



Agenda for Board of Trustees Meeting Tornillo Independent School District

Meeting Date: Friday, May 12, 2023

Meeting Type: Special

Meeting Time: 9:30 AM

Meeting Location: W.E. Neill Service Center, 19210 Cobb, Tornillo, TX 79853

Disclaimer

This meeting will be conducted in accordance with the Texas Open Meetings Act; hence, the **public is welcomed and invited to attend**. When necessary, the Board may enter into **closed session** under the authority of Chapter 551 of the Texas Government Code.

Public comments related to the agenda items listed for this meeting shall be handled as follows: If you would like to sign up for public comment, please submit the following information to aguilarr@tisd.us: (1) your name, (2) contact information, and (3) specify the item(s) you would like to comment upon prior to the board's deliberation. For more information about public comment, see Policy BED.

All voting will be done in open session.

Items on the Agenda: The subjects (order may be changed) to be discussed, considered, or upon which any formal action may be taken are listed below.

1. **(OTHER) First Order of Business**
Ms. Marlene Bullard, Board President
 - A. Establish a quorum and call the meeting to order
 - B. Pledge of Allegiance to the United States
2. **(OTHER) Open Forum**
Ms. Marlene Bullard, Board President
3. **(STRUCTURE) Board Items**
 - A. 2023-2024 Budget Workshop 3
Mr. Luis M. Guerra, Director of Finance
 - B. Discussion and Possible Action Regarding 2023-2024 Grade Level Configuration 65
Mrs. Rosa Vega-Barrio, Superintendent
4. **(STRUCTURE) Consent Agenda**
(All items on the Consent Agenda shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration)
 - A. Consider Approval of Revision of Notice of Renewal for District of Innovation 77
Ms. Lizeth Carroll, HR / Compliance Director
 - B. Consider Approval of the 2023-2024 Senior Trip 86
Mr. Alejandro Olvera, THS Principal
5. **Next Meeting Tentative Date:** May 31, 2023

Adjournment of the Meeting

Rosa Vega-Barrio
Superintendent of Schools

TORNILLO

INDEPENDENT SCHOOL DISTRICT



2023 – 2024 Budget Workshop

Friday, May 12, 2023



Mission

Tornillo ISD's mission is empowering our learning community to live their purpose by honoring values and beliefs for holistic postsecondary journey.

Vision

Believe we can succeed; with pride we will achieve.



Board Members

Marlene Bullard, President

Ida Estrada, Vice President

Ofelia Bosquez, Secretary

Daniel Dozal, Trustee

Hector Lopez, Trustee

Maria Kika Saldana, Trustee

Enrique Vega, Trustee

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INDEPENDENT SCHOOL DISTRICT



Student Outcome Goals

Student Outcome Goals

GOAL 1

Students performing at the Meets Grade Level Standard on STAAR Reading grade 3rd - 8th, EOC English I & English II will increase from 28% in 2019 to 46% by 2024.

Annual Targets: SY 20-21 = 28%, SY 21-22 = 34%, SY 22-23 = 40%, SY 23-24 = 46%

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	The percent of 3rd grade students performing at the meets level in STAAR Reading Release will increase from 31% in 2019 to 49% by June 2024.	The percent of 4th-8th grade students performing at the meets level in STAAR Reading Release will increase from 31% in 2019 to 49% by June 2024.	The percent of English I & II students performing at the meets level in EOC English Release will increase from 24% in 2019 to 45% by June 2024.
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GOAL 2

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GOAL 3

Students graduating college, career, and military ready will increase from 78% in 2019 to 90% by 2024.

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	GPM 3.1	GPM 3.2
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19-20	16%	6%
20-21	27%	15%
21-22	16%	20%
22-23	20%	25%
23-24	30% (ECHS)	30%

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Budget Preparation

Budget Preparation Process

- On or before August 20, the superintendent shall prepare, or cause to be prepared, a proposed budget covering all estimated revenue and proposed expenditures of a district for the following fiscal year.

Education Code 44.002; 19 TAC 109.1(a), .41

- When the budget has been prepared, the board president shall call a board meeting for the purpose of adopting a budget for the succeeding fiscal year. Any taxpayer of a district may be present and participate in the meeting.

Education Code 44.004(a), (f) [See CCG for provisions governing tax rate adoption.]

- The board president shall provide for publication of notice of the budget and proposed tax rate meeting in a daily, weekly, or biweekly newspaper published in a district. If no daily, weekly, or biweekly newspaper is published in a district, the president shall provide for publication of notice in at least one newspaper of general circulation in the county in which the district's central administrative office is located. The notice shall be published not earlier than the 30th day or later than the tenth day before the date of the hearing.

Education Code 44.004(b)

- Concurrently with the publication of notice of the budget under Education Code 44.004, as described above, a district shall post a summary of the proposed budget on the school district's Internet website or, if the district has no Internet website, in the district's central administrative office.

The budget summary must include a comparison to the previous year's actual spending and information relating to per student and aggregate spending on:

1. Instruction;
2. Instructional support;
3. Central administration;
4. District operations;
5. Debt service; and
6. Any other category designated by the commissioner.

Education Code 44.0041

- The board, at the meeting called for that purpose, shall adopt a budget to cover all expenditures for the succeeding fiscal year. **The budget must be adopted before the adoption of the tax rate** for the tax year in which the fiscal year covered by the budget begins.

Education Code 44.004(f)-(g)

- On final approval of the budget by the board, the district shall post on the district's Internet website a copy of the budget adopted by the board. The district's website must prominently display the electronic link to the adopted budget. A district shall maintain the adopted budget on the district's website until the third anniversary of the date the budget was adopted.

Education Code 44.0051

The adopted budget must be filed with the Texas Education Agency on or before the date established in the Financial Accountability System Resource Guide.

Education Code 44.005; 19 TAC 109.1(a)

Board Adopted Funds

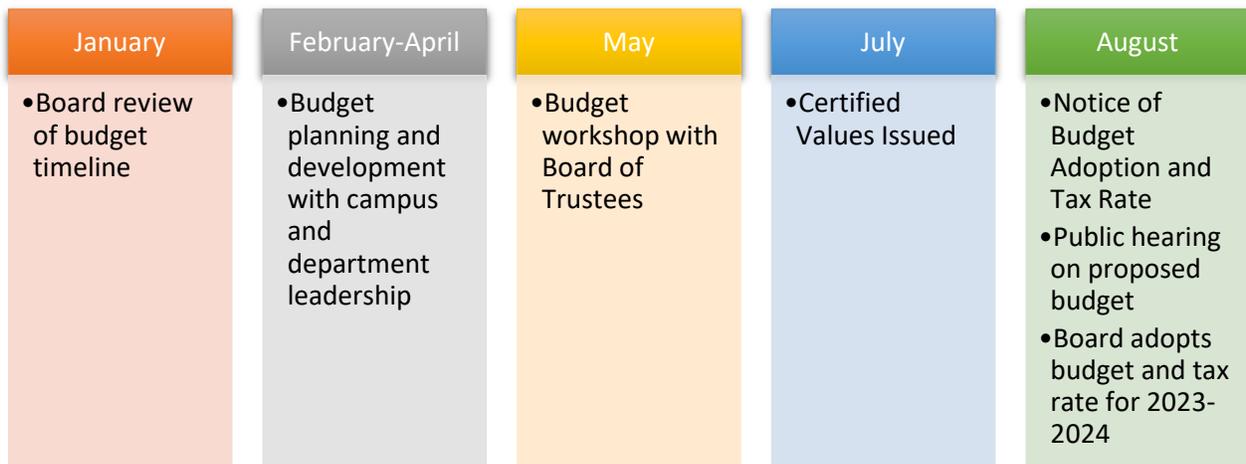
- Child Nutrition Services Fund (101)
- General Fund (181, 197 & 199)
- Debt Service Fund (599)

Minutes of the Board Meeting are used by TEA to document the adoption of the budget.

Official budget will be filed with TEA through PEIMS (Public Education Information Management System).

Fiscal year begins September 1 and concludes August 31.

Budget Development & Timeline



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Budget Considerations

District Analysis –

District Priorities

- Provide necessary resources and materials to meet student outcomes
- Balanced Budget
- Retention and recruitment: Salary increase to teachers
- Retention and recruitment: Salary increase to non-teachers

District Strengths

- Unassigned Projected Fund Balance - \$5.79 million or 5.94 months of operating expenditures
- Staff engaged and willing to be part of Tornillo Family
- New federal programs like Blended Learning Initiatives and School Action Funds

District Challenges

- Enrollment Decrease
 - 5 Year Average Decrease – 6%
 - 10 Year Average Decrease – 5%
- Low Attendance
- Grade levels configuration: needed cost savings and maximization of resources
- Competitive Compensation
- Increase of Insurance costs
- Inflation, higher gas prices and utility costs
- Balance budget
- Tax compression
- Continue to offer Specialized Instructional Programming
- Recruitment and retention of highly qualified staff
- Aging Facilities and vehicles upgrades needed throughout district
- Maintenance Projects across district
- Constant changing of technology and cybersecurity attacks
- Community/School Wi-Fi connectivity costs
- Depending on grant opportunities to meet the financial gap

District Threats

- Low Birth rate
- Local School Districts
- Charter Schools
- Increase in post-secondary tuition rates
- Property Tax Reform
- School Vouchers
- Higher cost of educational programs
- American Rescue Plan funding ending
- Higher per pupil costs
- High inflation due to expected recession
- Covering unfunded State and federal mandates such as Security
- Meeting student outcomes with less staff

District Opportunities

- Continue to increase student participation in college, military and career pathways
- Provide PreK-12 aligned STEM-H learning with a focus on computer science
- Continuous monitoring of areas for cost savings
- Consolidation of elementary and upper grade levels alignment and career pathways
- Continue with Community Projects such as Coyote Park, 5k run
- Increase in Parental Involvement and Parent Volunteers
- Establishing an Education Foundation
- Establishing Parent Organizations
 - Parent Teacher Organization (PTO)

School Capacity Analysis leading to consolidation

SCHOOL CAPACITY ANALYSIS						
	Capacity	Current	Projection	Current Capacity	Projected Capacity	
Tornillo High School	674	291	408	43%	61%	
Tornillo Junior High	537	117	214	22%	40%	
Tornillo Intermediate	402	220	158	55%	39%	
Tornillo Elementary	500	188	0	38%	0%	
	2,113	816	780			

Scenario 1 Administration Recommendation based on stakeholder input

9-12 in the Tornillo High School

3-8 grade levels at the Tornillo Junior High School

PreK -2 at Tornillo Intermediate School

Scenario 2 Best option for Student Outcomes

7-12 in the Tornillo High School

3-6 grade levels at the Tornillo Junior High School

PreK -2 at Tornillo Intermediate School

State Funding Assumption with Enrollment Projections

STATE FUNDING ASSUMPTIONS				
	Assumptions		ADA	94%
			ADA	12,795
	Year	Projection Enrollment	Projected ADA	State funding
	2023-24	780	735.93	9,416,081
	2024-25	748	705.74	9,029,780
	2025-26	714	673.66	8,619,336
	2026-27	679	640.64	8,196,819
	2027-28	649	612.33	7,834,662

Administration is proposing the closing of the Elementary and other positions resulting in cost savings of:

- Electricity Cost Savings of \$26,000
- Propane Savings of \$15,000
- Water savings of \$ 2,500
- Custodial Supplies and Maintenance \$35,000
- Copier Lease \$8,900
- 3 Custodial Staff through positive attrition \$76,648
- 1 Child Nutrition Manager through positive attrition \$35,943
- Technology network upgrades \$76,660
- 1 Instructional Aide through positive attrition \$27,347
- 1 Elementary Teacher depending on registration through positive attrition \$63,385
- 1 LVN/Nurse Assistant through positive attrition \$23,844
- 1 Technology Specialist through positive attrition \$34,877
- 1 Crossing Guard end of school year \$3,001
- **Total Savings of \$429,105**

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Budget Funding Elements

Budget Funding Elements

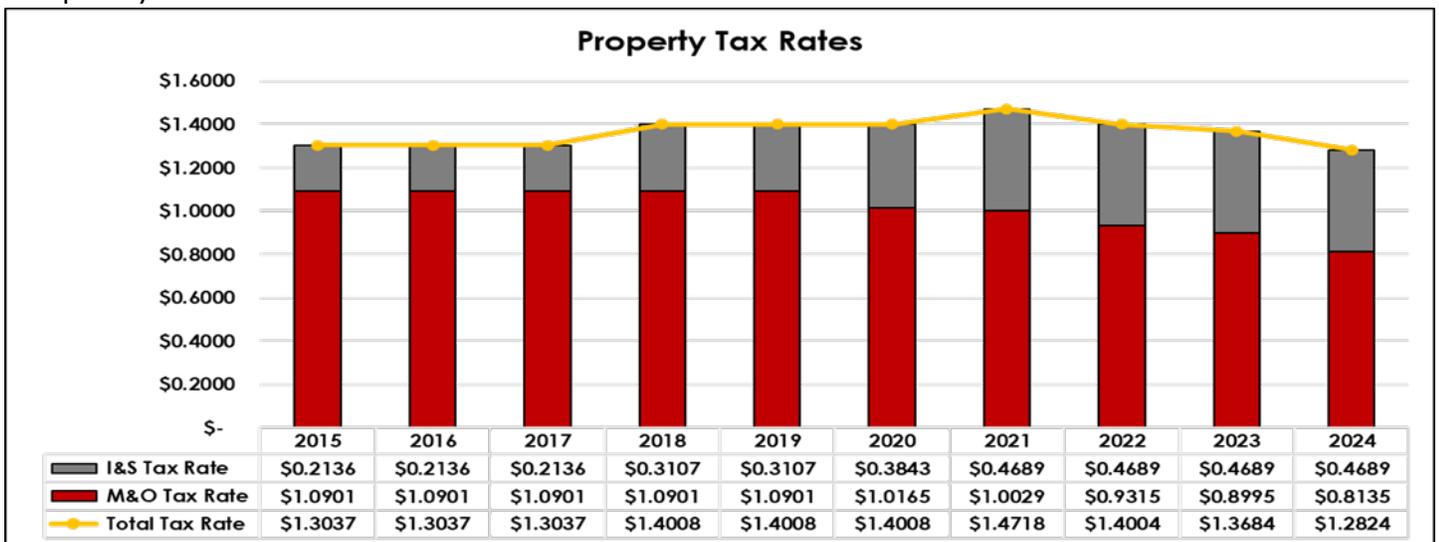
Texas uses local, state and federal funds to support educational operations and facility construction in public school districts throughout the state. Most of this revenue is state and local; the federal government provides a relatively small amount of funding to school districts for administration of the child nutrition program, Every Student Succeeds Act grants and other federal initiatives. Most public-school funding in Texas comes from a combination of state and local revenue.

Local Funding Elements

The Texas Constitution authorizes counties, cities, school districts and special-purpose districts to levy property taxes.

A district's property tax rate consists of a maintenance and operations (M&O) tax rate and an interest and sinking (I&S) tax rate. The M&O tax rate provides funds for the daily maintenance and operations of the school district. The I&S tax rate provides funds for payments on the debt that finances a district's facilities. The calculation of state funding for school districts is tied to tax effort; thus, tax rates provide an essential component in the state's school finance formulas.

- Property Tax Rate Assessed

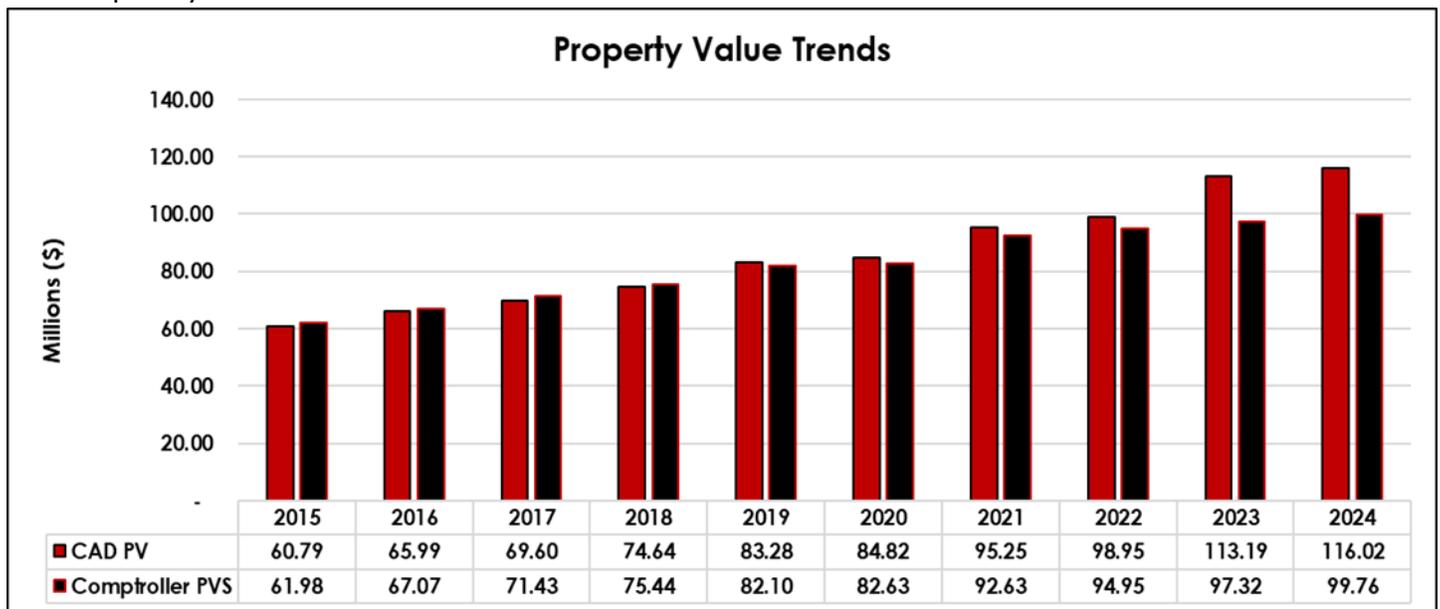


In Texas, local appraisal districts appraise, and value property located within their boundaries. (Appraisal district boundaries coincide with county boundaries, but appraisal districts are not part of county governments.) Each local taxing unit in the appraisal district, including school districts, sets tax rates and collects property taxes based on those appraised values after various deductions and limitations are applied.

