.40	2,027,566.31	93.52	0.00
	ADJUSTMENT REFUNDS	24,770.93-	124,508.40-					
2021	1,488,893.45	14,421.42-	122,106.20-	22,408.43	733,879.93	632,907.32	53.69	0.00
	ADJUSTMENT REFUNDS	10,901.46-	113,277.66-					
2020	556,262.58	6,433.47-	53,121.45-	4,203.34	170,351.83	332,789.30	33.86	0.00
	ADJUSTMENT REFUNDS	6,296.30-	51,971.91-					
2019	368,583.48	61.97-	1,777.24-	9,370.56	124,158.77	242,647.47	33.85	0.00
	ADJUSTMENT REFUNDS	61.97-	1,385.02-					
2018	250,722.27	66.99-	4,462.43-	4,233.18	57,623.86	188,635.98	23.40	0.00
	ADJUSTMENT REFUNDS	66.99-	4,499.34-					
2017	197,106.98	.00	17,637.44-	2,174.13	33,966.17	145,503.37	18.93	0.00
2016	157,749.31	.00	2,459.53-	2,436.24	21,548.50	133,741.28	13.88	0.00
2015	132,716.63	.00	374.15-	1,867.34	14,114.07	118,228.41	10.66	0.00
2014	116,629.45	.00	196.07-	729.72	8,590.14	107,843.24	7.38	0.00
2013	102,397.49	.00	114.13-	1,263.46	8,489.56	93,793.80	8.30	0.00
2012	98,527.46	.00	121.55-	699.49	4,641.01	93,764.90	4.72	0.00
2011	91,176.06	.00	126.57-	336.39	3,482.52	87,566.97	3.82	0.00
2010	84,961.54	.00	0.00	368.59	2,470.40	82,491.14	2.91	0.00
2009	88,676.21	.00	0.00	342.13	2,860.07	85,816.14	3.23	0.00
2008	86,440.93	.00	0.00	95.73	2,264.92	84,176.01	2.62	0.00
2007	72,286.80	.00	0.00	419.98	1,734.36	70,552.44	2.40	0.00
2006	71,093.88	.00	0.00	412.56	2,039.20	69,054.68	2.87	0.00
2005	65,685.76	.00	0.00	448.85	2,275.92	63,409.84	3.46	0.00
2004	59,922.84	.00	0.00	724.49	1,513.79	58,409.05	2.53	0.00
2003	41,945.93	.00	0.00	674.63	988.27	40,957.66	2.36	0.00
2002	41,419.81	.00	0.00	805.63	889.50	40,530.31	2.15	0.00
2001	158,544.45	.00	5,432.31-	1,123.79	1,679.62	151,432.52	1.10	0.00
****	35,663,824.11	51,664.13-	232,337.16-	331,584.91	30,479,668.81	4,951,818.14		0.00
	ADJUSTMENT REFUNDS	42,097.65-	295,642.33-					

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 05/01/2023 TO 05/31/2023

JURISDICTION: 0048 MISSION CUSD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
	-----	-----	-----	-----	-----	-----
CURRENT YEAR	0	0	0	1.113000	26,216.53	4
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YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL

2022	0.00	26,216.53	26,216.53	13,434.93	13,434.93	12,781.60	51.25	0.00
ADJUSTMENT REFUNDS		24,770.93-	124,508.40-					
2021	0.00	29,455.34	31,691.56	21,699.50	23,935.72	7,755.84	75.53	0.00
ADJUSTMENT REFUNDS		10,901.46-	113,277.66-					
2020	9,010.29	32,795.47	34,516.33	24,585.34	35,316.49	8,210.13	81.14	0.00
ADJUSTMENT REFUNDS		6,296.30-	51,971.91-					
2019	10,966.81	10,370.10	12,145.90	10,370.10	21,454.53	1,658.18	92.83	0.00
ADJUSTMENT REFUNDS		61.97-	1,385.02-					
2018	8,598.90	.00	0.00	0.00	6,961.60	1,637.30	80.96	0.00
ADJUSTMENT REFUNDS		66.99-	4,499.34-					
2017	1,722.57	.00	0.00	0.00	0.00	1,722.57		0.00
****	30,298.57	98,837.44	104,570.32	70,089.87	101,103.27	33,765.62		0.00
ADJUSTMENT REFUNDS		42,097.65-	295,642.33-					

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 05/01/2023 TO 05/31/2023

JURISDICTION: 0048 MISSION CISD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	2,869,114,178	1,372,837	2,870,487,015	1.113000	31,333,889.24	23,785

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2022	31,332,080.80	30,680.28-	1,808.44	289,881.18	29,293,541.33	2,040,347.91	93.49	0.00
	ADJUSTMENT REFUNDS	24,770.93-	124,508.40-					
2021	1,488,893.45	14,421.42-	90,414.64-	36,125.19	757,815.65	640,663.16	54.19	0.00
	ADJUSTMENT REFUNDS	10,901.46-	113,277.66-					
2020	565,272.87	6,433.47-	18,605.12-	18,708.30	205,668.32	340,999.43	37.62	0.00
	ADJUSTMENT REFUNDS	6,296.30-	51,971.91-					
2019	379,550.29	61.97-	10,368.66	9,370.56	145,613.30	244,305.65	37.34	0.00
	ADJUSTMENT REFUNDS	61.97-	1,385.02-					
2018	259,321.17	66.99-	4,462.43-	4,233.18	64,585.46	190,273.28	25.34	0.00
	ADJUSTMENT REFUNDS	66.99-	4,499.34-					
2017	198,829.55	.00	17,637.44-	2,174.13	33,966.17	147,225.94	18.75	0.00
2016	157,749.31	.00	2,459.53-	2,436.24	21,548.50	133,741.28	13.88	0.00
2015	132,716.63	.00	374.15-	1,867.34	14,114.07	118,228.41	10.66	0.00
2014	116,629.45	.00	196.07-	729.72	8,590.14	107,843.24	7.38	0.00
2013	102,397.49	.00	114.13-	1,263.46	8,489.56	93,793.80	8.30	0.00
2012	98,527.46	.00	121.55-	699.49	4,641.01	93,764.90	4.72	0.00
2011	91,176.06	.00	126.57-	336.39	3,482.52	87,566.97	3.82	0.00
2010	84,961.54	.00	0.00	368.59	2,470.40	82,491.14	2.91	0.00
2009	88,676.21	.00	0.00	342.13	2,860.07	85,816.14	3.23	0.00
2008	86,440.93	.00	0.00	95.73	2,264.92	84,176.01	2.62	0.00
2007	72,286.80	.00	0.00	419.98	1,734.36	70,552.44	2.40	0.00
2006	71,093.88	.00	0.00	412.56	2,039.20	69,054.68	2.87	0.00
2005	65,685.76	.00	0.00	448.85	2,275.92	63,409.84	3.46	0.00
2004	59,922.84	.00	0.00	724.49	1,513.79	58,409.05	2.53	0.00
2003	41,945.93	.00	0.00	674.63	988.27	40,957.66	2.36	0.00
2002	41,419.81	.00	0.00	805.63	889.50	40,530.31	2.15	0.00
2001	158,544.45	.00	5,432.31-	1,123.79	1,679.62	151,432.52	1.10	0.00
****	35,694,122.68	51,664.13-	127,766.84-	373,241.56	30,580,772.08	4,985,583.76		0.00
	ADJUSTMENT REFUNDS	42,097.65-	295,642.33-					

