



Agenda for Board of Trustees Meeting Tornillo Independent School District

Meeting Date: Monday, June 26, 2023

Meeting Type: Regular

Meeting Time: 4:00 PM

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
 - C. District Mission and Vision
2. **(OTHER) Superintendent's Report**
Mrs. Rosa Vega-Barrio, Superintendent
3. **(OTHER) Open Forum**
Ms. Marlene Bullard, Board President
4. **Lone Star Governance**
 - A. **Student Outcome Monitoring: Goal 1 & Goal 2**
 1. Tornillo Intermediate School - GPM 1.1, 1.2 & 2.1, 2.2 4
Mr. Rodrigo Portillo, District Academic Coordinator
 2. Tornillo Junior High - GPM 1.2 & 2.2 9
Mrs. Loretta Aguilar, TJH Assistant Principal
 3. Tornillo High School - GPM 1.3 & 2.3 12
Mr. Alejandro Olvera, THS Principal
 - B. (Accountability 1) Review Board's Time Use Tracker 18
Ms. Marlene Bullard, Board President
5. **(ADVOCACY) Community Engagement on Student Outcome Goals**
Ms. Marlene Bullard, Board President
6. **(VISION Y) Information / Reports / Presentations**
 - A. 2022-2023 Annual Screening Report 19
Ms. Linda Rivero, District Nurse
 - B. 2022-2023 Annual SHAC Report 1

	Ms. Linda Rivero, District Nurse	
C.	Financial Reports-Information Only	28
	Mr. Luis M. Guerra, Director of Finance	
D.	2023-2024 School Year Teacher Salary Pay Scale	57
	Mr. Luis M. Guerra, Director of Finance	
E.	2023-2024 Non-Teacher Pay Scales	59
	Mr. Luis M. Guerra, Director of Finance	
7.	(VISION Y) Board Items	
A.	Consider the Selection of a Delegate and an Alternate to Represent Tornillo ISD at the TASB Delegate Assembly on September 30, 2023 in Dallas	
	Ms. Marlene Bullard, Board President	
B.	Consider Approval of Stipend Chart for the 2023-2024 School Year	66
	Mr. Luis M. Guerra, Director of Finance	
C.	Consider Approval of New CNS Clerk Position	75
	Ms. Lizeth Carroll, HR / Compliance Director	
D.	Consider Approval of TCLASS 11 (After School Program) Technical Assistance Supports	78
	Ms. Lizeth Carroll, HR / Compliance Director	
8.	(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.	Purchases > \$25,000 threshold - Authorization	
1.	Consider Approval to Purchase Sharon Wells Math Program	83
	Mr. Rodrigo Portillo, District Academic Coordinator	
B.	Consider Approval of Minutes from Previous Meetings:	
1.	Regular Board Meeting Minutes - May 31, 2023	85
C.	Consider Approval of Regular Board Meeting Dates for 2023-2024	90
	Mrs. Rosa Vega-Barrio, Superintendent	
D.	Consider Approval of Region 19 Interlocal Agreement for USDA/TDA Products & Services	91
	Ms. Norma Aguirre, CNS District Manager	
E.	Consider Approval of the 2023-2024 T-TESS Manual	92
	Ms. Lizeth Carroll, HR / Compliance Director	
F.	Consider Approval of TASB Policy Manual Update 121 (1st Reading) affecting the following (LOCAL) Policies:	114
1.	CFB(LOCAL): ACCOUNTING - INVENTORIES	
2.	CLB(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - MAINTENANCE	
3.	CRF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - UNEMPLOYMENT INSURANCE	
4.	CVA(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE BIDDING	
5.	CVB(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE SEALED PROPOSALS	
6.	DEA(LOCAL): COMPENSATION AND BENEFITS - COMPENSATION PLAN	
7.	FD(LOCAL): ADMISSIONS	
8.	FFI(LOCAL): STUDENT WELFARE - FREEDOM FROM BULLYING	
	Mrs. Rosa Vega-Barrio, Superintendent	
G.	Consider Approval of Shared Services Arrangement (SSA) with Region 19 for 2023-2024 Migrant Program	149
	Ms. Lizeth Carroll, HR / Compliance Director	
H.	Consider Approval of Renewal for District of Innovation	159
	Ms. Lizeth Carroll, HR / Compliance Director	
I.	Consider Approval of the 2023-2024 Employee Handbook	171
	Ms. Lizeth Carroll, HR / Compliance Director	
9.	(OTHER) Executive Session. The Board will enter into a closed meeting to discuss personnel matters, to consult with attorney, under Sections 551.071 and 551.074, Texas Government Code. The Board will reconvene into open session to take any necessary action.	
A.	Discussion Regarding Administration's Recommendation for PK-8 Assistant Principal Positions	
10.	(STRUCTURE) Continuation of Board Items in Open Session	
A.	Discussion and Possible Action Regarding Administration's Recommendation for PK-8 Assistant Principal Positions	
	Ms. Lizeth Carroll, HR / Compliance Director	

11. **Next Meeting Tentative Date:** July 26, 2023

Adjournment of the Meeting



Rosa Vega-Barrio
Superintendent of Schools



TORNILLO

EARLY COLLEGE
DISTRICT

Campus

EOY
Student Outcomes

STAAR Reading

Grade	Test	Likely Did Not Pass	Zone of Uncertainty	Likely Passed	Total Students Tested	Average Raw Score
		0-10	11-20	21-52	Average raw score 25.8	
3	ELAR	1	5	17	23	74%
		0-13	14-25	26-52		
3	SLAR	5	14	8	27	30%
		0-11	12-22	23-52	Average raw score 28.22	
4	ELAR	3	8	11	22	50%
		0-14	15-26	27-52		
4	SLAR	2	3	17	22	77%
		0-11	12-23	24-52	Average raw score 30.16	
5	ELAR	0	13	33	46	72%
		0-13	14-25	26-52		
5	SLAR	0	4	10	14	71%

STAAR Math

Grade	Test	Likely Did Not Pass	Zone of Uncertainty	Likely Passed	Total Students Tested	Average Raw Score
		0-8	9-18	19-37	Average raw score 19.76	
3 rd	Math	0	18	32	50	64% ₆
		0-9	10-19	20-40	Average raw score 22.84	
4 th	Math	2	14	28	44	64%
		0-8	9-19	20-42	Average raw score 23.70	
5 th	Math	0	18	39	57	68%
		0-8	9-19	20-42		
5 th	Math-SP	1	2	0	3	0%

STAAR Science

Grade	Test	Likely Did Not Pass	Zone of Uncertainty	Likely Passed	Total Students Tested	Average Raw Score
		0-11	12-21	22-39	Average raw score 17.70	
5th	Science	7	37	13	57	23% 7
		0-11	12-21	22-39		
5th	Science -Sp	1	2	0	3	0%

QUESTIONS





TORNILLO

EARLY COLLEGE
DISTRICT

TJHS

EOY
Student Outcomes

STAAR/EOC Results

Grade Level	Test Name	Likely did not pass	Zone of Uncertainty	Likely Passed	Total Students Tested	Percentage Likely Passing
		0-13	14-25	26-56	Average Raw Score: 21.53	
6	ELAR	15	24	18	57	32%
6	Math	0-10	11-20	21-43	57	7%
7	ELAR	0-13	14-24	25-56	48	60%
7	Math	0-12	13-23	24-46	48	10% ¹⁰
8	ELAR	0-11	11-22	23-56	70	51%
8	Math	0-11	12-23	24-48	1	0%
8	Algebra	0-15	16-27	28-49	69	16%
8	Science	0-10	11-21	22-46	70	31%
8	Social Studies	0-15	16-27	28-49	70	11%
Final Results						Percentage Passing
8	Algebra I	Approaches	Meets	Masters	69	49%
		28	5	1		

QUESTIONS





2022-2023
Spring
STAAR

Algebra STAAR May 2023	Total Students	Did not meet	Approaches	Meets	Masters
2022 8th Grade Mathematics	37	51.35%	48.65%	8.11%	0.00%
2023 STAAR THS	65	43.07%	+24.39 56.92%	+17.38 24.61%	+6.82 9.23%
2022 STAAR THS	89	67.47%	32.53%	7.23%	2.41%
2023 STAAR District	110	47%	37%	10%	7%
2023 STAAR ESC	2.2 K	15%	85%	51%	24%
2023 STAAR STATE	103K	22%	78%	45%	24%

Biology STAAR May 2023	Total Students	Did not meet	Approaches	Meets	Masters
2022 8th Grade STAAR Science	76	54.84%	45.16%	16.13%	4.84%
2023 STAAR THS	86	24.41%	+11.58 75.58%	+11.37 38.37%	+2.13 8.13%
2022 STAAR THS	100	36.00%	64.00%	27.00%	6.00%
2023 STAAR District	86	24.41%	75.58%	38.87%	8.13%
2023 STAAR ESC	1.8 K	11%	89%	53%	15%
2023 STAAR STATE	52.8K	11%	89%	57%	22%

English I STAAR May 2023	Total Students	Did not meet	Approaches	Meets	Masters
2022 8th Grade STAAR Reading	62	27.42%	72.58%	43.55%	24.19%
2023 STAAR THS	110	48.18%	+15.45 51.81%	+9.34 30.00%	+2.02 4.50%
2022 English I STAAR	121	63.64%	36.36%	20.66%	2.48%
2022 STAAR District	110	48%	52%	30%	5%
2022 STAAR ESC	5.8K	32%	68%	49%	10%
2022 STAAR STATE	151K	29%	70%	54%	14%

English II STAAR May 2023	Total Students	Did not meet	Approaches	Meets	Masters
2022 English I STAAR	121	63.64%	36.36%	20.66%	2.48%
English II STAAR THS	100	50%	50%	28%	+0.25 3%
2022 English II STAAR	109	44.95%	55.05%	34.86%	2.75%
2023 STAAR District	100	50%	50%	28%	3%
2023 STAAR ESC	4.7K	29%	71%	52%	6%
2023 STAAR STATE	122K	26%	74%	56%	9%

US History STAAR May 2023	Total Students	Did not meet	Approaches	Meets	Masters
US History May THS	80	5%	+12.11 95%	+12.63 60%	+7.76 27.50%
<i>2022 History STAAR</i>	76	17.11%	82.89%	47.37%	19.74%
2023 STAAR District	80	5%	95%	60%	28%
2023 STAAR ESC	3.2K	5%	95%	71%	36%
2023 STAAR STATE	19.1K	5%	95%	74%	39%

TIME USE TRACKER

Date: 5/31/23

Framework	Student Outcome Minutes	The Board tracks its time invested during public authorized meetings	Other Topic Minutes
Vision & Goals	56	← Minutes setting student outcome goals ← Minutes receiving, discussing, and voting on Student Outcome Goal Monitoring Reports according to the Monitoring Calendar	
		← Minutes setting constraints or theories of action ← Minutes receiving, discussing, and voting on Constraint Monitoring Reports according to the Monitoring Calendar	
		Minutes setting timelines, deadlines, goals, or plans on other items or outcomes → Minutes receiving reports, discussing, debating, and/or voting on other items or outcomes →	31
Progress & Accountability	1	← Minutes performing Board self-evaluations using the LSG Integrity Instrument ← Minutes evaluating the Superintendent on student outcome goals, GPMs, constraints, and CPMs	18
		Minutes performing Board self-evaluations using instruments other than the LSG Integrity Instrument → Minutes evaluating the Superintendent on items other than student outcome goals, GPMs, constraints, and CPMs →	
Systems & Processes		Minutes discussing, debating, and voting on items removed from or on the consent agenda → Time used for public comments on items not on the Board meeting agenda →	2
Advocacy & Engagement	1	← Minutes hosting two-way communication meetings on student outcome goals, constraints, or theories of action ← Minutes recognizing the accomplishments of students and staff regarding progress on student outcome goals	
		Minutes hosting all other Board led, co-led, or called community or committee meetings → Minutes for all other recognitions →	35
Synergy & Teamwork		Minutes fulfilling statutorily required public hearings, forums, and comments Minutes fulfilling statutorily required or Lone Star Governance workshops Minutes in closed session as permitted by law	
Other		Any time spent on an activity that does not meet the conditions listed above →	1
TOTALS	58		69

Use For Student Outcome Minutes Percentage Calculation:

58

÷

127

× 100 =

46

% Student Outcome Minutes



Wellness Department
430-D Oil Mill Road
Tornillo, TX 79853
Phone 915.765.3565
Fax 915.765.3599

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

Texas Department of State Health Services
 Annual Hearing Screening Report - Facility Summary by Grade
 TORNILLO ISD
 for school year 2022-2023 , submitted on 6/2/2023

Grade	Number Screened	Number Passed	FAILED		EXAMINED BY PHYSICIAN						Number Not Examined	Late Exam No Problem	Late Exam Treated	
			Number Failed	% Failed	Number Referred	Number Transferred	Number Examined	% Examined	Exam No Problem	Examined Treated				% Treated
PK	31	31	0	0.0	0	0	0	0	0	0	0	0	0	0
K	46	46	0	0.0	0	0	0	0	0	0	0	0	0	0
01	57	57	0	0.0	0	0	0	0	0	0	0	0	0	0
02	4	4	0	0.0	0	0	0	0	0	0	0	0	0	0
03	54	54	0	0.0	0	0	0	0	0	0	0	0	0	0
04	2	2	0	0.0	0	0	0	0	0	0	0	0	0	0
05	67	67	0	0.0	0	0	0	0	0	0	0	0	0	0
06	1	1	0	0.0	0	0	0	0	0	0	0	0	0	0
07	50	50	0	0.0	0	0	0	0	0	0	0	0	0	0
08	0	0	0		0	0	0	0	0	0	0	0	0	0
09	6	6	0	0.0	0	0	0	0	0	0	0	0	0	0
10	3	3	0	0.0	0	0	0	0	0	0	0	0	0	0
11	6	6	0	0.0	0	0	0	0	0	0	0	0	0	0
12	2	2	0	0.0	0	0	0	0	0	0	0	0	0	0
Total	329	329	0		0	0	0	0	0	0	0	0	0	0

Texas Department of State Health Services
 Annual Spinal Screening Report - Facility Summary by Grade
TORNILLO ISD
 for school year 2022-2023 ,submitted on 6/5/2023

***** Late Exam Results *****

Normal		Scoliosis		Kyphosis		Other		Observation		Orthosis Bracing		Operation Surgery		Treatment Other	
Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%
0	0.0	0	0.0	0	0.0	1	3.1	1	3.1	0	0.0	0	0.0	0	0.0
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
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0		0		0		1		1		0		0		0	



Wellness Department
430-D Oil Mill Road
Tornillo, TX 79853
Phone 915.765.3565
Fax 915.765.3599

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

TORNILLO ISD
SCHOOL HEALTH ADVISORY COUNCIL
ANNUAL PROGRESS REPORT TO THE
BOARD OF TRUSTEES

June 2023

As Required by [Texas Education Code, Section 28.004](#)

AUTHORITY

Each school district in Texas is required in Chapter 28.004 of the Texas Education Code to establish and maintain a district-level School Health Advisory Council. The School Health Advisory Council of the Tornillo Independent School District is specifically authorized by the Board of Trustees in District policies BDF (legal), EHAA (legal).

PURPOSE

The SHAC is an advisory body. Under TEC Section 28.004, the SHAC's duties include recommending policies, procedures, curriculum, and strategies for health education appropriate for specific grade levels designed to prevent obesity, cardiovascular disease, and type 2 diabetes. The council provides invaluable advice on methods to advance student academic performance by promoting, practicing, and coordinating school health education and services, leading to a greater positive impact on student health and learning.

RESPONSIBILITY

Policy BDF (legal) requires board approval of SHAC membership which is comprised of majority parents, community leaders, school personnel, and other representatives, as needed. The SHAC meets at least four times each year and is required to submit a written report to the Board of Trustees at least once annually.

2022-2023 SHAC GOALS

The 2022-2023 SHAC goals were:

- To increase diverse representation in SHAC membership by recruiting underrepresented school personnel, parent groups, and community partners by the 2022-2023 academic year.
- To review Narcan administration policy development by the end of the 2022-2023 academic year and provide the recommendation to the Board.
- To increase collaboration with community groups over the next two academic years so the SHAC can use community resources to provide appropriate recommendations to the Board.
- By 2023-2024, work with the campus stakeholders to develop and implement school health action plan in each campus improvement plan.

2022-2023 SHAC ACTIVITIES AND ACCOMPLISHMENTS

During the 2022-2023 academic year, the SHAC had membership elections and recruited underrepresented categories to accomplish SHAC's work to our goal of increasing council diversity.

The SHAC met four times this academic year. The meetings included updates from the district health services coordinator on health and human sexuality curriculum, smart snack guidelines, tobacco-free policies, parent, and community outreach planning, and supporting the district's new Narcan administration policy. Meeting presentations included education/training on safe and healthy school environments, prevention of child abuse, family and dating violence, sex trafficking and suicide.

2022-2023 SHAC RECOMMENDATIONS

Following review of materials and community feedback, the SHAC provided support for the district's proposed Narcan administration policy that safeguards the well-being of the students by ensuring ready access to naloxone as part of the district's emergency preparedness plan.

CONCLUSION

Since the establishment of the SHAC from [Section 28.004](#), SHACs' responsibilities and their importance in making a positive impact on student health and learning has grown significantly. This document serves to fulfill the legislative requirement that mandates SHACs to submit a written report to the Board at least once annually. We hope that, with this report, the Board and SHAC can continue to work together to support the health and well-being of the students.



FINANCIAL REPORTS

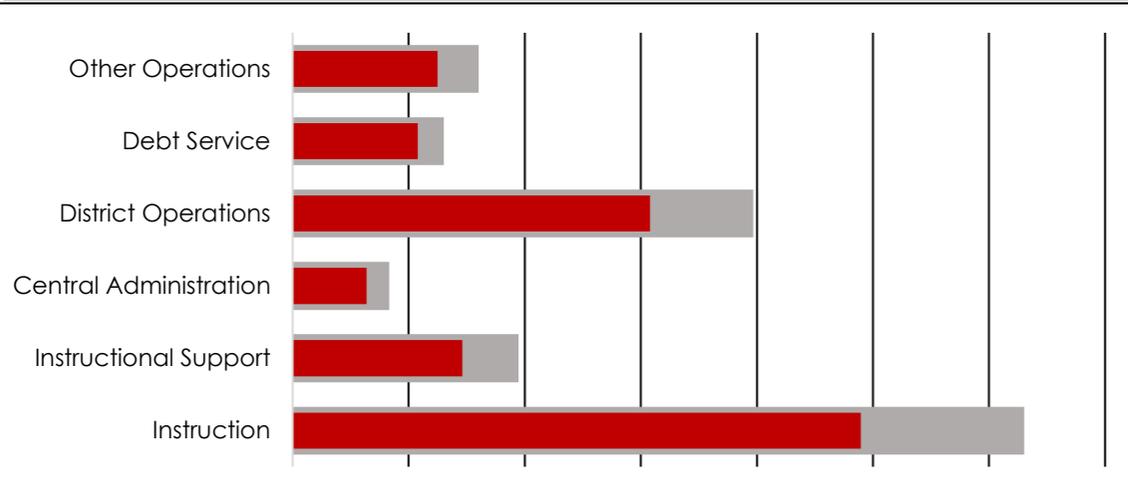
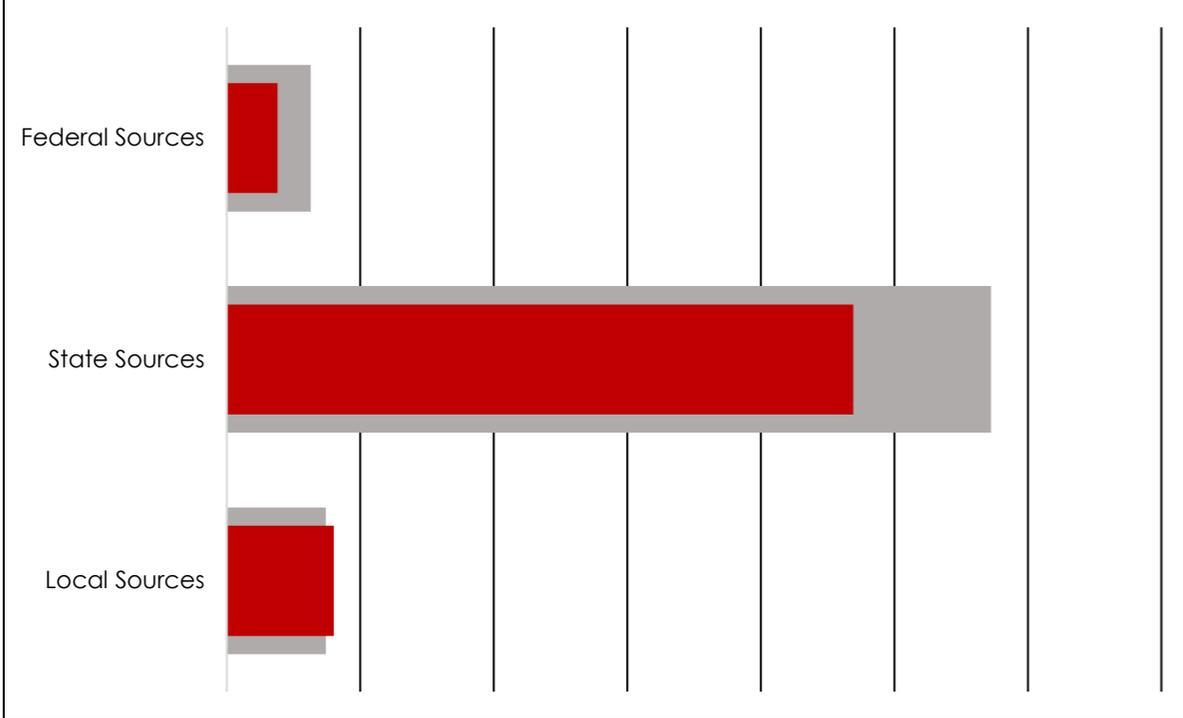
FOR THE MONTH ENDING MAY, 2023