State funding, however, is based on a study of the locally appraised property values conducted by the Texas Comptroller's office. State law requires the Comptroller's office to study the total taxable value of property in each Texas school district, as reported by appraisal districts, at least every two years.

This property value study (PVS) is intended to determine whether appraisal districts are appraising property at market value, to ensure the appropriate values are used to calculate state funding. The state's commissioner of education uses the PVS as part of the state's funding formula to determine how much state funding each school district is eligible to receive.

■ Property Value Trends



Note: Years presented represent the applicable tax year.

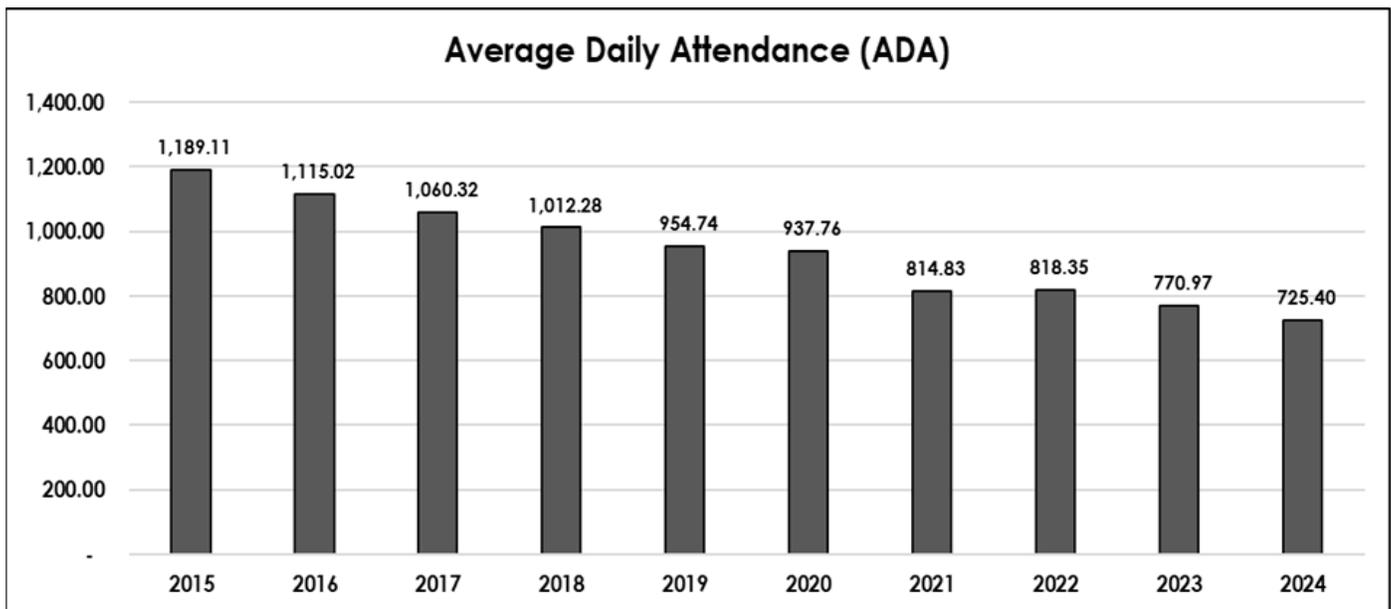
- Tax Collections from Current Year
- Assessed Property Values by State Comptroller's Office
- Property Tax Rate Assessed by the District

State Funding Elements

Most of the district's state funding for public education comes from the state's Foundation School Program (FSP) and the Available School Fund (ASF).

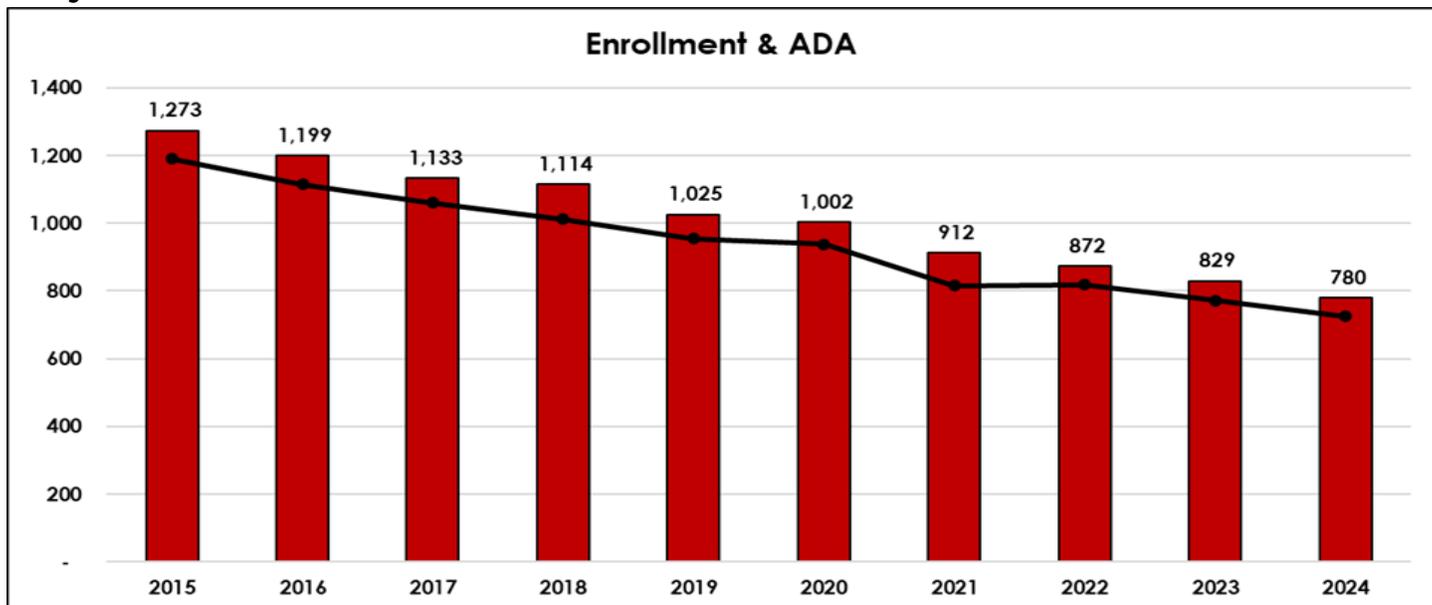
Average Daily Attendance (ADA)

School districts in Texas receive state funding based in part on Average Daily Attendance (ADA) numbers. ADA is a figure that indicates the average number of students who attend school in a school year. ADA is a key number in the district's formula funding that ultimately determines how much funding our district receives from the state.



Note: Years presented represent the fiscal year.

Project Enrollment & ADA



ADA Attendance and State Funding for FY 2023

	Tornillo ISD Budget State aid		
	Ideal	Budget	Current
Enrollment	845	845	816
Attendance	100%	95%	93%
ADA	845	802.75	758.88
Cost per student State	\$ 12,975	\$ 12,975	\$ 12,975
State Aid	\$ 10,963,875	\$ 10,415,681	\$ 9,846,468
Difference from Ideal		\$ 548,194	\$ 1,117,407
Difference from Budget			\$ 569,213

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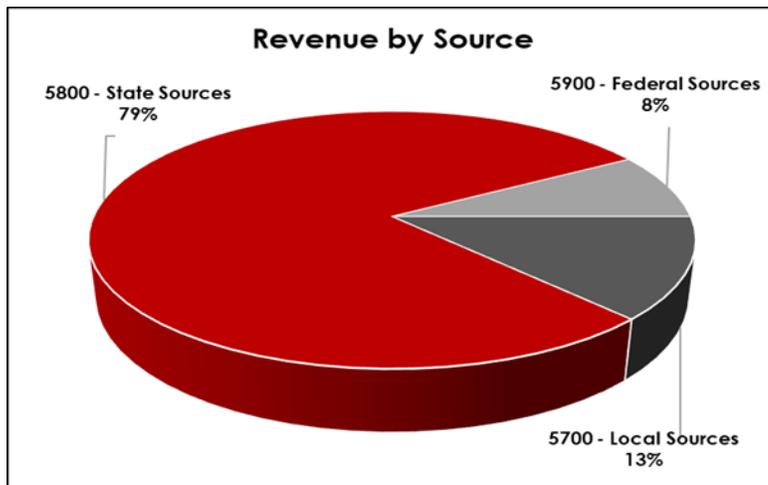


Revenues, Expenditures & Surplus/Deficit

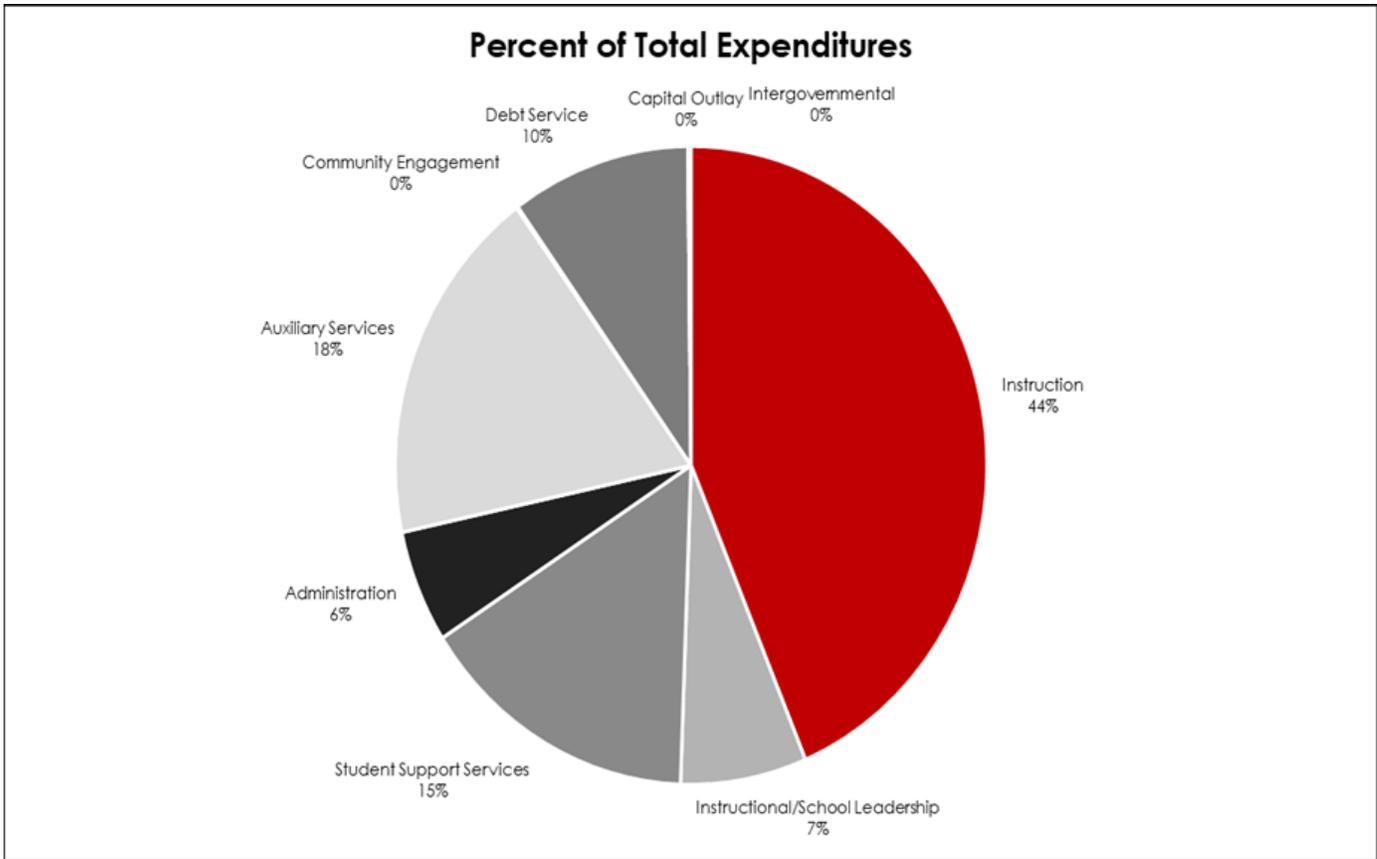
2023 – 2024 District Estimated Revenue

Revenues	101 CNS	199 GO	599 DS	Total
5700 - Local Sources	51,000	1,071,000	524,800	1,646,800
5800 - State Sources	3,600	9,416,081	763,799	10,183,480
5900 - Federal Sources	785,000	295,000	-	1,080,000
Fund Balance	-	-	-	
Total Revenues	839,600	10,782,081	1,288,599	12,910,280

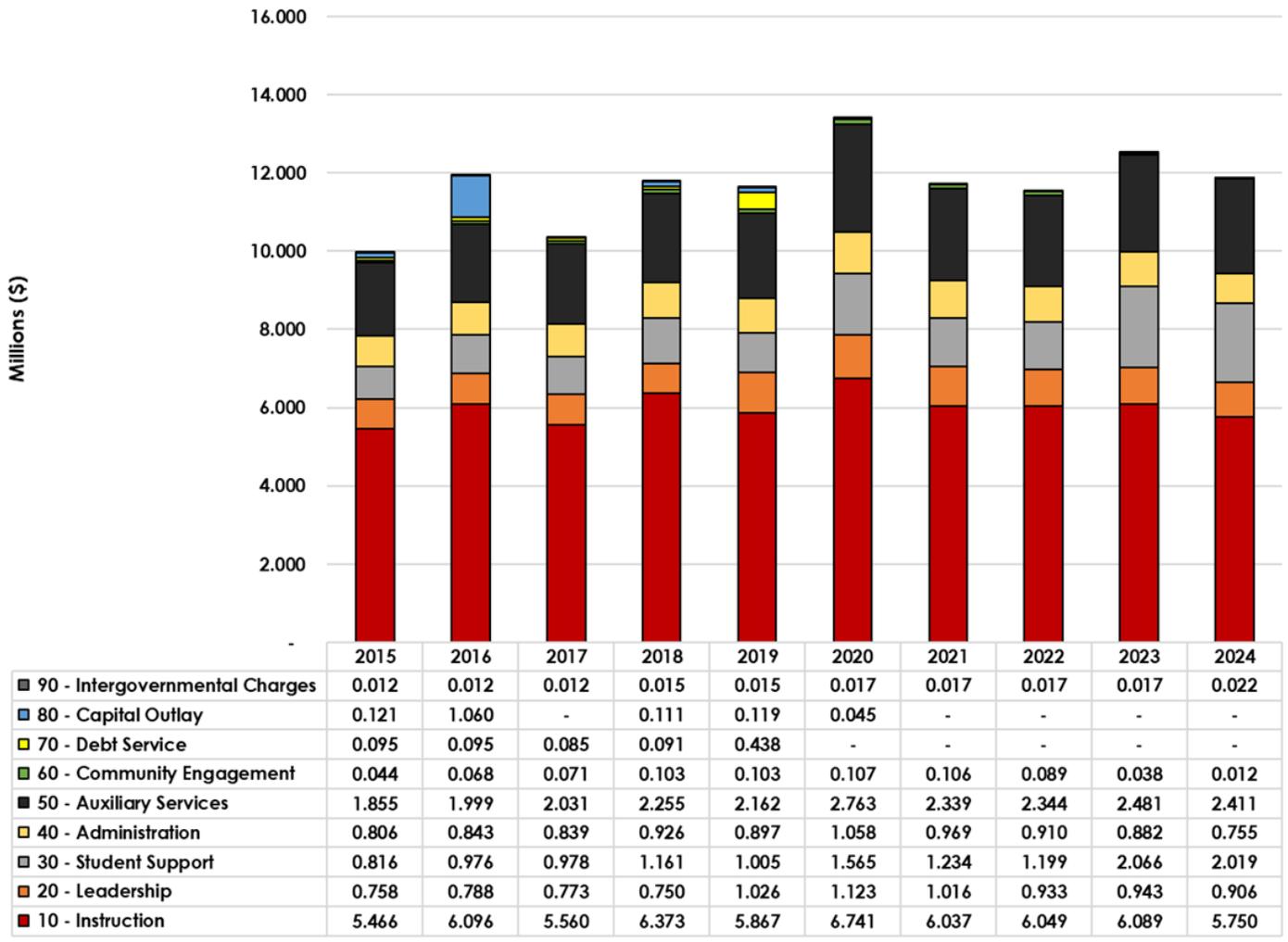
Child Nutrition Services (CNS), General Operating (GO), Debt Services (Debt)



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General Operating Expenditure Trends



2023 – 2024 District Surplus/Deficit

Revenues	101 CNS	199 GO	599 DS	Total
5700 - Local Sources	51,000	1,071,000	524,800	1,646,800
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5900 - Federal Sources	785,000	295,000	-	1,080,000
Fund Balance	-	-	-	-
Total Revenues	839,600	10,782,081	1,288,599	12,910,280

Expenditures	101 CNS	199 GO	599 DS	Total
Campus	-	6,887,735	-	6,887,735
Department	839,600	4,148,143	1,288,599	6,276,342
Total Expenditures	839,600	11,035,877	1,288,599	13,164,076

Surplus/(deficit) - (253,796) - (253,796)
 Child Nutrition Services (CNS), General Operating (GO), Debt Services (Debt)

2023 – 2023 District Budget with Additional Budget Considerations

Surplus/(deficit)	-	(253,796)	-	(253,796)
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Current Status (unsustainable)

Campuses stay the same				-
Administration will need additional staff				-
2 CNS support	53,295			53,295
1 Principal		120,672		120,672
Total	53,295	120,672	-	173,967
Adjusted Surplus/(deficit)	(53,295)	(374,468)	-	(427,763)

Positions will be removed through positive attrition with out affecting student outcomes

Child Nutrition manager	35,943			35,943
3 Custodial staff		76,648		76,648
1 Instructional Aide		27,347		27,347
1 Elementary Teacher		63,385		63,385
1 LVN/Nurse Assistant		23,844		23,844
1 Technology Specialist		34,877		34,877
1 Crossing Guard		3,000		3,000
	35,943	229,101	-	265,044

Scenario 1	Administration recommendation based on stakeholder input			
Closing Down Elementary Utility and custodial		(87,400)		
Aligning PK-2 at TIS, 3-8 TJHS and 9-12 THS				
Total	-	(87,400)	-	-
Adjusted Surplus/(deficit)	-	(166,396)	-	(253,796)

Scenario 2	Best option for student outcomes			
Closing Down Elementary Utility and custodial		(87,400)		
Aligning PK-2 at TIS, 3-6 TJHS and 7-12 THS				
Total	-	(87,400)	-	-
Adjusted Surplus/(deficit)	-	(166,396)	-	(253,796)

Additional criteria

Salary increase of :				
Salary increase mid point 1% plus Teacher Step	3,320	90,920		94,240
Salary increase mid point 2% plus Teacher Step	6,640	156,616		163,256
Salary increase mid point 3% plus Teacher Step	9,960	232,315		242,275
Salary increase mid point 4% plus Teacher Step	13,280	288,008		301,288
Salary increase mid point 5% plus Teacher Step	16,599	353,705		370,304

SB 9 Pending \$6,000 stipend increase for 2023-24 only 414,000

Total of 69: 58 Teachers, 4 Counselors, 1 Librarian, 1 RN, and 5 instructional coaches

**2023-2024
Budget
Workshop**

May 12, 2023



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Love – Serve - Care

Board of Trustees



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19-20	16%	6%
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23-24	30% (ECHS)	30%

Budget Process & Requirements

PROCESS

- Superintendent shall prepare the proposed budget on or before August 20.
- The President of the Board of Trustees must call a public meeting giving at least 10 days notice to the community but no more than 30 days notice.
- The board, at the meeting called for that purpose, shall adopt a budget to cover all expenditures for the succeeding fiscal year.