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2022	M & O	.942900	24,805,221.83	.00	178,121.61	.00	24,983,343.44	4,873.52	.00	.00	24,988,216.96
	I & S	.170100	4,474,884.57	.00	32,133.28	.00	4,507,017.85	.00	.00	.00	4,507,017.85
	TOTAL	1.113000	29,280,106.40	.00	210,254.89	.00	29,490,361.29	4,873.52	.00	.00	29,495,234.81
2021	M & O	.971900	629,418.40	.00	142,921.13	.00	772,339.53	135,186.72	.00	.00	907,526.25
	I & S	.161300	104,461.53	.00	23,719.67	.00	128,181.20	.00	.00	.00	128,181.20
	TOTAL	1.133200	733,879.93	.00	166,640.80	.00	900,520.73	135,186.72	.00	.00	1,035,707.45
2020	M & O	1.028000	146,020.05	.00	60,739.88	.00	206,759.93	41,138.38	.00	.00	247,898.31
	I & S	.171300	24,331.78	.00	10,121.16	.00	34,452.94	.00	.00	.00	34,452.94
	TOTAL	1.199300	170,351.83	.00	70,861.04	.00	241,212.87	41,138.38	.00	.00	282,351.25
2019	M & O	1.068350	107,010.57	.00	46,542.20	.00	153,552.77	24,674.17	.00	.00	178,226.94
	I & S	.171200	17,148.20	.00	7,458.25	.00	24,606.45	.00	.00	.00	24,606.45
	TOTAL	1.239550	124,158.77	.00	54,000.45	.00	178,159.22	24,674.17	.00	.00	202,833.39
2018	M & O	1.170000	50,320.79	.00	28,755.68	.00	79,076.47	12,978.17	.00	.00	92,054.64
	I & S	.169800	7,303.07	.00	4,173.23	.00	11,476.30	.00	.00	.00	11,476.30
	TOTAL	1.339800	57,623.86	.00	32,928.91	.00	90,552.77	12,978.17	.00	.00	103,530.94
2017	M & O	1.170000	29,432.94	.00	19,011.19	.00	48,444.13	7,679.09	.00	.00	56,123.22
	I & S	.180200	4,533.23	.00	2,928.05	.00	7,461.28	.00	.00	.00	7,461.28
	TOTAL	1.350200	33,966.17	.00	21,939.24	.00	55,905.41	7,679.09	.00	.00	63,584.50
2016	M & O	1.170000	18,562.69	.00	13,561.42	.00	32,124.11	4,847.26	.00	.00	36,971.37
	I & S	.188200	2,985.81	.00	2,181.38	.00	5,167.19	.00	.00	.00	5,167.19
	TOTAL	1.358200	21,548.50	.00	15,742.80	.00	37,291.30	4,847.26	.00	.00	42,138.56
2015	M & O	1.170000	12,078.30	.00	9,393.26	.00	21,471.56	3,012.22	.00	.00	24,483.78
	I & S	.197200	2,035.77	.00	1,583.27	.00	3,619.04	.00	.00	.00	3,619.04
	TOTAL	1.367200	14,114.07	.00	10,976.53	.00	25,090.60	3,012.22	.00	.00	28,102.82
2014	M & O	1.170000	7,556.72	.00	6,774.71	.00	14,331.43	1,981.45	.00	.00	16,312.88
	I & S	.160000	1,033.42	.00	926.45	.00	1,959.87	.00	.00	.00	1,959.87
	TOTAL	1.330000	8,590.14	.00	7,701.16	.00	16,291.30	1,981.45	.00	.00	18,272.75
2013	M & O	1.170000	7,640.59	.00	6,637.59	.00	14,278.18	1,482.44	.00	.00	15,760.62
	I & S	.130000	848.97	.00	737.59	.00	1,586.56	.00	.00	.00	1,586.56
	TOTAL	1.300000	8,489.56	.00	7,375.18	.00	15,864.74	1,482.44	.00	.00	17,347.18
2012	M & O	1.170000	4,176.93	.00	4,662.07	.00	8,839.00	1,134.82	.00	.00	9,973.82
	I & S	.130000	464.08	.00	518.00	.00	982.08	.00	.00	.00	982.08
	TOTAL	1.300000	4,641.01	.00	5,180.07	.00	9,821.08	1,134.82	.00	.00	10,955.90
2011	M & O	1.170000	3,134.28	.00	3,518.00	.00	6,652.28	836.55	.00	.00	7,488.83
	I & S	.130000	348.24	.00	390.89	.00	739.13	.00	.00	.00	739.13
	TOTAL	1.300000	3,482.52	.00	3,908.89	.00	7,391.41	836.55	.00	.00	8,227.96