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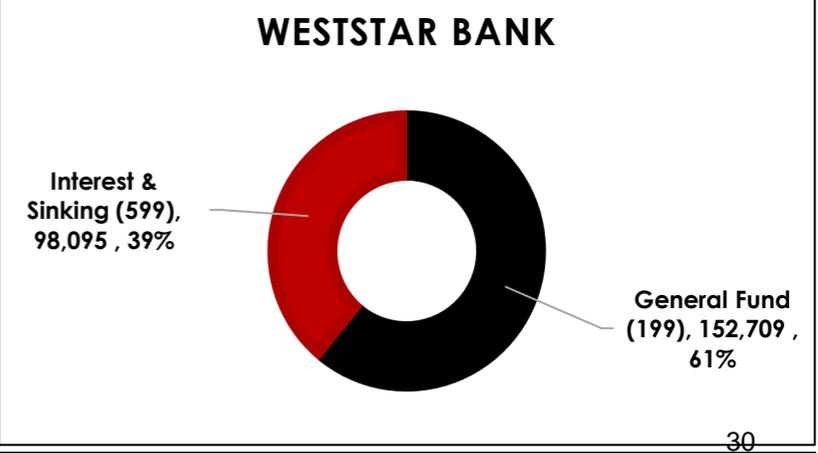
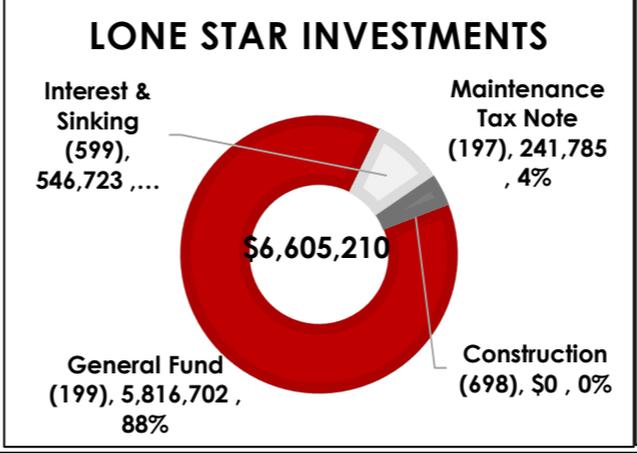
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**TORNILLO INDEPENDENT SCHOOL DISTRICT
BOARD FINANCIAL REPORT SUMMARY
As of May 31, 2023**

Board Adopted Revenue and Expenditures

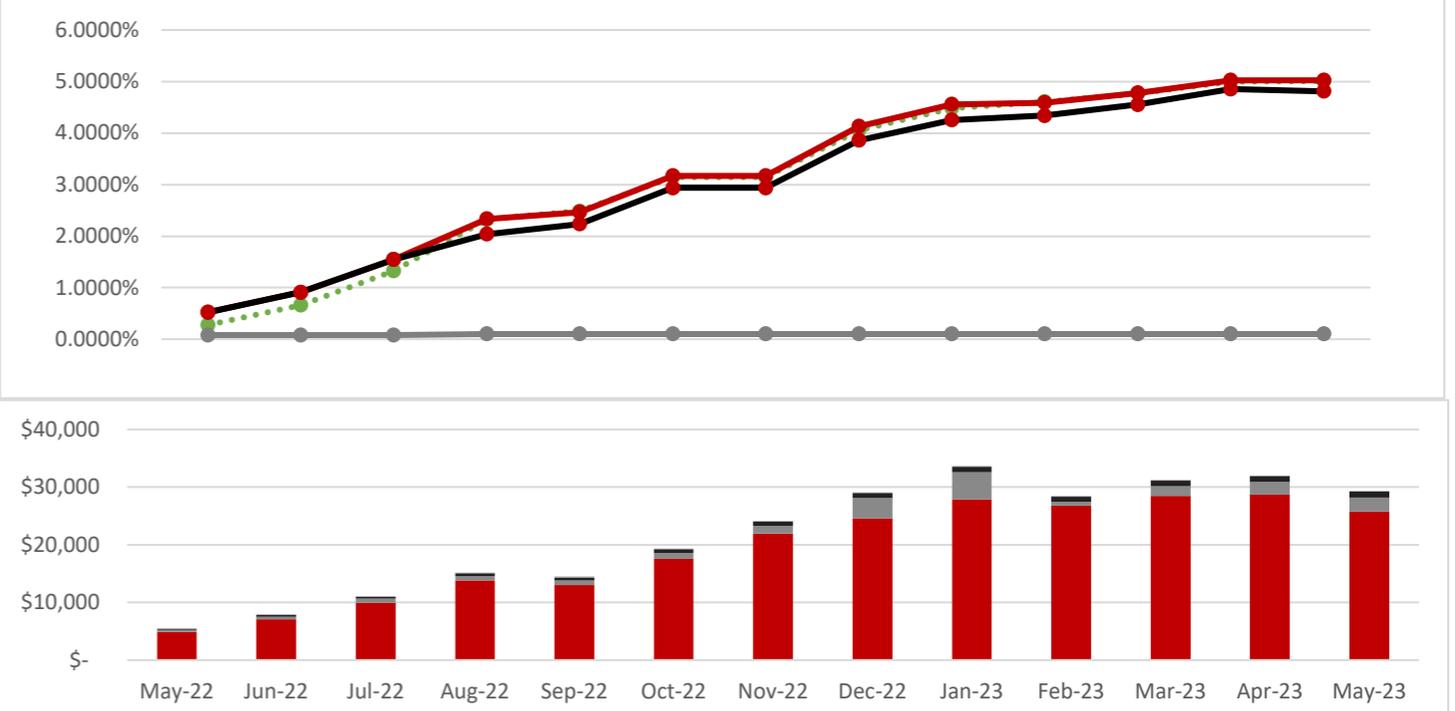


Banking and Investment Pools

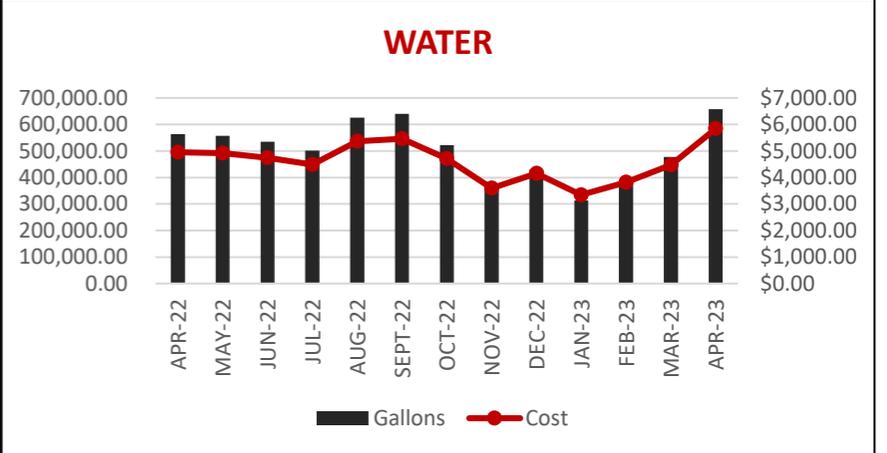
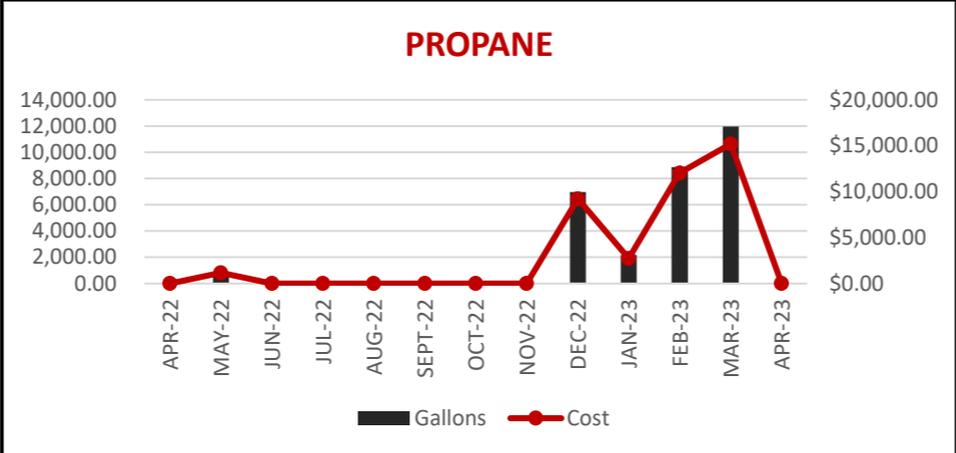
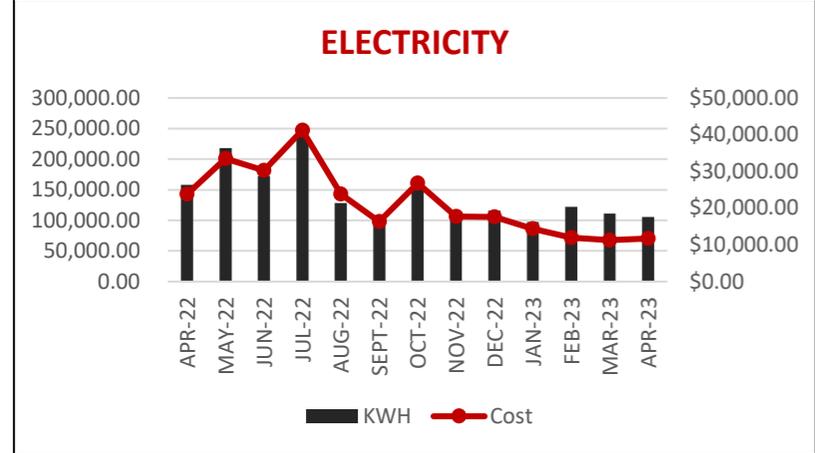


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Investment Rate and Interest Revenue Trends



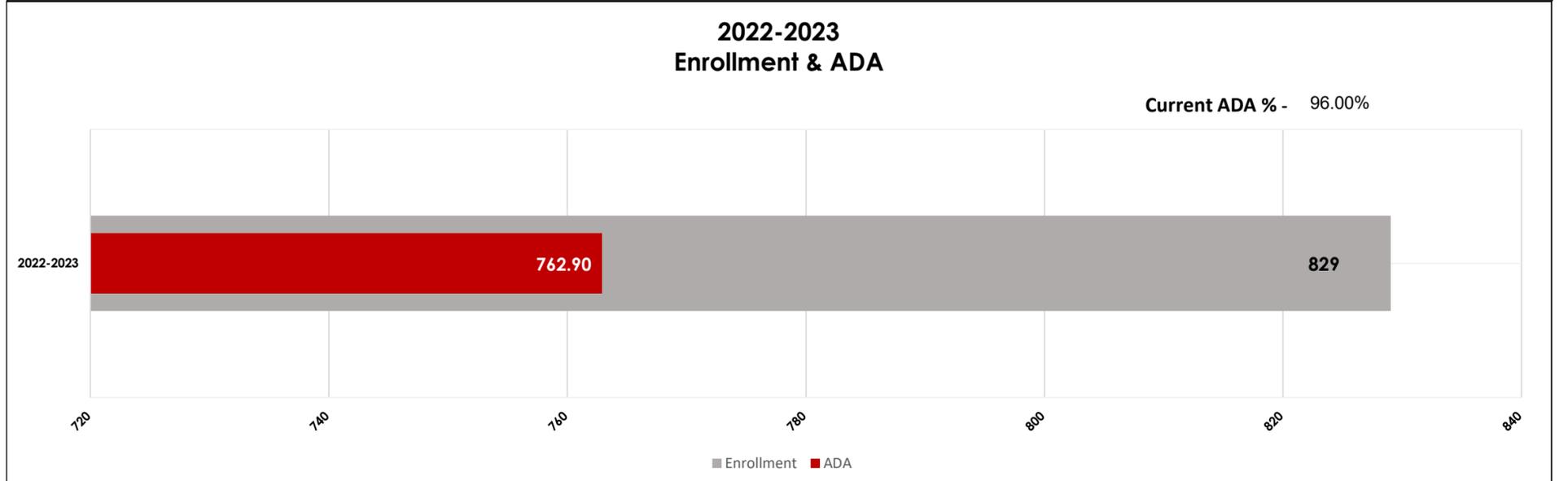
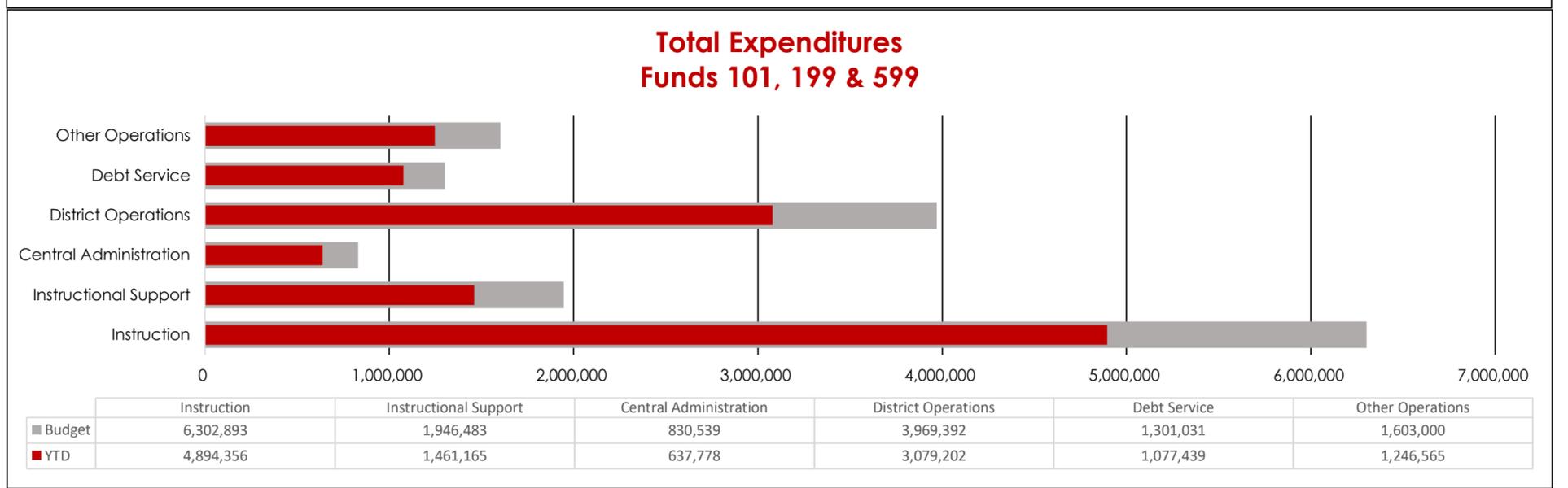
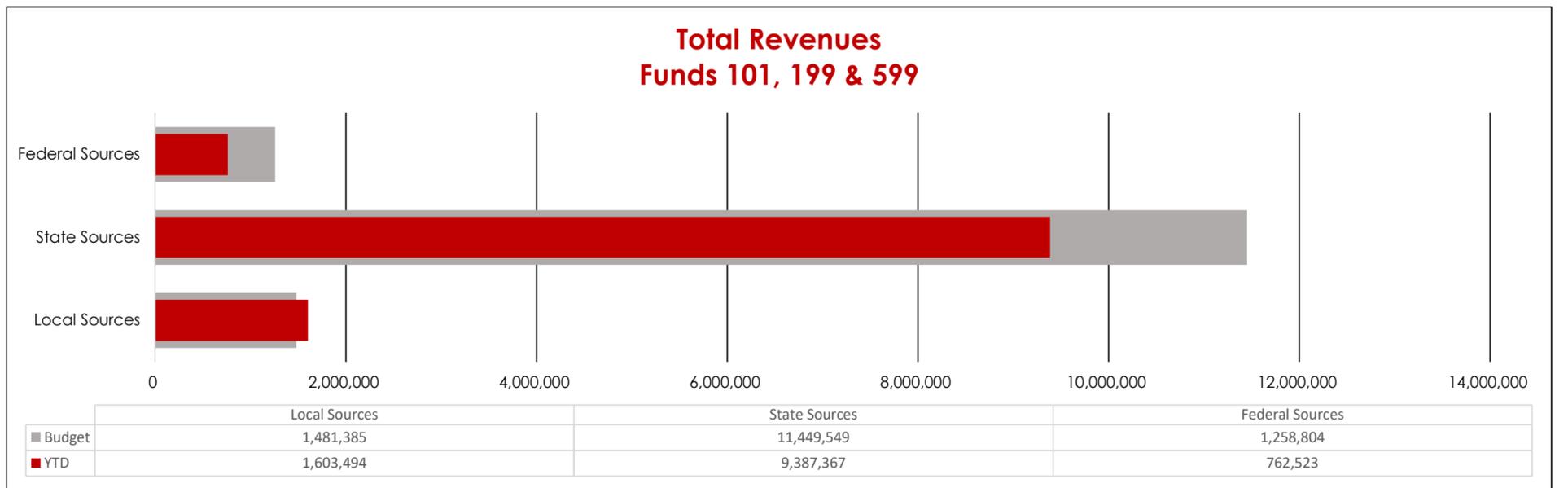
Utilities



TORNILLO INDEPENDENT SCHOOL DISTRICT

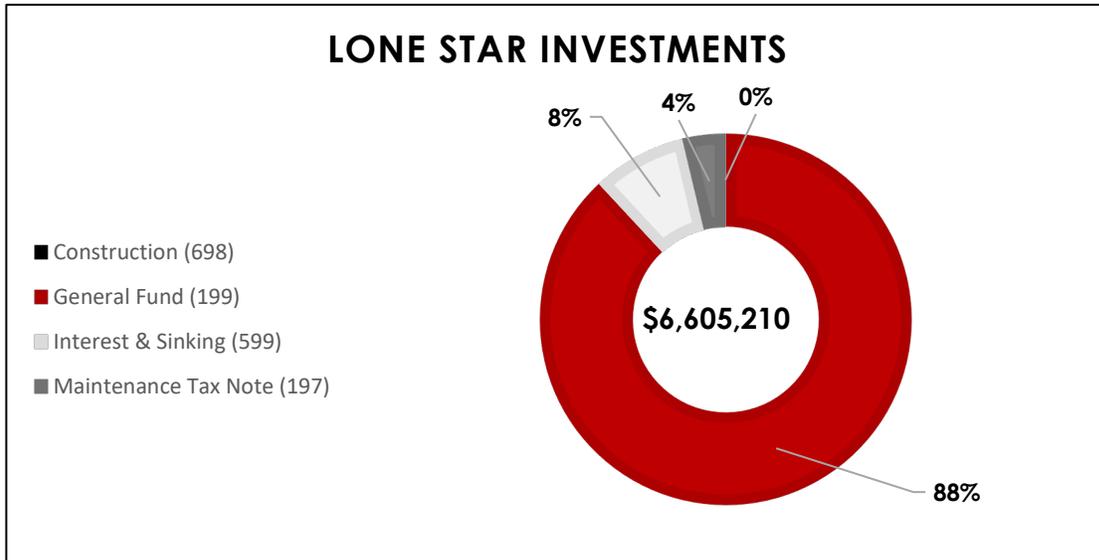
Revenues & Expenditures As of May 31, 2023

	Fund 101 - CNS			Fund 199 - General Fund			Fund 599 - Debt Service			Total		
	Budget	YTD	Remaining	Budget	YTD	Remaining	Budget	YTD	Remaining	Budget	YTD	Remaining
REVENUES												
Local Sources	51,000	66,856	(15,856)	1,008,194	1,089,163	(80,969)	422,191	447,476	(25,285)	1,481,385	1,603,494	(122,109)
State Sources	3,600	3,004	596	10,567,109	8,518,236	2,048,873	878,840	866,127	12,713	11,449,549	9,387,367	2,062,182
Federal Sources	938,804	593,609	345,195	320,000	168,914	151,086	0	0	0	1,258,804	762,523	496,280
Total Revenue:	993,404	663,469	329,935	11,895,303	9,776,313	2,118,990	1,301,031	1,313,603	(12,572)	14,189,738	11,753,384	2,436,353
EXPENSES												
Instruction	0	0	0	6,302,893	4,894,356	1,408,537	0	0	0	6,302,893	4,894,356	1,408,537
Instructional Support	0	0	0	1,946,483	1,461,165	485,318	0	0	0	1,946,483	1,461,165	485,318
Central Administration	0	0	0	830,539	637,778	192,761	0	0	0	830,539	637,778	192,761
District Operations	993,404	840,625	152,779	2,975,988	2,238,577	737,411	0	0	0	3,969,392	3,079,202	890,190
Debt Service	0	0	0	0	0	0	1,301,031	1,077,439	223,593	1,301,031	1,077,439	223,593
Other Operations	0	0	0	1,603,000	1,246,565	356,435	0	0	0	1,603,000	1,246,565	356,435
Total Expenses:	993,404	840,625	152,779	13,658,903	10,478,441	3,180,462	1,301,031	1,077,439	223,593	15,953,338	12,396,504	3,556,833

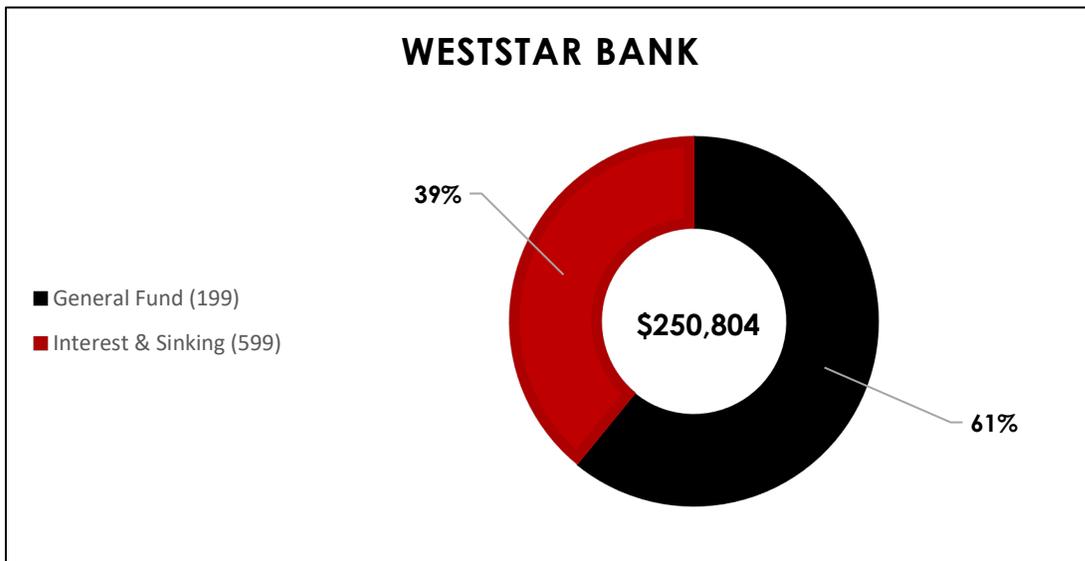


TORNILLO INDEPENDENT SCHOOL DISTRICT

As of May 31, 2023



Account	Beg. Bal.	End. Bal.	Change
Construction (698)	\$0	\$0	\$0
General Fund (199)	6,467,563	5,816,702	(650,861)
Interest & Sinking (599)	544,316	546,723	2,407
Maintenance Tax Note (197)	240,720	241,785	1,065
Lone Star Investment Pool	\$7,252,599	\$6,605,210	(\$647,388)