REQUIREMENTS

- The District's budget shall be approved before September 1st.
- Funds must not be expending in any manner other than as provided for the adopted budget.
- Funds may not be expended prior to adoption of the budget.
- Budget must legally be adopted before the adoption on the tax rate
- Budget must be posted on the District's website and shall remain posted for three years.

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Board Adopted Funds



**Child Nutrition Services
Fund 101**



**General Fund
Funds 181 & 199**



**Debt Service
Fund 599**



Budget Development & Timeline

District Analysis

Strengths

- Unassigned Projected Fund Balance - \$5.79 M or approximately 5.94 months of operating expenditures
- Staff Engaged and willing to face challenges
- New Federal Grant funding Blended Learning Initiatives and School Action Funds

Challenges

- Enrollment Decrease
 - 5 Year Average Decrease – 6%
 - 10 Year Average Decrease – 5%
- Competitive Compensation
- Continue to offer Specialized Instructional Programming
- Recruiting and retention of highly qualified staff
- Aging Infrastructure
- Constant changing of technology and cybersecurity attacks
- Community /School based wifi connectivity costs

Budget Challenges cont.

- Low Attendance
- Grade levels configuration: needed cost savings and maximization of resources
- Increase of insurance cost of 25%
- Inflation, higher fuel costs and utility costs
- Balance Budget
- Tax Compression
- Closing Elementary Campus
- Depending on grant opportunities to meet the financial gap

District Analysis

Threats

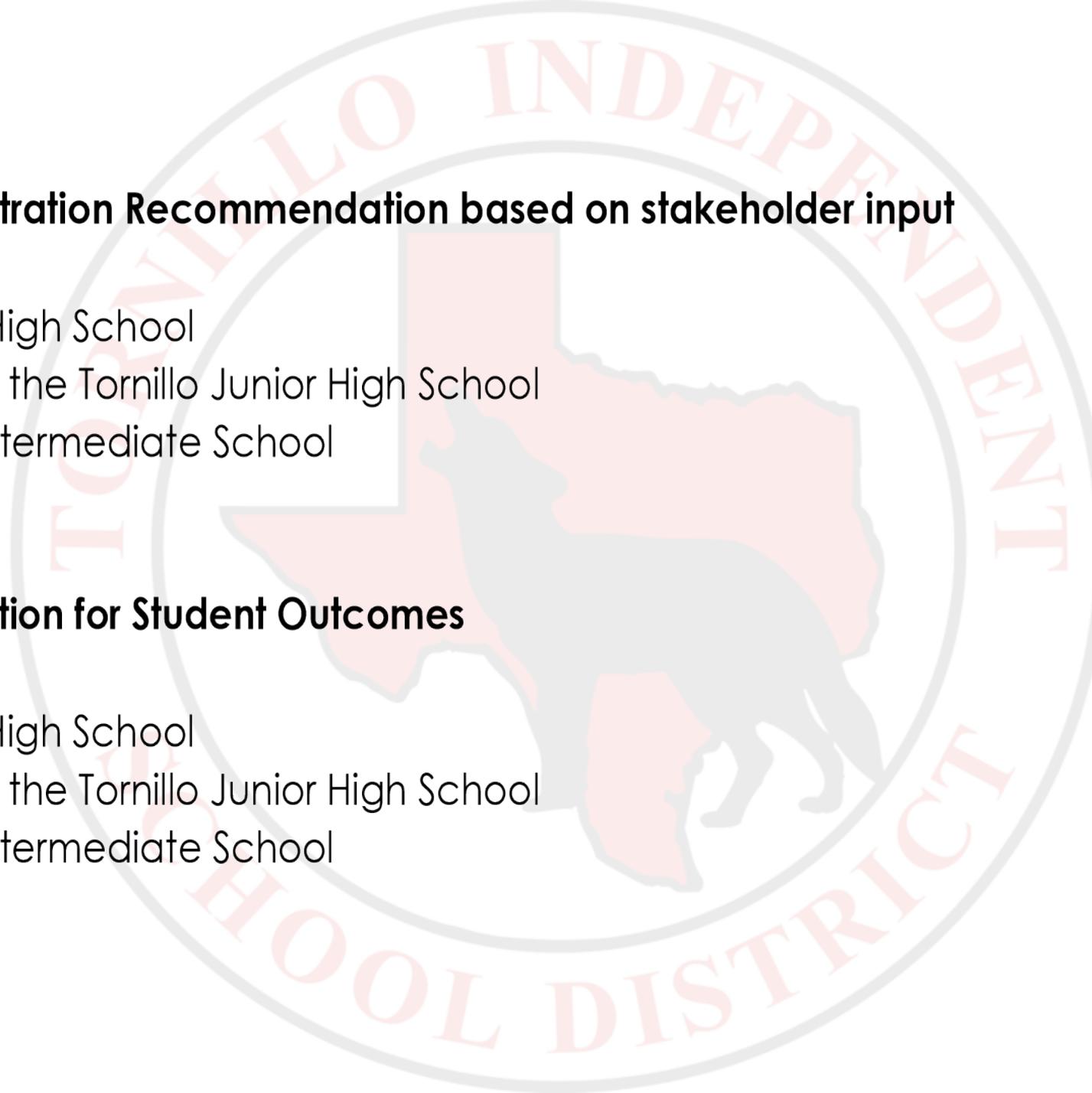
- Low Birth Rate
- Charter Schools
- Local Schools Districts
- Increase in post-secondary tuition rates
- Property Tax Reform
- School Vouchers
- Staff taking other high paying jobs
- Higher cost of instructional Program
- Higher Per Pupil costs
- ESSER II ending September 2023
- ESSER II Ending September 2024
- Covering unfunded State and Federal Mandates such Security
- Meetin Student Outcomes with less staff
- High Inflation due to expected recession

Opportunities

- Continue to increase student participation in college, military, and career pathways
- Provide Prek-12 Aligned STEM_H Learning with a focus on computer science
- Potential Areas of Savings
- Consolidation of the Elementary and upper grade levels alignment towards Career pathways
- Continue with Community Projects such as Coyote Park, 5k run
- Establishing an Education Foundation
- Increase in Parental Involvement and Parent volunteers
- Establishing Parent Organizations
 - Parent Teacher Organizations (PTO)
 - District Athletic Booster Club

SCHOOL CAPACITY ANALYSIS

	Capacity	Current	Projection	Current Capacity	Projected Capacity
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Scenario 1 Administration Recommendation based on stakeholder input

9-12 in the Tornillo High School

3-8 grade levels at the Tornillo Junior High School

PreK -2 at Tornillo Intermediate School

Scenario 2 Best option for Student Outcomes

7-12 in the Tornillo High School

3-6 grade levels at the Tornillo Junior High School

PreK -2 at Tornillo Intermediate School

STATE FUNDING ASSUMPTIONS

STATE FUNDING ASSUMPTIONS				
	Assumptions		ADA	94%
			ADA	12,795
	Year	Projection Enrollment	Projected ADA	State funding ⁴⁵
	2023-24	780	735.93	9,416,081
	2024-25	748	705.74	9,029,780
	2025-26	714	673.66	8,619,336
	2026-27	679	640.64	8,196,819
	2027-28	649	612.33	7,834,662

Administration is proposing the closing of the Elementary and other positions resulting in cost savings of:

- Electricity Cost Savings of \$26,000
- Propane Savings of \$15,000
- Water savings of \$ 2,500
- Custodial Supplies and Maintenance \$35,000
- Copier Lease \$8,900
- 3 Custodial Staff through positive attrition \$76,648
- 1 Child Nutrition Manager through positive attrition \$35,943
- Technology network upgrades \$76,660
- 1 Instructional Aide through positive attrition \$27,347
- 1 Elementary Teacher depending on registration through positive attrition \$63,385
- 1 LVN/Nurse Assistant through positive attrition \$23,844
- 1 Technology Specialist through positive attrition \$34,877
- 1 Crossing Guard end of school year \$3,001
- **Total Savings of \$429,105**

FUNDING ELEMENTS



LOCAL



STATE



FEDERAL

LOCAL FUNDING ELEMENTS

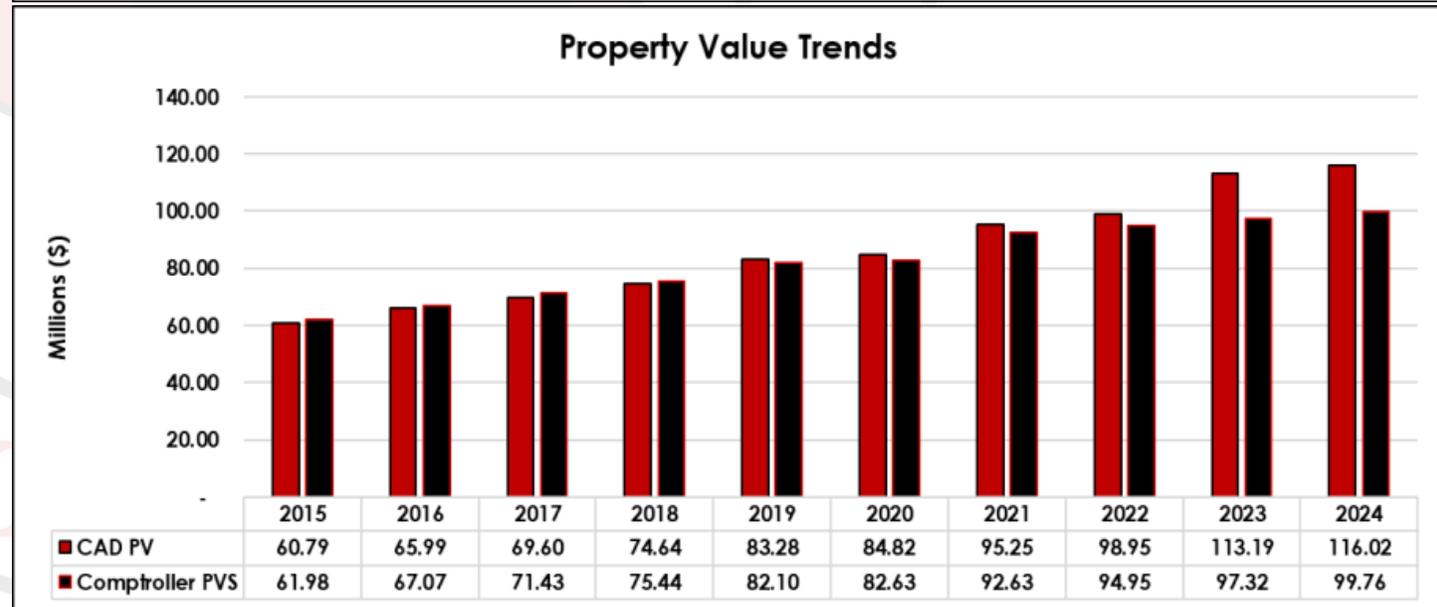
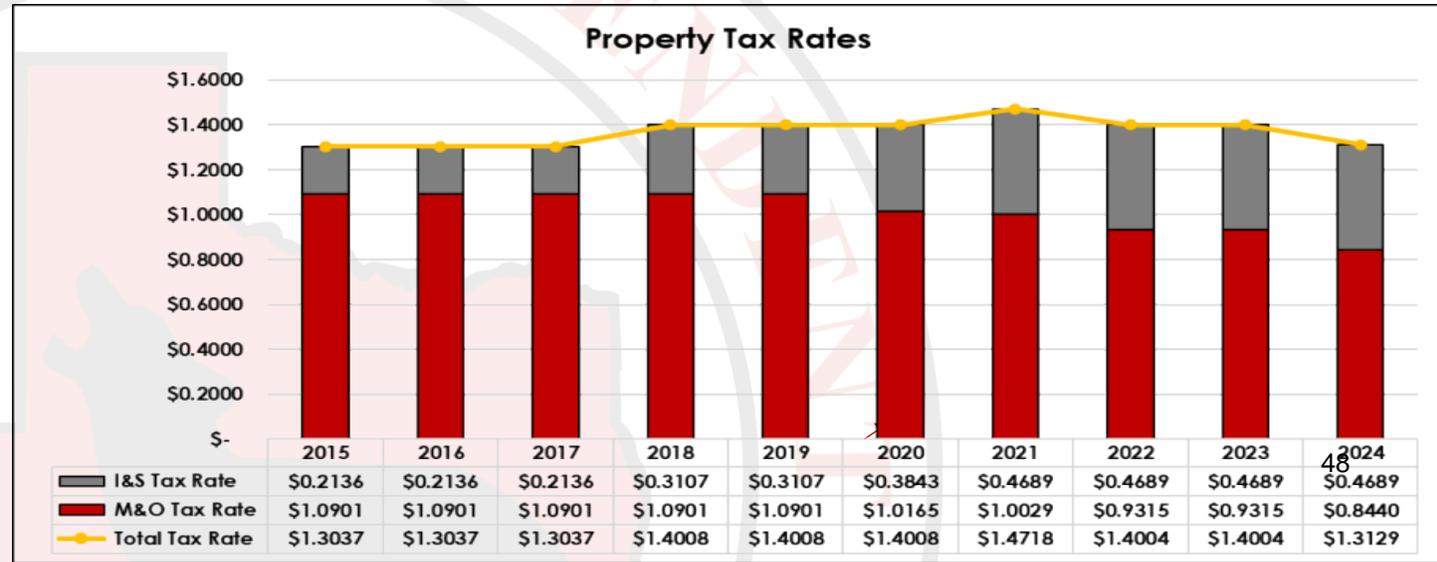
Local Tax Effort

Property Tax Rate Assessed

- Maintenance & Operating (M&O)
- Interest & Sinking (I&S)

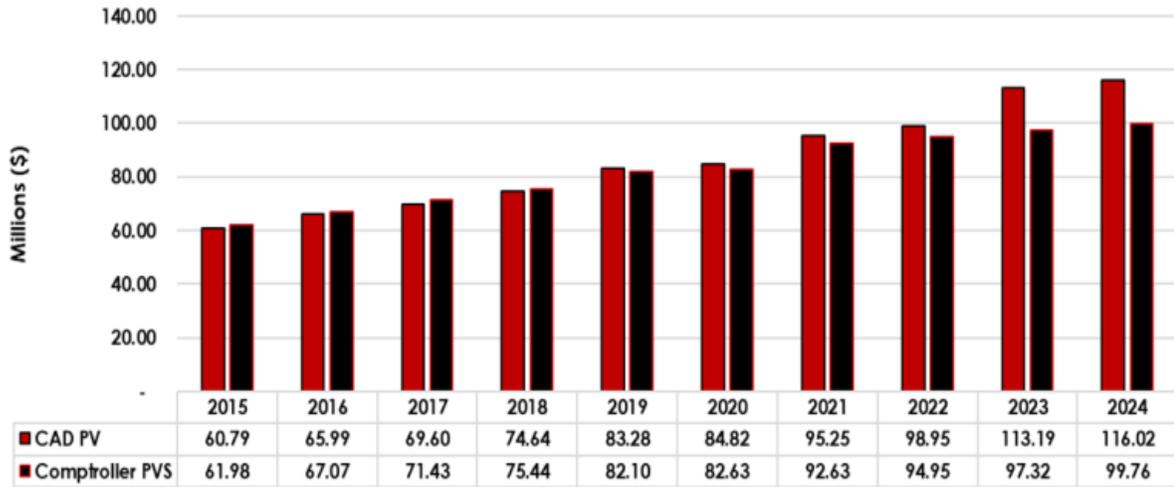
Assessed Property Value by Central Appraisal District (CAD)