222

06/06/2023 09:24:22 4292957
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 07/01/2022 THRU 05/31/2023
 JURISDICTION: 0048 MISSION CISD

PAGE: 105
 EXCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2010	M & O	1.040000	1,976.31	.00	2,227.92	.00	4,204.23	534.05	.00	.00	4,738.28
	I & S	.260000	494.09	.00	556.99	.00	1,051.08	.00	.00	.00	1,051.08
	TOTAL	1.300000	2,470.40	.00	2,784.91	.00	5,255.31	534.05	.00	.00	5,789.36
2009	M & O	1.040000	2,323.81	.00	2,935.58	.00	5,259.39	692.35	.00	.00	5,951.74
	I & S	.240000	536.26	.00	677.43	.00	1,213.69	.00	.00	.00	1,213.69
	TOTAL	1.280000	2,860.07	.00	3,613.01	.00	6,473.08	692.35	.00	.00	7,165.43
2008	M & O	1.040000	1,899.61	.00	2,720.78	.00	4,620.39	554.44	.00	.00	5,174.83
	I & S	.200000	365.31	.00	523.24	.00	888.55	.00	.00	.00	888.55
	TOTAL	1.240000	2,264.92	.00	3,244.02	.00	5,508.94	554.44	.00	.00	6,063.38
2007	M & O	1.040000	1,528.58	.00	2,274.73	.00	3,803.31	467.73	.00	.00	4,271.04
	I & S	.140000	205.78	.00	306.21	.00	511.99	.00	.00	.00	511.99
	TOTAL	1.180000	1,734.36	.00	2,580.94	.00	4,315.30	467.73	.00	.00	4,783.03
2006	M & O	1.337400	1,871.30	.00	3,156.74	.00	5,028.04	486.54	.00	.00	5,514.58
	I & S	.120000	167.90	.00	283.23	.00	451.13	.00	.00	.00	451.13
	TOTAL	1.457400	2,039.20	.00	3,439.97	.00	5,479.17	486.54	.00	.00	5,965.71
2005	M & O	1.463200	2,130.33	.00	4,208.55	.00	6,338.88	935.60	.00	.00	7,274.48
	I & S	.100000	145.59	.00	287.62	.00	433.21	.00	.00	.00	433.21
	TOTAL	1.563200	2,275.92	.00	4,496.17	.00	6,772.09	935.60	.00	.00	7,707.69
2004	M & O	1.463200	1,411.62	.00	2,396.68	.00	3,808.30	426.18	.00	.00	4,234.48
	I & S	.105900	102.17	.00	173.46	.00	275.63	.00	.00	.00	275.63
	TOTAL	1.569100	1,513.79	.00	2,570.14	.00	4,083.93	426.18	.00	.00	4,510.11
2003	M & O	1.463200	912.84	.00	1,623.80	.00	2,536.64	285.69	.00	.00	2,822.33
	I & S	.120900	75.43	.00	134.17	.00	209.60	.00	.00	.00	209.60
	TOTAL	1.584100	988.27	.00	1,757.97	.00	2,746.24	285.69	.00	.00	3,031.93
2002	M & O	1.450000	814.20	.00	1,576.04	.00	2,390.24	275.55	.00	.00	2,665.79
	I & S	.134100	75.30	.00	145.75	.00	221.05	.00	.00	.00	221.05
	TOTAL	1.584100	889.50	.00	1,721.79	.00	2,611.29	275.55	.00	.00	2,886.84
2001	M & O	1.439400	555.48	.00	1,107.27	.00	1,662.75	186.01	.00	.00	1,848.76
	I & S	.094700	36.55	.00	72.85	.00	109.40	.00	.00	.00	109.40
	TOTAL	1.534100	592.03	.00	1,180.12	.00	1,772.15	186.01	.00	.00	1,958.16
2000	M & O	1.400000	344.78	.00	723.96	.00	1,068.74	121.46	.00	.00	1,190.20
	I & S	.134100	33.03	.00	69.34	.00	102.37	.00	.00	.00	102.37
	TOTAL	1.534100	377.81	.00	793.30	.00	1,171.11	121.46	.00	.00	1,292.57
1999	M & O	1.420800	88.22	.00	201.77	.00	289.99	33.96	.00	.00	323.95
	I & S	.084200	5.23	.00	11.96	.00	17.19	.00	.00	.00	17.19
	TOTAL	1.505000	93.45	.00	213.73	.00	307.18	33.96	.00	.00	341.14

223

06/06/2023 09:24:22 4292957
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 07/01/2022 THRU 05/31/2023
 JURISDICTION: 0048 MISSION CISD