Account	Beg. Bal.	End. Bal.	Change
General Fund (199)	102,666	152,709	50,043
Interest & Sinking (599)	88,658	98,095	9,437
WestStar Bank	\$191,323	\$250,804	\$59,480

TORNILLO INDEPENDENT SCHOOL DISTRICT

GENERAL FUND - CASH FLOW

As of May 31, 2023

Beginning Balance \$ 102,666

Day	Taxes	Deposits	Interest	Transfers	IRS	TRS	Payroll	Checks Cleared	Fees	Balance
01				200,000				(3,166)		\$ 299,499
02	2,592	4,690						(2,250)		\$ 304,532
03		550						(5,180)		\$ 299,902
04		264						(14,366)		\$ 285,801
05						(110,947)		(41,830)		\$ 133,024
06										\$ 133,024
07										\$ 133,024
08		559		200,000				(9,072)		\$ 324,512
09	9,201	83						(122,666)		\$ 211,130
10				360,000			(316,875)	(2,871)		\$ 251,384
11		2,048						(21,770)		\$ 231,662
12		211						(62,864)		\$ 169,008
13										\$ 169,008
14										\$ 169,008
15		163			(38,672)	(43,783)	(579)	(942)	(573)	\$ 84,623
16	4,453	61						(48,316)		\$ 40,820
17		215		200,000				(2,011)		\$ 239,024
18		84						(23,899)		\$ 215,209
19		104						(170,481)		\$ 44,833
20										\$ 44,833
21										\$ 44,833
22		29		300,000				(81,819)		\$ 263,042
23	2,945	931						(25,217)		\$ 241,701
24		1,447		350,000			(340,269)	(196,372)		\$ 56,507
25		10,279						(2,698)		\$ 64,089
26		204		200,000				(13,591)		\$ 250,702
27										\$ 250,702
28										\$ 250,702
29										\$ 250,702
30						(7)		(20,371)		\$ 230,325
31		2,005	16		(45,825)		(579)	(33,232)		\$ 152,709
Ending Balance									\$	152,709

Tornillo Independent School District

Monthly Summary of Investments

As of May 31, 2023

Fnd-Obj	ACCOUNT NAME	BEGINNING	DEPOSITS	CHECKS	INTEREST	ENDING	INTEREST RATE
		BALANCE				BALANCE	
		5/1/2023				5/31/2023	
199-1110	General Operating	\$ 102,665.66	1,853,229.02	1,803,201.76	15.99	\$ 152,708.91	0.10%
197-1107	Maintenance Tax Note	\$ 240,719.85	0.00	0.00	1,065.25	\$ 241,785.10	5.0113%
199-1107	Lone Star Inv. Pool#1	\$ 6,467,562.92	1,133,381.33	1,810,000.00	25,758.12	\$ 5,816,702.37	5.0113%
698-1107	Lone Star Inv. Pool/Capital Projects	\$ -	0.00	0.00	0.00	\$ -	5.0113%
599-1110	Interest and Sinking	\$ 88,657.74	9,428.82	0.00	8.05	\$ 98,094.61	0.10% 34
599-1107	Lone Star Inv. Pool/Int.&Sinking	\$ 544,314.11	0.00	0.00	2,408.74	\$ 546,722.85	5.0113%
599-1107	Lone Star Inv. Pool/I&S Government	\$ 1.74	0.00	0.00	0.01	\$ 1.75	5.0247%
		\$ -				\$ -	
698-1107	Lone Star Inv. Pool/CP Government	\$ -	0.00	0.00	0.00	\$ -	4.8152%
698-1110	Construction Funds	\$ (0.00)	0.00	0.00	0.00	\$ (0.00)	0.10%

Statement of Compliance:

The foregoing Investment Report complies with the Investment Policy and District Strategies of the Tornillo ISD.

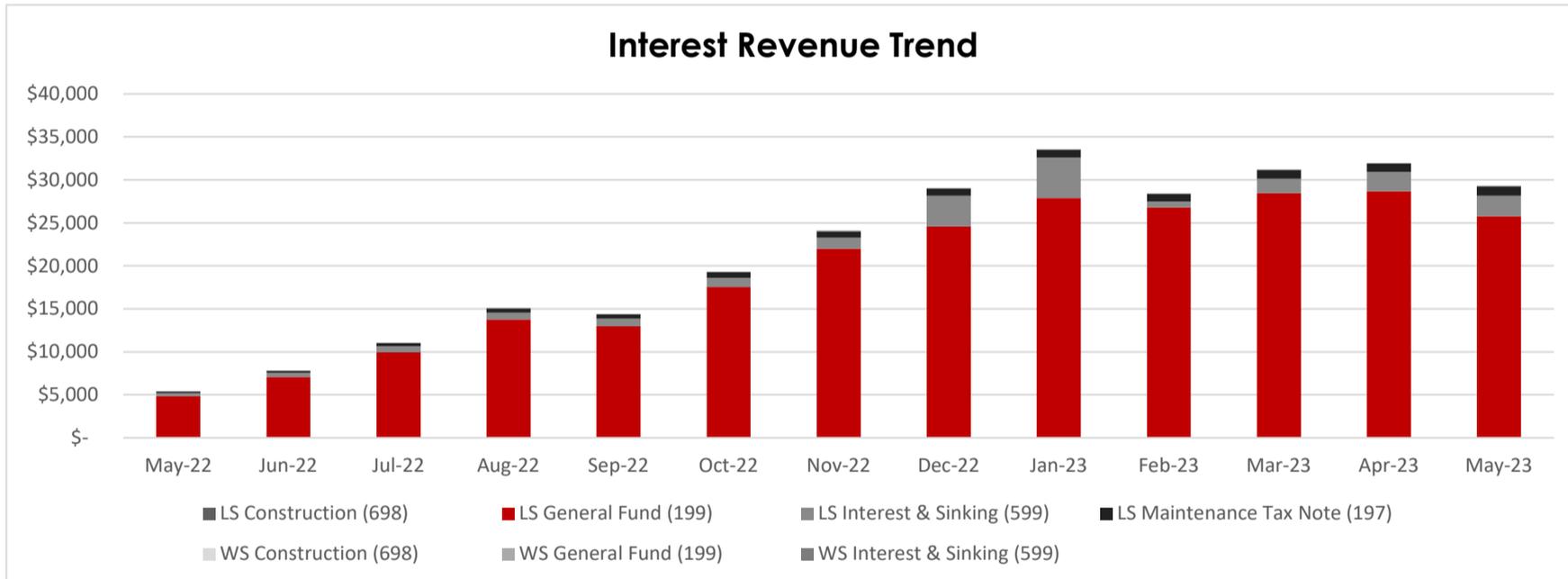
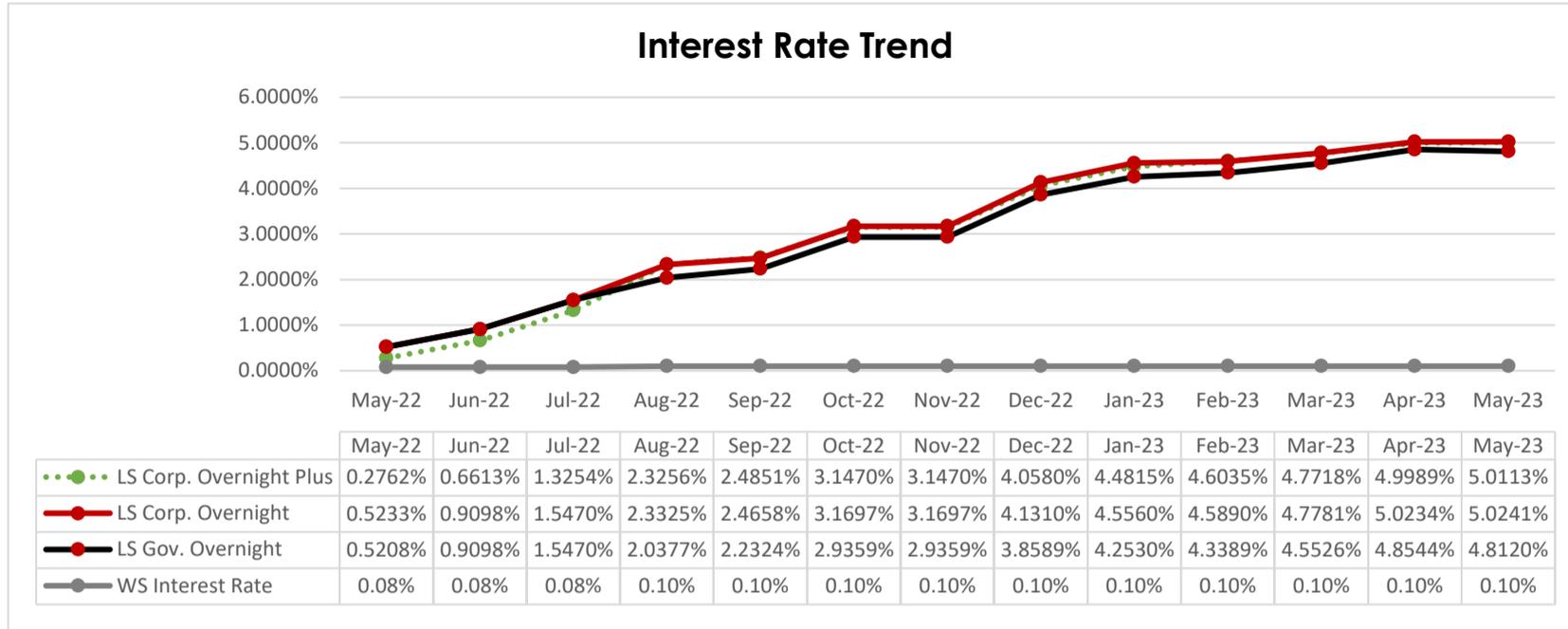


Luis Guerra, Director of Finance



TORNILLO INDEPENDENT SCHOOL DISTRICT

INTEREST RATE TRENDS



Participant #: 71908

Lone Star™ May 2023
Investment Pool Monthly Statement

Statement Period: 05/01/2023 to 05/31/2023

Luis M Guerra
Tornillo ISD
PO Box 170
Tornillo, Texas 79853-0170



Summary of Portfolio Holdings

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
General Fund	Corporate Overnight Fund	5,816,702.37	1.00	5,816,702.37	88.06%
Totals:				5,816,702.37	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Interest & Sinking Account	Corporate Overnight Fund	546,722.85	1.00	546,722.85	8.28%
	Government Overnight Fund	1.75	1.00	1.75	0.00%
Totals:				546,724.60	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Maintenance Tax Note 2008 - Fund 197	Corporate Overnight Fund	241,785.10	1.00	241,785.10	3.66%
Totals:				241,785.10	

Totals

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	5.21 %	6,605,210.32	1.00	6,605,210.32	100.00 %
Government Overnight Fund	0.00 %	1.75	1.00	1.75	0.00 %
Corporate Overnight Plus Fund	0.00 %	0.00	1.00	0.00	0.00 %
Total Value:				6,605,212.07	100.00 %

Portfolio Transactions

General Fund - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2023	Starting Balance	6,467,562.92			6,467,562.92
05/01/2023	Withdrawal	6,267,562.92	-200,000.00	1.00	-200,000.00
05/05/2023	Deposit	6,276,518.73	8,955.81	1.00	8,955.81
05/08/2023	Withdrawal	6,076,518.73	-200,000.00	1.00	-200,000.00
05/09/2023	Deposit	6,133,329.08	56,810.35	1.00	56,810.35
05/10/2023	Withdrawal	5,773,329.08	-360,000.00	1.00	-360,000.00
05/17/2023	Withdrawal	5,573,329.08	-200,000.00	1.00	-200,000.00

General Fund - Corporate Overnight Fund (Continued)

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/22/2023	Withdrawal	5,273,329.08	-300,000.00	1.00	-300,000.00
05/24/2023	Withdrawal	4,923,329.08	-350,000.00	1.00	-350,000.00
05/25/2023	Deposit	5,907,966.08	984,637.00	1.00	984,637.00
05/26/2023	Deposit	5,990,944.25	82,978.17	1.00	82,978.17
05/26/2023	Withdrawal	5,790,944.25	-200,000.00	1.00	-200,000.00
05/31/2023	Interest	5,816,702.37	25,758.12	1.00	25,758.12
05/31/2023	Ending Balance	5,816,702.37			5,816,702.37

Interest & Sinking Account - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2023	Starting Balance	544,314.11			544,314.11
05/31/2023	Interest	546,722.85	2,408.74	1.00	2,408.74
05/31/2023	Ending Balance	546,722.85			546,722.85

Interest & Sinking Account - Government Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2023	Starting Balance	1.74			1.74
05/31/2023	Interest	1.75	0.01	1.00	0.01
05/31/2023	Ending Balance	1.75			1.75

Maintenance Tax Note 2008 - Fund 197 - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2023	Starting Balance	240,719.85			240,719.85
05/31/2023	Interest	241,785.10	1,065.25	1.00	1,065.25
05/31/2023	Ending Balance	241,785.10			241,785.10

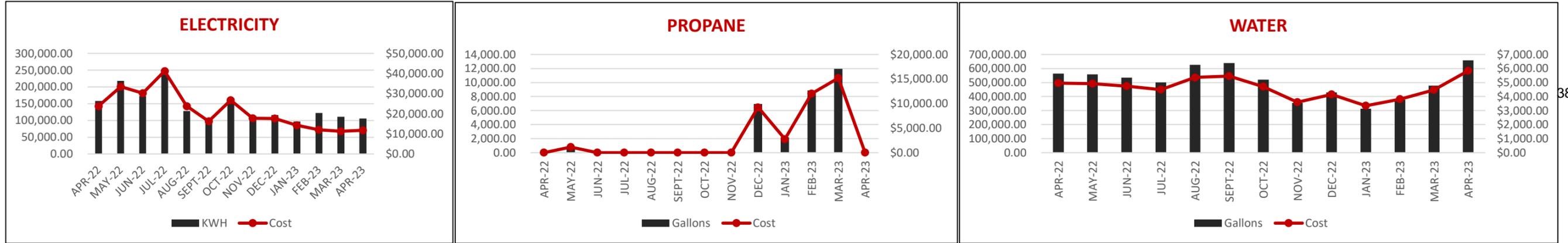
Important Information about this statement

Please review this statement carefully, it is the official record of your account with Lone Star Investment Pool and First Public, LLC. If you disagree with any transaction, or if there are any errors or omissions in this statement please notify us promptly in writing, but no later than 10 business days after receipt of this statement. Trades pending settlement will not appear on this statement. All such trades will appear in the next monthly statement. The yield for the period is an annualized rate that reflects the relationship between the average amount of income earned and the average daily balance for the account. Please notify First Public promptly and in writing of any changes of address or phone number. Times of transactions will be furnished upon written request. The Lone Star Investment Pool Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, charges and expenses associated with municipal fund securities before investing. All transactions are no load. No remuneration has, or will be, paid to any entity in connection with this transaction. An investor may obtain an Information Statement by contacting First Public at the address and phone number identified above. An investment in Lone Star investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC") or any other government agency and although Lone Star Investment Pool seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in municipal fund securities.

TORNILLO INDEPENDENT SCHOOL DISTRICT

UTILITY USAGE AND COST

Rolling 13 Month Comparison



Utility	APR-22	MAY-22	JUN-22	JUL-22	AUG-22	SEPT-22	OCT-22	NOV-22	DEC-22	JAN-23	FEB-23	MAR-23	APR-23	Totals
Electricity:														
KWH	158,133.00	217,872.00	172,193.00	239,084.00	128,371.01	98,165.99	166,500.00	114,097.00	115,940.00	96,979.00	122,322.00	111,227.00	105,739.00	1,846,623.00
Cost	\$23,798.46	\$33,447.21	\$30,243.61	\$41,203.50	\$23,811.23	\$16,291.90	\$26,782.49	\$17,711.95	\$17,600.71	\$14,314.00	\$11,982.01	\$11,288.26	\$11,752.97	\$280,228.30
Unit Cost	\$0.15	\$0.15	\$0.18	\$0.17	\$0.18	\$0.17	\$0.16	\$0.16	\$0.15	\$0.15	\$0.10	\$0.10	\$0.11	\$0.15
Propane :														
Gallons	0.00	655.10	0.00	0.00	0.00	0.00	0.00	0.00	6,956.40	2,173.20	8,857.60	11,953.10	0.00	30,595.40
Cost	\$0.00	\$1,160.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,236.82	\$2,745.60	\$12,021.14	\$15,198.75	\$0.00	\$40,362.96
Unit cost	\$0.00	\$1.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.33	\$1.26	\$1.36	\$1.27	\$0.00	\$1.32
Water:														
Gallons	563,790.00	557,740.00	534,660.00	501,300.00	625,560.00	639,260.00	521,440.00	355,030.00	430,330.00	312,500.00	377,220.00	477,640.00	657,900.00	6,554,370.00
Cost	\$4,951.77	\$4,916.54	\$4,746.61	\$4,494.83	\$5,360.84	\$5,459.91	\$4,710.06	\$3,594.97	\$4,156.38	\$3,343.00	\$3,814.54	\$4,473.96	\$5,837.77	\$59,861.18
Unit cost	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01

Tornillo Independent School District

El Paso Electric Transformer Upgrades

	High School 430 Oil Mill Lighting & Fire Pump 17121	Junior High 300 Oil Mill Upgrade 17124	Intermediate 420-A Oil Mill Upgrade 17123	Elementary 19200 Gabby Upgrade 17122	Total
Paid	\$ 27,545.82	\$ 20,082.17	\$ 22,333.48	\$ 17,853.07	\$ 87,814.54
Total Reimbursed	5,338.32	20,082.17	11,791.27	17,853.07	55,064.83
Balance	\$ 22,207.50	\$ -	\$ 10,542.21	\$ -	\$ 32,749.71
Balance per EP Electric	\$ -	\$ -	\$ 10,542.21	\$ -	\$ 10,542.21
Write off contract expired	\$ 21,110.38				
Additional Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -

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Date	Reimbursements				Total
10/3/2018	\$ 1,444.95	\$ 1,465.95	\$ 4,951.78	\$ 7,552.49	\$ 15,415.17
10/15/2019	\$ 1,565.01		\$ 1,794.80	\$ 2,523.03	\$ 5,882.84
10/8/2020				\$ 1,537.64	\$ 1,537.64
11/30/2020	\$ 1,303.10				\$ 1,303.10
9/27/2021		\$ 19,105.81			\$ 19,105.81
9/15/2021	\$ 1,025.26				\$ 1,025.26
9/1/2021			\$ 1,312.08		\$ 1,312.08
9/21/2021				\$ 6,689.74	\$ 6,689.74
8/31/2022		\$ (489.59)	\$ 939.42	\$ (449.83)	\$ -
9/9/2022			\$ 2,793.19		\$ 2,793.19

TORNILLO INDEPENDENT SCHOOL DISTRICT

\$25K AND ABOVE PAYMENTS

As per Board policy CH Local, any single payment of twenty-five-thousand dollars and above must be board approved the transactions take place. The following are the (5) payments over the twenty-five thousand dollar threshold paid to several vendors:

Check #	Amount	Vendor	Comments
158515	\$33,680.00	Sharon Wells Consulting	Board Approved
158545	\$122,366.27	Vistacon III LLC	Board Approved
158950	\$25,000.00	City Fence & Pipe	Board Approved
158640	\$42,941.86	Pride General Contractor	Board Approved
158642	\$186,704.17	Vistacon III LLC	Board Approved

Note: Payments made to First Financial Group of America are for the employee benefit plan premiums deducted from employees of the District.