Note: 2023 – Preliminary Value from CAD



STATE FUNDING ELEMENTS

Property Value Trends



State Funding

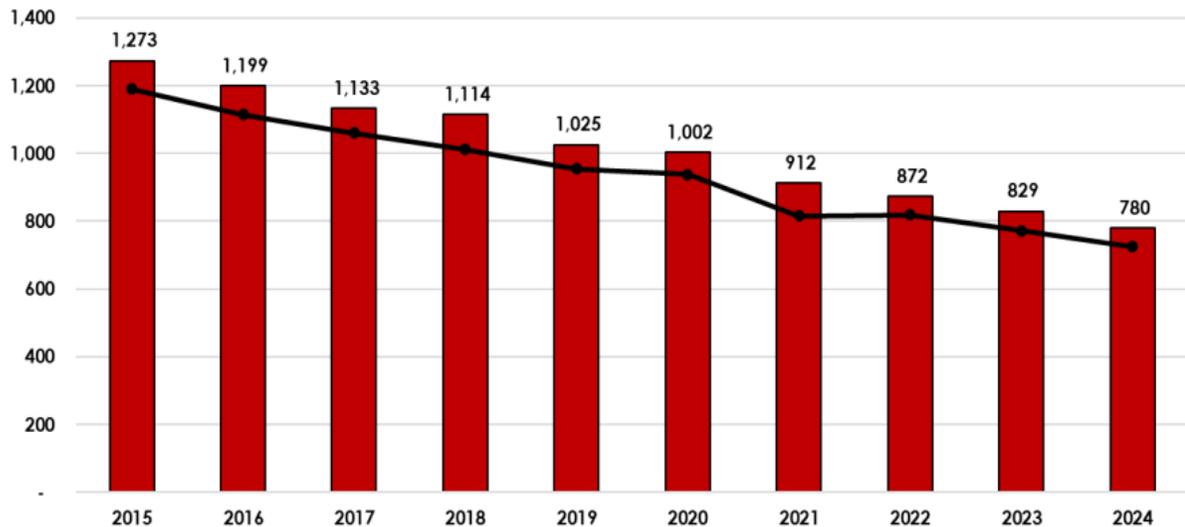
Average Daily Attendance (ADA)

Tax Collections

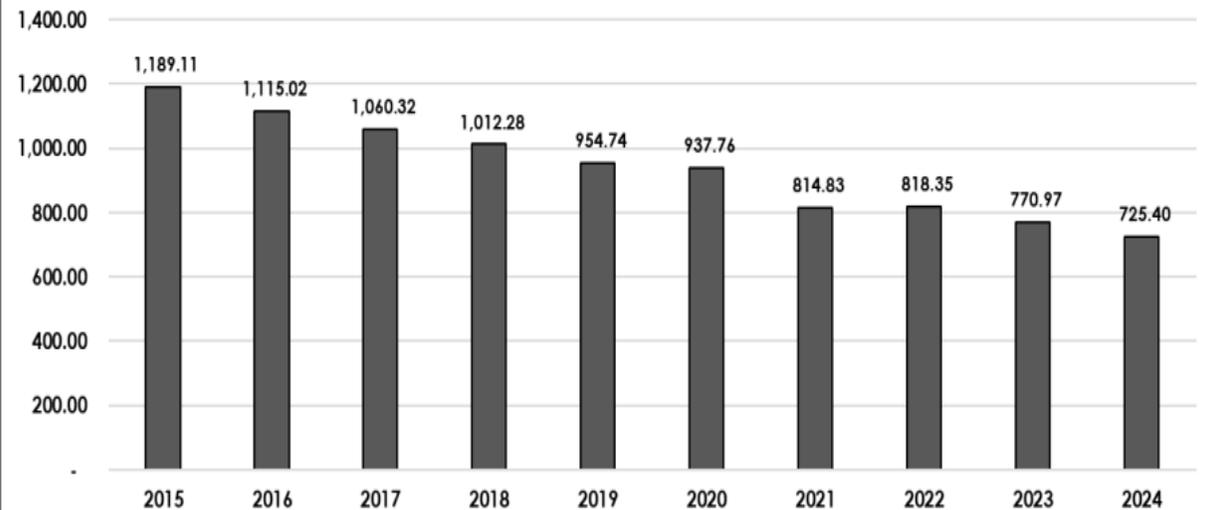
Property Value Study (PVS) by State Comptroller's Value

Property Tax Rate Assessed by District

Enrollment & ADA



Average Daily Attendance (ADA)

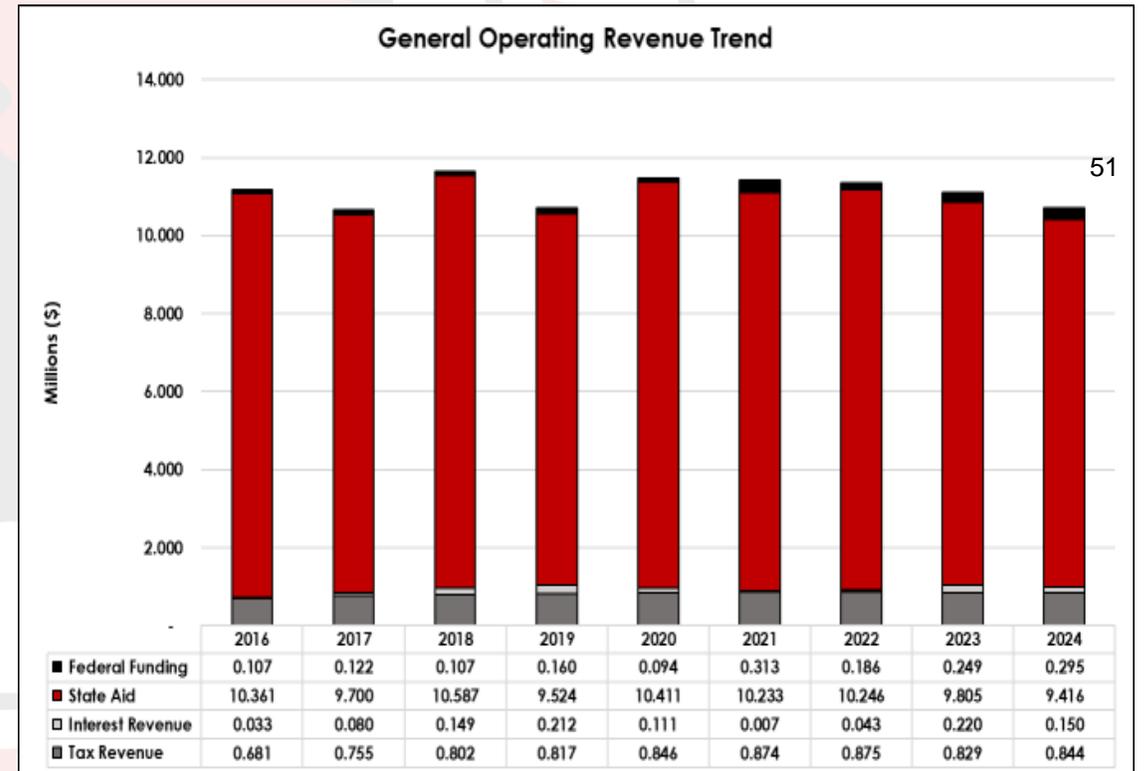
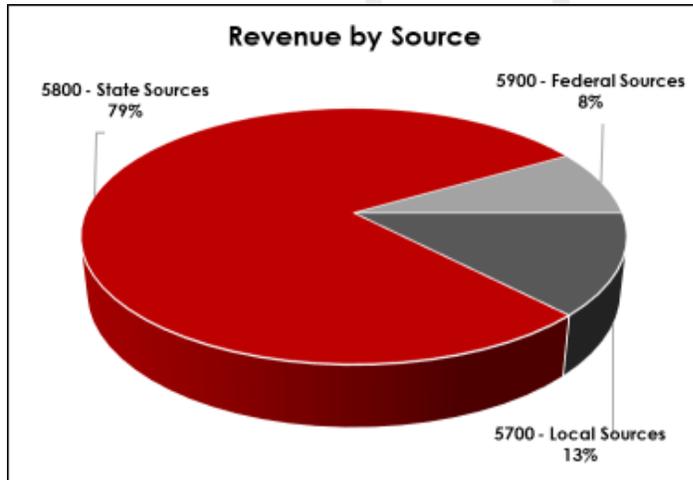


ADA ATTENDANCE STATE FUNDING FY 2023

	Tornillo ISD Budget State aid		
	Ideal	Budget	Current
Enrollment	845	845	816
Attendance	100%	95%	93%
ADA	845	802.75	758.88
Cost per student State	\$ 12,975	\$ 12,975	\$ 12,975
State Aid	\$ 10,963,875	\$ 10,415,681	\$ 9,846,468
Difference from Ideal		\$ 548,194	\$ 1,117,407
Difference from Budget			\$ 569,213

Revenue Estimates

Revenues	101 CNS	199 GO	599 DS	Total
5700 - Local Sources	51,000	1,071,000	524,800	1,646,800
5800 - State Sources	3,600	9,416,081	763,799	10,183,480
5900 - Federal Sources	785,000	295,000	-	1,080,000
Fund Balance	-	-	-	-
Total Revenues	839,600	10,782,081	1,288,599	12,910,280



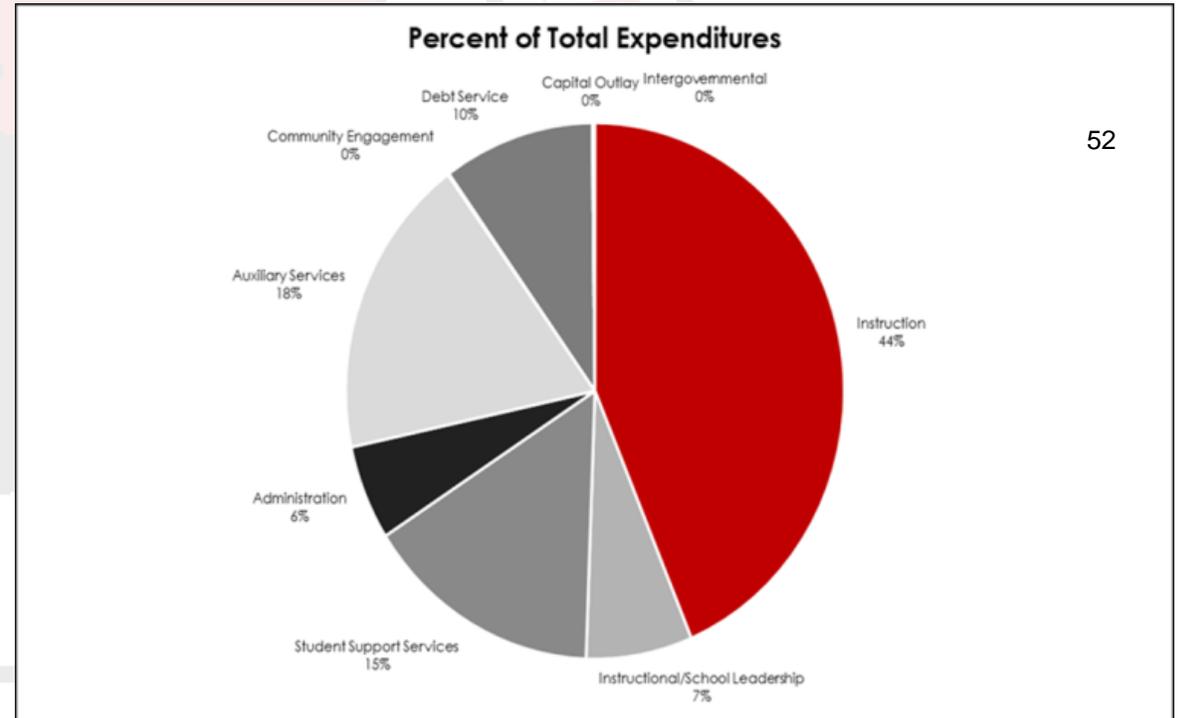
Note: 2023-2024 includes TRS On-Behalf State Revenue of \$500,000.

Expenditure Estimates

Revenues	101 CNS	199 GO	599 DS	Total
5700 - Local Sources	51,000	1,071,000	524,800	1,646,800
5800 - State Sources	3,600	9,416,081	763,799	10,183,480
5900 - Federal Sources	785,000	295,000	-	1,080,000
Fund Balance	-	-	-	-
Total Revenues	839,600	10,782,081	1,288,599	12,910,280

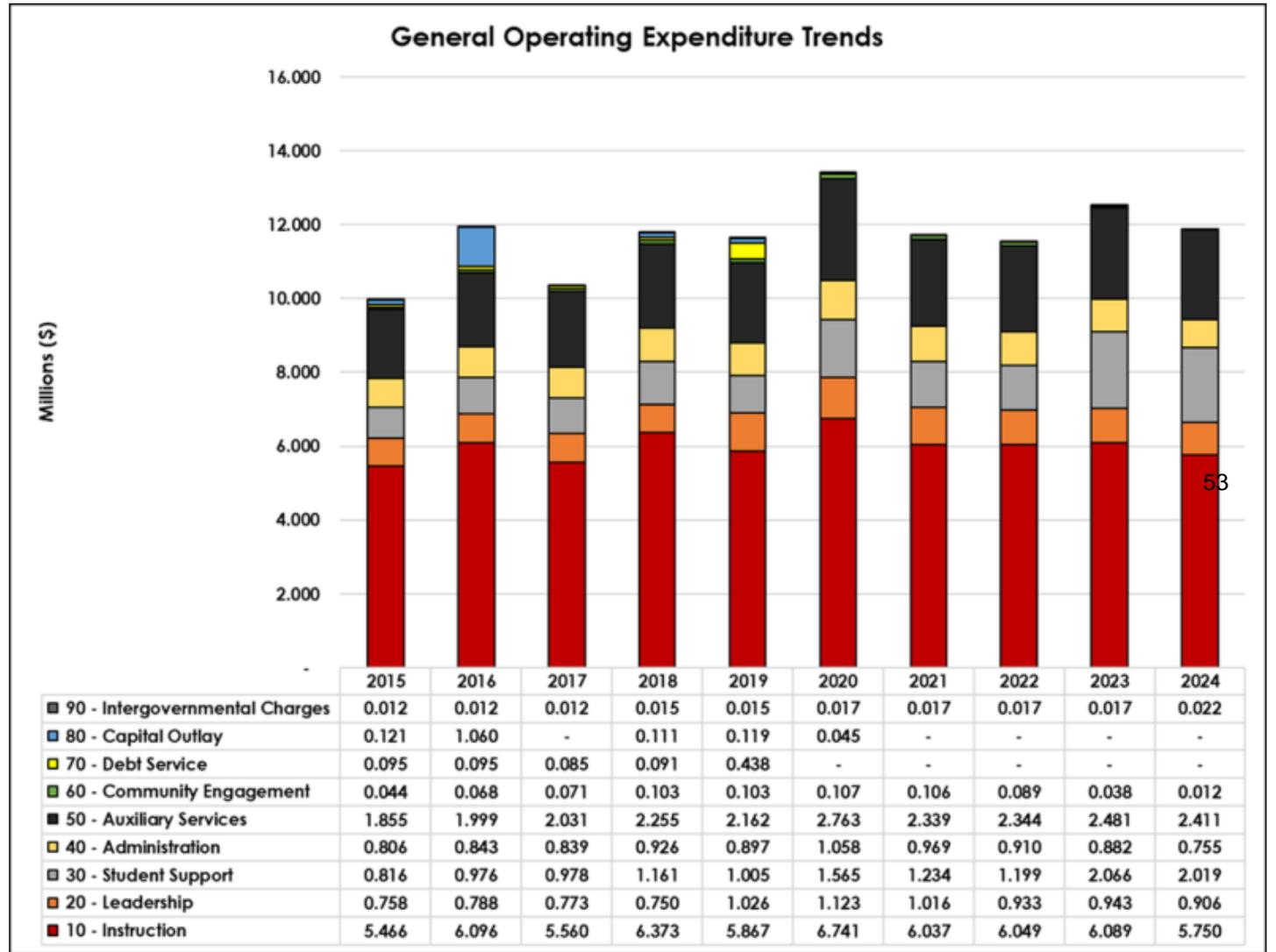
Expenditures	101 CNS	199 GO	599 DS	Total
Campus	-	6,887,735	-	6,887,735
Department	839,600	4,148,143	1,288,599	6,276,342
Total Expenditures	839,600	11,035,877	1,288,599	13,164,076
Surplus/(deficit)	-	(253,796)	-	(253,796)

Expenditures	101 CNS	199 GO	599 DS	Total	%
Instruction	-	5,750,487	-	5,750,487	43.68%
Instructional/School Leadership	-	906,479	-	906,479	6.89%
Student Support Services	839,600	1,178,970	-	2,018,570	15.33%
Administration	-	754,921	-	754,921	5.73%
Auxiliary Services	-	2,411,020	-	2,411,020	18.32%
Community Engagement	-	12,000	-	12,000	0.09%
Debt Service	-	-	1,288,599	1,288,599	9.79%
Capital Outlay	-	-	-	-	0.00%
Intergovernmental	-	22,000	-	22,000	0.17%
Total Expenditures	839,600	11,035,877	1,288,599	13,164,076	100.00%



Note: 2023-2024 includes TRS On-Behalf expenditures of \$500,000.