PAGE: 106
 EXCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
1998	M & O	1.231000	112.46	.00	279.17	.00	391.63	59.06	.00	.00	450.69
	I & S	.274000	25.04	.00	62.14	.00	87.18	.00	.00	.00	87.18
	TOTAL	1.505000	137.50	.00	341.31	.00	478.81	59.06	.00	.00	537.87
1996	M & O	1.248600	16.68	.00	43.63	.00	60.31	8.45	.00	.00	68.76
	I & S	.206400	2.76	.00	7.21	.00	9.97	.00	.00	.00	9.97
	TOTAL	1.455000	19.44	.00	50.84	.00	70.28	8.45	.00	.00	78.73
1995	M & O	1.184200	18.09	.00	49.49	.00	67.58	9.65	.00	.00	77.23
	I & S	.210800	3.22	.00	8.81	.00	12.03	.00	.00	.00	12.03
	TOTAL	1.395000	21.31	.00	58.30	.00	79.61	9.65	.00	.00	89.26
1992	M & O	.250000	116.60	.00	338.24	.00	454.84	89.66	.00	.00	544.50
	I & S	.230000	107.28	.00	311.19	.00	418.47	.00	.00	.00	418.47
	TOTAL	.480000	223.88	.00	649.43	.00	873.31	89.66	.00	.00	962.97
1991	M & O	.230000	102.64	.00	310.05	.00	412.69	89.64	.00	.00	502.33
	I & S	.250000	111.56	.00	337.01	.00	448.57	.00	.00	.00	448.57
	TOTAL	.480000	214.20	.00	647.06	.00	861.26	89.64	.00	.00	950.90
ALL	M & O		25,836,797.64	.00	546,813.14	.00	26,383,610.78	245,080.81	.00	.00	26,628,691.59
ALL	I & S		4,642,871.17	.00	90,839.83	.00	4,733,711.00	.00	.00	.00	4,733,711.00
ALL	TOTAL		30,479,668.81	.00	637,652.97	.00	31,117,321.78	245,080.81	.00	.00	31,362,402.59
DLQ	M & O		1,031,575.81	.00	368,691.53	.00	1,400,267.34	240,207.29	.00	.00	1,640,474.63
DLQ	I & S		167,986.60	.00	58,706.55	.00	226,693.15	.00	.00	.00	226,693.15
DLQ	TOTAL		1,199,562.41	.00	427,398.08	.00	1,626,960.49	240,207.29	.00	.00	1,867,167.78
CURR	M & O		24,805,221.83	.00	178,121.61	.00	24,983,343.44	4,873.52	.00	.00	24,988,216.96
CURR	I & S		4,474,884.57	.00	32,133.28	.00	4,507,017.85	.00	.00	.00	4,507,017.85
CURR	TOTAL		29,280,106.40	.00	210,254.89	.00	29,490,361.29	4,873.52	.00	.00	29,495,234.81

06/05/2023 17:55:49 4292786
 TC298-D SELECTION: SYSTEM
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TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 07/01/2022 THRU 05/31/2023
 JURISDICTION: 0048 MISSION CISD

AG ROLLBACK ONLY PAGE: 23

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2022	M & O	.942900	11,381.66	.00	.00	.00	11,381.66	.00	.00	.00	11,381.66
	I & S	.170100	2,053.27	.00	.00	.00	2,053.27	.00	.00	.00	2,053.27
	TOTAL	1.113000	13,434.93	.00	.00	.00	13,434.93	.00	.00	.00	13,434.93
2021	M & O	.971900	20,528.70	.00	.00	.00	20,528.70	.00	.00	.00	20,528.70
	I & S	.161300	3,407.02	.00	.00	.00	3,407.02	.00	.00	.00	3,407.02
	TOTAL	1.133200	23,935.72	.00	.00	.00	23,935.72	.00	.00	.00	23,935.72
2020	M & O	1.028000	30,272.12	.00	.00	.00	30,272.12	.00	.00	.00	30,272.12
	I & S	.171300	5,044.37	.00	.00	.00	5,044.37	.00	.00	.00	5,044.37
	TOTAL	1.199300	35,316.49	.00	.00	.00	35,316.49	.00	.00	.00	35,316.49
2019	M & O	1.068350	18,491.35	.00	.00	.00	18,491.35	.00	.00	.00	18,491.35
	I & S	.171200	2,963.18	.00	.00	.00	2,963.18	.00	.00	.00	2,963.18
	TOTAL	1.239550	21,454.53	.00	.00	.00	21,454.53	.00	.00	.00	21,454.53
2018	M & O	1.170000	6,079.32	.00	.00	.00	6,079.32	.00	.00	.00	6,079.32
	I & S	.169800	882.28	.00	.00	.00	882.28	.00	.00	.00	882.28
	TOTAL	1.339800	6,961.60	.00	.00	.00	6,961.60	.00	.00	.00	6,961.60
ALL	M & O		86,753.15	.00	.00	.00	86,753.15	.00	.00	.00	86,753.15
ALL	I & S		14,350.12	.00	.00	.00	14,350.12	.00	.00	.00	14,350.12
ALL	TOTAL		101,103.27	.00	.00	.00	101,103.27	.00	.00	.00	101,103.27
DLQ	M & O		75,371.49	.00	.00	.00	75,371.49	.00	.00	.00	75,371.49
DLQ	I & S		12,296.85	.00	.00	.00	12,296.85	.00	.00	.00	12,296.85
DLQ	TOTAL		87,668.34	.00	.00	.00	87,668.34	.00	.00	.00	87,668.34
CURR	M & O		11,381.66	.00	.00	.00	11,381.66	.00	.00	.00	11,381.66
CURR	I & S		2,053.27	.00	.00	.00	2,053.27	.00	.00	.00	2,053.27
CURR	TOTAL		13,434.93	.00	.00	.00	13,434.93	.00	.00	.00	13,434.93

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06/06/2023 09:24:22 4292956
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 07/01/2022 THRU 05/31/2023
 JURISDICTION: 0048 MISSION CISD

