



Agenda of Special Board Meeting

The Board of Trustees McAllen Independent School District

VISION	The McAllen Independent School District is a multicultural community in which students are enthusiastically and actively engaged in the learning process. Students demonstrate academic excellence in a safe, nurturing and challenging environment enhanced by technology and the contributions of the total community.
MISSION	The mission of the McAllen Independent School District is to educate all students to become lifelong learners and productive citizens in a global society through a program of educational excellence utilizing technology and actively involving parents and the community.
GOALS	<ol style="list-style-type: none"> 1. Student Achievement/Student Focus 2. People Development 3. Facility Priorities 4. Financial Priorities
STRATEGIES	<ol style="list-style-type: none"> 1. Branding 2. Attract/Retain High Quality Staff 3. Engaging Learning Environment 4. Rigorous/World Class Standards to Customize for Every Learner 5. Partnerships with Business/Civic/Education/Organizations 6. Future Ready Students 7. Financial Priorities

A Special Board Meeting of the Board of Trustees of the McAllen Independent School District will be held Monday, October 3, 2022, beginning at 5:30 PM Dr. Ricardo Chapa Board Room/Administration Building of the McAllen Independent School District, 2000 North 23rd Street, McAllen, TX 78501.

Items listed on this agenda may be taken in an order other than as shown on this agenda. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

At this meeting there may be discussion and action by the Board on the item(s) and subject(s) listed as follows:

1. **CALL MEETING TO ORDER**
2. **PUBLIC COMMENTS**
3. Discussion and Possible Action on the Job Description for Executive Director for Child Nutrition and Purchasing 3
Item Submitted: Todd Miller, Assistant Superintendent Human Resources
Presenter: Dr. J. A. Gonzalez, Superintendent
4. **INTERVIEWS AND RANKING OF TOP-RANKED VENDORS FOR REQUEST FOR PROPOSAL No. 2023-1005 Medical Plan** 7
Administration and Related Services
Item Submitted: Todd Miller, Assistant Superintendent Human Resources
Presenter: Dr. J. A. Gonzalez, Superintendent

5. **ACTION ITEMS FOR REQUEST FOR PROPOSAL NO. 2023-1005
MEDICAL PLAN ADMINISTRATION AND RELATED SERVICES**

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- A) Approve the ranking of Request for Proposal No. 2023-1005 Medical Plan Administration and Related Services

Presenter: Dr. J. A. Gonzalez, Superintendent

- B) Approve that Administration begin negotiations with the highest ranked vendor. If the district is unable to negotiate a satisfactory contract with the selected vendor, the District shall, formally and in writing, end negotiations with that firm and proceed to the next vendor in the order of the selection ranking until a contract is reached or all submittals are rejected

Presenter: Dr. J. A. Gonzalez, Superintendent

- C) Authorize the Superintendent to execute a contract, once contract negotiations have been successfully achieved, for term of for a term of three (3) years, effective date shall be January 1, 2023 through December 31, 2025

Presenter: Dr. J. A. Gonzalez, Superintendent

6. **ADJOURNMENT**

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

Pursuant to Texas Government Code 551.127, a member or employee of a governmental body is authorized to participate remotely in a meeting of the governmental body through a videoconference call, as long as a quorum of the governmental body is physically present at the location of the Board Meeting. Any video conference conducted pursuant to this section will comply with the technical requirements of this section.

Pursuant to Texas Government Code 551.129, the Board of Trustees may use a telephone conference call, video conference call, or communications over the internet to conduct a public consultation with its attorney in an open meeting of the governmental body, or, a private consultation with its attorney in closed meeting of the governmental body.

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on September 30, 2022 at 5:25 P.M.

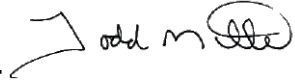
Natalia Goza

on behalf of the Board of Trustees

**BOARD AGENDA REPORT
MCALLEN INDEPENDENT SCHOOL DISTRICT**

MEETING DATE: October 3, 2022

SUBMITTED BY: _____

SUPERVISOR: 

Approved for presentation to the Board of Education:



JOB TITLE: Executive Director, Child Nutrition and Purchasing

JOB CODE: TBD

REPORTS TO: Assistant Superintendent of Business Operations

PAY GRADE: AM-09

DEPARTMENT OR CAMPUS: Child Nutrition - Purchasing

DATE: September 30, 2022

WAGE/HOUR STATUS: Exempt

FUND/ DAYS: 101,199/ 226

PRIMARY PURPOSE:

- Child Nutrition:
 - o To provide administrative expertise and leadership relative to administering and directing the total child nutrition program for the district to ensure healthy meals are provided to maximize students' energy, attention, and overall well-being for higher levels of learning. Coordinate, supervise and implement procedures for the proper utilization of facilities in order to meet the goals and objectives of the child nutrition department and other designated areas in a manner consistent with Board Policy and consistent with statutes and standards of regulatory agencies.
- Purchasing:
 - o To administer the Purchasing operations in the most efficient and cost-effective manner possible in the best interest of district staff and students to provide equitable learning opportunities for all students.