General Operating Expenditure Trend



Surplus/Deficit

	101 CNS	199 GO	599 DS	Total
Revenues				
5700 - Local Sources	51,000	1,071,000	524,800	1,646,800
5800 - State Sources	3,600	9,416,081	763,799	10,183,480
5900 - Federal Sources	785,000	295,000	-	1,080,000
Fund Balance	-	-	-	-
Total Revenues	839,600	10,782,081	1,288,599	12,910,280

	101 CNS	199 GO	599 DS	Total
Expenditures				
Campus	-	6,887,735	-	6,887,735
Department	839,600	4,148,143	1,288,599	6,276,342
Total Expenditures	839,600	11,035,877	1,288,599	13,164,076
Surplus/(deficit)	-	(253,796)	-	(253,796)

Surplus/Deficit

Surplus/(deficit)	-	(253,796)	-	(253,796)
Current Status (unsustainable)				
Campuses stay the same				-
Administration will need additional staff				-
2 CNS support	53,295			53,295
1 Principal		120,672		120,672
Total	53,295	120,672	-	173,967
Adjusted Surplus/(deficit)	(53,295)	(374,468)	-	(427,763)

Positions will be removed through positive attrition with out affecting student outcomes				
Child Nutrition manager	35,943			35,943
3 Custodial staff		76,648		76,648
1 Instructional Aide		27,347		27,347
1 Elementary Teacher		63,385		63,385
1 LVN/Nurse Assistant		23,844		23,844
1 Technology Specialist		34,877		34,877
1 Crossing Guard		3,000		3,000
	35,943	229,101	-	265,044

55

Scenario 1	Administration recommendation based on stakeholder input			
Closing Down Elementary Utility and custodial		(87,400)		
Aligning PK-2 at TIS, 3-8 TJHS and 9-12 THS				
Total	-	(87,400)	-	-
Adjusted Surplus/(deficit)	-	(166,396)	-	(253,796)

Scenario 2	Best option for student outcomes			
Closing Down Elementary Utility and custodial		(87,400)		
Aligning PK-2 at TIS, 3-6 TJHS and 7-12 THS				
Total	-	(87,400)	-	-
Adjusted Surplus/(deficit)	-	(166,396)	-	(253,796)

Additional criteria				
Salary increase of :				
Salary increase mid point 1% plus Teacher Step	3,320	90,920		94,240
Salary increase mid point 2% plus Teacher Step	6,640	156,616		163,256
Salary increase mid point 3% plus Teacher Step	9,960	232,315		242,275
Salary increase mid point 4% plus Teacher Step	13,280	288,008		301,288
Salary increase mid point 5% plus Teacher Step	16,599	353,705		370,304

SB 9 Pending \$6,000 stipend increase for 2023-24 only **414,000**
 Total of 69: 58 Teachers, 4 Counselors, 1 Librarian, 1 RN, and 5 instructional coaches



Student Outcome Implications



Programming

- ▶ Credit Recovery - Limitation on courses and sub programs for at risk students
- ▶ Tutoring - Limitation of groups of students that are in need
- ▶ Extra Curricular
- ▶ Field Trips
- ▶ Extra Duty
- ▶ CTE Allotment
- ▶ Western Tech - Limit the number of students that attend

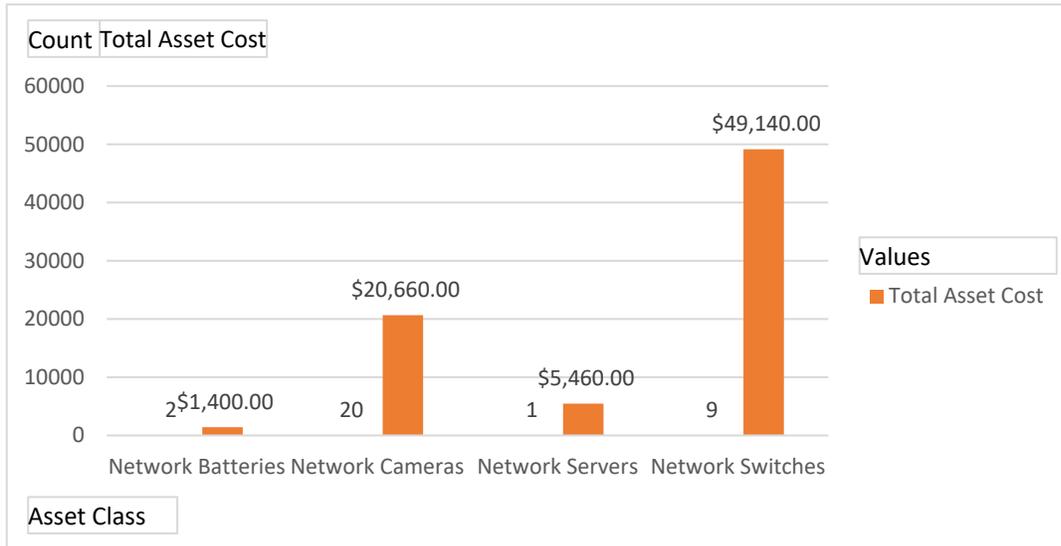
Staff Implications

- ▶ Retention Stipends
- ▶ Professional Development - Limited to in house
- ▶ Specialty Supports - Dyslexia, Pull out services,
- ▶ Class Loads will go up
- ▶ Multiple Preps - More teachers teaching more preps

Student Implication

- ▶ Instructional Aides - Less Aides lead to less supports
- ▶ Instructional Coaches - Supports for teachers
- ▶ Accountability - District accountability will be weighted based on campus accountability x percentage of students. Having more students at the HS (7-12) will benefit campus and district accountability.
- ▶ Advanced Courses - limited courses available

Network Equipment	Count	Total Asset Cost
Network Batteries	2	\$ 1,400.00
Network Cameras	20	\$ 20,660.00
Network Servers	1	\$ 5,460.00
Network Switches	9	\$ 49,140.00
Grand Total	32	\$ 76,660.00



Note: 94% of all Network Assets were purchased before 9/1/2020 and are due for an upgrade within next 2 years.

Scenario 1				
Positions	Days	Grade Levels		
		9th-12th	3rd-8th	Prek-2
Administrative Team:				
Principal	226	1	1	1
Assistant Principal	226	1	1	
Counselor	212/207	1	2	1
CCMR Advisor	207	1		
CTE Coordinator	226	0.5	0.5	
Certified Team:				
Core Area Teachers	187	12	16	9
PE Teacher	187	1	1.5	0.5
PPCD Unit Teacher				1
Inclusion SPED Teacher	187	2	2	1
Living Skills SPED Teacher	187	1		
CTE Teachers	187	2	2	
Nurse/LVN/NA	226/187	1	1	1
LOTE Teacher	187	1		
Instructional Specialist	207	2	2	1
Librarian	187		0.5	0.5
Dyslexia Teacher	187	0.25	0.5	0.25
Fine Arts Team:				
Art Teacher	187	0.5	1	0.5
Music	187	0.5	1	0.5
Paraprofessional Team:				
Instructional Aide	187	1	3	4
PE Aide			1	1
ISS Aide	187	1		
Hope Aide	187	1		
Sp Ed Aide	187	1	1	3
Library Aide	187	1	1	
Tech Support	226	1	1	1
Clerical/ Secretarial Team:				
Secretary	226	1	1	1
Clerk	226	1	1	1
Transcripts Clerk	226	1		
Custodial Team:				
Custodial Staff	237	6	4	4

*When necessary, class sizes may exceed the recommended number

** Any class with less than 12 students must be approved in Cabinet

TISD 2023-2024 Staffing Guidelines

Notes
400 to 1
400 to 1
Prek-4 up to 23. 5-12 up to 35
35 to 1
4 CTE s split in 2 campuses
Elementary, 7th and 8th
1 assistant every 5 students
1 per 20k sq. ft.

		Sce
Positions	Days	Gr
		7th-12th
Administrative Team:		
Principal	226	1
Assistant Principal	226	2
Counselor	212/207	2
CCMR Advisor	207	1
CTE Coordinator	226	1
Certified Team:		
Core Area Teachers	187	16
PE Teacher	187	2
PPCD Unit Teacher		
Inclusion SPED Teacher	187	3
Living Skills SPED Teacher	187	1
CTE Teachers	187	4
Nurse/LVN/NA	226/187	1
LOTE Teacher	187	1
Instructional Specialist	207	3
Librarian	187	0.5
Dyslexia Teacher	187	0.5
Fine Arts Team:		
Art Teacher	187	1
Music	187	1
Paraprofessional Team:		
Instructional Aide	187	3
PE Aide		1
ISS Aide	187	1
Hope Aide	187	1
Sp Ed Aide	187	1
Library Aide	187	1
Tech Support	226	1
Clerical/ Secretarial Team:		
Secretary	226	1
Clerk	226	1
Transcripts Clerk	226	1
Custodial Team:		
Custodial Staff	237	6

Scenario 2		
Grade Levels		Notes
3rd-6th	Prek-2	
1	1	
		400 to 1
1	1	400 to 1
12	9	Prek-4 up to 23. 5-12 up to 35
0.5	0.5	35 to 1
	1	
1	1	
1	1	
	0.5	Elementary, 7th and 8th
0.25	0.25	
0.5	0.5	
0.5	0.5	
1	4	
0.5	0.5	
1	3	1 assistant every 5 students
1		
1	1	
1	1	
1	1	
4	4	1 per 20k sq. ft.



TISD is The
Place to Be!

WELCOME

Tornillo Future Growth Expected within the next 15-20 Years

FUTURE TORNILLO ECONOMIC DEVELOPMENT

- Warehousing
- Gas Stations
- Chain Restaurants
- Chain Supermarkets
- Homes

[HTTPS://GONZALES.HOUSE.GOV/SERVICES/COMMUNITY-PROJECT-FUNDING-DISCLOSURES](https://gonzales.house.gov/services/community-project-funding-disclosures)

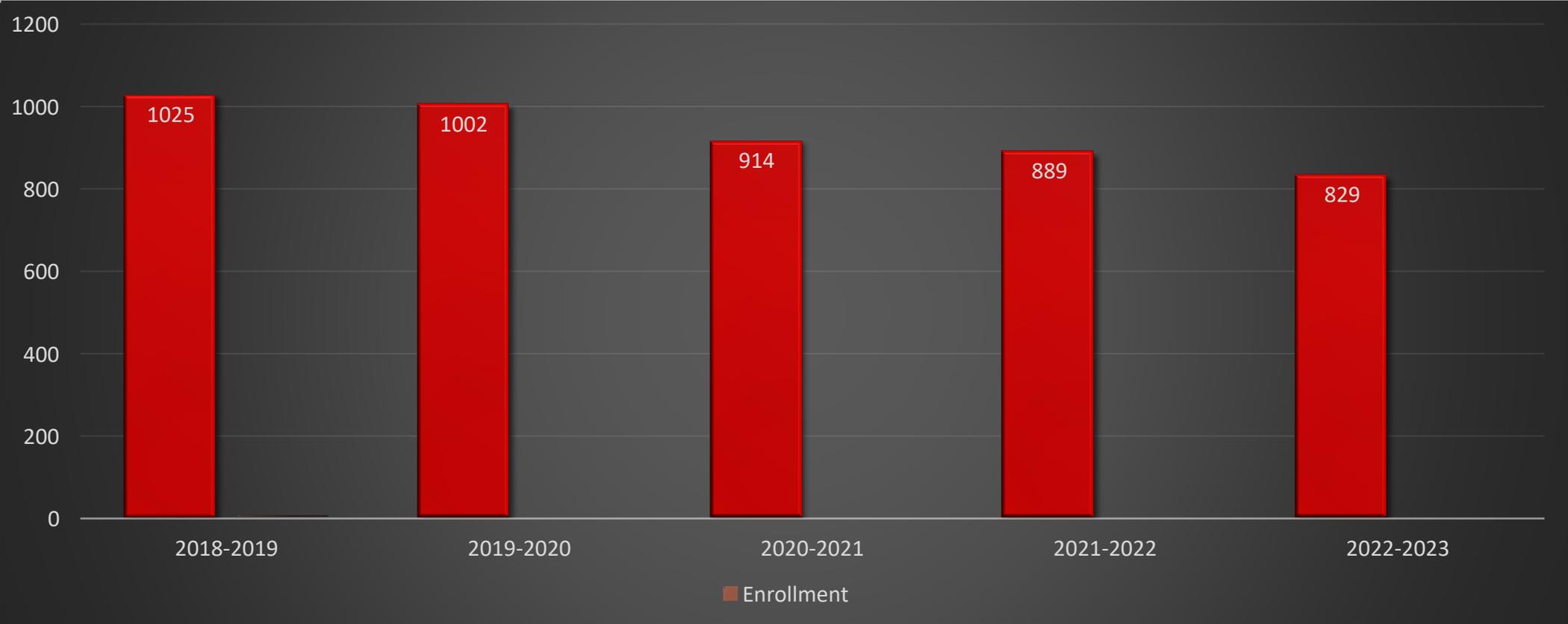
- **PROJECT NAME:** FAR EAST EL PASO COUNTY PORT TO PORT COMPREHENSIVE ECONOMIC DEVELOPMENT PLAN
- **REQUEST AMOUNT:** \$1,500,000
- **AWARDED AMOUNT:** TBD
- **INTENDED RECIPIENT:** EL PASO COUNTY
- **FULL STREET ADDRESS OF INTENDED RECIPIENT:** 500 E. SAN ANTONIO, EL PASO, TEXAS, 79901
- **SIGNED FINANCIAL DISCLOSURE LETTER**
- **EXPLANATION OF THE REQUEST (MUST INCLUDE PURPOSE AND WHY IT IS A VALUABLE USE OF TAXPAYER FUNDS):** THE PROJECT SEEKS TO DEVELOP A COMPREHENSIVE ECONOMIC DEVELOPMENT PLAN, INCLUDING THE IDENTIFICATION OF FUTURE INVESTMENT OPPORTUNITIES FOR PRIVATE AND PUBLIC LANDOWNERS, TO ACTIVATE AND FURTHER ENHANCE ONGOING ACTIVITY AT TWO PUBLIC ECONOMIC DEVELOPMENT ASSETS IN FAR EAST EL PASO COUNTY: THE MARCELINO SERNA PORT OF ENTRY AND THE FABENS AIRPORT, HOME TO THE UT – EL PASO TECH1 CAMPUS. BY PROVIDING AN ANALYSIS OF ACTIVITY THAT CAN OCCUR, AND TANGIBLE RECOMMENDATIONS ON SPURRING THE DEVELOPMENT OF A PORT-TO-PORT CORRIDOR, THE COUNTY CAN PROVIDE AN ECONOMIC ROADMAP FOR AN UNDERUTILIZED AND HIGH-CAPACITY SET OF ASSETS. THE TIMING OF THE INITIATIVE IS CRITICAL, GIVEN THAT AEROSPACE ACTIVITY AT THE AIRPORT CONTINUES TO GROW AND IS ON THE VERGE OF PROVIDING ADDITIONAL RESEARCH AND AVIATION HANGAR SPACE, WHILE MEXICAN INFRASTRUCTURE TO SERVE THE MOBILITY NEEDS OF THE PORT OF ENTRY ARE SCHEDULED TO BE COMPLETED IN CY2023.

I’LL LET YOU KNOW WHEN WE GET THE FUNDING AND BEGIN THE PUBLIC INPUT PORTION. WE HOPE THIS STUDY CAN BRING THE GROWTH NEEDED FOR SUSTAINABLE POSITIVE GROWTH IN THE REGION. ALONG WITH THE INFRASTRUCTURE PLANS COMING TO TORNILLO, I’M VERY OPTIMISTIC FOR THE FUTURE OF TORNILLO.

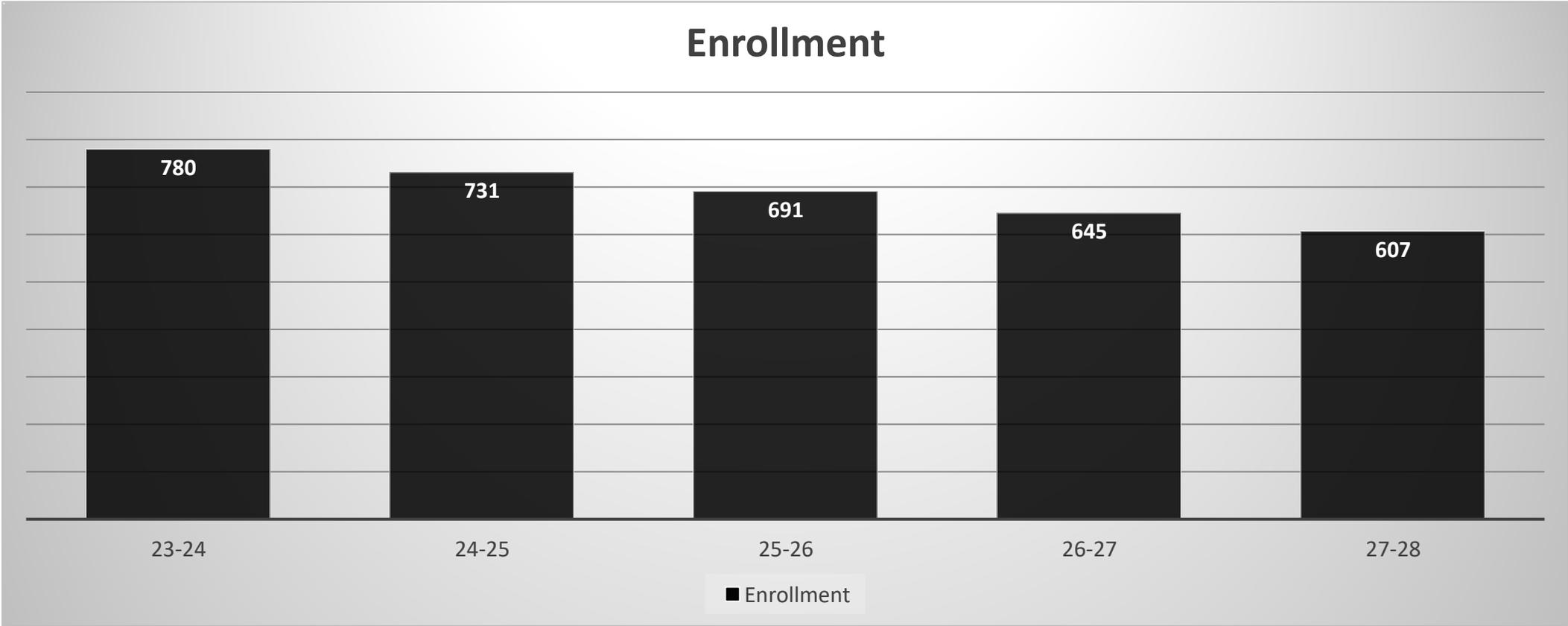


Javier Aaron Paz | Senior Policy Advisor
El Paso County Commissioners Court Precinct 3
(P) 915.546.2144 | j.paz@epcounty.com
500 E. San Antonio Ave., Room 301 | El Paso, TX 79901
Excellence • Professionalism • Integrity • Creativity

Five Year Enrollment History As of Snapshot (Last Friday in October)



Five Year Enrollment Projection



23-24 Projected Enrollment: 780

PK-6TH (TOTAL 375)

Grade	Total in Grade	Bilingual	Monolingual
PK	32		
K	32	21	11
1	45	36	9
2	52	35	17
Total	161		
3	57	21	36
4	51	31	20
5	46	28	18
6	60		
Total	214		