PAGE: 104
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2022	M & O	.942900	24,816,603.49	.00	178,121.61	.00	24,994,725.10	4,873.52	.00	.00	24,999,598.62
	I & S	.170100	4,476,937.84	.00	32,133.28	.00	4,509,071.12	.00	.00	.00	4,509,071.12
	TOTAL	1.113000	29,293,541.33	.00	210,254.89	.00	29,503,796.22	4,873.52	.00	.00	29,508,669.74
2021	M & O	.971900	649,947.10	.00	142,921.13	.00	792,868.23	135,186.72	.00	.00	928,054.95
	I & S	.161300	107,868.55	.00	23,719.67	.00	131,588.22	.00	.00	.00	131,588.22
	TOTAL	1.133200	757,815.65	.00	166,640.80	.00	924,456.45	135,186.72	.00	.00	1,059,643.17
2020	M & O	1.028000	176,292.17	.00	60,739.88	.00	237,032.05	41,138.38	.00	.00	278,170.43
	I & S	.171300	29,376.15	.00	10,121.16	.00	39,497.31	.00	.00	.00	39,497.31
	TOTAL	1.199300	205,668.32	.00	70,861.04	.00	276,529.36	41,138.38	.00	.00	317,667.74
2019	M & O	1.068350	125,501.92	.00	46,542.20	.00	172,044.12	24,674.17	.00	.00	196,718.29
	I & S	.171200	20,111.38	.00	7,458.25	.00	27,569.63	.00	.00	.00	27,569.63
	TOTAL	1.239550	145,613.30	.00	54,000.45	.00	199,613.75	24,674.17	.00	.00	224,287.92
2018	M & O	1.170000	56,400.11	.00	28,755.68	.00	85,155.79	12,978.17	.00	.00	98,133.96
	I & S	.169800	8,185.35	.00	4,173.23	.00	12,358.58	.00	.00	.00	12,358.58
	TOTAL	1.339800	64,585.46	.00	32,928.91	.00	97,514.37	12,978.17	.00	.00	110,492.54
2017	M & O	1.170000	29,432.94	.00	19,011.19	.00	48,444.13	7,679.09	.00	.00	56,123.22
	I & S	.180200	4,533.23	.00	2,928.05	.00	7,461.28	.00	.00	.00	7,461.28
	TOTAL	1.350200	33,966.17	.00	21,939.24	.00	55,905.41	7,679.09	.00	.00	63,584.50
2016	M & O	1.170000	18,562.69	.00	13,561.42	.00	32,124.11	4,847.26	.00	.00	36,971.37
	I & S	.188200	2,985.81	.00	2,181.38	.00	5,167.19	.00	.00	.00	5,167.19
	TOTAL	1.358200	21,548.50	.00	15,742.80	.00	37,291.30	4,847.26	.00	.00	42,138.56
2015	M & O	1.170000	12,078.30	.00	9,393.26	.00	21,471.56	3,012.22	.00	.00	24,483.78
	I & S	.197200	2,035.77	.00	1,583.27	.00	3,619.04	.00	.00	.00	3,619.04
	TOTAL	1.367200	14,114.07	.00	10,976.53	.00	25,090.60	3,012.22	.00	.00	28,102.82
2014	M & O	1.170000	7,556.72	.00	6,774.71	.00	14,331.43	1,981.45	.00	.00	16,312.88
	I & S	.160000	1,033.42	.00	926.45	.00	1,959.87	.00	.00	.00	1,959.87
	TOTAL	1.330000	8,590.14	.00	7,701.16	.00	16,291.30	1,981.45	.00	.00	18,272.75
2013	M & O	1.170000	7,640.59	.00	6,637.59	.00	14,278.18	1,482.44	.00	.00	15,760.62
	I & S	.130000	848.97	.00	737.59	.00	1,586.56	.00	.00	.00	1,586.56
	TOTAL	1.300000	8,489.56	.00	7,375.18	.00	15,864.74	1,482.44	.00	.00	17,347.18
2012	M & O	1.170000	4,176.93	.00	4,662.07	.00	8,839.00	1,134.82	.00	.00	9,973.82
	I & S	.130000	464.08	.00	518.00	.00	982.08	.00	.00	.00	982.08
	TOTAL	1.300000	4,641.01	.00	5,180.07	.00	9,821.08	1,134.82	.00	.00	10,955.90
2011	M & O	1.170000	3,134.28	.00	3,518.00	.00	6,652.28	836.55	.00	.00	7,488.83
	I & S	.130000	348.24	.00	390.89	.00	739.13	.00	.00	.00	739.13
	TOTAL	1.300000	3,482.52	.00	3,908.89	.00	7,391.41	836.55	.00	.00	8,227.96

06/06/2023 09:24:22 4292956
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 07/01/2022 THRU 05/31/2023
 JURISDICTION: 0048 MISSION CISD

PAGE: 105
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2010	M & O	1.040000	1,976.31	.00	2,227.92	.00	4,204.23	534.05	.00	.00	4,738.28
	I & S	.260000	494.09	.00	556.99	.00	1,051.08	.00	.00	.00	1,051.08
	TOTAL	1.300000	2,470.40	.00	2,784.91	.00	5,255.31	534.05	.00	.00	5,789.36
2009	M & O	1.040000	2,323.81	.00	2,935.58	.00	5,259.39	692.35	.00	.00	5,951.74
	I & S	.240000	536.26	.00	677.43	.00	1,213.69	.00	.00	.00	1,213.69
	TOTAL	1.280000	2,860.07	.00	3,613.01	.00	6,473.08	692.35	.00	.00	7,165.43
2008	M & O	1.040000	1,899.61	.00	2,720.78	.00	4,620.39	554.44	.00	.00	5,174.83
	I & S	.200000	365.31	.00	523.24	.00	888.55	.00	.00	.00	888.55
	TOTAL	1.240000	2,264.92	.00	3,244.02	.00	5,508.94	554.44	.00	.00	6,063.38
2007	M & O	1.040000	1,528.58	.00	2,274.73	.00	3,803.31	467.73	.00	.00	4,271.04
	I & S	.140000	205.78	.00	306.21	.00	511.99	.00	.00	.00	511.99
	TOTAL	1.180000	1,734.36	.00	2,580.94	.00	4,315.30	467.73	.00	.00	4,783.03
2006	M & O	1.337400	1,871.30	.00	3,156.74	.00	5,028.04	486.54	.00	.00	5,514.58
	I & S	.120000	167.90	.00	283.23	.00	451.13	.00	.00	.00	451.13
	TOTAL	1.457400	2,039.20	.00	3,439.97	.00	5,479.17	486.54	.00	.00	5,965.71
2005	M & O	1.463200	2,130.33	.00	4,208.55	.00	6,338.88	935.60	.00	.00	7,274.48
	I & S	.100000	145.59	.00	287.62	.00	433.21	.00	.00	.00	433.21
	TOTAL	1.563200	2,275.92	.00	4,496.17	.00	6,772.09	935.60	.00	.00	7,707.69
2004	M & O	1.463200	1,411.62	.00	2,396.68	.00	3,808.30	426.18	.00	.00	4,234.48
	I & S	.105900	102.17	.00	173.46	.00	275.63	.00	.00	.00	275.63
	TOTAL	1.569100	1,513.79	.00	2,570.14	.00	4,083.93	426.18	.00	.00	4,510.11
2003	M & O	1.463200	912.84	.00	1,623.80	.00	2,536.64	285.69	.00	.00	2,822.33
	I & S	.120900	75.43	.00	134.17	.00	209.60	.00	.00	.00	209.60
	TOTAL	1.584100	988.27	.00	1,757.97	.00	2,746.24	285.69	.00	.00	3,031.93
2002	M & O	1.450000	814.20	.00	1,576.04	.00	2,390.24	275.55	.00	.00	2,665.79
	I & S	.134100	75.30	.00	145.75	.00	221.05	.00	.00	.00	221.05
	TOTAL	1.584100	889.50	.00	1,721.79	.00	2,611.29	275.55	.00	.00	2,886.84
2001	M & O	1.439400	555.48	.00	1,107.27	.00	1,662.75	186.01	.00	.00	1,848.76
	I & S	.094700	36.55	.00	72.85	.00	109.40	.00	.00	.00	109.40
	TOTAL	1.534100	592.03	.00	1,180.12	.00	1,772.15	186.01	.00	.00	1,958.16
2000	M & O	1.400000	344.78	.00	723.96	.00	1,068.74	121.46	.00	.00	1,190.20
	I & S	.134100	33.03	.00	69.34	.00	102.37	.00	.00	.00	102.37
	TOTAL	1.534100	377.81	.00	793.30	.00	1,171.11	121.46	.00	.00	1,292.57
1999	M & O	1.420800	88.22	.00	201.77	.00	289.99	33.96	.00	.00	323.95
	I & S	.084200	5.23	.00	11.96	.00	17.19	.00	.00	.00	17.19
	TOTAL	1.505000	93.45	.00	213.73	.00	307.18	33.96	.00	.00	341.14