Account#: 100003379
Date Range: 05-01-2023 to 05-31-2023

Check Register

Date: 06-02-2023
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VendorID : WestStar Bank - 100003379

561	05/05/2023	501061	Rodrigo Portillo	Issued	\$315.00	Employee Reimbursement Direct Deposit
562	05/26/2023	501261	Maria Contreras	Issued	\$693.00	Employee Reimbursement Direct Deposit
563	05/26/2023	500891	Stephanie Mendez	Issued	\$231.00	Employee Reimbursement Direct Deposit
158499	05/03/2023	10138	El Paso Disposal, LP	Issued	\$1,315.72	Paper Check
158501	05/05/2023	501096	Brandyn Flores	Issued	\$406.00	Paper Check
158502	05/05/2023	10050	Barnes & Noble	Issued	\$122.43	Paper Check
158503	05/05/2023	10080	Ced-Triangle Electric -El Paso	Issued	\$900.00	Paper Check
158504	05/05/2023	10134	El Paso County	Issued	\$14,595.16	Paper Check
158505	05/05/2023	10138	El Paso Disposal, LP	Issued	\$404.84	Paper Check
158506	05/05/2023	10150	El Paso Softball Umpires Association	Issued	\$1,740.00	Paper Check
158507	05/05/2023	10157	El Paso Zoo	Issued	\$274.00	Paper Check
158508	05/05/2023	10190	Fabens Oil Co.	Issued	\$1,131.23	Paper Check
158509	05/05/2023	10224	Flowers Baking Co.	Issued	\$318.80	Paper Check
158510	05/05/2023	10361	Home Depot Credit Services	Issued	\$762.33	Paper Check
158511	05/05/2023	10543	Labatt Food Service	Issued	\$14,886.76	Paper Check
158512	05/05/2023	10601	Office Depot	Issued	\$1,529.17	Paper Check
158513	05/05/2023	10617	Pitneybowes	Issued	\$91.29	Paper Check
158514	05/05/2023	10657	Segovia'S Distributing, Inc.	Issued	\$3,296.34	Paper Check
158515	05/05/2023	10658	Sharon Wells Consulting, Inc.	Issued	\$33,680.00	Paper Check
158516	05/05/2023	10808	Tornillo I.S.D. Cafeteria	Issued	\$160.00	Paper Check
158517	05/05/2023	10864	Walmart Community/Capital One	Issued	\$421.48	Paper Check
158518	05/05/2023	20022	Citibank	Issued	\$170.67	Paper Check
158519	05/05/2023	20022	Citibank	Issued	\$294.25	Paper Check
158520	05/05/2023	20022	Citibank	41 Issued	\$136.00	Paper Check
158521	05/05/2023	20022	Citibank	Issued	\$14.00	Paper Check

Account#: 100003379
Date Range: 05-01-2023 to 05-31-2023

Check Register

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158522	05/05/2023	20022	Citibank	Issued	\$75.60	Paper Check
158523	05/05/2023	20022	Citibank	Issued	\$88.96	Paper Check
158524	05/05/2023	20022	Citibank	Issued	\$59.99	Paper Check
158525	05/05/2023	20022	Citibank	Issued	\$272.45	Paper Check
158526	05/05/2023	20022	Citibank	Issued	\$198.70	Paper Check
158527	05/05/2023	20022	Citibank	Issued	\$272.45	Paper Check
158528	05/05/2023	20022	Citibank	Issued	\$57.45	Paper Check
158529	05/05/2023	20022	Citibank	Issued	\$292.59	Paper Check
158530	05/05/2023	20022	Citibank	Issued	\$294.25	Paper Check
158531	05/05/2023	20022	Citibank	Issued	\$100.00	Paper Check
158532	05/05/2023	20022	Citibank	Issued	\$196.56	Paper Check
158533	05/05/2023	20022	Citibank	Issued	\$134.25	Paper Check
158534	05/05/2023	20022	Citibank	Issued	\$294.25	Paper Check
158535	05/05/2023	20022	Citibank	Issued	\$123.92	Paper Check
158536	05/05/2023	20022	Citibank	Issued	\$93.20	Paper Check
158537	05/05/2023	20022	Citibank	Issued	\$10.98	Paper Check
158538	05/05/2023	20022	Citibank	Issued	\$111.58	Paper Check
158539	05/05/2023	20169	El Paso County Water Improvement	Issued	\$5,837.77	Paper Check
158540	05/05/2023	20215	Spectrum Paper Co, Inc.	Issued	\$4,899.76	Paper Check
158541	05/05/2023	20301	El Paso County Tax Assessor-Coll	Issued	\$7.50	Paper Check
158542	05/05/2023	20301	El Paso County Tax Assessor-Coll	Issued	\$7.50	Paper Check
158543	05/05/2023	20310	D'Loaiza Bus Transportation	Issued	\$2,500.00	Paper Check
158544	05/05/2023	20584	Electro Medical Analysis, Inc.	Issued	\$195.00	Paper Check
158545	05/05/2023	20607	Vistacon III, LLC	Issued	\$122,366.27	Paper Check
158546	05/05/2023	20662	Citibank	Issued	\$111.86	Paper Check
158547	05/05/2023	20662	Citibank	Issued	\$245.12	Paper Check

Account#: 100003379
Date Range: 05-01-2023 to 05-31-2023

Check Register

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158548	05/05/2023	20662	Citibank	Issued	\$40.12	Paper Check
158549	05/05/2023	20662	Citibank	Issued	\$63.08	Paper Check
158550	05/05/2023	20791	Zayas Restaurant Group, Inc	Issued	\$145.34	Paper Check
158551	05/05/2023	20805	TTF Solutions, LLC	Issued	\$154.50	Paper Check
158552	05/05/2023	20876	GH Dairy El Paso	Issued	\$2,280.94	Paper Check
158553	05/05/2023	20895	linde gas & equipment inc	Issued	\$24.33	Paper Check
158554	05/05/2023	20963	Martin Olivas	Issued	\$1,050.00	Paper Check
158555	05/05/2023	501160	Albert Realyvasquez	Issued	\$470.00	Paper Check
158558	05/05/2023	20301	El Paso County Tax Assessor-Coll	Issued	\$8.25	Paper Check
158559	05/05/2023	20301	El Paso County Tax Assessor-Coll	Issued	\$8.25	Paper Check
158560	05/05/2023	20301	El Paso County Tax Assessor-Coll	Issued	\$7.50	Paper Check
158561	05/05/2023	20301	El Paso County Tax Assessor-Coll	Issued	\$8.25	Paper Check
158562	05/05/2023	20301	El Paso County Tax Assessor-Coll	Issued	\$8.25	Paper Check
158563	05/09/2023	10050	Barnes & Noble	Issued	\$726.25	Paper Check
158564	05/09/2023	20678	Luis Sepulveda	Issued	\$580.00	Paper Check
158566	05/12/2023	10013	Texas Department of Public Safety	Issued	\$4.00	Paper Check
158567	05/12/2023	10044	B&H Wholesale	Issued	\$414.25	Paper Check
158568	05/12/2023	10056	Best Buy For Business	Issued	\$879.93	Paper Check
158569	05/12/2023	10080	Ced-Triangle Electric -El Paso	Issued	\$52.40	Paper Check
158570	05/12/2023	10097	Communities In Schools El Paso Inc.	Issued	\$5,000.00	Paper Check
158571	05/12/2023	10361	Home Depot Credit Services	Issued	\$54.96	Paper Check
158572	05/12/2023	10378	Indian Cliffs Ranch, Inc.	Issued	\$298.68	Paper Check
158573	05/12/2023	10601	Office Depot	Issued	\$679.46	Paper Check
158574	05/12/2023	10864	Walmart Community/Capital One	Issued	\$111.19	Paper Check
158575	05/12/2023	20022	Citibank	Issued	\$707.50	Paper Check
158576	05/12/2023	20022	Citibank	Issued	\$75.97	Paper Check

Account#: 100003379
Date Range: 05-01-2023 to 05-31-2023

Check Register

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158577	05/12/2023	20022	Citibank	Issued	\$427.28	Paper Check
158578	05/12/2023	20022	Citibank	Issued	\$147.95	Paper Check
158579	05/12/2023	20022	Citibank	Issued	\$756.29	Paper Check
158580	05/12/2023	20022	Citibank	Issued	\$669.45	Paper Check
158581	05/12/2023	20022	Citibank	Issued	\$84.53	Paper Check
158582	05/12/2023	20022	Citibank	Issued	\$84.53	Paper Check
158583	05/12/2023	20022	Citibank	Issued	\$68.38	Paper Check
158584	05/12/2023	20022	Citibank	Issued	\$75.97	Paper Check
158585	05/12/2023	20215	Spectrum Paper Co, Inc.	Issued	\$13,914.69	Paper Check
158586	05/12/2023	20297	The Sherwin Williams Company	Issued	\$173.11	Paper Check
158587	05/12/2023	20389	Mountain Desert Water LLC	Issued	\$986.54	Paper Check
158588	05/12/2023	20397	Scholastic Testing Service, Inc.	Issued	\$208.81	Paper Check
158589	05/12/2023	20572	Dell Marketing L.P.	Issued	\$2,190.22	Paper Check
158590	05/12/2023	20578	City Fence & Pipe	Issued	\$25,000.00	Paper Check
158591	05/12/2023	20662	Citibank	Issued	\$509.00	Paper Check
158592	05/12/2023	20662	Citibank	Issued	\$177.95	Paper Check
158593	05/12/2023	20662	Citibank	Issued	\$4.88	Paper Check
158594	05/12/2023	20662	Citibank	Issued	\$276.44	Paper Check
158595	05/12/2023	20662	Citibank	Issued	\$599.12	Paper Check
158596	05/12/2023	20662	Citibank	Issued	\$80.80	Paper Check
158597	05/12/2023	20662	Citibank	Issued	\$241.92	Paper Check
158598	05/12/2023	20662	Citibank	Issued	\$289.21	Paper Check
158599	05/12/2023	20709	xSPEDite School Services	Issued	\$270.00	Paper Check
158600	05/12/2023	20714	Children's Home therapy specialists dba Villa Children's therapy	Issued	\$1,067.20	Paper Check
158601	05/12/2023	20791	Zayas Restaurant Group, Inc	Issued	\$603.68	Paper Check
158602	05/12/2023	20912	countryman & co	Issued	\$3,100.00	Paper Check

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158603	05/12/2023	20979	Ruly's Mobile Welding		Issued	\$2,847.50	Paper Check	
158604	05/12/2023	20987	Elias Welding		Void with Reissue	\$20,000.00	Paper Check	05/12/2023
158608	05/12/2023	10601	Office Depot		Issued	\$173.65	Paper Check	
158609	05/12/2023	20022	Citibank		Issued	\$334.09	Paper Check	
158610	05/12/2023	20389	Mountain Desert Water LLC		Issued	\$560.40	Paper Check	
158611	05/12/2023	20987	Elias Welding		Void with Cancel	\$20,000.00	Paper Check	05/12/2023
158612	05/12/2023	20987	Alvaro Elias		Issued	\$20,000.00	Paper Check	
158613	05/15/2023	20992	Lou Ann Schneider Laffler		Issued	\$500.00	Paper Check	
158614	05/16/2023	501096	Brandyn Flores		Issued	\$659.00	Paper Check	
158615	05/16/2023	501005	Adriana Gonzales		Issued	\$108.00	Paper Check	
158616	05/17/2023	20922	Ana Maria Quintero Munoz		Issued	\$285.00	Paper Check	
158617	05/17/2023	20966	Natalie Conover		Issued	\$585.25	Paper Check	
158618	05/19/2023	10080	Ced-Triangle Electric -El Paso		Issued	\$2,170.18	Paper Check	
158619	05/19/2023	10171	El Paso Community College		Issued	\$7,400.00	Paper Check	
158620	05/19/2023	10190	Fabens Oil Co.		Issued	\$2,729.25	Paper Check	
158621	05/19/2023	10224	Flowers Baking Co.		Issued	\$473.60	Paper Check	
158622	05/19/2023	10358	Hobby Lobby Stores		Issued	\$70.84	Paper Check	
158623	05/19/2023	10361	Home Depot Credit Services		Issued	\$81.88	Paper Check	
158624	05/19/2023	10543	Labatt Food Service		Issued	\$17,467.29	Paper Check	
158625	05/19/2023	10601	Office Depot		Issued	\$1,271.25	Paper Check	
158626	05/19/2023	10617	Pitneybowes		Issued	\$201.00	Paper Check	
158627	05/19/2023	10657	Segovia'S Distributing, Inc.		Issued	\$2,936.12	Paper Check	
158628	05/19/2023	10864	Walmart Community/Capital One		Issued	\$837.49	Paper Check	
158629	05/19/2023	20022	Citibank		Issued	\$155.94	Paper Check	
158630	05/19/2023	20022	Citibank	45	Issued	\$220.32	Paper Check	
158631	05/19/2023	20022	Citibank		Issued	\$370.96	Paper Check	

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158632	05/19/2023	20022	Citibank	Issued	\$297.74	Paper Check
158633	05/19/2023	20022	Citibank	Issued	\$74.97	Paper Check
158634	05/19/2023	20022	Citibank	Issued	\$1,840.99	Paper Check
158635	05/19/2023	20022	Citibank	Issued	\$603.61	Paper Check
158636	05/19/2023	20022	Citibank	Issued	\$339.99	Paper Check
158637	05/19/2023	20022	Citibank	Issued	\$175.00	Paper Check
158638	05/19/2023	20022	Citibank	Issued	\$1,650.00	Paper Check
158639	05/19/2023	20215	Spectrum Paper Co, Inc.	Issued	\$1,107.80	Paper Check
158640	05/19/2023	20373	Pride General Contractors LLC	Issued	\$42,941.86	Paper Check
158641	05/19/2023	20397	Scholastic Testing Service, Inc.	Issued	\$121.15	Paper Check
158642	05/19/2023	20607	Vistacon III, LLC	Issued	\$186,704.17	Paper Check
158643	05/19/2023	20662	Citibank	Issued	\$255.68	Paper Check
158644	05/19/2023	20876	GH Dairy El Paso	Issued	\$2,493.54	Paper Check
158645	05/19/2023	20963	Martin Olivas	Issued	\$975.00	Paper Check
158648	05/22/2023	20690	Total Equipment & Rental of El Paso	Issued	\$399.20	Paper Check
158649	05/22/2023	20373	Pride General Contractors LLC	Issued	\$77,789.50	Paper Check
158653	05/23/2023	20915	El Paso Stadium Operations Company	Issued	\$102.00	Paper Check
158654	05/26/2023	10157	El Paso Zoo	Issued	\$155.00	Paper Check
158655	05/26/2023	10224	Flowers Baking Co.	Issued	\$46.80	Paper Check
158656	05/26/2023	10361	Home Depot Credit Services	Issued	\$390.00	Paper Check
158657	05/26/2023	10475	Jose Trinidad Vazquez	Issued	\$10.00	Paper Check
158658	05/26/2023	10543	Labatt Food Service	Issued	\$7,274.23	Paper Check
158659	05/26/2023	10598	Nine Enterprises, Inc	Issued	\$3,496.00	Paper Check
158660	05/26/2023	10601	Office Depot	Issued	\$3,423.94	Paper Check
158661	05/26/2023	10616	Peter Piper Pizza	Issued	\$570.55	Paper Check
158662	05/26/2023	10657	Segovia'S Distributing, Inc.	Issued	\$1,768.82	Paper Check

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158663	05/26/2023	10808	Tornillo I.S.D. Cafeteria	Issued	\$70.00	Paper Check
158664	05/26/2023	10864	Walmart Community/Capital One	Issued	\$100.89	Paper Check
158665	05/26/2023	10870	Windstream	Issued	\$1,914.48	Paper Check
158666	05/26/2023	20338	Rio Seco Ag. LLC	Issued	\$271.25	Paper Check
158667	05/26/2023	20456	Ann Morales	Issued	\$1,000.00	Paper Check
158668	05/26/2023	20642	Faben's Quick Lube	Issued	\$114.00	Paper Check
158669	05/26/2023	20662	Citibank	Issued	\$509.84	Paper Check
158670	05/26/2023	20810	T-Mobile USA Inc.	Issued	\$300.00	Paper Check
158671	05/26/2023	20876	GH Dairy El Paso	Issued	\$1,236.14	Paper Check
158672	05/26/2023	20895	linde gas & equipment inc	Issued	\$1.22	Paper Check
158673	05/26/2023	20947	FAAC Incorporated	Issued	\$18,100.00	Paper Check
158674	05/26/2023	20979	Ruly's Mobile Welding	Issued	\$3,080.00	Paper Check
158675	05/26/2023	20986	H&J Alamo Auto Glass	Issued	\$275.00	Paper Check
158676	05/26/2023	20987	Alvaro Elias	Issued	\$11,500.00	Paper Check
158677	05/26/2023	10378	Indian Cliffs Ranch, Inc.	Issued	\$620.54	Paper Check
158678	05/26/2023	10616	Peter Piper Pizza	Issued	\$169.80	Paper Check
158679	05/26/2023	20022	Citibank	Issued	\$1,125.00	Paper Check
158680	05/26/2023	20208	Western Playland	Issued	\$631.00	Paper Check
158681	05/26/2023	20297	The Sherwin Williams Company	Issued	\$140.10	Paper Check
158682	05/26/2023	20890	Summit K12 Holdings, Inc.	Issued	\$3,545.00	Paper Check
158683	05/26/2023	20922	Ana Maria Quintero Munoz	Issued	\$172.50	Paper Check
158684	05/26/2023	20972	Verge General Contractors	Issued	\$25,000.00	Paper Check
158685	05/26/2023	20208	Western Playland	Issued	\$1,560.00	Paper Check
158686	05/26/2023	10054	Bernie Del Hierro	Issued	\$4,488.08	Paper Check
158687	05/26/2023	10054	Bernie Del Hierro	Issued	\$768.00	Paper Check
158688	05/26/2023	10139	El Paso Electric Co.	Issued	\$15,604.88	Paper Check

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158689	05/26/2023	10190	Fabens Oil Co.	Issued	\$76.28	Paper Check
158690	05/26/2023	10592	National Restaurant Supply	Issued	\$197.38	Paper Check
158691	05/26/2023	10616	Peter Piper Pizza	Issued	\$792.52	Paper Check
158692	05/26/2023	10627	Region 13	Issued	\$3,510.00	Paper Check
158693	05/26/2023	10864	Walmart Community/Capital One	Issued	\$221.56	Paper Check
158694	05/26/2023	20022	Citibank	Issued	\$386.24	Paper Check
158695	05/26/2023	20022	Citibank	Issued	\$61.63	Paper Check
158696	05/26/2023	20022	Citibank	Issued	\$187.96	Paper Check
158697	05/26/2023	20022	Citibank	Issued	\$182.38	Paper Check
158698	05/26/2023	20022	Citibank	Issued	\$509.96	Paper Check
158699	05/26/2023	20022	Citibank	Issued	\$109.45	Paper Check
158700	05/26/2023	20022	Citibank	Issued	\$165.41	Paper Check
158701	05/26/2023	20022	Citibank	Issued	\$608.96	Paper Check
158702	05/26/2023	20022	Citibank	Issued	\$150.96	Paper Check
158703	05/26/2023	20022	Citibank	Issued	\$2,287.04	Paper Check
158704	05/26/2023	20022	Citibank	Issued	\$80.00	Paper Check
158705	05/26/2023	20022	Citibank	Issued	\$608.96	Paper Check
158706	05/26/2023	20022	Citibank	Issued	\$375.91	Paper Check
158707	05/26/2023	20022	Citibank	Issued	\$1,119.92	Paper Check
158708	05/26/2023	20124	Time Warner Cable Texas LLC	Issued	\$583.59	Paper Check
158709	05/26/2023	20382	Insights El Paso Science Center	Issued	\$1,524.00	Paper Check
158710	05/26/2023	20397	Scholastic Testing Service, Inc.	Issued	\$280.58	Paper Check
158711	05/26/2023	20662	Citibank	Issued	\$71.52	Paper Check
158712	05/26/2023	20662	Citibank	Issued	\$15.92	Paper Check
158713	05/26/2023	20662	Citibank	Issued	\$168.42	Paper Check
158714	05/26/2023	20895	linde gas & equipment inc	Issued	\$27.56	Paper Check

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158715	05/26/2023	20916	El Paso SLI Sign Language Interpreters LLC.	Issued	\$140.00	Paper Check
158716	05/26/2023	20934	Great Minds PBC	Issued	\$4,650.00	Paper Check
158717	05/26/2023	500860	Vanessa Ayala	Issued	\$100.00	Paper Check
158718	05/26/2023	500128	Jose Silva-Smith	Issued	\$174.00	Paper Check
158719	05/26/2023	500544	Luis Vega	Issued	\$1,800.00	Paper Check
158721	05/26/2023	10724	Texas AFT- Associate Membership Program	Issued	\$192.50	Paper Check
158722	05/26/2023	10848	United Way Of El Paso County	Issued	\$15.00	Paper Check
158723	05/26/2023	20007	Stuart C. Cox	Issued	\$284.00	Paper Check
158724	05/26/2023	20008	Texas State Teacher Association	Issued	\$93.66	Paper Check
158725	05/26/2023	20009	Association of Texas Professional Educator	Issued	\$75.46	Paper Check
158726	05/26/2023	20009	Association of Texas Professional Educator	Issued	\$75.46	Paper Check
158727	05/26/2023	20010	LegalShield	Issued	\$119.56	Paper Check
158728	05/26/2023	20011	First Financial Group of America	Issued	\$29,935.58	Paper Check
158729	05/31/2023	500405	Albert Pinon	Issued	\$401.60	Paper Check
158730	05/31/2023	500168	Nora Ruiz	Issued	\$383.50	Paper Check
10002223	05/05/2023	20765	Commerce Bank	Issued	\$40,884.40	ACH
10002224	05/12/2023	20765	Commerce Bank	Issued	\$2,874.76	ACH
10002225	05/19/2023	20765	Commerce Bank	Issued	\$92,274.06	ACH
10002226	05/26/2023	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002227	05/26/2023	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002228	05/26/2023	20012	Texas Child Support Disbursement Unit	Issued	\$311.00	ACH
10002229	05/26/2023	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002230	05/26/2023	20012	Texas Child Support Disbursement Unit	Issued	\$311.00	ACH
10002231	05/26/2023	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002232	05/26/2023	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002233	05/26/2023	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH

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200001057	05/05/2023	10027	Amerigas Propane, L.P.	Issued	\$567.38	Vendor Credit Card
200001058	05/05/2023	10546	Lakeshore Learning Materials	Issued	\$1,880.08	Vendor Credit Card
200001059	05/05/2023	10669	Sonitrol Of El Paso	Issued	\$1,264.00	Vendor Credit Card
200001060	05/05/2023	10679	Spectrum Imaging	Issued	\$4,142.55	Vendor Credit Card
200001061	05/05/2023	10687	Staples Advantage	Issued	\$37.23	Vendor Credit Card
200001062	05/05/2023	10703	TASB	Issued	\$2,173.20	Vendor Credit Card
200001063	05/05/2023	10707	TASBO	Issued	\$300.00	Vendor Credit Card
200001064	05/05/2023	10859	Verizon Wireless	Issued	\$170.26	Vendor Credit Card
200001065	05/05/2023	20017	School Specialty Inc.	Issued	\$687.08	Vendor Credit Card
200001066	05/05/2023	20036	Johnstone Supply	Issued	\$59,661.34	Vendor Credit Card
200001067	05/05/2023	20199	the prophet corporation	Issued	\$2,692.40	Vendor Credit Card
200001068	05/12/2023	10027	Amerigas Propane, L.P.	Issued	\$695.55	Vendor Credit Card
200001069	05/12/2023	10672	Southern Computer Warehouse	Issued	\$109.00	Vendor Credit Card
200001070	05/12/2023	10687	Staples Advantage	Issued	\$347.98	Vendor Credit Card
200001071	05/12/2023	20017	School Specialty Inc.	Issued	\$834.50	Vendor Credit Card
200001072	05/12/2023	20036	Johnstone Supply	Issued	\$276.85	Vendor Credit Card
200001073	05/12/2023	20052	DEMCO, Inc	Issued	\$155.98	Vendor Credit Card
200001074	05/12/2023	20265	4imprint, Inc.	Issued	\$1,722.01	Vendor Credit Card
200001075	05/12/2023	20470	O'Reilly Auto Enterprises LLC	Issued	\$83.64	Vendor Credit Card
200001076	05/12/2023	20635	Stewart & Stevenson LLC	Issued	\$3,487.04	Vendor Credit Card
200001078	05/19/2023	10308	Guitar Center	Issued	\$1,535.96	Vendor Credit Card
200001079	05/19/2023	10542	La Estrella	Issued	\$450.00	Vendor Credit Card
200001080	05/19/2023	10546	Lakeshore Learning Materials	Issued	\$312.55	Vendor Credit Card
200001081	05/19/2023	10649	Scholastic Book Fairs	Issued	\$1,220.17	Vendor Credit Card
200001082	05/19/2023	10687	Staples Advantage	Issued	\$38.09	Vendor Credit Card
200001083	05/19/2023	20017	School Specialty Inc.	Issued	\$1,652.05	Vendor Credit Card

