



Human Resources Department

19200 Cobb Street

Tornillo, TX 79853

Phone 915.765.3010

MEMORANDUM

To: Members of the Board of Trustees
From: Myrna Lopez, Director of Administrative Services
Subject: Professional Development: Required Staff Development
Date: July 22, 2026

Purpose

To request Board approval of the district's 2026–2027 Professional Development Plan, including required staff development, mandatory training, and the professional learning community (PLC) cycle.

Background

Each school year, the Superintendent recommends a professional development plan for all District employees. In accordance with State Board for Educator Certification (SBEC) requirements, the Board annually reviews the professional development clearinghouse and considers the District's plan for approval (DMA Local Policy). The plan includes a schedule of training required for educators and other school personnel at the District and campus levels. In addition,

In addition, Texas Education Code § 21.4515 also requires the Board of Trustees to annually review the continuing education and training clearinghouse published under Texas Education Code § 21.4514 and adopt a professional development policy guided by the clearinghouse's training recommendations.

Educators who hold a Standard Certificate issued by SBEC must also complete the continuing professional education (CPE) requirements applicable to renewal of the certificate every five years.

Materials for Board Review

- Professional Development Clearinghouse document
- Tornillo ISD July Back-to-School Professional Development Schedule
- 2026-2027 Mandatory Training Schedule
- 2026-2027 PLC Professional Development Cycle Schedule

District Budget Impact:

Annual programming allocated funds:

Online Vector Solution- \$2,000

Bilingual PD- \$24,000 (10% of bilingual total annual funds allocated for certification of staff pending bilingual certification)

Gifted and Talented- \$3,000

Administrative Recommendation:

The Administration recommends that the Board of Trustees approve the 2026–2027 Professional Development Plan as presented.

26-27 BOY PD Schedule



July 20th

District
Conference
– Dr. Villa
Classroom
Systems &
MTSS

July 21st

District &
Campus
Based BOY
Conference

July 22nd

1st 9 Wks. TEKS
Academies &
Job Alike

July 23rd

ELPS
Workshop

July 24th

Convocation
& Workday
3:00-5:00
Open House

Important Planning Info:

2nd 9 Wks:

Oct. 12th G.T Update
Oct. 14th Data &
Planning

3rd 9 Wks:

Jan. 4th Mental Health
PD
Jan. 5th Data & Planning

4th 9 Wks:

Mar. 5th 4th 9 Weeks
Data & Planning

TISD PLC – Professional Development Cycle (District Priority 3 & Legal/Local DMA)

<https://tea.texas.gov/about-tea/leadership/state-board-educator-certification/sbec-meetings/sbec-2022/clearinghouse-publication.pdf>