227

06/06/2023 09:24:22 4292956
 TC298-D SELECTION: SYSTEM
 RECEIPT DATE: ALL
 LOCATION: LOCATION NAME NOT FOUND

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 FROM: 07/01/2022 THRU 05/31/2023
 JURISDICTION: 0048 MISSION CISD

PAGE: 106
 INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
1998	M & O	1.231000	112.46	.00	279.17	.00	391.63	59.06	.00	.00	450.69
	I & S	.274000	25.04	.00	62.14	.00	87.18	.00	.00	.00	87.18
	TOTAL	1.505000	137.50	.00	341.31	.00	478.81	59.06	.00	.00	537.87
1996	M & O	1.248600	16.68	.00	43.63	.00	60.31	8.45	.00	.00	68.76
	I & S	.206400	2.76	.00	7.21	.00	9.97	.00	.00	.00	9.97
	TOTAL	1.455000	19.44	.00	50.84	.00	70.28	8.45	.00	.00	78.73
1995	M & O	1.184200	18.09	.00	49.49	.00	67.58	9.65	.00	.00	77.23
	I & S	.210800	3.22	.00	8.81	.00	12.03	.00	.00	.00	12.03
	TOTAL	1.395000	21.31	.00	58.30	.00	79.61	9.65	.00	.00	89.26
1992	M & O	.250000	116.60	.00	338.24	.00	454.84	89.66	.00	.00	544.50
	I & S	.230000	107.28	.00	311.19	.00	418.47	.00	.00	.00	418.47
	TOTAL	.480000	223.88	.00	649.43	.00	873.31	89.66	.00	.00	962.97
1991	M & O	.230000	102.64	.00	310.05	.00	412.69	89.64	.00	.00	502.33
	I & S	.250000	111.56	.00	337.01	.00	448.57	.00	.00	.00	448.57
	TOTAL	.480000	214.20	.00	647.06	.00	861.26	89.64	.00	.00	950.90
ALL	M & O		25,923,550.79	.00	546,813.14	.00	26,470,363.93	245,080.81	.00	.00	26,715,444.74
ALL	I & S		4,657,221.29	.00	90,839.83	.00	4,748,061.12	.00	.00	.00	4,748,061.12
ALL	TOTAL		30,580,772.08	.00	637,652.97	.00	31,218,425.05	245,080.81	.00	.00	31,463,505.86
DLQ	M & O		1,106,947.30	.00	368,691.53	.00	1,475,638.83	240,207.29	.00	.00	1,715,846.12
DLQ	I & S		180,283.45	.00	58,706.55	.00	238,990.00	.00	.00	.00	238,990.00
DLQ	TOTAL		1,287,230.75	.00	427,398.08	.00	1,714,628.83	240,207.29	.00	.00	1,954,836.12
CURR	M & O		24,816,603.49	.00	178,121.61	.00	24,994,725.10	4,873.52	.00	.00	24,999,598.62
CURR	I & S		4,476,937.84	.00	32,133.28	.00	4,509,071.12	.00	.00	.00	4,509,071.12
CURR	TOTAL		29,293,541.33	.00	210,254.89	.00	29,503,796.22	4,873.52	.00	.00	29,508,669.74

228

FISCAL START: 07/01/2022 END: 06/30/2023 JURISDICTION: 0048 MISSION CISD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	2,869,114,178	1,372,837	2,870,487,015	01.113000	31,307,672.71	23,781