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200001084	05/19/2023	20036	Johnstone Supply	Issued	\$317.25	Vendor Credit Card
200001085	05/19/2023	20199	the prophet corporation	Issued	\$1,744.06	Vendor Credit Card
200001086	05/19/2023	20470	O'Reilly Auto Enterprises LLC	Issued	\$568.27	Vendor Credit Card
200001087	05/19/2023	20490	Blanco Ordonez Mata & Wallace P.	Issued	\$3,907.50	Vendor Credit Card
200001088	05/26/2023	10070	C & M Plaque & Trophy Inc.	Issued	\$104.85	Vendor Credit Card
200001089	05/26/2023	10105	Continental Termite & Pest Control,	Issued	\$475.00	Vendor Credit Card
200001090	05/26/2023	10308	Guitar Center	Issued	\$1,060.00	Vendor Credit Card
200001091	05/26/2023	10620	Positive Promotions	Issued	\$970.05	Vendor Credit Card
200001092	05/26/2023	10669	Sonitrol Of El Paso	Issued	\$2,084.00	Vendor Credit Card
200001093	05/26/2023	10672	Southern Computer Warehouse	Issued	\$185.00	Vendor Credit Card
200001094	05/26/2023	10687	Staples Advantage	Issued	\$1,095.31	Vendor Credit Card
200001095	05/26/2023	20036	Johnstone Supply	Issued	\$3,440.79	Vendor Credit Card
200001096	05/26/2023	20270	Texas Association for the Gifted	Issued	\$350.00	Vendor Credit Card
200001097	05/26/2023	20470	O'Reilly Auto Enterprises LLC	Issued	\$950.80	Vendor Credit Card
200001098	05/26/2023	20551	Southern Tire Mart, LLC	Issued	\$622.00	Vendor Credit Card
200001099	05/26/2023	20647	AVID Center	Issued	\$21,058.00	Vendor Credit Card
200001100	05/26/2023	20775	American Refrigeration Supplies, Inc	Issued	\$72.10	Vendor Credit Card

Total Checks: 276

Total Amount: 1,127,780.57

Post Date	Account #	Amount	Doc ID	System	Vendor Name	Paid Date	Check Number
4/6/2023	199-00-2110-02-000-00-0-00	-1608.00	200001021	AP Check	Blanco Ordonez Mata & Wallace P.C.	4/6/2023	200001021
4/27/2023	199-00-2110-02-000-00-0-00	-176.25	200001055	AP Check	Johnstone Supply	4/27/2023	200001055
4/27/2023	282-00-2110-02-000-00-0-00	-33368.38	200001055	AP Check	Johnstone Supply	4/27/2023	200001055
4/27/2023	199-00-2110-02-000-00-0-00	-227.20	200001056	AP Check	L & W Supply	4/27/2023	200001056
4/20/2023	281-00-2110-02-000-00-0-00	-1309.05	200001034	AP Check	Lakeshore Learning Materials	4/20/2023	200001034
4/20/2023	429-00-2110-02-000-00-0-00	-369.55	200001034	AP Check	Lakeshore Learning Materials	4/20/2023	200001034
4/27/2023	199-00-2110-02-000-00-0-00	-785.00	200001053	AP Check	One Beat CPR Learning Center	4/27/2023	200001053
4/27/2023	211-00-2110-02-000-00-0-00	-258.67	200001051	AP Check	Raymond Geddes Company Inc	4/27/2023	200001051
4/20/2023	281-00-2110-02-000-00-0-00	-828.65	200001035	AP Check	Scholastic Store Online	4/20/2023	200001035
4/27/2023	199-00-2110-02-000-00-0-00	-1246.03	200001050	AP Check	School Specialty	4/27/2023	200001050
2/24/2023	199-00-2110-02-000-00-0-00	-237.62	200000973	AP Check	Service Supply	2/24/2023	200000973
4/27/2023	199-00-2110-02-000-00-0-00	-470.00	200001048	AP Check	TASBO	4/27/2023	200001048
4/27/2023	199-00-2110-02-000-00-0-00	-396.00	200001045	AP Check	C & M Plaque & Trophy Inc.	4/27/2023	200001045
4/27/2023	281-00-2110-02-000-00-0-00	-447.04	200001046	AP Check	Flinn Scientific, Inc.	4/27/2023	200001046
4/27/2023	199-00-2110-02-000-00-0-00	-432.15	200001047	AP Check	Lakeshore Learning Materials	4/27/2023	200001047
4/27/2023	199-00-2110-02-000-00-0-00	-157.50	200001054	AP Check	O'Reilly Auto Enterprises LLC	4/27/2023	200001054
4/27/2023	199-00-2110-02-000-00-0-00	-1271.76	200001052	AP Check	Service Supply	4/27/2023	200001052
4/27/2023	199-00-2110-02-000-00-0-00	-170.31	200001049	AP Check	Verizon Wireless	4/27/2023	200001049
5/5/2023	199-00-2110-02-000-00-0-00	-567.38	200001057	AP Check	Amerigas Propane, L.P.	5/5/2023	200001057
4/14/2023	279-00-2110-02-000-00-0-00	-1378.00	200001022	AP Check	ASCD	4/14/2023	200001022
4/14/2023	181-00-2110-02-000-00-0-00	-2781.37	200001023	AP Check	Bsn Sports Collegiate	4/14/2023	200001023
4/14/2023	199-00-2110-02-000-00-0-00	-475.00	200001024	AP Check	Continental Termite & Pest Control,	4/14/2023	200001024
5/5/2023	199-00-2110-02-000-00-0-00	-5994.70	200001066	AP Check	Johnstone Supply	5/5/2023	200001066
5/5/2023	282-00-2110-02-000-00-0-00	-53666.64	200001066	AP Check	Johnstone Supply	5/5/2023	200001066
5/5/2023	199-00-2110-02-000-00-0-00	-1880.08	200001058	AP Check	Lakeshore Learning Materials	5/5/2023	200001058
4/14/2023	199-00-2110-02-000-00-0-00	-452.95	200001025	AP Check	Oriental Trading Co., Inc.	4/14/2023	200001025
4/14/2023	461-00-2110-02-000-00-0-00	-114.72	200001025	AP Check	Oriental Trading Co., Inc.	4/14/2023	200001025
5/5/2023	281-00-2110-02-000-00-0-00	-687.08	200001065	AP Check	School Specialty	5/5/2023	200001065
4/14/2023	101-00-2110-02-000-00-0-00	-6300.00	200001030	AP Check	Service Supply	4/14/2023	200001030
4/14/2023	199-00-2110-02-000-00-0-00	-3368.12	200001027	AP Check	Southern Computer Warehouse	4/14/2023	200001027
4/14/2023	244-00-2110-02-000-00-0-00	-2425.00	200001027	AP Check	Southern Computer Warehouse	4/14/2023	200001027
5/5/2023	101-00-2110-02-000-00-0-00	-298.59	200001060	AP Check	Spectrum Imaging	5/5/2023	200001060
5/5/2023	199-00-2110-02-000-00-0-00	-3729.78	200001060	AP Check	Spectrum Imaging	5/5/2023	200001060

5/5/2023	211-00-2110-02-000-00-0-00	-114.18	200001060	AP Check	Spectrum Imaging	5/5/2023	200001060
4/14/2023	199-00-2110-02-000-00-0-00	-460.35	200001028	AP Check	Spectrum Imaging	4/14/2023	200001028
5/5/2023	281-00-2110-02-000-00-0-00	-37.23	200001061	AP Check	Staples Advantage	5/5/2023	200001061
4/14/2023	199-00-2110-02-000-00-0-00	-49.52	200001029	AP Check	Staples Advantage	4/14/2023	200001029
4/14/2023	199-00-2110-02-000-00-0-00	-2048.51	200001032	AP Check	Stewart & Stevenson LLC	4/14/2023	200001032
5/5/2023	199-00-2110-02-000-00-0-00	-2173.20	200001062	AP Check	TASB	5/5/2023	200001062
3/24/2023	199-00-2110-02-000-00-0-00	-409.00	200001003	AP Check	Texas Association for the Gifted and Tal	3/24/2023	200001003
5/5/2023	281-00-2110-02-000-00-0-00	-2692.40	200001067	AP Check	The Prophet Corporation	5/5/2023	200001067
5/5/2023	199-00-2110-02-000-00-0-00	-170.26	200001064	AP Check	Verizon Wireless	5/5/2023	200001064
		-136033.22					

<u>Payee Name</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Citibank	840-57800559-1-986243-1	04/26/2023	158518	New student registration flyers	170.67
Citibank	215	04/27/2023	158519	Track Abilene Hotel 4/27 - 4/29 - Iisha James	294.25
Citibank	2QKUUZ-1	04/26/2023	158520	ACET Spring Conference -hotel, flight, rental and registration for L. Guerra and S. Cruz	136
Citibank	407Q2	02/22/2023	158521	Overage on nightly stay GSA rate	14
Citibank	1NJ1G3500301JD	04/27/2023	158522	Recognition gifts for paraprofessionals, assistant principals, and librarians.	75.6
Citibank	3651880134	02/03/2023	158523	Interest charges Feb 2023	88.96
Citibank	114-9499830-3148213	04/24/2023	158524	Power supply for NVR computer in security office	59.99
Citibank	210-Track	04/27/2023	158525	Track Abilene Hotel 4/27 - 4/29 - Iisha James	272.45
Citibank	469672685	04/24/2023	158526	ACET Spring Conference -hotel, flight, rental and registration for L. Guerra and S. Cruz	198.7
Citibank	220	04/27/2023	158527	Track Abilene Hotel 4/27 - 4/29 - Iisha James	272.45
Citibank	39	05/02/2023	158528	Recognition gifts for paraprofessionals, assistant principals, and librarians.	57.45
Citibank	113-4290562-4646650	04/17/2023	158529	Misc. items for gala	292.59
Citibank	225	04/27/2023	158530	Track Abilene Hotel 4/27 - 4/29 - Iisha James	294.25
Citibank	3312023	03/31/2023	158531	TX DOT physical for drivers	100
Citibank	114-4983283-7602613	04/21/2023	158532	For misc items for Finance	196.56
Citibank	113-5861983-4958638	05/01/2023	158533	Items for science class	134.25
Citibank	216	04/27/2023	158534	Track Abilene Hotel 4/27 - 4/29 - Iisha James	294.25
Citibank	045836	05/02/2023	158535	Recognition gifts for paraprofessionals, assistant principals, and librarians.	123.92
Citibank	045836	05/02/2023	158535	librarians.	
Citibank	3651880136	04/03/2023	158536	Interest charges Apr 2023	93.2
Citibank	T95898649	12/04/2022	158537	Toll fees -Carroll -rental U381324845	10.98
Citibank	113-1371849-6967434	04/26/2023	158538	Teacher appreciation gifts	111.58
Citibank	263RPOS599663	04/21/2023	158556	Purchase 22 Schlitterbahn park tickets and 22 meal deal packages for seniors for Senior Trip 2023	960.36
Citibank	263RPOS599663	04/21/2023	158556	Purchase 22 Schlitterbahn park tickets and 22 meal deal packages for seniors for Senior Trip 2023	151.64
Citibank	04212023	04/21/2023	158575	Kids Snack Pack	295
Citibank	04212023	04/21/2023	158575	Movie Tickets	412.5
Citibank	45	04/20/2023	158576	Hotel for track playoffs Seminole Tx - James	75.97
Citibank	717/KNGN	04/24/2023	158577	ACET Spring Conference -hotel, flight, rental and registration for L. Guerra and S. Cruz	427.28
Citibank	113-7228792-3938656	05/01/2023	158578	Items for science class	147.95
Citibank	4K4VXS	05/05/2023	158579	Flight & Hotel for AVID - National Supervisor of Principals Academy	756.29
Citibank	340	04/12/2023	158580	Hotel & Flight - NAEA Conference	669.45
Citibank	33	04/20/2023	158581	Hotel for track playoffs Seminole Tx - James	84.53
Citibank	28	04/20/2023	158582	Hotel for track playoffs Seminole Tx - James	84.53
Citibank	473768	04/17/2023	158583	Quizlet Plus for teachers upgrades	68.38
Citibank	31	04/20/2023	158584	Hotel for track playoffs Seminole Tx - James	75.97
Citibank	223-L. Garcia	04/04/2023	158609	Hotel & Flight - RSSP & Data Fellows Learning Lab	334.09
Citibank	113-7459958-5056241	03/02/2023	158629	Security Supplies	155.94
Citibank	0922	05/07/2023	158630	Flight & Hotel for AVID - National Supervisor of Principals Academy	220.32
Citibank	0922	05/07/2023	158630	Academy	
Citibank	288GVC	05/15/2023	158631	Flight and Hotel - TAGT	370.96
Citibank	114-0123031-6434678	05/15/2023	158632	Bilingual emergent parent meeting	297.74
Citibank	00354829	05/10/2023	158633	Appreciation gifts for wellness department	74.97
Citibank	C315936F	05/09/2023	158634	Booking fee	4.99

Citibank	C315936F	05/09/2023	158634	Entrance fee	1,836.00
Citibank	837216597	04/21/2023	158635	Teacher Appreciation Gifts	603.61
Citibank	113-2432658-6205018	03/09/2023	158636	Technology supplies for district events	339.99
Citibank	55923	01/18/2023	158637	TCWSE Conference Registration	175
Citibank	16072829	05/10/2023	158638	Entrance Fee	829.9
Citibank	16072829	05/10/2023	158638	Entrance Fee	820.1
Citibank	121757	05/25/2023	158679	X-Zone Field Trip - Student plus pizza and juice	1,125.00
Citibank	124	05/24/2023	158694	Rudy's - Brisket Sandwiches	386.24
Citibank	113-8134620-2506665-1	09/12/2022	158695	Staff Appreciation Gift	61.63
Citibank	1000101347-1	10/06/2022	158696	Flight & Hotel for MASBA Conference; Superintendent and BOT	46.99
Citibank	1000101347-1	10/06/2022	158696	Flight & Hotel for MASBA Conference; Superintendent and BOT	46.99
Citibank	1000101347-1	10/06/2022	158696	Flight & Hotel for MASBA Conference; Superintendent and BOT	46.99
Citibank	1000101347-1	10/06/2022	158696	Flight & Hotel for MASBA Conference; Superintendent and BOT	46.99
Citibank	3651880137	05/03/2023	158697	Finance Charges May 2023	182.38
Citibank	3L2SJF	05/08/2023	158698	Track Regionals @ Austin -Olvera	509.96
Citibank	113-8473426-5897841	09/12/2022	158699	Staff Appreciation Gift	109.45
Citibank	469736536	05/10/2023	158700	Track Regionals @ Austin -Vega	165.41
Citibank	3HGO7S	05/08/2023	158701	Track Regionals @ Austin -Realyvasquez	608.96
Citibank	113-1488776-	08/12/2022	158702	Staff Appreciation Gift	150.96
Citibank	5324207	08/12/2022	158702	Staff Appreciation Gift	
Citibank	4T5PGA	05/01/2023	158703	Flights	1,835.51
Citibank	4T5PGA	05/01/2023	158703	Flights	451.53
Citibank	6723	09/19/2022	158704	Membership Join - School (through Aug 31, 2023) - 1 year - \$80.00	80
Citibank	4TPN4F	05/01/2023	158705	Flights	488.73
Citibank	4TPN4F	05/01/2023	158705	Flights	120.23
Citibank	1000101380	10/06/2022	158706	Flight & Hotel for MASBA Conference; Superintendent and BOT	93.98
Citibank	1000101380	10/06/2022	158706	Flight & Hotel for MASBA Conference; Superintendent and BOT	93.98
Citibank	1000101380	10/06/2022	158706	Flight & Hotel for MASBA Conference; Superintendent and BOT	93.97
Citibank	1000101380	10/06/2022	158706	Flight & Hotel for MASBA Conference; Superintendent and BOT	93.98
Citibank	3HAS6B	05/08/2023	158707	Track Regionals @ Austin, TX 5/10/23	1,119.92
Citibank Sams Club	429142144457605770742	04/27/2023	158546	Cupcakes for employee appreciation gala	111.86
Citibank Sams Club	415004166618824961914	04/27/2023	158547	Teacher Appreciation Wk.	245.12
Citibank Sams Club	10060245843	04/24/2023	158548	Hamburger Items	40.12
Citibank Sams Club	05655752372192215295	05/02/2023	158549	To purchase items for Central Office break room	63.08
Citibank Sams Club	10009491633	10/25/2022	158591	JH concessions	509
Citibank Sams Club	10062504080	05/02/2023	158592	To purchase items for Central Office break room	177.95
Citibank Sams Club	749828150903960396308	03/31/2023	158593	Hospitality Supplies - Vega	4.88
Citibank Sams Club	10040897974	02/16/2023	158594	Sam's Afterschool Concession	276.44
Citibank Sams Club	10058545300	04/17/2023	158595	Attendance Incentives	599.12
Citibank Sams Club	96820007288014481945	05/09/2023	158596	To purchase items for Central Office break room	80.8
Citibank Sams Club	10052033548	03/30/2023	158597	Concession Items-Track	241.92
Citibank Sams Club	9889686318	09/14/2022	158598	JH Concessions and Homecoming Festival	289.21
Citibank Sams Club	10054557687	04/05/2023	158605	Class of 2024 Concessions	227.62
Citibank Sams Club	10052392880	03/31/2023	158606	Purchase items for high school office sales	200.62

Citibank Sams Club	10051383998	03/27/2023	158643
Citibank Sams Club	10067945012	05/23/2023	158669
Citibank Sams Club	10052286854	03/31/2023	158711
Citibank Sams Club	10052289707	03/31/2023	158712
Citibank Sams Club	144483035164053495443	05/08/2023	158713

Gifted & Talented items	255.68
Attendance incentives	509.84
Concession Items-Track	71.52
Concession Items-Track	15.92
Items for employee appreciation	168.42
	25614.46



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:

**Tornillo Independent School District
2023 - 2024
Teacher Pay Scale (Step + 3%)**

TEACHER'S PAY SCALE						
Step	2022-2023 Daily	2022-2023 Yearly (187)	3.0% Daily Midpoint Increase	2023-2024 Daily	2023-2024 Yearly (187)	2023-2024 Yearly (207)
0	\$290.00	\$54,230.81	\$ 9.7026	\$ 299.7070	\$ 56,045.2092	\$ 62,039.3492
1	\$291.34	\$54,480.81	\$ 9.7026	\$ 301.0439	\$ 56,295.2092	\$ 62,316.0871
2	\$292.68	\$54,730.81	\$ 9.7026	\$ 302.3808	\$ 56,545.2092	\$ 62,592.8251
3	\$294.02	\$54,980.81	\$ 9.7026	\$ 303.7177	\$ 56,795.2092	\$ 62,869.5631
4	\$295.08	\$55,180.81	\$ 9.7026	\$ 304.7872	\$ 56,995.2092	\$ 63,090.9535
5	\$298.83	\$55,880.81	\$ 9.7026	\$ 308.5305	\$ 57,695.2092	\$ 63,865.8198
6	\$299.90	\$56,080.81	\$ 9.7026	\$ 309.6000	\$ 57,895.2092	\$ 64,087.2101
7	\$301.50	\$56,380.81	\$ 9.7026	\$ 311.2043	\$ 58,195.2092	\$ 64,419.2957
8	\$303.31	\$56,719.81	\$ 9.7026	\$ 313.0172	\$ 58,534.2092	\$ 64,794.5524
9	\$305.73	\$57,171.81	\$ 9.7026	\$ 315.4343	\$ 58,986.2092	\$ 65,294.8946
10	\$309.51	\$57,877.81	\$ 9.7026	\$ 319.2097	\$ 59,692.2092	\$ 66,076.4027
11	\$311.97	\$58,338.81	\$ 9.7026	\$ 321.6749	\$ 60,153.2092	\$ 66,586.7075
12	\$314.46	\$58,804.81	\$ 9.7026	\$ 324.1669	\$ 60,619.2092	\$ 67,102.5470
13	\$316.98	\$59,274.81	\$ 9.7026	\$ 326.6803	\$ 61,089.2092	\$ 67,622.8144
14	\$319.52	\$59,749.81	\$ 9.7026	\$ 329.2204	\$ 61,564.2092	\$ 68,148.6166
15	\$323.42	\$60,479.81	\$ 9.7026	\$ 333.1241	\$ 62,294.2092	\$ 68,956.6914
16	\$326.01	\$60,963.81	\$ 9.7026	\$ 335.7123	\$ 62,778.2092	\$ 69,492.4561
17	\$328.63	\$61,453.81	\$ 9.7026	\$ 338.3327	\$ 63,268.2092	\$ 70,034.8625
18	\$331.27	\$61,947.81	\$ 9.7026	\$ 340.9744	\$ 63,762.2092	\$ 70,581.6968
19	\$333.94	\$62,446.81	\$ 9.7026	\$ 343.6428	\$ 64,261.2092	\$ 71,134.0658
20	\$337.97	\$63,200.81	\$ 9.7026	\$ 347.6749	\$ 65,015.2092	\$ 71,968.7075
21	\$340.69	\$63,709.81	\$ 9.7026	\$ 350.3968	\$ 65,524.2092	\$ 72,532.1460
22	\$343.45	\$64,224.81	\$ 9.7026	\$ 353.1509	\$ 66,039.2092	\$ 73,102.2262
23	\$346.22	\$64,743.81	\$ 9.7026	\$ 355.9263	\$ 66,558.2092	\$ 73,676.7342
24	\$349.03	\$65,268.81	\$ 9.7026	\$ 358.7337	\$ 67,083.2092	\$ 74,257.8839
25	\$351.87	\$65,798.81	\$ 9.7026	\$ 361.5680	\$ 67,613.2092	\$ 74,844.5684
26	\$354.73	\$66,333.81	\$ 9.7026	\$ 364.4289	\$ 68,148.2092	\$ 75,436.7877
27	\$357.61	\$66,873.81	\$ 9.7026	\$ 367.3166	\$ 68,688.2092	\$ 76,034.5417
28	\$360.53	\$67,419.81	\$ 9.7026	\$ 370.2364	\$ 69,234.2092	\$ 76,638.9374
29	\$363.49	\$67,971.81	\$ 9.7026	\$ 373.1883	\$ 69,786.2092	\$ 77,249.9748
30	\$366.46	\$68,527.81	\$ 9.7026	\$ 376.1615	\$ 70,342.2092	\$ 77,865.4401
31	\$369.47	\$69,090.81	\$ 9.7026	\$ 379.1722	\$ 70,905.2092	\$ 78,488.6540

* HB3 differentiated pay is embedded in daily pay rate.