7TH-12TH (TOTAL 408)

Grade	Total in Grade		
7	60		
8	47		
9	70		
10	78		
11	72		
12	81		
Total	408		

Tornillo School Classroom Capacity

Tornillo High School: 28 Classrooms - 625 – 896 Students (~22-32 Students Per Class)

Jr. High School: 20 Classrooms - 537 – 640 Students (~22-32 Students Per Class)

Intermediate School: 13 Classrooms – 286 (~22 Students Per Class)

Elementary Campus: 24 Classrooms – 528 Students (22 Students Per Class)

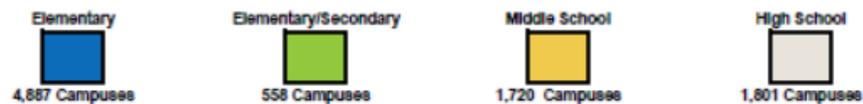
70

*Maximum Teacher to Student Ratio of 22 only applies to PK-4th Grade. ([Texas Education Code §25.112](#))

District Financial & Student Outcomes Decisions

Consolidation Administrative Decision	No Consolidation is Not an Option Biggest Impact on Student Outcomes & Finances
<ul style="list-style-type: none">• Consolidate Resources• Balance Budget• Fund Balance will remain only for emergencies and/unfunded mandates/salary increases• ~6 Million in Fund Balance = 6 Months of Operating Expenditures• Centered on Student Outcomes• Centered on Responsible Use of Taxpayer Dollars & District Financial Stability	<ul style="list-style-type: none">• No Consolidation w/significant cuts• Consequences:<ul style="list-style-type: none">-Reduction of Force (RIF)-Reduce Student Programing-Employee Retention & Recruitment: No salary increases and/or incentives-Student withdrawals Increase-Student Outcomes Suffer

2022 Accountability System School Types
(8,966 Total Campuses)



		Highest Grade Level Served →														
		EE	PK	KG	1	2	3	4	5	6	7	8	9	10	11	12
Lowest Grade Level Served ↓	EE	10	78	66	40	74	32	179	1163	113	3	9	0	0	0	27
	PK		47	12	11	36	20	141	1270	182	17	125	6	3	1	177
	KG			0	2	18	20	101	596	77	3	41	1	2	8	56
	1				0	9	18	10	93	16	1	4	0	0	0	9
	2					0	9	5	35	3	1	2	1	0	2	3
	3						2	7	105	5	2	5	1	0	1	9
	4							1	35	30	0	6	0	1	2	4
	5								3	110	3	89	1	2	1	22
	6									29	13	1230	18	9	23	187
	7										5	190	6	12	23	107
	8											14	6	12	20	32
	9												39	29	34	1357
10													18	9	48	
11														14	28	
12															19	

Texas School Configurations

7th-12 Campuses: 107 Campuses

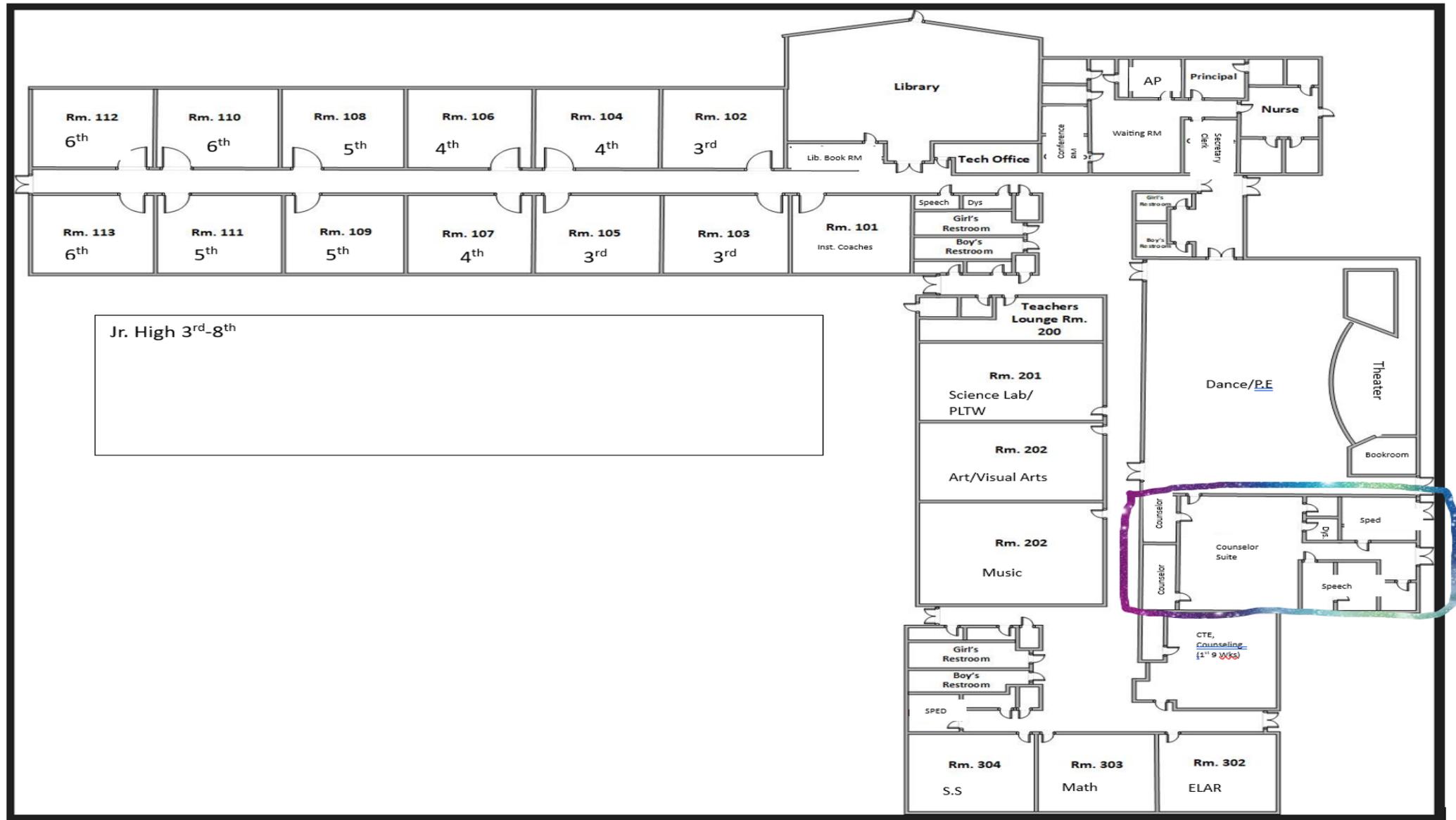
3rd-8th Campuses: 5 Campuses

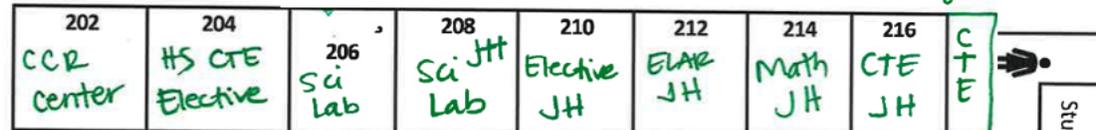
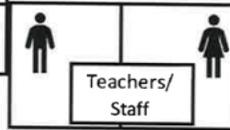
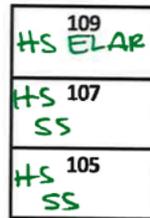
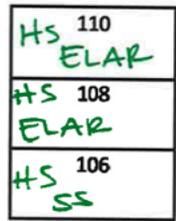
PK-8 Campuses: 125 Campuses

PK-12 Campuses: 177 Campuses

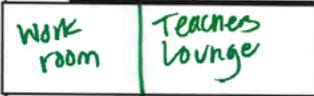
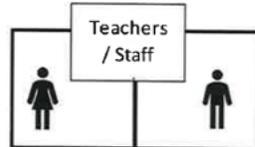
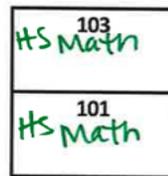
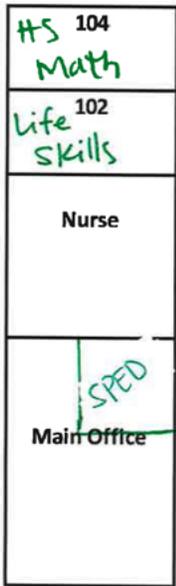
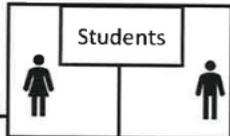
PK-2 Campuses: 36 Campuses

3rd-5 Campuses: 105 Campuses





9th-12th Only



6- JH classrooms

Tornillo High School Map



23-24 Grade Level Configuration Board Options

OPTION 1

7th-8th Join High School

- 7th-8th students will have access to high school courses (Biology, Spanish, Algebra 1)
- 7th-8th students will have access to more CTE classes
- Advanced courses once they reach 11th-12th grade such as AP/Dual Credit/CTE Certifications
- Alignment: Staff will be able to plan with department
- Staggered time of entry and release for 7th-8th Grade

OPTION 2

3rd-8th Housed at Jr. High Campus

- 7th-8th will have limited electives
- 7th-8th will only have access to Algebra 1
- 7th-8th will only have access to 1 CTE Class

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THANK YOU!



Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3050
Fax 915.765.3099

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:



Independent School District

19200 Cobb Ave | PO Box 170 | Tornillo, TX 79853 | P: (915) 765-3000 | F: (915) 765-3099



May 12, 2023

VIA CERTIFIED MAIL AND ELECTRONIC MAIL

Mike Morath, Commissioner of Education
Texas Education Agency

Attn: Accreditation

1701 North Congress Avenue

Austin, Texas 78701

Commissioner@tea.texas.gov

Re: Notice to the Commissioner of Education of Tornillo ISD Board of Trustee's Intent to Renew the Local District of Innovation Plan

Dear Commissioner Morath,

In accordance with TAC §102.1313, Amendment, Rescission, or Renewal which specifies:

(a) A district innovation plan may be amended, rescinded, or renewed if the action is approved by a majority vote of the district-level committee established under the Texas Education Code (TEC), §11.251, or a comparable committee if the district is exempt from that section, and a two-thirds majority vote of the board of trustees

Please be advised that the Tornillo ISD Board of Trustees intends to vote on the adoption of its local district of innovation plan. The final innovation plan will be placed on the Board agenda for the June 21, 2023, meeting. The Tornillo ISD Local District of Innovation Renewal Plan was posted on the Tornillo ISD website <https://www.tisd.us/Page/156> on May 12, 2023.

Sincerely,

Marlene Bullard
President, Tornillo ISD Board of Trustees
marlene@tisd.us

cc:
Rosy Vega-Barrío
Superintendent of Schools, Tornillo ISD
rvegab@tisd.us

TEA Accreditation & School Improvement
accred@tea.texas.gov

TORNILLO INDEPENDENT SCHOOL DISTRICT

Educating Children Today to be the Leaders of Tomorrow.



2023 - 2028 District of Innovation Plan

District of Innovation Overview

The District of Innovation concept, passed by 84th Legislative Session in House Bill 1842, gives traditional independent school districts like Tornillo Independent School District most of the flexibilities available to Texas open-enrollment charter schools.

Some of the benefits of becoming a District of Innovation:

- **Local control:** Districts decide which flexibilities best suit their local needs.
- **Customization:** Districts can create an innovation plan for a level of school (e.g., only high schools), grade level, or a single campus.
- **Autonomy:** Districts must submit a district of innovation plan to the commissioner of education, but approval is not required.
- **Flexibility:** Districts will have the flexibility to implement practices similar to charter schools, including exemptions from mandates such as:
 - School start date
 - 90% attendance rule
 - Class-size ratios
 - Site-based decision-making processes
 - Certain student discipline provisions
 - Use of planning and preparation periods
 - Teacher appraisal requirements

The renewal of the District of Innovation would validate it starting on school year 2023-2024 and finishing on school year 2027-2028. The renewal plan was presented to the district of Innovation Committee in a District Advisory Meeting on February 15, 2023. The Board of Trustees were informed about the renewal plan on April 26, 2023. The plan was posted on Internet for at least 30 days before taken it to the Board of Trustees for final approval on May 31, 2023. If approved, the renewed Tornillo ISD local innovation plan will be in effect for five years, beginning the 2023-2024 school year and ending the 2027-2028 school year. The local innovation plan may be terminated or amended by the TISD Board of Trustees at any time in accordance with the law. The District Innovation Committee will monitor the effectiveness of the local innovation plan and provide updates and/or necessary modifications to the Board of Trustees on a regular basis.

District of Innovation Committee Members

Nora Ruiz	TES Teacher
Claudia del Valle	TIS Teacher
Elvia Hernandez	THS Teacher
Maria Contreras	TJH Teacher
Loretta Aguilar	TJH Assistant Principal, G/T District Coordinator
Raymond Bonilla	CTE Coordinator
Alice Alvarado	Intermediate School Counselor
Alejandro Olvera	HS Principal
Jacqueline Gonzales	Health Care Professional, LVN
Lizeth Carroll	HR/Compliance Director
Carmen Bonilla	Community Member
Rosie Hernandez	Community Member
Cinthya Aviles	Parent

Areas of Innovation

1. First day of Instruction

Exemption from TEC §25.0811

Current: TEC §25.0811 states that a school district may not begin student instruction before the 4th Monday of August. For many years this was the rule; however, districts had the option of applying for a waiver to start earlier, even as early as the 2nd Monday in August.

Proposal: These laws restrict flexibility in the design of academic calendars to fit the instructional needs of the school district to enable the district to develop a calendar that best meets the needs of the students in Tornillo ISD. An earlier start date allows a better balance between semesters and more instructional days prior to mandatory state testing.

Local Guidelines: The school start should be determined locally by the District, and on an annual basis, by considering what is best for the community.

2. Teacher Certification

Exemption From: TEC §21.003(a) TEC §21.053, TEC §21.057

Current Law: TEC §21.003(a) states that a person may not be employed as a teacher by a school district unless the person holds an appropriate certificate or permit issued by the appropriate state agency. In the event a district cannot locate a certified teacher for a position or a teacher is teaching a subject outside of their certification, the district must request emergency certification from the Texas Education Agency and/or State Board of Educator Certification. This system is burdensome and does not take into account the unique financial and/or instructional needs of the district. TEC §21.053 requires a teacher to present his or her certificate to the District before their employment contract will be binding, and prohibits the District from paying an educator for teaching if the educator does not hold a valid certificate at the time.

TEC §21.057 requires that the District provide written notice to parents if an inappropriately or uncertified teacher is assigned to a classroom for more than 30 consecutive instructional days.

Proposal: Tornillo ISD will continue to seek traditionally certified candidates for all teaching positions. A waiver would allow a certified teacher to teach one subject outside his/her certified field. This would require the submission of credentials and superintendent approval. However, for Dual Credit, Elementary Core Subjects, Secondary Content Subjects, and/or CTE courses for which a traditionally certified candidate is not identified, the District will recruit instructors with an appropriate Master's degree (dual credit) reasonable pedagogical experience and content area knowledge (elementary and secondary content subjects), or industry certifications/experience in the field of need (CTE). Tornillo ISD can extend the employee a one-year local certificate approved by the superintendent. The District will develop minimum required qualifications for persons hired for such positions and will also identify required professional development in the areas of student management, instructional strategies, curriculum and more. After thoroughly vetting candidates for hire, Tornillo ISD will consider the instructors hired for these positions to be appropriately qualified and will provide notification to board of trustees and parents of students in their classes that the instructor does not hold a traditional teaching certificate.

This innovation will allow Tornillo ISD to consider broader applicant pools and to broaden the district's course offerings or fill hard-to-staff positions while maintaining a high quality of instruction.

Local Guidelines: TISD will continue to comply with TEC §21.003(a), TEC §21.053, TEC §21.057 by allowing non-certified instructors to provide instruction for Dual Credit, Elementary Core Subjects, Secondary Content Subjects, and/or CTE courses.

3. Student/Teacher Ratios and Class Size

Exemption from TEC §25.111, §25.112 and §25.113, Class Size and Notice of Class Size

Proposal: While we acknowledge that the student-teacher ratio influences the classroom and student achievement, the mobility rate and financial standing of Tornillo ISD must be considered, along with the challenge of hiring quality staff in a timely manner to be in compliance. Also, the addition of one or two students beyond the recommended ratio may not hinder the learning environment; however, moving students can be detrimental to the continuity and stability of their academic and emotional growth.

Local Guidelines: TISD strives to adhere to the current Texas Education Code (TEC), §25.112 of the 22:1 ratio in grades K-4. In the event a classroom exceeds the 22:1 ratio in grades K-4, campus and district administration in collaboration with the teacher would request an exemption from the Superintendent of Schools.

The District requests flexibility to make the best possible decisions regarding the academic and emotional needs of our students. The classroom size would not exceed 23 students per section. The Superintendent will then report to the Board of Trustees the number of exemptions granted.

4. Student Discipline Provisions

Exemption from TEC Sec. §37.0012

Current: Senate Bill 107 requires the designation of a campus behavior coordinator on each campus. This designee is responsible for maintaining student discipline and the implementation of Chapter 37, Subchapter A.

Proposal: TISD will be exempt from TEC Sec. §37.0012 related to the designation of a (singular) campus behavior coordinator for each campus. Most campuses in TISD have only one campus administrator; therefore, TISD might designate other campus personnel/team as the behavior coordinator(s). TISD is asking for an exemption from the TEC guidelines that require one person to sign all discipline paperwork on a campus.

Local Guidelines: TISD will continue to follow Texas Education Code Chapter 37 for student discipline procedures including a teacher's right to remove a student from class (TEC Sec. 37.002). Allowing administrators to be part of a discipline team, and the responsibility for paperwork would depend on the administrator's assigned grade level and their relationship with the student and family.

5. Depository Contract

Exemption from TEC §45.205 Term of Contract (a) Except as provided by Subsection (b), the depository bank when selected shall serve for a term of two years and until its successor is selected and has qualified.