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL.
2022	31,332,080.80	24,408.09-	24,408.09-	29,280,106.40	29,280,106.40	2,027,566.31	93.52	0.00
2021	1,488,893.45	122,106.20-	122,106.20-	733,879.93	733,879.93	632,907.32	53.69	0.00
2020	556,262.58	53,121.45-	53,121.45-	170,351.83	170,351.83	332,789.30	33.86	0.00
2019	368,583.48	1,777.24-	1,777.24-	124,158.77	124,158.77	242,647.47	33.85	0.00
2018	250,722.27	4,462.43-	4,462.43-	57,623.86	57,623.86	188,635.98	23.40	0.00
2017	197,106.98	17,637.44-	17,637.44-	33,966.17	33,966.17	145,503.37	18.93	0.00
2016	157,749.31	2,459.53-	2,459.53-	21,548.50	21,548.50	133,741.28	13.88	0.00
2015	132,716.63	374.15-	374.15-	14,114.07	14,114.07	118,228.41	10.66	0.00
2014	116,629.45	196.07-	196.07-	8,590.14	8,590.14	107,843.24	7.38	0.00
2013	102,397.49	114.13-	114.13-	8,489.56	8,489.56	93,793.80	8.30	0.00
2012	98,527.46	121.55-	121.55-	4,641.01	4,641.01	93,764.90	4.72	0.00
2011	91,176.06	126.57-	126.57-	3,482.52	3,482.52	87,566.97	3.82	0.00
2010	84,961.54	.00	0.00	2,470.40	2,470.40	82,491.14	2.91	0.00
2009	88,676.21	.00	0.00	2,860.07	2,860.07	85,816.14	3.23	0.00
2008	86,440.93	.00	0.00	2,264.92	2,264.92	84,176.01	2.62	0.00
2007	72,286.80	.00	0.00	1,734.36	1,734.36	70,552.44	2.40	0.00
2006	71,093.88	.00	0.00	2,039.20	2,039.20	69,054.68	2.87	0.00
2005	65,685.76	.00	0.00	2,275.92	2,275.92	63,409.84	3.46	0.00
2004	59,922.84	.00	0.00	1,513.79	1,513.79	58,409.05	2.53	0.00
2003	41,945.93	.00	0.00	988.27	988.27	40,957.66	2.36	0.00
2002	41,419.81	.00	0.00	889.50	889.50	40,530.31	2.15	0.00
2001	158,544.45	5,432.31-	5,432.31-	1,679.62	1,679.62	151,432.52	1.10	0.00
****	35,663,824.11	232,337.16-	232,337.16-	30,479,668.81	30,479,668.81	4,951,818.14		0.00
CURR	31,332,080.80	24,408.09-	24,408.09-	29,280,106.40	29,280,106.40	2,027,566.31		0.00
DELO	4,331,743.31	207,929.07-	207,929.07-	1,199,562.41	1,199,562.41	2,924,251.83		0.00

FISCAL START: 07/01/2022 END: 06/30/2023 JURISDICTION: 0048 MISSION CISD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	0	0	0 0	01.113000	26,216.53	4

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2022	0.00	26,216.53	26,216.53	13,434.93	13,434.93	12,781.60	51.25	0.00
2021	0.00	31,691.56	31,691.56	23,935.72	23,935.72	7,755.84	75.53	0.00
2020	9,010.29	34,516.33	34,516.33	35,316.49	35,316.49	8,210.13	81.14	0.00
2019	10,966.81	12,145.90	12,145.90	21,454.53	21,454.53	1,658.18	92.83	0.00
2018	8,598.90	.00	0.00	6,961.60	6,961.60	1,637.30	80.96	0.00
2017	1,722.57	.00	0.00	0.00	0.00	1,722.57		0.00
****	30,298.57	104,570.32	104,570.32	101,103.27	101,103.27	33,765.62		0.00
CURR	0.00	26,216.53	26,216.53	13,434.93	13,434.93	12,781.60		0.00
DEIQ	30,298.57	78,353.79	78,353.79	87,668.34	87,668.34	20,984.02		0.00

TAX COLLECTION SYSTEM
TAX COLLECTOR MONTHLY REPORT
FROM 07/01/2022 TO 05/31/2023

FISCAL START: 07/01/2022 END: 06/30/2023 JURISDICTION: 0048 MISSION CISD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	2,869,114,178	1,372,837	2,870,487,015	01.113000	31,333,889.24	23,785

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2022	31,332,080.80	1,808.44	1,808.44	29,293,541.33	29,293,541.33	2,040,347.91	93.49	0.00
2021	1,488,893.45	90,414.64-	90,414.64-	757,815.65	757,815.65	640,663.16	54.19	0.00
2020	565,272.87	18,605.12-	18,605.12-	205,668.32	205,668.32	340,999.43	37.62	0.00
2019	379,550.29	10,368.66	10,368.66	145,613.30	145,613.30	244,305.65	37.34	0.00
2018	259,321.17	4,462.43-	4,462.43-	64,585.46	64,585.46	190,273.28	25.34	0.00
2017	198,829.55	17,637.44-	17,637.44-	33,966.17	33,966.17	147,225.94	18.75	0.00
2016	157,749.31	2,459.53-	2,459.53-	21,548.50	21,548.50	133,741.28	13.88	0.00
2015	132,716.63	374.15-	374.15-	14,114.07	14,114.07	118,228.41	10.66	0.00
2014	116,629.45	196.07-	196.07-	8,590.14	8,590.14	107,843.24	7.38	0.00
2013	102,397.49	114.13-	114.13-	8,489.56	8,489.56	93,793.80	8.30	0.00
2012	98,527.46	121.55-	121.55-	4,641.01	4,641.01	93,764.90	4.72	0.00
2011	91,176.06	126.57-	126.57-	3,482.52	3,482.52	87,566.97	3.82	0.00
2010	84,961.54	.00	0.00	2,470.40	2,470.40	82,491.14	2.91	0.00
2009	88,676.21	.00	0.00	2,860.07	2,860.07	85,816.14	3.23	0.00
2008	86,440.93	.00	0.00	2,264.92	2,264.92	84,176.01	2.62	0.00
2007	72,286.80	.00	0.00	1,734.36	1,734.36	70,552.44	2.40	0.00
2006	71,093.88	.00	0.00	2,039.20	2,039.20	69,054.68	2.87	0.00
2005	65,685.76	.00	0.00	2,275.92	2,275.92	63,409.84	3.46	0.00
2004	59,922.84	.00	0.00	1,513.79	1,513.79	58,409.05	2.53	0.00
2003	41,945.93	.00	0.00	988.27	988.27	40,957.66	2.36	0.00
2002	41,419.81	.00	0.00	889.50	889.50	40,530.31	2.15	0.00
2001	158,544.45	5,432.31-	5,432.31-	1,679.62	1,679.62	151,432.52	1.10	0.00
****	35,694,122.68	127,766.84-	127,766.84-	30,580,772.08	30,580,772.08	4,985,583.76		0.00
CURR	31,332,080.80	1,808.44	1,808.44	29,293,541.33	29,293,541.33	2,040,347.91		0.00
DELQ	4,362,041.88	129,575.28-	129,575.28-	1,287,230.75	1,287,230.75	2,945,235.85		0.00