QUALIFICATIONS:

Education/Certification:

- Bachelor's Degree with major in human sciences, dietetics, Business, Education or related field, required
- Master's Degree in human sciences, dietetics, Business, Education or related field, preferred
- Food Manager certification, required
- School nutrition certification, required

Special Knowledge/Skills:

- Working knowledge of the overall operations of a school child nutrition program, required
- Specialized training in purchasing/procurement and management; required
- Ability to manage budget and personnel, required
- Strong organizational, communication and interpersonal skills, required
- Proficiency in Computers and Microsoft Office, required
- Proficiency in Child Nutrition Software, preferred
- Proficiency in English and Spanish, required

Experience:

- Five (5) years' experience in school child nutrition management, required
- Experience in menu planning, food purchasing, preparation and service, required
- Experience in school child nutrition accountability and finance, required
- Three (3) years' experience in a supervisory role in a public entity, required
- Three (3) years' experience in procurement in a public entity, preferred

MAJOR RESPONSIBILITIES AND DUTIES/ESSENTIAL FUNCTIONS:

- Child Nutrition (CN):
 - Administer and direct the total school child nutrition program for the district by planning and establishing the organizational framework for achieving the program goals and objectives, following the guidelines mandated by the Federal, State and local governmental agencies to enhance student instruction.
 - Assist in developing and administering a system of budgeting and financial control for the child nutrition department.
 - Establish and maintain a program to ensure adequate nutrition for all consumers including special feeding programs.
 - Implement innovative programs, new products, equipment and technological advances.
 - Assume the responsibility for maintaining strict sanitation standards and a system of control, which assures that all food is safe.
 - Maintain necessary reports and issue reports as required by the Assistant Superintendent for District Operations, Chief Financial Officer and the Superintendent of Schools.
 - Interpret Board policies and administrative regulations as applicable to the Child Nutrition Department.
 - Serve as the primary liaison between the Child Nutrition Department and the appropriate central office staff.
- Purchasing:
 - Administer the Purchasing Services Department.
 - Plan, organize, coordinate and supervise staff in writing specifications, preparing procurement documents, and maintaining detailed records of items purchased, received, prepared and issued.
 - Coordinate, prepare and complete the Business Procedures and Purchasing Manuals for the District.
 - Act as liaison for District with School Attorney related to any contract related agreements.
 - Maintain files for contracts between the district and other parties.
 - Prepare, submit, and present recommended purchases for goods and services to the Board of Trustees for approval.
 - Correspond with other agencies and governmental entities on the acquisition of goods and services.
 - Prepare and submit resolutions to enter into interlocal agreements with other governmental agencies and entities.
 - Make purchases of a highly technical and advanced nature within assigned classifications of supplies and equipment.
 - Monitor legal and regulatory requirements pertaining to purchasing.

McAllen ISD Job Description
Executive Director, Child Nutrition and Purchasing

- Review and approve the development, preparation and revision of standard specifications.
- Make recommendations for annual contract awards and suggest addition of items to contracts.
- Prepare and submit requests to the School Attorney for review and opinion on purchases, leases and other acquisition methods for certain goods and services.
- Recommend rejection of items that do not meet specifications.
- Initiate and recommend emergency purchases.
- Follow McAllen ISD customer service standards.
- Perform other duties assigned by the immediate supervisor (primary evaluator).

SUPERVISORY RESPONSIBILITIES:

- Child Nutrition (CN):
 - Assistant Director Child Nutrition (2)
 - Secretary
- Purchasing:
 - Purchasing Coordinator, Senior Buyers, Buyers, Purchasing Clerks, and Secretary to Purchasing Director

EQUIPMENT USED:

Computer, copier, adding machine, fax machine, multimedia equipment

WORKING CONDITIONS:

Mental Demands:

- Ability to communicate effectively (verbal and written),
- Ability to concentrate and multi-task in a fast-paced environment, and work with frequent interruptions
- Ability to interpret and implement Governmental regulations, Board Policies, Procedures, Data, etc.
- Ability to develop short and long-range objectives and goals;
- Ability to maintain emotional control under stress

Physical Demands/Environmental Factors:

- Exposure to temperature extremes and various levels of noise
- Frequent in-district travel and occasional out of district travel
- Occasional prolonged and irregular hours as necessary to perform duties and responsibilities

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

Approved by _____ Date _____

Reviewed by _____ Date _____

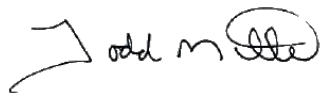
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SUBMITTED BY: Andres Silva

SUPERVISOR: 

Approved for presentation to the Board of Education:



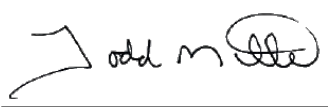
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Superintendent of Schools