Current: TEC §45.205(b) states that a school district and the district's depository bank may agree to extend a depository contract for three additional two-year terms. The contract may be modified for each two-year extension if both parties mutually agree to the terms. An extension under this subsection is not subject to the requirements of Section 45.206.(c) The contract term and any extension must coincide with the school district's fiscal year.

Proposal: Exemption of TEC §45.205 and TEC §45.206 to allow the District's banking contract to be extended beyond the allowable contract term. In a small district and a small town, the District's choices for its depository bank are limited. Historically, no other financial institutions have ever successfully bid for the District's business as the District's depository. This exemption is to allow the District's existing bank contract to be extended beyond the total 6-year allowable contract term if the district determines contract pricing remains competitive, and there is no operational or financial reason to send the district's banking services out for bid. This exemption lessens the administrative burden related to preparing and reviewing a Request for Proposal (RFP) when there is a limited number of banking institutions available to bid on the District's business. This will further mitigate any impact to employees that would have to change direct deposit instructions each time a new depository occurs and allows the district flexibility with respect to banking relationships. The time saved by the superintendent and the board of trustees by not having to deal with this ministerial duty every two years will allow the superintendent and the board more time for studying and planning for student progress, instructional strategies, and innovative options for the district educational goals.

Local Guidelines: The District will only send depository services out to bid if the district determines contract pricing becomes uncompetitive or there is some operational or financial reason to send the district's banking services out for bid. With this exemption in place, none of the additional requirements related to the bid or request for proposal detailed in Sec 45.206 through 45.209 would be applicable.

6. Unauthorized Persons; Refusal of Entry, Ejection, Identification (TEC §37.105), GKA(LEGAL), GKA(LOCAL)

Current: TEC Sec. §37.105 states that a school administrator, school resource officer, or school district peace officer of a school district may refuse to allow a person to enter on or may eject a person from property under the district's control if the person refuses to leave peaceably on request and: (1) the person poses a substantial risk of harm to any person; or (2) the person behaves in a manner that is inappropriate for a school setting and: (A) the administrator, resource officer, or peace officer issues a verbal warning to the person that the person's behavior is inappropriate and may result in the person's refusal of entry or ejection; and (B) the person persists in that behavior. (b) Identification may be required of any person on the property. (c) Each school district shall maintain a record of each verbal warning issued under Subsection (a)(2)(A), including the name of the person to whom the warning was issued and the date of issuance. (d) At the time a person is refused entry to or ejected from a school district's property

under this section, the district shall provide to the person written information explaining the appeal process established under Subsection (h).

Proposal: Tornillo ISD believes that to better ensure the safety and security of students and staff in district, it is not required to maintain a record of each verbal warning of potential removal from district property/facilities, nor be required to provide written information explaining the appeal process to those who have been refused entry to district property/facilities or removed from district property/facilities. The District shall continue to provide written notice to persons who are subject to potential refusal for entry or for removal from district property/facilities in situations where the administrator on site feels it is reasonable and safe to do so. District and Campus administrators, as well as local law enforcement officers if applicable, may refuse to allow a person to enter or may eject a person from property under the District's control in accordance with law. An appeal notice must be filed with the Superintendent, in writing, and submitted to the Administration Office for review.

Local Guidelines: District officials can remove or refuse entrance to persons that may jeopardize the safety and security of students, staff, and community without having to maintain a record of each verbal warning or providing written information explaining the appealing process.



TORNILLO INDEPENDENT SCHOOL DISTRICT

Tornillo High School

Tornillo, Texas 79853

MEMORANDUM

To: Members of the Board of Trustees

From: Alejandro Olvera, Principal

Subject: 2024 Senior Trip

Date: May 12, 2023

HISTORY:

During the last years, the Tornillo High School Senior Class has scheduled a senior trip to San Antonio. The trip has been scheduled during the Memorial Day Weekend. We are hoping to change the destination for the class of 2024.

RATIONALE:

The class of 2024 is seeking to have a senior trip to a different destination. The idea was discussed during one of the meetings with the Juniors, and they expressed interest in a senior trip on a cruise ship. Students will pay for their airfare and cruise package. Everything on the cruise will be included such as, meals and beverages, entertainment, and room for 4-7 days. The cruise ship will also have 2 stops at 2 different islands. The cruise will be planned for the month of March during the second week of spring break, March 10-16 of 2024.

BUDGET IMPACT:

The cost for the cruise would be approximately \$1,300 per student. Students will fundraise to pay for their trip and or make payments to cover the costs by January 2024.

ADMINISTRATIVE RECOMMENDATION:

The administration recommends for the Board of Trustees to approve the 2024 Senior Class trip as presented.

SENIOR TRIP 2024

PARENT MEETING GENERAL INFORMATION

February , 2023

- LOCATION:** Miami, Florida
- DATES:** Leave: March 10th – Return March 16th(Leave @ 12pm)
- COST:** Approx. \$1,300.00 which covers:
- *Room on board (2 people to a room)
 - *All-inclusive meals and beverages
 - *All on board entertainment
 - *Round trip flight



HOTEL: Students and chaperones will fly from El Paso, Tx to Miami, Florida a day before and do a 1-night stay. We will be departing one day earlier to avoid any delays to our cruise ship departure. Arrangements will be made for shadow transportation to the point of embarkation. The cruise ship we will board will have many attractions, rides, and events for students to enjoy during their cruise including 2 stops at 2 different islands. Once the cruise is booked, we will get a list of activities and events we may attend on each day on board.

CHAPERONES: Teachers will chaperone the trip. There will be a chaperone for every 10 students.

PAYMENT INFO & PAYMENT DUE DATES:

Please return your completed Cruise Ship Packet with the first deposit.

*CHECKS made payable to Sun Travel Agency.

*Please place the complete form packet in the envelope provided and return to Ms. Dozal.

_____ *First deposit (Approx. \$300.00) Due by March 31st 2023 along with forms packet.

Packet must include:

- _____ Senior Trip Contract
- _____ Medical and Emergency information
- _____ Parent Consent Form

_____ *Second payment (Approx. \$100.00) – Due by April 1st

_____ *Third payment (Approx. \$100.00) – Due by May 1st

_____ *Fourth payment (Approx. \$100.00) – Due by June 1st

_____ *Fifth payment (Approx. \$100.00) – Due by July 1st

_____ *Sixth payment (Approx. \$100.00)- Due by August 1st

_____ *Seventh payment (Approx. \$100.00)- Due by September 1st

_____ *Eighth payment (Approx. \$100.00)- Due by October 1st

_____ *Ninth Payment (Approx. \$100.00)- Due by November 1st

_____ *Tenth Payment (Approx. \$100.00)- Due by December 1st

_____ *Eleventh Payment (Approx. \$100.00)- Due by January 1st 2024

***THERE WILL BE NO REFUNDS AFTER 100 DAYS OF CRUISE
BOOKING CONTRACT DEPOSIT****

SENIOR TRIP 2024

OTHER IMPORTANT DATES:

*February , 2023– Parent Meeting, 5:00 PM, THS Cafeteria

Please direct questions via e-mail to dozalg@tisd.us or call (915) 765-3500 Ext. 3501
For Senior Class updates and reminders, please see Ms. Dozal.

Senior Trip 2024 Itinerary–

03/10/2023 Depart from Tornillo High School at 12pm (depending on flight departure time.)

03/10/2023 Depart from El Paso, Tx Airport to arrive at Miami, Florida same day.

Miami, Florida 03/10/23 Arrive at Hotel for one night stay.

 Private Car & Guide	 Optional Private Excursion	 Destination Guide	 Hotel Option	
MIAMI 	ARRIVE 03/11/24 DEPART 03/11/24	---	4:30 PM	▼
PERFECT DAY AT COCOCAY	ARRIVE 03/12/24 DEPART 03/12/24	7:00 AM	5:00 PM	▼
NASSAU 	ARRIVE 03/13/24 DEPART 03/13/24	8:00 AM	5:00 PM	▼
AT SEA	ARRIVE 03/14/24 DEPART 03/14/24	---	---	
MIAMI 	ARRIVE 03/15/24 DEPART 03/15/24	6:00 AM	---	▼

***THERE WILL BE NO REFUNDS AFTER 100 DAYS OF CRUISE
BOOKING CONTRACT DEPOSIT****

SENIOR TRIP 2024

CONTRACT

Behavior Guidelines

1. The Senior Trip is a school related activity; therefore, students are expected to follow the school's discipline code. Any violation of the school/trip rules may result in disciplinary action.
2. Any student receiving disciplinary action during the course of the school year may forfeit his/her privilege to attend the trip and any money that has been paid.
3. Students will need to be passing all their classes.
4. Students will be held responsible for any damage incurred during the trip.
5. Students are expected to be respectful and courteous to all people at all times. This includes the use of appropriate language.

Transportation Guidelines

1. Students going on the trip must go and return on the flight. They may not reach destination by any other means.
2. Please be on time for any departure times. Don't be inconsiderate of others with tardiness.
3. Please be sure that your valuable equipment is clearly labeled with your name.

Hotel Guidelines

1. **NO GIRLS ARE PERMITTED IN BOYS' ROOMS, AND NO BOYS ARE PERMITTED IN GIRLS' ROOMS AT ANY TIME.**
2. Do NOT move or relocate the furniture in the rooms.
3. If any item is taken from the hotel room, all occupants in the room will be held responsible.
4. Students are expected to be in their rooms at bed check. Under no circumstances should any student leave the room after bed check. In the event of an emergency during the night, students are to call their chaperones. The appropriate staff member will go to the student's room.
5. Doors will be taped every night. If tape is found removed, trip will be cancelled and disciplinary measures will be taken by administration (HOPE for the remainder of the year and will **NOT** walk).
6. Room keys will be collected each night at bed check and will not be returned until the following day.
7. In the morning, make sure you bring everything you need for the day (cameras, jackets, etc.) since **you will not be returning to the room at any given time.**
8. Always ensure that your room is locked before you leave each day.
9. Do not charge items to your room. If you must make an outside phone call, use your cell phone. Any room charges made will be at the expense of the students and parents.
10. Students can't be picked up by any family member during the trip for visits. Nor should any person not associated with Tornillo ISD be with students at any time.

On Cruise Guidelines

1. Students are expected to remain in authorized cruise locations and areas only accompanied by their designated chaperone.
2. If a student requires medical assistance, he/she should go to the nearest first aid station in on board.

***THERE WILL BE NO REFUNDS AFTER 100 DAYS OF CRUISE
BOOKING CONTRACT DEPOSIT****

SENIOR TRIP 2024

I have read, understand, and agree to the above stated rules:

Student name (Print)

Student Signature

Date

Parent name (Print)

Parent Signature

Date

CLEARLY PRINT your name

Due to the importance of this information both you and your parent or guardian need to sign below:

Student Signature

Student Cell Phone #

Parent or Guardian Signature

Parent Cell Phone #

Date

***THERE WILL BE NO REFUNDS AFTER 100 DAYS OF CRUISE
BOOKING CONTRACT DEPOSIT****

SENIOR TRIP 2024

SENIOR CLASS TRIP 2019 IMPORTANT DATES

March 2023	Parent Information Meeting 5:00 pm in THS Cafeteria
March 1 st , 2023	1 st Payment of \$300.00 Due (approx.)
April 1 st 2023	2 nd Payment of \$100.00 Due (approx.)
May 1 st 2023	3 rd Payment of \$100.00 Due (approx.)
June 1 st 2023	4 th Payment of \$100.00 Due (approx.)
July 1 st 2023	5 th Payment of \$100.00 Due (approx.)
Aug 1 st 2023	6 th Payment of \$100.00 Due (approx.)
Sept 1 st 2023	7 th Payment of \$100.00 Due (approx.)
Oct 1 st 2023	8 th Payment of \$100.00 Due (approx.)
Nov 1 st 2023	9 th Payment of \$100.00 Due (approx.)
Dec 1 st 2023	10 th Payment of \$100.00 Due (approx.)
January 1 st 2024	Final Payment of \$100.00 Due (approx.)
January 15 th 2024	Parent Meeting 5:30pm in THS Cafeteria Forms Due *Senior Trip Contract *Medical and Emergency Information *Parental Consent Form
March 10-17, 2024	Senior Class Trip to Miami, Florida for Cruise

*Hotel – about \$100/night x 1 night (4 to a room)

*T-Shirts -\$10.00

*Transportation – \$

*Meals - \$40.00 per student for 03/10/2024

Total for Trip: \$1,300.00

****If paying by check, please make checks payable to Sun Travel Agency and include name of student in memo.**

****If you have insufficient funds, you will be responsible for any additional fees.**



***THERE WILL BE NO REFUNDS AFTER 100 DAYS OF CRUISE
BOOKING CONTRACT DEPOSIT****

SENIOR TRIP 2024

PARENTAL CONSENT FORM
FOR SENIOR CLASS TRIP
TO MIAMI, FLORIDA

Name of Student

I am pleased to inform you that Tornillo ISD has approved the Cruise 2024 Senior Trip. Understandably, recent world events have led to heightened concerns about the safety of travel.

Some school boards have cancelled overnight trips. Our Board of Trustees has approved this trip with the caveat that it reserves the right to cancel the trip if it determines that it is in the best interest of students and staff. Considering the possibility of a cancellation, the Board has deemed it necessary to condition its approval on a requirement that parents/guardians sign the enclosed revised permission form, which states that no claims will be made against the Board, its members or employees related to a cancellation of the trip. This requirement should not be viewed by anyone as representing an intention of the Board to cancel an approved trip, but rather as a reasonable action to protect public funds.

You are requested to return the permission form by Thursday, August 31st.

I hereby recognize and acknowledge that the Tornillo Independent School District Board of Trustees retains the sole discretion to determine whether to cancel the Cruise 2024 Senior Trip. In the event the Board of Trustees determines that it is in the best interests of the safety of students and staff to cancel the Cruise 2024 Senior trip, I/we hereby waive any claims my child or I/we may have against the Board, its present and future members, and its employees arising from a cancellation of the trip, including but not limited to prepayments for lodging or other expenses associated with my child's participation on the trip that are not refunded.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Date

***THERE WILL BE NO REFUNDS AFTER 100 DAYS OF CRUISE
BOOKING CONTRACT DEPOSIT****

SENIOR TRIP 2024



430-D Oil Mill Rd.
Tornillo, Texas 79853
Phone: (915) 765-3500
FAX: (915) 765-3599

Dear Parent/Guardian,

A Medication Form completed by the medical doctor and signed by a parent must accompany all medications taken on a school trip, including "over the counter," nutritional supplements, and prescription medication. If we do not have a doctor's form, the student will not be able to take the medication.

Students are not allowed to carry medication in their luggage or on their person.

The only exceptions are medications needed for life threatening conditions which may be self-administered such as inhalers, EpiPen for allergy, or diabetic medication. These medications may be carried by the students in their carry-on bags.

All medication, OTC & prescription must be in original bottles or in packs labeled with the student's name. Medical forms and labeled container(s) of medication should be turned in one week prior to the trip. School staff may not give students any kind of medications such as Tylenol, Advil and Benadryl. Of course, if your child is very sick or has any other problem, you will be notified. Also, basic first aid supplies will be available.

Sincerely,

Alejandro Olvera
Tornillo High School
Principal

***THERE WILL BE NO REFUNDS AFTER 100 DAYS OF CRUISE
BOOKING CONTRACT DEPOSIT****

SENIOR TRIP 2024

EMERGENCY CONTACT NUMBERS:

TORNILLO INDEPENDENT SCHOOL DISTRICT
Medical/Emergency Information for Overnight School Trips

Please complete the following information in order to assist your student with any health problem and or emergency.

Cruise Senior 2024 Trip _____ Date of Birth: _____

Student's Name: _____ SS# : _____

Address: _____ Student Cell Phone: _____

Father Home Phone Work Phone Cell

Mother Home Phone Work Phone Cell

Student Resides with: _____ (Mother, Father, Both Parents, Guardian, Other)

If unable to reach parent in case of emergency, contact:

Name: _____ Phone No.: _____

Family Physician: _____ Phone No.: _____

Insurance Company Policy No.: _____

1. Is the student presently under the care of a physician for any particular reason? Yes/No If yes, please explain.
2. Is there any medical limitation or condition that would affect your student on this trip? Yes/No If yes, please explain
3. Does the student have any known allergies? Yes/No If yes, please explain.
4. Is there any medication, including over the counter medications that your student needs to take while on this trip? Yes/No If yes, what medication and for what reason?

***THERE WILL BE NO REFUNDS AFTER 100 DAYS OF CRUISE
BOOKING CONTRACT DEPOSIT****

SENIOR TRIP 2024

If student needs to take medication while on the trip, please have the student's complete the "Administration of Medication" form. All medication must be supplied in the original container and appropriately labeled.

In case of accident or serious illness, I request the school contact me. If the school is unable to reach me, the administrator in charge has my permission to obtain the services of a physician and/or hospital until I can be contacted.

Parent/Guardian Signature: _____ Date: _____

Parent Cell Phone Number: _____ Date: _____

***THERE WILL BE NO REFUNDS AFTER 100 DAYS OF CRUISE
BOOKING CONTRACT DEPOSIT****

Senior Trip 2024

Cruise Ship Trip leaving from Miami, Florida.

Round trip flight from El Paso, Texas to Miami, Florida

Trip will be 5-7 days during the week of spring break March 10-17 or after graduation (second week of June)

Recommended for us to fly to Florida 1 day before and stay at a hotel to avoid flight delays.

We will fundraise for the hotel stay.

Shuttle from hotel to the ship.

Students need a passport. Resident or U.S. Passport (if they don't have their passport, now is the time to get it because it takes time to get it.)

A list of things to bring will be given to them a couple of months before the trip.

Students need to be on their best behavior.