Week	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	Apr.	May
Week 1 Attendance Matters PK-6 Ms. Carroll 7-12 Mrs. Otero		8/3 MTSS Handbook [St. Support Admin.] 8/4 KPS Progress Monitoring: Edaphora [St. Support Admin.] 8/5 AEC's of its Profile (Int. Leads) 8/6 FERPA & PRA (VSO) 8/7 SPED/504/Dyslexia [DMG]	8/3 (VSO) Health Emergencies: Life-Threatening Allergies & Health Emergencies: Breastfeeding Emergencies, Choking, and the Heimlich Maneuver; Wound Packing and Tourniquet Use 8/5 (VSO) Health Emergencies: Diabetes Awareness & Glucose Response Awareness 8/7 Seizure Training for School Personnel by Epilepsy Foundation of America 8/8 School-Wide Positive Behavioral Interventions & Supports (VSO) 8/9 TISD Student Mentorship Program		BOY Data Analysis: Turning Data into Action Implement & monitor targeted interventions.	Families, Staff, Students: Engage. Attend. Achieve.	MOY Data Analysis: Turning Data into Action Implement & monitor targeted interventions.	Tier II: Targeted Supports (Students at Risk) Strategies that Work	Tier III: Intensive Supports (Chronic Absenteeism) Strategies that Work	Attendance is everyone's responsibility. Implement & monitor targeted interventions.	EOY Data Analysis: Attendance Design - Needs Assessment & Next Steps
Week 2 TISD AI Teaching & Learning Mrs. Aguilar & Mrs. Lopez		8/30 (SR 1267) Camp. School Counseling Program [Campus Counselor] 8/31 (SR 1267) Bullying Prevention [Campus Counselor] 8/32 (SR 1267) Suicide & NSSI [Campus Counselor] 8/33 (SR 1267) Child Abuse [Campus Counselor] 8/34 (SR 1267) Human Trafficking [VSO]	Integrating AI into Teaching and Learning Across Content Areas		Integrating AI into Teaching and Learning Across Content Areas	Integrating AI into Teaching and Learning Across Content Areas	Integrating AI into Teaching and Learning Across Content Areas	Integrating AI into Teaching and Learning Across Content Areas		Integrating AI into Teaching and Learning Across Content Areas	TISD AI Analysis & Next Steps
Week 3 Student Support Framework PK-6 Mrs. Alvarado 7-12 Mrs. Beanes		8/17 Trust Assessment & Safe & Supportive School Team [Campus Counselor] 8/18 Grief Informed & Trauma Informed Training (VSO) 8/19 TISD Domain 1 [St. Support Admin.] 8/20 TISD Domain 2 [St. Support Admin.] 8/21 TISD Domain 3 [St. Support Admin.]	SSF-L9 Climate & Culture	SSF-L8 Partnerships with Families & Communities	SSF-L7 Capacity Building	SSF-L6 Systems & Structures	SSF-L3 Physical Health and Wellness	SSF-L1 Mental Health Wellness		SSF-L4 Behavior Support and Response Practices	SSF-L5 Academic Readiness
Week 4 TISD MTSS PK-6 Ms. Carroll 7-12 Mrs. Morales	7/20 MTSS (SR 1267) 7/21 Epinephrine Auto-injector Training, AISD 7/22 Safety Training ULS Program [Athletic Director] 7/23 ELPS	8/24 TISD Domain 4 [St. Support Admin.] 8/25 TRA Training [St. Support Admin.] 8/26 TISD AI Framework (LA) 8/27 Student Support Framework [Campus Team] 8/28 SIFE, Trips, & Falls (VSO)	Tier I Expectations, Progress Monitoring, & Family Communication	Tier II Interventions, Progress Monitoring, & Family Communication			Tier III Interventions, Progress Monitoring, & Family Communication	MTSS Team Meetings & Problem Solving	Behavior Supports & PBIS	MTSS Team Meetings Analysis, & Next Steps	
Week 5 State Testing Training	7/27 SOP SRP & Cissalia (VSO/Tech) 7/28 Employee Handbook (HR) 7/29 Standard Code of Ethics/Sexual Harassment 7/30 District Fundraising & Field Trips Protocols (Mr. Suena & Mrs. Lopez) 7/31 Cybersecurity (VSO)			EOC Annual Training Mrs. Aguilar & Mr. Escarsega					STAAR Annual Training Mrs. Aguilar & Mr. Escarsega	Student Success Tool (SST) Transition & Next Steps Mrs. Lopez	

PLC Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
HB 4545/1605 Eduphoria Weekly Progress Monitoring Documentation	RTI: Attendance, Academic, Behavior Progress Monitoring Eduphoria Documentation	<i>Content/Data PLC</i>	District Scheduled PD	Lesson Planning
Inst. Specialists Lead & Monitored	Student Support Admin. Lead & Monitored	<i>Grade Level/Dept. Lead Facilitated</i>		Teacher/Grade /Department Lead

District Priority 3
Professional Development (ESF Lever 1, 3-5)

Texas Continuing Professional Education

Continuing Professional Education (CPE) is required for all Texas educators holding a standard certificate. The appropriate number of clock-hours of continuing professional education (CPE) must be completed during each five-year renewal period ([TAC §232.11](#)).

<https://tea.texas.gov/texas-educators/preparation-and-continuing-education/continuing-professional-education-cpe>

District Professional Development Requirement and Employee Contract Performance Requirement

TTESS: Professional practices and responsibilities dimension 4.3 https://teachfortexas.org/Resource_Files/Guides/T-TESS_Rubric.pdf

Professional development required staff development dma (legal)

[https://pol.tasb.org/Policy/Download/443?filename=DMA\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/443?filename=DMA(LEGAL).pdf)