TAX COLLECTION SYSTEM
 DEPOSIT DISTRIBUTION
 JURISDICTION SUMMARY

FROM: 05/01/2023 THRU 05/31/2023

UPDATE MODE

JURISDICTION: ALL

ACCOUNT	YEAR	DEPOSIT	LEVY COLLECTED	RENDITION PENALTY	P & I COLLECTED	RENDITION P & I	RENDITION DISCOUNT	APPRAISAL COMMISSION	DISBURSEMENT AMOUNT
CURR FOR 0042 EDCOUCH-ELSA ISD			432.65	39.33	56.25	5.11	0.00	2.22	486.68
BY COUNTY 108			432.65	39.33	56.25	5.11	0.00	2.22	486.68
DELQ FOR 0042 EDCOUCH-ELSA ISD			0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR 0042 EDCOUCH-ELSA ISD			432.65	39.33	56.25	5.11	0.00	2.22	486.68
BY COUNTY 108			432.65	39.33	56.25	5.11	0.00	2.22	486.68
CURR FOR 0043 PHARR,SAN JUAN,ALAMO ISD			6,768.19	726.27	835.85	95.26	0.00	41.08	7,562.96
BY COUNTY 108			6,768.19	726.27	835.85	95.26	0.00	41.08	7,562.96
DELQ FOR 0043 PHARR,SAN JUAN,ALAMO ISD			2,280.62	457.04	824.54	196.53	0.00	32.67	3,072.49
BY COUNTY 108			2,280.62	457.04	824.54	196.53	0.00	32.67	3,072.49
TOTAL FOR 0043 PHARR,SAN JUAN,ALAMO ISD			9,048.81	1,183.31	1,660.39	291.79	0.00	73.75	10,635.45
BY COUNTY 108			9,048.81	1,183.31	1,660.39	291.79	0.00	73.75	10,635.45
CURR FOR 0045 MONTE ALTO ISD			437.58	39.78	56.89	5.17	0.00	2.25	492.22
BY COUNTY 108			437.58	39.78	56.89	5.17	0.00	2.25	492.22
DELQ FOR 0045 MONTE ALTO ISD			0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR 0045 MONTE ALTO ISD			437.58	39.78	56.89	5.17	0.00	2.25	492.22
BY COUNTY 108			437.58	39.78	56.89	5.17	0.00	2.25	492.22
CURR FOR 0046 MERCEDES ISD			134.05	12.19	17.43	1.59	0.00	0.69	150.79
BY COUNTY 108			134.05	12.19	17.43	1.59	0.00	0.69	150.79
DELQ FOR 0046 MERCEDES ISD			0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR 0046 MERCEDES ISD			134.05	12.19	17.43	1.59	0.00	0.69	150.79
BY COUNTY 108			134.05	12.19	17.43	1.59	0.00	0.69	150.79
CURR FOR 0047 MCALLEN ISD			36,048.08	3,348.37	4,666.79	433.51	0.00	189.05	40,525.82
BY COUNTY 108			36,048.08	3,348.37	4,666.79	433.51	0.00	189.05	40,525.82
DELQ FOR 0047 MCALLEN ISD			5,065.10	687.72	1,997.95	279.33	0.00	48.35	7,014.70
BY COUNTY 108			5,065.10	687.72	1,997.95	279.33	0.00	48.35	7,014.70
TOTAL FOR 0047 MCALLEN ISD			41,113.18	4,036.09	6,664.74	712.84	0.00	237.40	47,540.52
BY COUNTY 108			41,113.18	4,036.09	6,664.74	712.84	0.00	237.40	47,540.52
CURR FOR 0048 MISSION CISD			1,304.35	144.60	161.38	18.07	0.00	8.14	1,457.59
BY COUNTY 108			1,304.35	144.60	161.38	18.07	0.00	8.14	1,457.59
DELQ FOR 0048 MISSION CISD			417.66	62.37	197.69	30.58	0.00	4.65	610.70
BY COUNTY 108			417.66	62.37	197.69	30.58	0.00	4.65	610.70
TOTAL FOR 0048 MISSION CISD			1,722.01	206.97	359.07	48.65	0.00	12.79	2,068.29
BY COUNTY 108			1,722.01	206.97	359.07	48.65	0.00	12.79	2,068.29
CURR FOR 0049 LA JOYA ISD			7,622.33	2,128.35	988.95	276.50	0.00	120.22	8,491.06
BY COUNTY 108			7,622.33	2,128.35	988.95	276.50	0.00	120.22	8,491.06
DELQ FOR 0049 LA JOYA ISD			1,667.15	986.55	344.83	123.20	0.00	55.48	1,956.50
BY COUNTY 108			1,667.15	986.55	344.83	123.20	0.00	55.48	1,956.50
TOTAL FOR 0049 LA JOYA ISD			9,289.48	3,114.90	1,333.78	399.70	0.00	175.70	10,447.56
BY COUNTY 108			9,289.48	3,114.90	1,333.78	399.70	0.00	175.70	10,447.56

SUBJECT: Disbursements for the Month of May 2023

PRESENTER: Joel Garcia, Assistant Superintendent for Finance 

BACKGROUND INFORMATION:

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

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

ADMINISTRATIVE CONSIDERATIONS:

The District's total disbursements for the Month of May totaled \$16,082,412 as follows:

Disbursement Type	Amount
Accounts Payable Vendor Checks	\$ 3,012,499.
District Purchasing Cards	\$ 775,622.
ACH	\$ 2,657,938.
Wire Transfers	\$ 208,930.
Payroll	\$ 9,427,423.
TOTAL	\$ 16,082,412.

FUNDING SOURCE AND AMOUNT:

N/A

RECOMMENDATION:

Information item only; no recommendation required.

CONTACT PERSON (S):

Joel Garcia, Assistant Superintendent for Finance
Dora Garcia, Director for Budget and Finance
Alyssa Gonzales, Accountant