If any issues with students arise. The student/s will not be allowed to participate in any cruise events for 1 whole day. They



GUIDELINES FOR STUDENT FIELD TRIPS

Schools are permitted to take students on school-sponsored trips with prior approval from the corresponding Tornillo Independent School District (TISD) personnel. For approval purposes, student school-sponsored trips are classified in the following manner:

1. Instructional Field Trips – These trips originate from a unit of study and are to be appropriate for the age and maturity level of the group. These are permitted with the purpose to supplement the classroom learning environment and lesson objectives.
2. Non-Instructional Fieldtrips – These trips include activities that are not directly related to classroom instruction and do not interfere with classroom instructional time. These trips are permitted only outside of school hours.
3. UIL Competitions – These competitions are UIL-sponsored events and activities that are permitted and handled as school-sponsored trips.
4. District-Sponsored Extracurricular Activities – The student activities department will identify and notify the campuses of District-sponsored extracurricular activities. The participation and appropriate documentation will be facilitated by the student activities department.
5. Senior Activities – Up to three instructional days will be allowed for senior activities.
6. School/District Sponsored Activities – When schools or the District are requested to attend or participate in a specific function.

All student field trips require pre-approval that may be obtained by submitting a Field Trip Proposal, along with an Itinerary of the Field Trip, Chaperone Acknowledgement of Duties and Responsibilities, and a List of Student Eligibility for the Field Trip. The Field Trip Proposal must be approved by the School Principal and the Superintendent of TISD. Once pre-approved, the field trip will require careful planning and the submission of the Acknowledgement of Responsibility and Permission for Student Participation in the Field Trip, Release of Liability for Student Participation in the Field Trip, and Medical Release Form from every student on the updated List of Eligible Students for Field Trip. Additional guidelines specific to each field trip may be required to be followed.

Field Trip Proposal Submission Deadlines

The following deadlines must be met when planning for field trips. Staff should plan accordingly when submitting documents for approval:

1. Intrastate field trips – all required information must be submitted at least **15 business days** prior to the planned field trip or activity.
2. Out-of-state field trips – all required information must be submitted at least **30 business days** prior to the planned field trip.

TORNILLO INDEPENDENT

SCHOOL DISTRICT

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3. Out-of-country field trips – all required information must be submitted at least **45 business days** prior to the planned field trip.

Travel

Students are to be transported in school or chartered buses that are bonded and insured transportation carriers when possible. If an alternative means of transportation is needed or is more appropriate for the student field trip, it will be permitted.

However, if a privately owned or rented vehicle is used the vehicle must be insured, and the vehicle must be appropriately licensed and insured. Ridesharing services are not a permitted form of transportation for students under any circumstances. Rental trucks may be used to transport instruments or equipment that will be needed for the field trip.

Chaperones

Chaperones are responsible for student safety and conduct while on the field trip. At least one chaperone must be assigned for every ten students. A Chaperone Acknowledgement of Duties and Responsibilities form must be submitted by each chaperone and approved for their participation in the field trip. Non-employee adults who wish to volunteer as chaperones in a student field trip must complete the School Volunteer Program as delineated in the TISD Board Policy GKG (LEGAL). Prospective non-employee chaperones must provide the TISD with a driver's license or another form of identification containing the person's photograph issued by an entity of the United States government. Additionally, the TISD requires a criminal background check and successful clearance of all volunteers and non-employee chaperones.

Sponsor Responsibilities

The responsibilities of the sponsor are as follows:

1. Secure all approvals and notices prior to committing TISD and collecting/raising funds. The school principal will submit the Field Trip Proposal to the Superintendent of TISD.
2. Provide a written list of unique potential hazards and establish written precautionary rules of conduct.
3. Provide appropriate adult supervision. Assign, as required, one chaperone for every ten students.
4. Inform chaperones, in writing prior to the trip of their full responsibilities while on the trip including any special instructions necessary for a successful field trip.
5. Secure parent/guardian permission for every student participating in the field trip **5 business days** before the field trip through the submission of the signed Acknowledgement of Responsibility and Permission for Student Participation in the Field Trip, Medical Release form, and Release of Liability for Student Participation in the Field Trip.

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6. Submit an updated List of Eligible Students for the Field Trip **5 business days** before the field trip
7. Be aware of students who require prescribed medication and keep and monitor the administration of the prescribed medication while on the trip. The sponsor must have a signed Medical Release form, and a copy must be provided to the school nurse.
8. Know what to do in the event of an accident or illness while on a trip. The teacher sponsor should:
 - a. Create a plan with the school nurse in case of an accident or illness before leaving on the trip.
 - b. Render first-aid for minor injuries, such as minor scrapes and cuts.
 - c. Call the local police department/emergency medical service for more serious injuries. If the emergency medical service transports the student to the hospital, the sponsor or his/her chaperone must accompany the student and remain with the student until the parent/guardian arrives.
 - d. Notify the parent or guardian.
 - e. Not assume the hospital costs. The medical costs are the responsibility of the parent/guardian.
 - f. Upon return, make a report of the accident to the principal who will provide a copy to the school nurse and the appropriate school leadership personnel.
9. Ensure chaperones count the number of students in their group every time the groups arrive and depart from each activity. Implement a buddy system for use throughout the entire trip.

Parent/Guardian Approval

A signed Acknowledgement of Responsibility and Permission for Student Participation in the Field Trip must be submitted to the sponsor by every student participating in the field trip **five days** before the field trip.

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CAMPUS FIELD TRIP PROPOSAL (FTP)

Please attach to this FTP the *List of Students Eligible for the Student Field Trip* (must be updated 5 days before the trip), *Itinerary*, and *Chaperone Acknowledgement of Duties and Responsibilities*.

Campus: _____

Field trip purpose:

UIL Non-district event Other: _____

Field trip type:

In-county (15-day notice) Out-of-county (15-day notice)
 Out-of-county over-night (15-day notice) Out-of-state (30-day notice)
 Out-of-country (45-day notice)

Destination Information

Destination: _____

Physical address: _____

Departure (date/time): _____

Return (date/time): _____

Group Traveling

Student group: _____

Number of students: _____ Grade(s): _____

Number of faculty chaperones: _____ Number of non-employee chaperones: _____

Trip Sponsor

Name of sponsor: _____

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Cell phone number: _____

Learning Experience

Instructional purpose: _____

Overnight Accommodations *(if applicable)*

Hotel name: _____

Physical address: _____

Phone number: _____

Funding Source

Funding source: _____

Trip total cost: \$ _____ Cost per student: \$ _____

Fund raisers *(type and date)*: _____

School payment plan *(amounts and dates)*: _____

Student payment plan *(amounts and dates)*: _____

Transportation *(check all that apply)*

- School bus Commercial/charter bus Public transportation
- Airplane Leased vehicle Personal transportation
- Other: _____ None

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Driver of private or leased vehicles (*if applicable*):

Faculty Parent Student

Other: _____

Unique Potential Hazards Emergency Plan

1. Plan with the school nurse
2. Call 911.
3. Contact school.
4. Render first aid for minor emergencies.
5. Notify parent/guardian.
6. Provide written notice upon return.

Name of nearest medical facility: _____

Physical Address: _____

Phone Number: _____

Required Signatures for Approval

Sponsor's Signature

Date

Principal's Signature

Date

Superintendent's Signature

Date

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CHAPERONE ACKNOWLEDGEMENT OF RESPONSIBILITIES AND DUTIES

The chaperone is: TISD employee Non-employee

I, _____ (*print name*), will chaperone in the student field trip for _____ (*campus name*) to _____ (*field trip destination*) on _____ (*field trip day/dates*). I will chaperone the following

students on the field trip:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Chaperone Duties and Responsibilities

A chaperone must be:

1. District employees; or
2. Any other adult approved by the principal and sponsor of the field trip who meets the eligibility requirements to volunteer in the Tornillo Independent School District (District) before the trip is scheduled for departure, including a criminal background check. Non-employee adults must complete the volunteer program as delineated in District Board Policy GKG (LEGAL). (Note: A criminal background check and successful clearance is required of all volunteers and non-employee chaperones.)

The primary purpose of the chaperones is to supervise an assigned group of students. Chaperones are responsible for students and are expected to stay with their assigned group and monitor their behavior for the entire field trip from departure time until the scheduled conclusion of the trip.

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Chaperones are responsible for enforcing the Student Code of Conduct and other relevant District Policies. The chaperones are additionally responsible for executing the plan for student supervision for the entire field trip from the time of departure until the scheduled conclusion of the trip.

Chaperones must adhere to established basic guidelines for student field trips and additional guidelines as may be developed by the individual school for the specific field trip. Chaperones are responsible for attending any designated information or procedural meeting prior to and during the field trip as required by the school principal, sponsor, or designee.

Chaperones must sign this form acknowledging their responsibilities as chaperones, that prohibit smoking or use tobacco products of any type, consumption of alcoholic beverages or illegal drugs, or involvement in any illegal or immoral activity during the student field trip.

The ratio of students to chaperones will be no greater than 10:1.

I, _____, have read and understand all the responsibilities and duties as chaperone. I accept these responsibilities without waiving any applicable immunity that may exist under the laws of the State of Texas or the United States.

Chaperone's Signature

Date

Sponsor's Signature

Date

Principal's Signature

Date



RELEASE OF LIABILITY FOR STUDENT PARTICIPATION IN THE FIELD TRIP

I, _____, the parent/guardian of _____
_____ (*student's name*), recognize and assume the risks to my child/ward
of his /her traveling to _____ with a group
of individuals associated with the Tornillo Independent School District (TISD) as described in
this Release of Liability (Release).

In consideration for my child/ward being permitted to participate in the trip to the
aforementioned destination, I voluntarily execute this Release with the express intention of
releasing the TISD, its trustees, agents and employees, and the sponsors and chaperones from all
obligations for this trip as designated in this Release. I hereby expressly release and agree to hold
harmless on my behalf, and on behalf of my child/ward, the TISD, its trustees, agents and
employees, and the sponsors and chaperones who participate in the described trip, from all
claims or actions of whatsoever nature, in tort or in contract, which I or my child/ward ever had,
now have, or may have in the future against the TISD, its trustees, agents and employees, and the
chaperones and sponsors on the trip described, from any liability for injuries or damages which
occur to my child/ward or to me as a result of his/her participation in this trip. I expressly waive
all claims for medical expenses and wages to which I may otherwise be entitled, and I agree to
indemnify and hold harmless the TISD, its trustees, agents and employees, and the sponsors and
chaperones from all claims made against it or them on behalf of my child/ward.

I agree that neither TISD, its trustees, agents, employees, sponsors or chaperones is liable
for injuries or damages caused by my child/ward on this designated trip. I agree to indemnify and
hold the TISD, its trustees, agents and employees, and the sponsors and chaperones harmless
from liability that results from the actions of my child/ward on this described trip.

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Release of Liability (continued)

I recognize that the TISD has sovereign or governmental immunity under Texas law, and that its trustees, agents and employees, the sponsors and chaperones involved in this trip also have some degree of sovereign or governmental immunity under Texas law. I understand that by requiring the execution of this Release as consideration for my child/ward to participate in the designated trip, the TISD, its trustees, agents and employees, and the sponsors and chaperones are not waiving any sovereign or governmental immunity which it or they have under Texas law.

I, the undersigned, have read this Release and understand all of its terms. I have executed it voluntarily and with full knowledge of its significance.

This Release is executed on my behalf and on behalf of my child/ward _____
_____. This Release applies to the trip with destination to _____
_____ on the dates of _____
_____ through _____, 20____
_____.

Signature of Parent/Guardian

Date

BEFORE ME, the undersigned authority appeared _____
_____ and _____, and
after duly sworn, deposed and said that (he/she/they) signed this Release for the purpose and
consideration stated in the Release.

SWORN TO AND SUBSCRIBED before me this _____ day of
_____, 20_____.

NOTARY PUBLIC in and for the State of
Texas
Name: _____
My Commission Expires: _____

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MEDICAL RELEASE FORM

School name: _____

Name of student: _____

Address: _____

Home phone number: _____

Cell number of Parent/Guardian: _____

Cell number of Parent/Guardian: _____

Work Phone Number of Parent/Guardian: _____

Work Phone Number of Parent/Guardian: _____

I, _____, release the parental/guardianship rights of my child/ward for the following date(s) _____. My child/ward has the following medication(s) and should be given while on this trip as indicated:

1. _____ Dosage: _____ Taken at: _____
(Name of medication) (Amount given) (Time)

2. _____ Dosage: _____ Taken at: _____
(Name of medication) (Amount given) (Time)

3. _____ Dosage: _____ Taken at: _____
(Name of medication) (Amount given) (Time)

My child/ward has his/her hospital or medical card: _____ Yes _____ No

If a parent/guardian cannot be reached, please call _____
_____ (name/relationship of emergency contact) in case of an emergency at _____
_____ (include area code).

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Medical Release Form (continued)

In order to ensure a safe and enjoyable trip, please list any health conditions that your child/ward may have below.

My signature below gives permission to Tornillo Independent School District, its trustees, agents and employees, and sponsors and chaperones to take my child/ward to a hospital or medical facility, gives my permission for my child/ward to receive medical treatment, and gives my permission for the above medication to be administered to my child/ward.

_____ Parent Printed Name	_____ Parent Signature	_____ Date
_____ Sponsor Printed Name	_____ Sponsor Signature	_____ Date
_____ Principal Printed Name	_____ Principal Signature	_____ Date

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PARENT/GUARDIAN ACKNOWLEDGEMENT OF RESPONSIBILITY AND PERMISSION FOR STUDENT PARTICIPATION IN THE FIELD TRIP

I, _____ (*name of parent/guardian*), agree to allow
my child/ward, _____ (*student's name*), to attend
the following field trip: _____.

Destination: _____

Date(s) of field trip: _____

Time of departure: _____ Time of return: _____

Group/Class/School Club: _____

Sponsor of field trip: _____

Transportation provided (check all that apply):

School bus Commercial/Charter bus Public transportation

Personal transportation Leased vehicle Airplane

None (*provide your own or none needed*)

If applicable, drivers of private or leased vehicles (*check all that apply*):

Teacher or staff member Parent Student Other: _____

Health Services:

Will your child/ward require the administration of any medication or medical procedure
while on the field trip? Yes No

If yes, **please submit the Medical Release Form**. Please indicate the medication(s)
and/or procedure(s) with times for administration:

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Medication/Procedure: _____

Time: _____

Medication/Procedure: _____

Time: _____

Medication/Procedure: _____

Time: _____

Student Agreement

While participating in this field trip, I will accept responsibility for maintaining good conduct and appearance, and will follow directions at all times.

Student's signature: _____ Date: _____

Parent/Guardian Agreement

This is to certify that I, the parent/guardian, authorize the Superintendent or a designated representative to secure any and all emergency medical care and treatment for my child for acute illness suffered or injury sustained while participating in this trip. I understand that while student safety is a high priority for the Tornillo Independent School District, under state law, the school is not responsible for medical costs associated with student injury.

Parent/Guardian's signature: _____ Date: _____

Phone number: _____



RECONOCIMIENTO DE RESPONSABILIDAD Y PERMISO PARA LA PARTICIPACIÓN DEL ESTUDIANTE EN UNA EXCURSIÓN

Yo, _____ (*padre/tutor legal*), estoy de acuerdo en permitir a mi hijo o hija, _____ (*nombre del estudiante*), asistir a la siguiente excursión: _____.

Destino de la excursión: _____

Fecha(s) de la excursión: _____

Hora de salida: _____ Hora de regreso: _____

Grupo/Clase/Club escolar: _____

Patrocinador de la excursión: _____

Se proporcionará el siguiente medio de transporte (*marque todo lo que aplique*):

Autobús escolar Autobús comercial/Chárter Transporte público

Vehículo Personal Vehículo rentado Avión

Ninguno (no se necesita) Otro: _____

Si aplica, marque los conductores de los vehículos privados o rentados:

Maestro o personal escolar Padre Estudiante

Otro: _____

Servicios de Médicos:

¿Requerirá su hijo/a la administración de algún medicamento o procedimiento médico durante la excursión? Sí No

Si es así, indique el medicamento(s) y procedimiento(s) con el horario de administración:

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Medicamento y procedimiento: _____

Horario: _____

Medicamento y procedimiento: _____

Horario: _____

Medicamento y procedimiento: _____

Horario: _____

Acuerdo Estudiantil

Mientras participo en esta excursión, aceptaré la responsabilidad de mantener una buena conducta y apariencia, y seguiré las instrucciones en todo momento.

Firma del estudiante: _____ Fecha: _____

Acuerdo de Padre o Tutor Legal

Esto es para certificar que yo, padre o tutor legal, autorizo al Superintendente o un representante designado para asegurar toda atención médica y tratamiento de emergencia para mi hijo/a por su enfermedad o alguna lesión sufrida mientras participa en este viaje o actividad. Entiendo que, la seguridad de los estudiantes es de alta prioridad para el Distrito, amparado por la ley estatal, la escuela no es responsable por los costos médicos asociados con las lesiones del estudiante.

Firma del padre o tutor legal: _____ Fecha: _____

Número de teléfono: _____



LIST OF ELIGIBLE STUDENTS FOR THE FIELD TRIP

Students must be passing all their classes to be eligible for field trips. Submit this list with the Field Trip Proposal and an updated list **5 business days** before the field trip takes place. The final copy of the student list must be provided to the school administration and central office.

Trip Sponsor: _____

Sponsor's Cell Number: _____

Number of Students Participating in the Field Trip: _____

Number of Chaperones: _____

Students Assignment to Chaperones

Chaperone Name: _____

Chaperone's Cell Number: _____

Students Assigned:

Student Name	Gender	Emergency Contact Name	Emergency Contact Phone Number

Chaperone Name: _____

Chaperone's Cell Number: _____

Students Assigned:

Student Name	Gender	Emergency Contact Name	Emergency Contact Phone Number

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Chaperone Name: _____

Chaperone's Cell Number: _____

Students Assigned:

Student Name	Gender	Emergency Contact Name	Emergency Contact Phone Number

Chaperone Name: _____

Chaperone's Cell Number: _____

Students Assigned:

Student Name	Gender	Emergency Contact Name	Emergency Contact Phone Number

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Chaperone Name: _____

Chaperone's Cell Number: _____

Students Assigned:

Student Name	Gender	Emergency Contact Name	Emergency Contact Phone Number

Chaperone Name: _____

Chaperone's Cell Number: _____

Students Assigned:

Student Name	Gender	Emergency Contact Name	Emergency Contact Phone Number