RTI Schedule

LPAC	Attendance	Academic/Behavior
July 27-August 21 st Newly Enrolled Students	Daily Teachers take attendance during the official attendance snapshot. Attendance clerks verify coding. Parents notified of absences. Tier 1 Interventions Weekly (Mondays) Campus attendance administrator reviews: - Students with 3+ absences - Excessive tardies - Attendance patterns - Truancy concerns - Conducts Home Visits - Sets Monday Attendance RTI Team Meetings Tier II & III: - Progress Monitoring - Intervention Plan - Parent Communication & Participation Bi-Weekly & ADA Every 6 Weeks (Mondays) Campus leadership reviews: - ADA - Chronic absenteeism - Attendance by grade - Student groups - Campus trends Required by Texas Law Trigger interventions when students: - Have 3 unexcused absences (early intervention) - Reach 10% of enrolled days absent (chronic absenteeism) Approach compulsory attendance violations Need truancy prevention measures	Daily Teachers provide data driven tier 1 instruction & intervention Progress Monitors BOY, MOY, EOY Campus Admin. Reviews: - Assessment data & Id. - Tier II & Tier III students. - PLC Data Lead Analysis RTI Mtgs. Every 4 Weeks (1 st Monday after Progress reports/Report Cards are issued) Campus Admin. Sets RTI meetings for sts failing, misbehaving, coded at-risk, failed state assessment prior year, reading/math below grade level. - Data Review - Progress monitoring - Intervention fidelity - Student growth Tier movement - Parent Participation Required for Tier II & III - Tiered Intervention Plans w/Id. Supports - Referral considerations
August. 20 th BOY LPAC – Returning EL's		
Oct. 15 th 1 st Grading Period Progress Review		
January 7 th Semester LPAC Review		
February 4 th Mid-Year review & Preparation for TELPAS		
March 25 th Annual Review end-of year decisions		
May 26 th Year 1 & 2 monitoring for former EL's		
June 3 rd Reclassification (exit)		

TORNILLO INDEPENDENT SCHOOL DISTRICT

2026-2027 TRAINING SCHEDULE

Training Title	Description	Freq	Due Date	Training Resource	Teachers, Counselors & Administrators	Auxiliary
Teacher Appraisal	New teachers or never been evaluated an overview of the rubric. All teachers need timeline overview. (Texas code 150.1006 Teacher Orientation)	Annual	New Employee Orientation	Technology Instructional Specialist	X	
Employee Handbook	District handbook will be reviewed and signed digitally. Campus handbook must be in compliance.	Annual	In-Service Week	HR	X	X
Emergency Operation Plan- Standard Response Protocol	Texas Code 37.108	Annual	In-Service Week	Public Safety	X	X
Standard Code of Ethics/ Sexual Harassment	District Mandate	Annual	In-Service Week	HR	X	X
Sexual Harassment	TAC 465.33	Annual	In-Service Week	HR	X	X
Slips, Trips & Falls	District Mandate	Annual	July 2026	Vector Solutions	X	X
Youth Suicide: Awareness, Prevention, and Postvention	TEC 38.351 (g) and TEC 21.451	Annual	July 2026	Vector Solutions	X	X
Student Mental Health: Awareness, Intervention, and Referral	TEC 22.904	Annual	July 2026	Vector Solutions	X	X
Bullying : Recognition and Response	TEC 21.451	Annual	August 2026	Vector Solutions	X	X
Cyberbullying	TEC 21.451	Annual	August 2026	Vector Solutions	X	X
Civil Rights in Food Service	USDA 7 CFR Part 15/TDA	Annual	August 2026	Vector Solutions	X	X
Trauma-Informed Practices	TEC 38.036	Annual	September 2026	Vector Solutions	X	X
Opioid Overdose Response Awareness	TEC 38.224	Annual	September 2026	Vector Solutions	X	
School-Wide Positive Behavioral Interventions and Supports	District Mandate	Annual	October 2026	Vector Solutions	X	
Health Emergencies: Breathing Emergencies, Choking, and the Heimlich Maneuver	District Mandate	Annual	October 2026	Vector Solutions	X	X
Texas Cybersecurity Awareness for Employees Program	HB 3834 GC 2054.5191	Annual	November 2026	Vector Solutions	X	
Health Emergencies: Diabetes Awareness	THSC 168.004-168.005	Annual	November 2026	Vector Solutions	Designated Unlicensed Diabetes Care Assistants (UDCAs)	

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Workplace Bullying: Awareness and Prevention	TEC 21.451(d)(3)(C)	Annual	December 2026	Vector Solutions	X	X
Human Trafficking Awareness	TEC 38.0041	Annual	January 2027	Vector Solutions	X	X
Seizure Training for School Personnel by Epilepsy Foundation of America	TEC 38.033	Annual	January 2027	Vector Solutions	X	X
FERPA: Confidentiality of Records	District Mandate	Annual	February, 2027	Vector Solutions	X	
Severe Bleeding Response: Wound Packing and Tourniquet Use	TEC 38.030	Annual	February 2027	Vector Solutions	X	X
Health Emergencies: Life Threatening Allergies	TEC 38.208-38.210	Annual	March 2027	Vector Solutions	X	X
CPR and First Aid, AED	TEC 22.902 & 33.086	2-Years		Pro ProAction EMT, American Heart Association, American Red Cross, or similar Action	Nurses, PE instructors, coaches, marching band directors, Safety, CNS, IT	
School Behavioral Threat Assessment	TEC 37.115	One-time		ESC 19 & TSSC	SBTA Team	
Dyslexia Awareness	TEC 21.054(b)			TEA Website	Teachers	