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:



TORNILLO

Independent School District

2023-2024 Pay Structure

Professional Pay Plan

PG 101

	Minimum	Midpoint	Maximum
Daily	\$149.33	\$176.64	\$200.72
237	\$35,391.13	\$41,863.44	\$47,570.40
Public Safety Manager (237)			

PG 102

	Minimum	Midpoint	Maximum
Daily	\$213.98	\$246.80	\$275.76
226	\$48,359.23	\$55,776.25	\$62,321.21
District PEIMS/Attendance Coordinator (226) Finance Coordinator (226)			

PG 103

	Minimum	Midpoint	Maximum
Daily	\$258.90	\$300.51	\$337.22
226	\$58,510.59	\$67,915.65	\$76,212.11
District Manager - Child Nutrition (226)			

PG 104

	Minimum	Midpoint	Maximum
Daily	\$285.89	\$331.79	\$372.29
187	\$53,460.74	\$62,044.04	\$69,617.54
Speech Therapist Assistant (187)			

PG 105

	Minimum	Midpoint	Maximum
Daily	\$288.75	\$337.50	\$380.50
237	\$68,433.94	\$79,986.90	\$90,177.90
Facilities Director (237)			

PG 106

	Minimum	Midpoint	Maximum
Daily	\$303.02	\$351.69	\$394.64
187	\$56,665.33	\$65,765.37	\$73,797.02
207	\$62,725.79	\$72,799.10	\$81,689.75
217	\$65,756.03	\$76,315.97	\$85,636.12
226	\$68,483.23	\$79,481.15	\$89,187.85
Certified Speech Therapist (187) CTE Coordinator (226) Diagnostician/SPED/504 Coord (226) Network Administrator (226) System Administrator (226)			

PG 106-TL1

	Minimum	Midpoint	Maximum
Daily	\$313.14	\$361.81	\$404.76
187	\$58,557.42	\$67,658.08	\$75,689.73
207	\$64,820.24	\$74,894.24	\$83,784.89
212	\$66,385.95	\$76,703.28	\$85,808.68
226	\$70,769.93	\$81,768.59	\$91,475.29
Counselor-PreK-8(207) Counselor-HS - (212) Nurse District (226)			

PG 107

	Minimum	Midpoint	Maximum
Daily	\$318.20	\$367.86	\$411.68
226	\$71,913.34	\$83,135.90	\$93,039.22
Assistant Principal (226) At-Risk District Coordinator(226)			

PG 108

	Minimum	Midpoint	Maximum
Daily	\$365.51	\$417.08	\$462.60
226	\$82,604.33	\$94,259.30	\$104,546.82
Principal -(226)			

PG 109

	Minimum	Midpoint	Maximum
Daily	\$387.12	\$442.03	\$490.48
227	\$87,488.46	\$99,898.12	\$110,847.82
Director-Finance (226) Director-Information Technology (226) Director-HR/Compliance (226) Principal-High School (226) Principal PreK-8 (226)			



2022-2023 Pay Structure

Paraprofessional Pay Plan

PG 201

	Minimum	Midpoint	Maximum
Hourly	\$12.10	\$14.31	\$16.26
226	\$21,875.39	\$25,871.07	\$29,396.67
Clerk- Campus (226) Clerk-General (226)			

PG 202

	Minimum	Midpoint	Maximum
Hourly	\$13.19	\$15.60	\$17.73
187	\$19,731.45	\$23,330.83	\$26,517.31
Nurse Assistant (187)			

PG 203

	Minimum	Midpoint	Maximum
Hourly	\$14.80	\$17.53	\$19.94
187	\$22,138.50	\$26,220.58	\$29,825.94
207	\$24,506.25	\$29,024.92	\$33,015.88
226	\$26,755.62	\$31,689.05	\$36,046.33
Instructional/Library Aide, Aides (187) Attendance Officer (207) Campus Attendance-PEIMS Data Clerk (226) Finance-Receptionist Clerk (226) SPED Case Worker (226) Transcript and Early College Clerk (226)			

PG 204

	Minimum	Midpoint	Maximum
Hourly	\$16.98	\$20.07	\$22.80
226	\$30,702.55	\$36,282.04	\$41,217.88
Secretary-Campus (226) Administrative Support/Bus Driver (226) Secretary-Technology Help Desk (226)			

PG 205

	Minimum	Midpoint	Maximum
Hourly	\$18.94	\$22.14	\$24.95
187	\$28,338.65	\$33,118.87	\$37,322.63
226	\$34,248.85	\$40,026.01	\$45,106.49
Parent Liaison (187) LVN (187) Computer Technician I (226)			

PG 206

	Minimum	Midpoint	Maximum
Hourly	\$21.59	\$24.88	\$27.80
226	\$39,031.59	\$44,981.11	\$50,260.47
Computer Technician II (226) Payroll Specialist (226) HR/Compliance Specialist (226)			

PG 207

	Minimum	Midpoint	Maximum
Hourly	\$26.75	\$30.85	\$34.47
226	\$48,368.27	\$55,776.25	\$62,321.21
Executive Secretary to Superintendent (226)			



TORNILLO

Independent School District

2022-2023 Pay Structure

Auxiliary Pay Plan

PG 301

	Minimum	Midpoint	Maximum
Hourly	\$10.24	\$12.11	\$13.76
178	\$14,578.63	\$17,241.51	\$19,591.11
187	\$15,315.75	\$18,113.27	\$20,581.67
237	\$19,410.87	\$22,956.39	\$26,084.79
Crossing Guard-4 Hours per day (178) Food Service Helper (187) Custodian (237)			

PG 302

	Minimum	Midpoint	Maximum
Hourly	\$12.18	\$14.11	\$15.83
187	\$18,224.60	\$21,112.88	\$23,686.00
Food Service Cook (187)			

PG 303

	Minimum	Midpoint	Maximum
Hourly	\$12.26	\$15.38	\$18.15
237	\$23,247.34	\$29,164.12	\$34,416.04
Public Safety Officer (237)			

PG 304

	Minimum	Midpoint	Maximum
Hourly	\$13.77	\$16.29	\$18.51
237	\$26,101.27	\$30,886.78	\$35,095.90
Bus Driver (237)			

PG 305

	Minimum	Midpoint	Maximum
Hourly	\$15.55	\$18.40	\$20.91
226	\$28,110.47	\$33,272.91	\$37,810.99
237	\$29,478.67	\$34,892.39	\$39,651.35
Transportation-Mechanic Technician (337) Maintenance Worker-General (237)			

PG 306

	Minimum	Midpoint	Maximum
Hourly	\$18.22	\$21.63	\$24.64
187	\$27,260.50	\$32,360.86	\$36,863.82
237	\$34,549.41	\$41,013.50	\$46,720.46
Campus Manager-Child Nutrition (187) Child Nutrition Clerk (187) Maintenance Worker-Specialty (237)			

PG 307

	Minimum	Midpoint	Maximum
Hourly	\$20.93	\$24.73	\$28.10
237	\$39,683.28	\$46,893.97	\$53,283.49
Maintenance Worker - Lead Construction Worker (237)			



Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3026
Fax 915.765.3099

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

**Tornillo Independent School District
Athletics Extra Performance Pay
2023-2024**

TORNILLO HIGH SCHOOL - ATHLETICS		
Activity	# Positions	Amount
Athletic Director	1	\$8,500
Extra Days for AD	30 Days	\$7,500
Extra Curricular Athletic Activity - Hourly		\$7.25 per hour
Sport	# Positions	Amount
Football - Head Coach	1	\$7,000
Football - 1st Assistant Coordinator	2	\$5,500
Football - 2nd Assistant Coordinator	3	\$4,500
Volleyball - Head Coach	1	\$4,500
Volleyball - 1st Assistant Coordinator	1	\$3,000
Volleyball - 2nd Assistant Coordinator	1	\$2,000
Boys Cross Country - Head Coach	1	\$3,000
Girls Cross Country - Head Coach	1	\$3,000
Boys Track - Head Coach	1	\$2,500
Boys Track - 1st Assistant Coordinator	1	\$2,250
Girls Track - Head Coach	1	\$2,500
Girls Track - 1st Assistant Coordinator	1	\$2,250
Boys Basketball - Head Coach	1	\$5,500
Boys Basketball - 1st Assistant Coordinator	1	\$3,000
Boys Basketball - 2nd Assistant Coordinator	1	\$2,000
Girls Basketball - Head Coach	1	\$5,500
Girls Basketball - 1st Assistant Coordinator	1	\$3,000
Girls Basketball - 2nd Assistant Coordinator	1	\$2,000
Baseball - Head Coach	1	\$4,500
Baseball - 1st Assistant Coordinator	1	\$3,000
Softball - Head Coach	1	\$4,500
Softball - 1st Assistant Coordinator	1	\$3,000
Tennis - (G & B)	1	\$5,000
Cheerleading	1	\$2,500
Gatekeeper Score Book Announcer (All Sports)		Amount
Per Game		\$7.25 per hour
Each additional event		\$7.25 per hour
Coach Bus Driver Stipend		Amount
CDL Bus Stipend		\$400

**Tornillo Independent School District
Athletics Extra Performance Pay
2023-2024**

TORNILLO PreK-8 - ATHLETICS		
Sport	# Positions	Amount
Football	3	\$2,000
7th Volleyball	1	\$2,000
8th Volleyball	1	\$2,000
Boys Cross Country	1	\$1,500
Girls Cross Country	1	\$1,500
Track	3	\$1,500
7th Boys Basketball	1	\$2,000
8th Boys Basketball	1	\$2,000
7th Girls Basketball	1	\$2,000
8th Girls Basketball	1	\$2,000
7th Baseball	1	\$1,500
8th Baseball	1	\$1,500
7th Softball	1	\$1,500
8th Softball	1	\$1,500
Boys Tennis	1	\$2,000
Girls Tennis	1	\$2,000
Cheerleading	1	\$1,500
7th Boys Soccer	1	\$1,500
7th Girls Soccer	1	\$1,500
8th Boys Soccer	1	\$1,500
8th Girls Soccer	1	\$1,500

Note: Athletic Stipends will be annualized and pay will be divided in 24 equal payments.
Proration applies if the contract is not completed.

**Tornillo Independent School District
Extra Curricular Activities
Extra Performance Pay
2023-2024**

DISTRICT			Anthony	Fabens	San Elizario
Extra Curricular Duties	# Positions	Amount			
GT District Coordinator	1	\$750			
Special Olympics District Coordinator (only when hosting)	1	\$750			
Tornillo PreK-6					
Extra Curricular Duties	# Positions	Amount			
UIL Campus Coordinator	1	\$450			\$ 500
UIL Events Coaches (Limit 2 events)	14	\$400		\$ 500	\$ 500
UIL Host Site Coordinator (Only when hosting)	1	\$500			
Elementary Honor Society	1	\$500			
GT Campus Coordinator	1	\$375 to \$600	\$ 500		\$ 1,000
Science Fair Campus Coordinator	1	\$375 to \$500	\$ 500	\$ 500	
Reading/Writing Bee Campus Coordinator	1	\$375			
Math Bee Campus Coordinator	1	\$375			
Engineering, Robotics and Coding Campus Coordinator	1	\$375	\$ 750		
TORNILLO INTERMEDIATE					
Extra Curricular Duties	# Positions	Amount			
UIL Campus Coordinator	1	\$450			
UIL Events Coaches	28	\$400			
Host Site Coordinator (Only when school is the actual site)	1	\$500			
GT Campus Coordinator	1	\$375			
Science Fair Campus Coordinator	1	\$375			
Reading/Writing Bee Campus Coordinator	1	\$375			
Math Bee Campus Coordinator	1	\$375			
Engineering, Robotics and Coding Campus Coordinator	1	\$375			
Cheerleading - Head Coach	1	\$1500			
Tornillo 7th and 8th					
Extra Curricular Duties	# Positions	Amount	Anthony	Fabens	San Elizario
National Junior Honor Society (NJHS)	1	\$500	\$ 500		\$ 600
Student Council	1	\$500	\$ 500	\$ 750	\$ 600

**Tornillo Independent School District
Extra Curricular Activities
Extra Performance Pay
2023-2024**

UIL Campus Coordinator	1	\$450	\$	500	\$	750
UIL Event Coach (no more than 2)	28	\$400			\$	500
UIL Host Site Coordinator (Only when hosting)	1	\$500				
GT Campus Coordinator	1	\$375 to \$600	\$	500	\$	1,000
Yearbook	1	\$1,000	\$	500	\$	600
Science Fair Campus Coordinator	1	\$375 to \$500	\$	500	\$	500
Destination Imagination	1	\$750			\$	500
Robotics (participation in competition)	1	\$1250				
Engineering (participation in competition)	1	\$1250				
One Act Play (participation in competition)	1	\$1250				
E-Sports (participation in competition)	2	\$1250				
Reading/Writing Bee Campus Coordinator	1	\$375				
Math Bee Campus Coordinator	1	\$375				
Engineering, Robotics and Coding Campus Coordinator	1	\$500	\$	1,250		
TORNILLO HIGH SCHOOL						
Extra Curricular Duties	# Positions	Amount	Anthony	Fabens	San Elizario	
Class Sponsor - Sr	1	\$500 to \$550	\$	500		
Class Sponsor - Jr	1	\$500 to \$450	\$	1,500		
Class Sponsor - So	1	\$250 to \$350	\$	500		
Class Sponsor - Fr	1	\$250	\$	250		
Homecoming Activities	1	\$500				
Yearbook Sponsor	1	\$1,500	\$	700	\$	1,200
Graduation Coordinator	1	\$500			\$	1,500
Future Business Leaders of America (FBLA)	4	\$375				
National Technical Honor Society (NTHS)	2	\$375				up to 1500
Technology Students Association (TSA)	1 to 2	\$750				up to 1500
Texas Association of Future Educators (TAFE)	1	\$750				up to 1500
Engineering, Robotics and Coding Campus Coordinator	1 to 2	\$500 to \$1250	\$	1,500	\$	1,000
E-Sports (participation in competition)	2	\$1250				
UIL Campus Coordinator	1	\$450	500/District	\$	1,000	\$
UIL Event Coaches	from 8 to 14	\$400			\$	500

**Tornillo Independent School District
Extra Curricular Activities
Extra Performance Pay
2023-2024**

UIL Host Site Coordinator (Only when school is the actual site)	1	\$500						
One Act Play	1	\$1,500	\$	3,500	\$	1,000	\$	1,200
GT Campus Coordinator	1	\$375 to \$600	\$	500			\$	1,000
Student Council	1	\$500	\$	2,000	\$	1,000	\$	1,200
National Honor Society (NHS)	1	\$500	\$	1,000			\$	600
Science Fair Campus Coordinator	1	\$375 to \$500			\$	500		
Reading/Writing Bee Campus Coordinator	1	\$375						
Math Bee Campus Coordinator	1	\$375						
Secondary Music Director	1	\$5,000	\$	4,000	\$	3,100	<small>HS 10000 MS 5000</small>	
Secondary Folkloric Sponsor	1	\$750						
Flags Coordinator	1	\$750						

Note: Principals will identify sponsors and will notify HR in writing when assignment has been completed.
Compensation will be in a lump sum no later than the last day of May.

Notes:

Removed
Increased Stipend Amount
New Stipend
Revised Wording

**Tornillo Independent School District
Special Teaching Supplements
2023-2024**

TEACHER-ADVANCED DEGREES	
Stipend	Rate
Masters*	\$1,500
Doctorate*	\$2,000

* If degree is NOT required for position.

Note: Degree must be in specific subject teaching area.

CAMPUS ADMINISTRATORS	
Stipend	Rate
Campus Principal	\$2,000
Campus Assistant Principal	\$1,500
Interim Administrator Professional	\$1,000 per month

ASSIGNMENTS STIPENDS	
Stipend	Rate
Bilingual	\$3,000
Special Education	\$5,000
7-12 Math Certified	From \$3,000 to \$5,000
7-12 Science Certified	\$5,000
7-12 ELAR Certified	\$5,000
Career and Technical Education	\$425 per section \$3,000 full load
Career and Technical Education Special Teaching Assignment	\$3,500
Dual Credit Credential	\$425 per section \$3,000 full load
Diagnostician	\$5,000
Speech Therapist	\$5,000

Note: All Stipends are prorated based on the number of days worked and/or by the number of sections teaching in
All supplemental pay stipends are subject to student enrollment and/or program funding.
All Stipends will be annualized. Pay will be divided in 24 equal payments. Proration applies if contract is not completed.

Notes:

Removed
Increased Stipend Amount
New Stipend
Revised Wording

Tornillo Independent School District
Other Pay Schedules
2023-2024

CERTIFIED/NON CERTIFIED		
Stipend	Hourly Rate	
Intersession/Summer School	\$50	
After School Tutorial - 22-23, 23-24 TCLAS Decision 11*	\$30 Hourly, \$40 Facilitators, \$50 Certified	
TEACHER		
Stipend	(3 hours min.)	(6 hours min.)
District Staff Development to include Reading Academies	\$50	\$100
SUBSTITUTE TEACHER PAY SCHEDULE		
Position	Daily Rate	
Substitute-No Degree	\$90	
Substitute-Associates	\$105	
Substitute-Degreed	\$125	
Substitute-Certified	\$150	
Substitute-Retired Teacher	\$170	
Long Term Substitute	\$10 extra daily	
DISTRICT EMPLOYEE ALLOWANCES		
Position	Monthly Rate	
Cell Phone	\$25	
Safety stipend	\$2000	
OTHER SUBSTITUTES		
Position	Daily Rate	Hourly Rate
Bus Driver	\$96	\$12
Campus Clerical	\$68	\$8.50
Custodial	\$68	\$8.50
Food Service Helper	\$68	\$8.50
OTHER INCENTIVES		
Position	Amount	
Campus Teacher of the Year	\$500	
District Elementary Teacher of the Year	\$1,000	
District Secondary Teacher of the Year	\$1,000	
District Paraprofessional Employee of the Year	\$500	
District Auxiliary Employee of the Year	\$500	
New Teacher Mentor	\$500	

Notes:

Removed
Increased Stipend Amount
New Stipend
Revised Wording

Tornillo Independent School District
 Grant Funded Stipends
 2023-2024

GRANT FUNDED STIPENDS		
Grant	# Positions	Amount
TCLAS Decision 11-After School Program- Project Manager	1	\$20,000
TCLAS Decision 2 Teachers - High Quality Inst. Materials/ELAR	25	\$1,000
TCLAS Decision 2 Teachers - High Quality Inst. Materials/Math	25	\$1,000
TCLAS Decision 2 Coaches - High Quality Instr. Materials	4	\$2,000
TCLAS Decision 4b Education and Training/Educator Teaching Course	1	\$5,500
TCLAS Decision 5 - Resident Mentor Teachers	20	\$3,500
School Action Fund-Project Manager	1	\$20,000
School Action Fund-ELAR	5	\$15,000
School Action Fund- District Project Manager	1	\$15,000
School Action Fund-Staff Members	9	\$5,000
Strong Foundations Grant	7	\$3,000
Team Leads		\$1,000

Notes:

- Removed
- Increased Stipend Amount
- New Stipend
- Revised Wording



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:

Tornillo Independent School District

Human Resources

Job Description

Job Title:	Child Nutrition Services Clerk	Wage/Hour Status:	Non-Exempt
Reports To:	Child Nutrition Food Service District Manager	Schedule:	187 Days
Department/School:	Assigned campus	Date Revised:	6/13/2023

Primary Purpose:

The primary purpose of this position is to provide an overall support for the child and nutrition services department to include clerical, operational, and as well as comprehensive support to the operations of the cafeteria department

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

- Demonstrate minimum proficiency in filing procedures
- Must demonstrate ability in the use of calculator, computer data entry and retrieval;
- Demonstrates ability to effectively communicate with district employees and general public.
- 3 years of experience in cafeteria working environment

Major Responsibilities and Duties:

1. Perform required office routines and practices.
2. Assists cafeteria duties as needed
3. Operate tool and equipment according to prescribed safety standards
4. Supervise storage and handling of food items and supplies
5. Help record food requisitions and order necessary supplies
6. Promote team work and interaction with fellow staff members
7. Distributes office correspondence
8. Maintains records as required.
9. Places and received telephone calls and records messages.
10. Assists in ordering of office supplies as needed.
11. Enters data in the computer programs as required.
12. Maintains a regular filing system.
13. Creates computerized spread sheets, tables, and reports.
14. Creates flyers, and posters using an appropriate software program
15. Greets all visitors courteously, determines their needs, and directs them to the proper person.
16. Performs any bookkeeping tasks associated with the specific position.
17. Orders and maintains supplies as needed
18. Coordinates and arranges travel for administrator
19. Assists in the preparation of the food service budget
20. Is familiar with, and designs school menus based on USDA guidelines.
21. Develops food production records to ensure that portions meet or exceed USDA basic meal pattern requirements.
22. Coordinates any special projects requiring the services of the child nutrition services department.



23. Takes charge of a food service facility in the absence of the manager when a substitute cannot be obtained
24. Maintains a professional level of confidentiality.
25. Upholds and adheres to safety rules and policies of TISD safety program.
26. Supports the goals and objectives of the school district and follows all district policies.
27. Demonstrates ability to attend work on a regular and routine basis to avoid disruption to district operations.
28. Performs any duties as assigned by the appropriate supervisor.
29. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Supervisory Responsibilities:

None

Working Conditions:

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.

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

Approved By: (HR)

Date:

Board Approved Date:





Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3026
Fax 915.765.3099

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:



6611 Boeing Drive
 El Paso, Texas 79925-1010
www.esc19.net

(915) 780-1919
 FAX: (915) 780-6537

Checklist for New Professional Development Services

EDUCATION SERVICE CENTER
 REGION 19 • EL PASO, TX

ESC Department/Program: Leadership and Accountability

Name of service requestor: Lizeth Carroll, Tornillo ISD

Contact information: CarrollL@tisd.us

Step	Category	Planning Activity
1 Review Request for Service (Input)	Needs Determination	Input sources identified: Describe customer need and process used to determine need (data, grant, local/state/federal requirements, etc.) – attach associated documents as appropriate. Tornillo ISD District leadership identified a need for TCLAS 11 Technical Assistance supports.
	Audience	Describe projected audience Tornillo ISD TCLAS 11 Project Manager
	Staffing	Describe staffing: ESC-R19 staff delivery of professional development/service <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no indicate desired staffing requirements:
	Special Needs	Indicate special requirements (materials, equipment, e-learning, etc.) No special requirements identified at this time.
	Completion of planning verification (planner) _____ (Signature) _____ (Date) Approval (department administrator) _____ (Signature) _____ (Date) Not approved: _____ (Indicate reason and procedure for notifying organizational contact person)	
2 Develop the Design	Category	Design Activity (Attach documents as needed)
	Objectives	Summarize objectives of the professional development event/service to be provided: To provide technical assistance support to the TCLAS 11 project manager.

<p>Content/Nature of Services</p> <p>Please see end of document for clearer image of description of services</p>	<p>Describe professional content to be delivered (topic, concepts, etc.)/services to be provided:</p>							
	<p>Tornillo ISD Proposal for ESC19 TCLAS Decision 11 August 2023-May 2024</p>							
	Description of Services	Time Period	Contract Days	Duration per Contracted Day	Dates and Activity	People	Cost per Day	Total
	<p>Strategic Thinking and Design- Design strategic implementation, enhancement, and reflection support. Meetings with after school steering committee quarterly for purpose of strategic planning, improvement, and sustainability planning for High Quality Afterschool Program; Effective Lesson Design - Support in the construction of tutoring lesson (Professional Development in high quality instruction and alignment tools to maximize tutoring sessions.) **ASSURANCES - Quarterly meetings required with TEA; Quarterly meetings required with steering committee; and two reflection stepbacks required for the school year**</p>	August 14, 2023-May 30, 2024	9	3hrs		2	\$1,500	\$13,500
	<p>Data and Fidelity of Implementation Check- Meetings and/or observations (walkthroughs) with afterschool district lead and campus leads to review implementation goals and discuss data for each platform to connect school day and after school staff over student academic data and plans for future learning. To achieve this goal, ESC19 will provide on-site support two times a month (fidelity of implementation TCLAS Decision 11 requirements). ESC19 will use the See It, Name It, Do It framework to provide feedback over implementation.** ASSURANCES - school day staff and after school staff communication for making future academic plans; TCLAS 11 and HB4545 compliance/FOL. **</p>	September 4, 2023-May 31, 2024	9	3hrs		2	\$1,500	\$13,500
	<p>Planning time for Consultants- Support compliance with TCLAS 11 assurances and HB 4545 mandates. Consultants will need to prep for professional development, coaching scripts, meeting preparation, planning documents, and off-site communication.</p>	August 14, 2023 -May 31, 2024	10	3hrs		2	\$1500	\$15,000
	<p>ZEARN PROFESSIONAL DEVELOPMENT - Subsidized vendor training; ESC 19 will provide training for school day and after school staff on the implementation of Zearn Math K-8 platform. One AM and one PM session will be offered in the Fall and Spring for staff who will be using the platform. ASSURANCES - implement selected product with fidelity HB4545 - well trained, consistent tutors**</p>	September 1, 2023-May 31, 2024	0	4hrs		2	\$0	\$0
<p>AMPLIFY PROFESSIONAL DEVELOPMENT - Subsidized vendor training; ESC 19 instructional coaches will provide training for school day and after school staff on the implementation of Amplify reading K-8 platform. One AM and one PM session will be provided in the Fall and Spring for staff who will be using the platform. ASSURANCES - implement selected product with fidelity HB4545 - well trained, consistent tutors**</p>	September 1, 2023-May 31, 2024	0	4hrs		2	\$0	\$0	
Total Proposal								\$42,000

Resources	<p>Identify resources: Room – cost and capacity, planning time, printed materials, equipment, advertising, software, etc.:</p> <p>Meeting allotments have been identified to support the technical assistance workflow.</p>
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Staff	<p>Describe staff (internal or external) who will deliver the professional development/service: 2 ESC 19 PD Consultants: Manuel Aldaco and Lidia Anguiano</p>
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Financial Information	<p>Amount: \$42,000 Responsible Party: Lizeth Carroll, Tornillo ISD or another authorized signatory</p>
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3 Review Design	Review	Design reviewed with requesting organization to verify design (customer contact or document review)
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	Change	Changes/revisions to design made, if needed – summarize changes
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	Validation	Design approved by appropriate administrator and/or customer/client
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	Completion of design (planner) _____	(Signature) _____	(Date) _____
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	Approval/agreement (Department Administrator) _____	(Signature) _____	(Date) _____
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	Requesting Organization Approval _____	(Signature) _____	(Date) _____
(One copy forwarded to requesting organization; one copy for department files)			

4 Implement Design (Output)	Event Registration	<p>Professional development activity is required to be registered with Events Management and participant registration arranged through Click & Learn. Provide Click & Learn Event #: _____</p>
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	Contract	Contract and other forms completed (if outside consultant used)
	Advertise	Advertisement prepared (if appropriate)
	Resources	Supplies and equipment secured; handouts and power points arranged/developed/obtained
	Implement	Activity/service completed
	Completion of design implementation (planner) _____ (Signature) _____ (Date)	
5 Assess Design	Evaluate	Evaluation administered and reviewed
6 Review	Review Data	Review of event/service conducted by consultant/staff to determine improvements, continuance or discontinuance of the activity
7 Implement Change	Identify Changes	Indicate changes made, if any (attach records of changes made)
8 Maintain Records	Records	All process records (input, design, review, output, assessment, and change) maintained in a binder/folder
9 Document Change	Approve Change (only if changes have been made)	<p>Design and Development Change Verification (process) - design and development output meets design and development inputs as verified throughout the design process.</p> <p>Verification by Consultant: _____ Date: _____</p> <p>Design and Development Change Validation – completed professional staff development design meets the requirements for the specified purpose.</p> <p>Validation by Managing Administrator: _____ Date: _____</p> <p>Validation by Requestor (if applicable): _____ Date: _____</p>

Schedule for professional development event/service to be provided:

Quarter	Proposal Component	Activity	Choice A	Choice B	Choice C	Time
	Strategic Thinking and Design	Review Strategic Plan	8/2023 Lidia and Manuel			1-4 pm
	Strategic Thinking and Design	Tutor Training	8/2023 Lidia and Manuel			1-4 pm
1-Sept-Nov	Strategic Thinking and Design	Review Strategic Plan/Steering Committee	10/04/23 -Lidia and Manuel			1-4 pm
	1 Assurance	Tutor Training	10/05/23-Lidia and Manuel			1-4 pm
	1 Assurance	Step Back	09/27/23 Lidia and Manuel			1:00 PM
	1 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	09/13/23-Lidia			3-6 pm
	1 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	09/27/23-Manuel			3-6 pm
	1 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	10/17/23-Lidia			3-6 pm
	1 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	10/24/23 Manuel			3-6 pm
	1 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	11/15/23 Lidia			3-6 pm
	1 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	11/29/23 Manuel			3-6 pm
2-Dec.-Feb.	Strategic Thinking and Design	Review of Strategic Plan/Steering Committee	12/08/23 Lidia and Manuel			10:00 AM
	2 Assurance	TEA Quarterly Meeting	TBD Lidia and Manuel			TBD
	2 Assurance	Step Back	02/13/24 Lidia and Manuel			1:00 PM
	2 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	12/08/23 Lidia			3-6 pm
	2 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	12/13/23 Manuel			3-6 pm
	2 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	1/18/24- Lidia			3-6 pm
	2 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	1/31/24-Manuel			3-6 pm
	2 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	2/13/24 Lidia			3-6 pm
	2 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	3/20/24 Manuel			3-6 pm
	2 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	3/27/24 Manuel			3-6 pm
3-March-May	Strategic Thinking and Design	Review of Strategic Plan/Steering Committee	04/03/24 Lidia and Manuel			1:00 PM
	3 Assurance	TEA Quarterly Meeting	TBD Lidia and Manuel			TBD
	3 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	04/10/24- Manuel			3-6 pm
	3 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	04/17/24- Lidia			3-6 pm
	3 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	05/08/24- Manuel			3-6 pm
	3 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	05/14/24- Lidia			3-6 pm
	3 Data and Fidelity of Implementation Check	Pulse Check and Evidence Gathering	05/22/24- Lidia			3-6 pm
4-Jun-August	Assurance	TEA Quarterly Meeting Review	Lidia and Manuel			TBD
	4 Assurance	End of Year Review	08/12/24 Lidia and Manuel			TBD



Finance Department

19200 Cobb Street

Tornillo, TX 79853

Phone 915.765.3010

Fax 915.765.3099

MEMORANDUM

To: Members of the Board of Trustees
From: Rodrigo Portillo, District Academic Coordinator
Subject: Purchase of math program grades 3-5
Date: July 1, 2023

HISTORY: We have seen a significant improvement in math scores these past few years at TIS. Teachers have utilized Sharon Wells, a comprehensive program, that supports teachers with training, planning and curriculum.

RATIONALE: Our goal is to provide all students all students with the best instruction in math and in order to provide that support, we have identified teacher training and development is the key. Sharon Wells math provides teachers training every 6 weeks to address what teachers will teach for those 6 weeks. The program also comes with assessments for 3rd through 5th grade. Our math STAAR scores in grades 3-5 look pretty strong. We believe part of that success is due to the EdCites testing that is also part of this program.

BUDGET IMPACT: \$29,555 from School Action funds

ADMINISTRATIVE RECOMMENDATION:
To approve the budget amendment as presented.

***Vision:** Believe we can succeed, with pride we will achieve.*

***Mission:** The mission of the District is to educate and inspire students in a safe and supportive environment which will result in closing the achievement gap by preparing all students for college readiness and success in a global society.*

SHARON WELLS MATHEMATICS CURRICULUM INC.

P.O. Box 689 Edinburg, Texas 78539

Phone (956) 688-6284 Fax (956) 688-6285

SHARONWELLS.COM

EIN #71-0881334 CPE PROVIDER # 500252

**2023-2024 COMPREHENSIVE CORE / FULL DAY CURRICULUM PROPOSAL
TORNILLO ISD**

Comprehensive Core Curriculum Fee and Printing/Shipping Fees are due by October 1, 2023

Comprehensive Core Curriculum Fee

6 Grade-Level training sessions per contract 3.0 hour sessions - Limit of 25 Participants

Spanish translations available upon request for an extra fee \$400 per grade level.

Grade 3	1 Contract	@	\$ 7,850.00	\$	7,850.00
Grade 4	1 Contract	@	\$ 7,850.00	\$	7,850.00
Grade 5	1 Contract	@	\$ 7,850.00	\$	7,850.00

PRINTING / SHIPPING ANNUAL GRADE LEVEL FEE

1 Master per grade per six weeks \$ 500.00 x 3 Grades \$ 1,500.00

Professional Development Expenses

Total Daily Expenses \$ 450.00 x 9 Total Days (of instruction) \$ 4,050.00
(This amount includes Airfare, Hotel & Rental Car)

DIGITAL COMPONENT: Teacher Access to Guided and Independent Practice Materials.

13 Teachers @ \$ 35.00 (This is a per Teacher License) \$ 455.00

TOTAL \$ 29,555.00



TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

MINUTES OF REGULAR BOARD MEETING

W.E. Neill Service Center, 19210 Cobb, Tornillo, Texas

Wednesday, May 31, 2023

1. (OTHER) First Order of Business

5:30PM –
5:31PM

- A. Establish a quorum and call the meeting to order

The meeting was called to order at 5:30 PM by Board President, Marlene Bullard, and it was established that a quorum was present.

MEMBERS PRESENT:

Marlene Bullard, President
Ida Estrada, Vice President
Ofelia Bosquez, Secretary
Daniel Dozal
Maria Saldana
Enrique Vega

MEMBERS ABSENT:

Hector Lopez

- B. Pledge of Allegiance to the United States

Marlene Bullard, Board President, led the Board of Trustees in the Pledge of Allegiance to the United States of America.

- C. District Mission and Vision

Ofelia Bosquez, Board Secretary, led the Board of Trustees in the District Mission and Vision.

2. (OTHER) Superintendent's Report

5:31PM –
5:34PM

Mrs. Rosa Vega-Barrio, Superintendent, presented the Board of Trustees with the superintendent's report.

3. (OTHER) District Recognitions

5:34PM –
5:41PM

- A. Athletic Recognitions

1. Varsity Basketball Team

Student Advisory Council recognized the Varsity Basketball Team.

No Action Necessary.

2. Varsity Baseball Team

Student Advisory Council recognized the Varsity Baseball Team.

No Action Necessary.

3. High School Track

Student Advisory Council recognized High School Track team.

No Action Necessary.

5:41PM –
5:45PM

- B. Student Perfect Attendance

Student Advisory Council presented students with perfect attendance for the year to the Board of Trustees.

No Action Necessary.

5:45PM –
5:51PM

- C. TEA Teacher Incentive Allotment Recipients
Student Advisory Council presented TEA Teacher Incentive Allotment Recipients to the Board of Trustees.
No Action Necessary.

5:51PM –
5:55PM

- D. Adult Education – GED Completion
Mr. Marco Tristan, Adult Education Administrator, presented community members who received their GED to the Board of Trustees.
No Action Necessary.

5:55PM –
5:57PM

- E. Adult Education – US Citizenship Completion
Mr. Marco Tristan, Adult Education Administrator, presented community members who received their US Citizenship to the Board of Trustees.
No Action Necessary.

5:57PM –
5:59PM

- F. SPED Cyclical Audit
Student Advisory Council recognized the Special Education department for their successful cyclical audit.
No Action Necessary.

5:59PM –
6:01PM

- G. Better Hearing and Speech Month
Student Advisory Council recognized Ms. Yvette Sierra, District Speech Language Pathologist, for Better Hearing and Speech Month.
No Action Necessary.

6:01PM –
6:02PM

- H. CNS Audit
Student Advisory Council recognized the CNS department for their successful audit.
No Action Necessary.

6:02PM –
6:04PM

- I. Extreme Networks Case Study
Student Advisory Council recognized Christopher Escarsega, Network Administrator, for the Extreme Networks Case Study.
No Action Necessary.

6:04PM –
6:05PM

- J. High School Accelerated Learning Program
Student Advisory Council recognized the success of the High School Accelerated Learning Program.
No Action Necessary.

6:05PM –
6:09PM

- K. 2022-2023 Awarded Grants
Student Advisory Council recognized staff who helped receive grants for the district.
No Action Necessary.

6:09PM –
6:10PM

4. (OTHER) Open Forum – None

5. Lone Star Governance

A. Student Outcome Monitoring:

6:10PM –
6:21PM

1. Goal 1: GPM 1.1 & GPM 1.2

a. EOY PK-2nd Reading

Mrs. Myrna Lopez, TES Principal, presented the Board of Trustees with EOY PK-2nd Reading.

No Action Necessary.

2. Goal 2: GPM 2.1 & 2.2

a. EOY PK-2nd Math

Mrs. Myrna Lopez, TES Principal, presented the Board of Trustees with EOY PK-2nd Math.

No Action Necessary.

B. End of Year Staff & Student Climate Survey

6:21PM –
6:27PM

1. Tornillo Elementary School

Mrs. Myrna Lopez, TES Principal, presented the Board of Trustees with the End of Year Staff & Student Climate Survey Results.

No Action Necessary.

2. Tornillo Intermediate School

6:27PM –
6:41PM

Mrs. Nadia De La Rosa, TIS Principal, presented the Board of Trustees with the End of Year Staff & Student Climate Survey Results.

No Action Necessary.

3. Tornillo Junior High School

6:41PM –
6:49PM

Mrs. Loretta Aguilar, TJH Assistant Principal, presented the Board of Trustees with the End of Year Staff & Student Climate Survey Results.

No Action Necessary.

4. Tornillo High School

6:49PM –
7:06PM

Mr. Alejandro Olvera, THS Principal, presented the Board of Trustees with the End of Year Staff & Student Climate Survey Results.

No Action Necessary.

C. (Accountability 1) Review Board's Time Use Tracker

7:06PM –
7:07PM

Ms. Marlene Bullard, Board President, facilitated the Board's Time Tracker.

No Action Necessary.

6. (ADVOCACY) Community Engagement on Student Outcome Goals - None

7:07PM –
7:08PM

7. (VISION Y) Information / Reports / Presentations

A. SPED Cyclical Review Clarification Items

7:08PM –
7:11PM

Ms. Georgina Miramontes, District Diagnostician/SPED/504 Coordinator, presented the Board of Trustees with the SPED Cyclical Review Clarification Items.

No Action Necessary.

7:11PM –
7:14PM

- B. Financial Reports-Information Only
Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Financial Reports for April 2023.
No Action Necessary.

8. (VISION Y) Board Items

7:14PM –
7:34PM

- A. 2023-2024 Budget Workshop
Mr. Luis M. Guerra, presented the Board of Trustees with the 2023-2024 Budget Workshop.
Ofelia Bosquez made the motion and Daniel Dozal seconded the motion to approve the 2023-2024 Budget Workshop, as presented.
Motion Passed Unanimously.

7:34PM –
7:35PM

- B. Discussion and Possible Action to have TASB create Local Policy Regarding Attendance for Board Meetings
Ms. Marlene Bullard, Board President, recommended tabling item for a future board meeting.
Marlene Bullard made the motion and Ofelia Bosquez seconded the motion to table item.
Motion to Table Item Passed Unanimously.

7:35PM –
7:36PM

- C. Discussion and Possible Action Regarding Nomination for TASB Board Region 19 Seat
Ofelia Bosquez made the motion and Ida Estrada seconded the motion to nominate Marlene Bullard for the TASB Board Position-Region 19. Marlene Bullard accepted the nomination.
Motion Passed Unanimously.

7:36PM –
7:37PM

9. (STRUCTURE) Consent Agenda

- A. Consider Approval of Minutes from Previous Meetings:
1. Regular Board Meeting Minutes – April 26, 2023
2. Special Board Meeting Minutes – May 12, 2023
B. Consider Approval of Donations
C. Consider Approval of Agreement with Workforce Solutions Borderplex
D. Consider Approval of Budget Amendments
E. Consider Approval of Engagement Letter with Gibson, Ruddock Patterson LLC
F. Consider Approval of the 2023-2024 West Texas Food Service Cooperative Interlocal Agreement
G. Consider Approval of Action for Healthy Kids Healthy School Projects Grant

Ofelia Bosquez made the motion and Enrique Vega seconded the motion to approve ALL items on Consent Agenda, as presented.
Motion passed unanimously.

10. Next Meeting Tentative Date: June 21, 2023

There being no further business, Ofelia Bosquez made the motion and Enrique Vega seconded the motion to adjourn meeting. Motion passed unanimously. Meeting adjourned at 7:37PM.

Marlene Bullard Date
President, Board of Trustees

Ofelia Bosquez Date
Secretary, Board of Trustees



**Board of Trustees Calendar of Meetings Dates
 2023 – 2024**

Date	Location	Time	Type	Notes
Wednesday, August 30, 2023	W.E. Neil Building	5:30 PM	Regular	
Wednesday, September 27, 2023	W.E. Neil Building	5:30 PM	Regular	
Wednesday, October 25, 2023	W.E. Neil Building	5:30 PM	Regular	
Wednesday, November 29, 2023	W.E. Neil Building	5:30 PM	Regular	
Wednesday, January 24, 2024	W.E. Neil Building	5:30 PM	Regular	
Wednesday, February 28, 2024	W.E. Neil Building	5:30 PM	Regular	
Wednesday, March 27, 2024	W.E. Neil Building	5:30 PM	Regular	
Wednesday, April 24, 2024	W.E. Neil Building	5:30 PM	Regular	Formative Evaluation of Superintendent
Wednesday, May 29, 2024	W.E. Neil Building	5:30 PM	Regular	
Wednesday, June 19, 2024	W.E. Neil Building	5:30 PM	Regular	
Wednesday, July 31, 2024	W.E. Neil Building	5:30 PM	Regular	

***Any changes to the schedule will be done with the guidelines allowable by BE (LOCAL).**

Region 19 Education Service Center - Interlocal Agreement For USDA/TDA Products & Services

This agreement is entered into by and between Education Service Center Region 19 (ESC 19) and _____ (govt. agency) pursuant to the authority granted by Title 7, Chapter 791, Interlocal Cooperation Acts of The Texas Government Code and Chapter 8 of The Texas Education Code.

I. Term of Contract: The term of this contract shall be from the date of acceptance by authorized _____ (govt. agency) personnel until any changes that affect the operation of said contract. The participating party(ies) may with mutual agreement among all other participating parties, rescind the contract with a thirty (30) day written notice, contingent upon no changes to the funding or policy as stated herein.

II. Statement of Services to be Performed:

Role of the ESC 19:

1. Serve as the fiscal agent for ASC. As such, all personnel employed by the Coordinating Center will be employees of the Region 19 Education Service Center, subject to ESC 19's policies and procedures.
2. Issue appropriate ASC bid(s), including the development of bid specifications, posting of legal notices, awarding of bids, etc. on behalf of ASC. All compliant solicitations will be conducted according to USDA/TDA regulations.
3. Request technical assistance support services from participating government agency designees for communication purposes with the participating schools in their respective regions (e.g., letters, flyers, phone calls, etc.)
4. Determine the annual estimated membership for solicitations. Government agency membership requests mid contract will be evaluated for inclusion based on contract spend and quantity availability.
5. Provide members with all documentation after bid award showing compliance with regulations.

Role of the Participating Government Agencies:

1. Provide technical assistance support services to the ESC 19 through time and effort, travel, facilitating meetings, copying, postage, and other expenses as necessary for the regional operations of ASC.
2. Commit to annual membership and usage information. Exercising the 30 day clause may result in future exclusion from participation.
3. Participate in the gathering of product information, estimated usage and other duties as assigned by the ASC Lead for the common good of the members.
4. Provide ASC with a monthly report of all orders received including detailed information on what is ordered, quantities and total spend for the purchase. Report should reference a purchase order number if applicable. This reporting is required for compliance for regulations.
5. All members are responsible for ensuring the cooperative operates in accordance with USDA Procurement standards. Individual members will not use Child Nutrition Program funds to pay invoices for goods or services that were improperly procured.
6. Provide a designated person(s) responsible to coordinate with ASC Lead to ensure compliance. Designee: _____

III. Authorization:

Executed on this _____ day, _____, 20__.

Region 19 Education Service Center

Government Agency: _____

6611 Boeing Drive, El Paso, TX 79925

Address: _____

Armando Aguirre, Ed D.

91

Authorized Signature

Executive Director
Title

Title



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:

T-TESS

Texas Teacher Evaluation Support System



2023-2024

T-TESS Reference Manual

TORNILLO INDEPENDENT SCHOOL DISTRICT

Vision: Believe we can succeed; with pride we will achieve.

Mission: Tornillo ISD's Mission is to empower our learning community to live their purpose by honoring values and beliefs for a holistic postsecondary journey.

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



Rosy Vega-Barrio
Superintendent

The Tornillo Independent School District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy. Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended and Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator and to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended: Superintendent, 19200 Cobb Avenue, Tornillo, TX 79853, (915) 765-3000.

T-TESS Reference Manual

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Introduction

T-TESS (Texas Teacher Evaluation and Support System) is the Texas recommended appraisal process to evaluate teachers and establish a system of support. T-TESS focuses on providing continuous, timely and formative feedback to educators so they can improve their practice.

Purpose

The Tornillo ISD T-TESS Reference Manual has been put together to ensure that you are informed on the different components that guide Tornillo ISD and the implementation of T-TESS for the 2023-2024 school year. Throughout this manual, you will find:

- **District T-TESS Calendar:**
Information on the District appraisal schedule and procedures associated with T-TESS.
- **T-TESS Domains and Dimensions:**
These are descriptors used in the T-TESS rubric. The Domains and Dimensions were created with the Texas Teacher Standards as the foundation of T-TESS. (For additional detailed information, download the T-TESS Teacher Handbook at <https://teachfortexas.org>.)
- **New Hire Orientation Information:**
Schedule of T-TESS Orientation Information provided to those teachers hired after the initial District training in July 2023.
- **T-TESS Frequently Asked Questions:**
Easily accessible information on the most commonly asked questions regarding the T-TESS.
- **Policy and Regulations:**
Tornillo ISD guideline on what and how to implement the T-TESS.

T-TESS Components

1. Goal-Setting
2. Evaluation Cycle (pre-conference, observation, post-conference)
3. Student Growth

Teacher Appraisal Calendar

Appraisal Process Timelines:

Excluded Observation Days No appraisal observations may be conducted the day before or after a school holiday or the day of district or state testing.

Complete by September 08, 2023 Goal Setting (All Teachers)

Complete by February 29, 2024 Announced Observation

Complete by March 26, 2024 Post Observation Conference

Complete by April 26, 2024 Minimum of 2 Walk-Throughs with Feedback per 9 Weeks, per Appraisee.

Complete by May 10, 2024 Complete EOY Summative Goals / Conferences

- All T-TESS Appraisers must be T-TESS certified.
- All Post Observation Conferences must be completed within five (5) to seven (7) working days after the observation.
- Appraisers should ensure that all teachers have been T-TESS trained prior to beginning the appraisal cycle.
- T-TESS training for teachers hired after July 31, 2023 will be trained within one month of their hire date. Please contact the respective Campus Principal or the Human Resources Manager for orientation / training information. Appraisals may not begin until 3 weeks after the training is completed.
- “Teacher Response and Appeal” and “Request for Second Appraiser” information is included in the following section.

Teacher Response and Appeals and Request for Second Appraiser

A teacher may submit a written response or rebuttal at the following times:

- a. After receiving a written observation summary, or any other written documentation associated with the teacher's appraisal; and or
- b. After receiving a written summative annual appraisal report. §150.1005(a)

Any written response or rebuttal must be submitted within ten (10) working days of receiving written observation summary, a written end of year annual report, or any other documentation associated with the teacher's appraisal. At the discretion of the appraiser, the time period may be extended to 15 working days. §150.1005(b)

A teacher may request a **second appraisal** by another appraiser at the following times:

- a. For Domains I, II, and III, as identified in §150.10052(a), after receiving a written observation summary with which the teacher disagrees; and/or
- b. For Domain IV, as identified in §150.1002(a), after receiving a written end of year annual appraisal report with which the teacher disagrees.

Within ten (10) working days of receiving a written observation summary or written end of year appraisal report, the teacher shall submit a hard copy request to the Human Resources Manager to include the name of the campus, the name of the teacher's appraiser along with the date of receipt of the written observation summary and written summative annual appraisal report.

If a teacher requests a second appraisal by another certified district appraiser, the second appraiser will be determined in accordance with the following:

- The second appraiser will be randomly selected by the Superintendent or designee from a pre-established roster of trained appraisers.
- Trained Appraisers: Campus Administrators; Instructional Coordinator; and Superintendent.
- The formal observation for a second appraisal shall be unscheduled.

The second appraisal shall make observations and walk-throughs as necessary to evaluate Domains I through III. The second appraiser shall use cumulative data from the first appraisal to evaluate Domain IV. Cumulative data may also be used by the second appraiser to evaluate other domains. §150.1005

Should the teacher desire written comments in response to the written summative annual appraisal report, said written request must be made of the appraiser within ten (10) working days of receiving the report. The appraiser must respond within ten (10) working days of receipt of the request. A teacher desiring to present a grievance concerning his/her appraisal will utilize the procedure outlined in the District Policy DGBA.

T-TESS Domains and Dimensions

Domain I: Planning

Dimensions:

- 1.1- Standards and Alignment
- 1.2- Data and Assessment
- 1.3- Knowledge of Students
- 1.4- Activities

Domain II: Instruction

Dimensions:

- 2.1- Achieving Expectations
- 2.2- Content Knowledge and Expertise
- 2.3- Communication
- 2.4- Differentiation
- 2.5- Monitor and Adjust

Domain III: Learning Environment

Dimensions:

- 3.1- Classroom and Environment, Routines and Procedures
- 3.2- Managing Student Behavior
- 3.3- Classroom Culture

Domain IV: Professional Practice and Responsibilities

Dimensions:

- 4.1- Professional Demeanor and Ethics
- 4.2- Goal Setting
- 4.3- Professional Development
- 4.4- School Community Involvement

Domain V: Student Growth

Student Growth

Beginning with the 2017-2018 school year, student growth became a required component in teacher appraisal for any district to which Texas Education Code Sec. 21.351 and 21.352 apply. Tornillo ISD will be utilizing Portfolios during the 2023-2024 academic year to measure student growth.

Tornillo ISD teachers will be provided a single overall summative rating, student growth must count at least 20% of the overall summative rating. In that sense, student growth acts like the fifth domain, with the four rubric domains accounting for the other 80% of the teacher's overall summative rating.

For student growth to be a valuable tool in continuous improvement, educators should keep the following in mind:

- Although it's called student growth, it is really about teacher growth
- Student growth is not the end in itself – the key to a meaningful experience with student growth measures is the ability to translate the student growth outcomes into feedback on pedagogical practices
- In contrast to an observation, which captures impact in a snapshot of time, student growth captures impact over an entire course
- Honest assessment of pedagogy, sincere reflection on the approach to planning, and a commitment to adjustment are the best ways to improve student growth
- Ratings are less important than the process of professional growth

Student growth measures how much a student progresses academically during his or her time with a teacher. It takes into consideration a student's entering skill level when measuring how much the student grew over time, and, as opposed to measuring student proficiency on an assessment, student growth isn't concerned with whether a student passes a particular test or reaches a predetermined and uniform benchmark. It considers equally students who enter behind grade level, on grade level, and beyond grade level, tailoring growth expectations to each student's context.

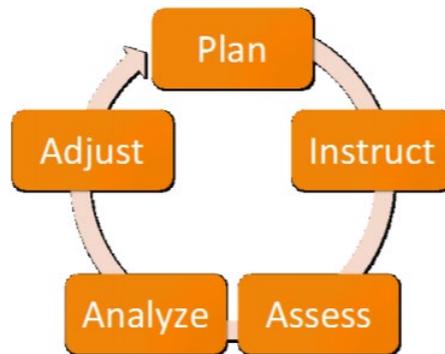
Student growth has the following characteristics:

- Measures academic progress over time
- Establishes a baseline for each student covered in the measure that captures what learning the student brought into class
- Tailors the expectation for growth to the student (reflects rigorous instruction and high expectations, but is not a uniform expectation for all students) considering...

Student Growth Measures Are:

- A means to teacher growth (reflect, assess, adjust, and develop over time)
- A concentration look at instructional impact through the lens of the most important skill(s)

- A part of a teacher’s own cycle of development (results could feed in to Goal Setting and Professional Development plans)
- Evidence-based



Process-based student growth measures are less about cut-scores and single assessments and more about the “teaching loop,” where teachers engage in evidence-based instruction and leads to consistent adjustments and improvements to practice and planning:

Portfolios

Portfolios accumulate student work over the course of time to capture incremental steps in student progress with given content or skills. Portfolios have the following characteristics:

- Work best with a focus narrowed to foundational skills
- Determine the baseline for each student covered in the measure upon entering the course
- Determine the expectation for each student covered in the measure at the end of the course
- Determine what the demonstration of performance will be throughout or at the end of the course

Portfolios accumulate student work over the course of time to capture incremental steps in student progress with given content or skills. Also, they can capture a range of end-of-course demonstrations of performance, showing student skill in a multitude of forms.

Portfolios can also be valuable for teachers that work with students in smaller increments of time or responsibility, such as teachers on alternative placement campuses or teachers who work with students in content mastery one or two days a week. In those instances, the teacher would capture evidence of student progress during his or her time with the student in order to show the impact of the teacher’s pedagogy.

Evaluation Process

Current Year		Next Year
Weeks 1-6	Weeks 6 through End-of-Year Conferences	Weeks 1-6
<p>Teacher Orientation (No later than the first three weeks of school and at least two weeks before the first observation)</p> <p>Goal-Setting and Professional Development (GSPD) Plan</p> <ul style="list-style-type: none"> - Submitted to the appraiser for approval within six weeks from the day of completion of the orientation. - A GSPD Conference is required for a teacher in the first year of appraisal under T-TESS and teachers new to the district. 	<p>Teacher Orientation for Late Hires</p> <p>Goal-Setting and Professional Development Plan for Late Hires</p> <ul style="list-style-type: none"> - Submitted to the appraiser within six weeks from the day of the completion of the orientation. <p>Ongoing review of teacher and student data</p> <p>Ongoing review of the GSPD plan to formatively assess progress towards goals, professional development impact, and teacher and student performance</p> <p>Ongoing collection of evidence to support Domain IV</p> <ul style="list-style-type: none"> - Teacher and appraiser 	<p>Teacher Orientation for teachers new to T-TESS, the district, and when district policy has changed from the last orientation. (No later than the first three weeks of school and at least two weeks before the first observation)</p> <p>Goal-Setting and Professional Development (GSPD) Plan</p> <ul style="list-style-type: none"> - Returning teachers review the goal(s) established at the EOY Conference to determine if changes are needed, and submit within first six weeks of instruction. - New teachers are guided through the GSPD process to self-assess, develop goals, and establish a professional development plan, then submit within six weeks of the orientation.
At Least 15 Days Prior to the Last Day of Instruction	End-of-Year Conferences	
	<ul style="list-style-type: none"> - Review summative scores for Domains I, II and III - Review the data and evidence gathered throughout the appraisal year for Domain IV, including the teacher's evidence for this domain/dimensions - Review results of the performance of the teachers' students - Review potential goals and professional development plans for the next school year <p><i>Note: Domain 4 is not scored until after the teacher has been afforded an opportunity to present evidence related to each of the four dimensions during the end-of-year conference.</i></p>	
<p>Informal observations and walkthroughs with ongoing feedback to support and develop teacher practices</p> <p>Formal observation window established per local policy – Excludes/prohibits observations in the two weeks following the orientation</p>		

T-TESS Process



New Hire Orientation Information

Date	Time	Location
Friday, September 22, 2023	8:30 a.m. – 11:30 a.m.	Central Office
Friday, November 17, 2023	8:30 a.m. – 11:30 a.m.	Central Office
Friday, January 26, 2024	8:30 a.m. – 11:30 a.m.	Central Office
Friday, March 29, 2024	8:30 a.m. – 11:30 a.m.	Central Office

T-TESS Frequently Asked Questions

- 1. Who will the District choose to conduct classroom observations on each campus?**
 - *District and Campus administrators who are trained in T-TESS will conduct classroom observations.*
- 2. How many formal observations shall be conducted each year?**
 - *One formal observation shall be conducted for the 2023-2024 school year with unlimited walkthroughs.*
- 3. Will the observation be announced (scheduled) or unannounced (not-scheduled)?**
 - *The observation will be announced (scheduled).*
- 4. Will this number be the same for both beginning and veteran teachers?**
 - *Yes, one formal observation with unlimited walkthroughs will be the same for both beginning and veteran teachers.*
- 5. Will this number be the same for core and non-core subject area teacher?**
 - *Yes, one formal observation with unlimited walkthroughs will be the same for both core and non-core subject area teachers.*
- 6. How will the District provide T-TESS orientation for teachers who are hired after the academic year begins?**
 - *The District will provide an orientation for New Teacher Hires (Schedule)*
- 7. Will walkthroughs be conducted for the purpose of feedback only, or will the data be included in the overall scoring?**
 - *Walkthroughs are inclusive of the overall scoring for the end of year score.*
- 8. Will the District choose to make the pre-conference a required component?**
 - *Yes, the pre-conference is a required component of the T-TESS cycle.*
- 9. Does the beginning of the year teacher self-assessment and goal setting require a face-to-face conference with an administrator?**
 - *Yes, teachers and appraisers work collaboratively to complete the requirement.*

- 10. If the pre-conference is required, what will the teacher and appraiser do in preparation? What artifacts will be expected?**
- *Being that the pre-conference is required, the teacher and the appraiser may have a checklist of artifacts to have prepared such as lesson plans, student expectations, and or a daily schedule.*
- 11. Will teachers be expected to conduct a self-assessment (self-scoring) on the rubric following the lesson observation?**
- *No, teachers will not be expected to conduct a self-assessment following the lesson observation.*
- 12. What guidelines will be put in place to ensure post-conferences are conducted in a timely manner? What will the time parameters be for completion of the face-to-face post-conference?**
- *The post-conference is required for all formal classroom observations and must be conducted between 5 to 7 but definitely by no later than 10 business days from the date of the observation (see the T-TESS Calendar).*
- 13. If a teacher has a question or concern about an observation score or process, what guidelines are in place to afford due process?**
- *If a teacher has a question or concern about an observation score or process, the teacher may rebut or request a second appraisal.*
- 14. If a teacher has T-TESS Dimensions scored as Improvement Needed, what local measures will be put in place to guide professional growth and improvement?**
- *Campus administration will provide and put a support system in place to assist the educator in the area(s) of deficiency.*
- 15. How will the District document the T-TESS process?**
- *The District will document through Eduphoria.*
- 16. What will appraisers archive, in addition to the end of year observation summary, each year to document T-TESS performance?**
- *The appraisers will archive goal setting and walkthroughs.*
- 17. Who will be responsible for monitoring proper and timely data entry and reporting of T-TESS appraisal data?**
- *The department of Human Resources will ensure to monitor proper and timely data entry reporting of the T-TESS appraisal data.*
- 18. Will the District use the state-provided data management system for T-TESS?**
- *The District will use the Strive (Eduphoria) as the data management system for T-TESS.*
- 19. How will T-TESS observation data and summary reports be used systematically to inform professional development?**
- *Campus administration will provide professional development opportunities in response to data gathered from T-TESS observation and summary report.*

20. How will Student Growth affect my overall rating?

- *Teachers will be provided a single overall summative rating. Student growth will count at least 20% of the overall summative rating. The Student Growth component acts like the fifth domain, with the four rubric domains accounting for the other 80% of the teacher's overall summative rating.*

Policy and Regulations

TORNILLO ISD
071908

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
(LOCAL)

APPRAISAL SYSTEM	<p>The formal appraisal of district teachers shall be in accordance with the Texas Teacher Evaluation Support System (T-TESS).</p> <p>All district teachers will be appraised each year.</p> <p>Components of the appraisal process, such as classroom observations and walk-throughs, will be conducted as frequently as necessary to ensure that teachers receive appropriate guidance.</p> <p>The district shall establish an appraisal calendar each year.</p>
T-TESS GOAL SETTING	<p>Goal setting will take place on a yearly basis. Goals collaboratively developed by the educator and administrator will be aligned with the Texas Educator Performance Standards.</p>
PRE-CONFERENCE	<p>A pre-conference meeting will be held prior to each formal evaluation. During the pre-conference meeting the date and time of the formal observation will be scheduled. Pre-conference meetings cannot be waived.</p>
FORMAL OBSERVATION	<p>All district teachers will receive one formal observation. The appraiser will observe a minimum of 45 minutes or for the duration of a full cycle (beginning, middle, and end).</p>
POST-CONFERENCE	<p>A post conference meeting will be held within ten (10) business days following the formal observation. Post conference meetings cannot be waived.</p>
END-OF-YEAR CONFERENCE	<p>A summative annual conference will be held with each teacher each year. Summative conference meetings cannot be waived.</p>
ALTERNATE APPRAISER	<p>A teacher may request a second appraiser within ten working days of receiving a written observation summary or a written summative annual appraisal report. If a teacher requests a second appraisal by another certified district appraiser, the second appraiser will be determined in accordance with the following:</p> <ul style="list-style-type: none">• The second appraiser will be randomly selected by the Superintendent or designee from a pre-established roster of trained appraisers.• Trained Appraisers: Campus Administrators; Bilingual Coordinator; and Superintendent.• The formal observation for a second appraisal shall be unscheduled.

SCORES	The Board of Trustees shall ensure that the Superintendent or designee establishes procedures regarding how domain scores from first and second appraisals will be used.
GRIEVANCES	Complaints regarding a teacher appraisal should be addressed in accordance with DGBA(LOCAL).

NOTE:	<p>This document aligns with the appraisal practices recommended by TEA for the Texas Teacher Evaluation and Support System (T-TESS) as described at the TEA site https://teachfortexas.org.</p>
TEACHER APPRAISAL SYSTEM	<p>T-TESS is a process that seeks to develop habits of continuous improvement with evidence-based feedback and professional development decisions based on that feedback through ongoing dialogue and collaboration.</p> <p>Components of the appraisal process, such as classroom observations and walk-throughs, will be conducted as frequently as necessary to ensure that teachers receive appropriate guidance.</p>
SELF-ASSESSMENT AND GOAL SETTING	<p>The teacher self-assessment, goal setting, and professional development processes are all interwoven and applied throughout the school year to positively impact each teacher's professional practices and ultimately increase student performance.</p> <p>Each teacher will review data and reflect on his or her professional practice, including reviewing the domains, dimensions, and descriptors of the T-TESS rubric.</p> <p>A teacher who is new to the district or who is in the first year of the appraisal process will receive an orientation and will be guided through the self-assessment and goal-setting process to establish a professional development plan. Within six weeks of completing the orientation, a teacher who is new to the district or who is in the first year of the appraisal process will formulate targeted goals on the Teacher Self-Assessment and Goal-Setting Form and schedule an in-person goal setting conference with his or her appraiser. After the conference, the teacher will submit his or her Goal-Setting and Professional Development Plan to the appraiser for approval.</p> <p>A returning teacher will review the goal(s) and professional development plan established at the end-of-year conference to determine if changes are needed. The teacher will submit to the appraiser his or her Goal-Setting and Professional Development Plan within the first six weeks of the school year to the appraiser for approval.</p>
IMPLEMENTATION OF GOALS	<p>Each teacher will regularly monitor progress toward his or her goals. If the teacher feels the goals need to be modified, the teacher should make an appointment with his or her appraiser to discuss individual progress toward his or her goals and / or obtain additional support.</p>

PRE-CONFERENCE	<p>The purpose of the pre-conference is for the appraiser and teacher to mutually discuss the upcoming formative observation with a focus on the interrelationships between planning, instruction, the learning environment, and student outcomes. The pre-conference will be conducted with ten working days of an announced observation.</p> <p>The pre-conference will provide the teacher an opportunity to demonstrate his or her knowledge and skills for the planning domain and its correlating dimensions. The conference is primarily focused on the upcoming observation and what the teacher has planned to ensure that the instructional objective(s) are met.</p>
FORMAL OBSERVATION	<p>The teacher will be formally observed in the classroom one time unless the appraiser / teacher deem additional observations to be necessary. A classroom observation will be an instructional period or a complete lesson within an instructional period that consists of a minimum of 45 minutes of instruction.</p> <p>By mutual, written consent between the appraiser and the teacher, the required minimum of 45 minutes of observation may be conducted in shorter time segments. The time segments must aggregate to at least 45 minutes.</p> <p>Each teacher may have additional walk-throughs that provide actionable, timely feedback, which will allow the teacher to make efficient and contextual professional development choices to help refine the practice. If data gathered during the additional walk-throughs will impact the teacher's summative appraisal rating, a written summary will be shared with the teacher within ten working days after the completion of the additional walk-throughs.</p>
NOTICE	<p>The formal observation for a teacher's appraisal will be announced by date and time.</p> <p>The district will establish an appraisal calendar each year, and provide the calendar to teachers within the first three weeks of the school year.</p>
POST- CONFERENCE	<p>All observations will include an in-person post conference within ten working days of the observation.</p> <p>The overall purpose of the post-conference is to provide a teacher an opportunity to self-reflect on the execution of his or her lesson, including the impact on student performance. The results will be used to inform and guide the teacher regarding future practices and growth.</p>

END-OF-YEAR CONFERENCE	<p>The end-of-year conference will be held at least 15 days prior to the last day of instruction to discuss overall performance for the year. End-of-year conference are mandatory.</p> <p>Each teacher will provide his or her appraiser with an update regarding the professional goals and development plan that were developed at the beginning of the year.</p>
PRELIMINARY GOAL-SETTING AND PLANNING FOR THE FOLLOWING SCHOOL YEAR	<p>Following the end-of-year conference, the appraiser and teacher will discuss how the current year self-assessment and goal-setting process will continue into the next school year for continuous improvement including professional development to support learning.</p>
SUMMATIVE ANNUAL APPRAISAL REPORT	<p>A written summative annual appraisal report will be provided to the teacher within ten working days of the conclusion of the end-of-year conference. The report will be shared with the teacher no later than 15 working days before the last day instruction for students. The written summative annual appraisal report will be placed in the teacher's personnel file by the end of the appraisal period.</p>
APPRAISER	<p>Each teacher will be appraised by a certified appraiser. If the certified appraiser is not the teacher's supervisor, the appraiser will be selected from the list of certified appraisers approved by the Board of Trustees.</p>
SECOND APPRAISER	<p>A teacher may request a second appraiser within ten working days of receiving a written observation summary or a written summative annual appraisal report. If a teacher requests a second appraisal by another certified district appraiser, the second appraiser will be determined in accordance with the following:</p> <ul style="list-style-type: none">• The second appraiser will be randomly selected by the Superintendent or designee from a pre-established roster of trained appraisers.• Trained Appraisers: Campus Administrators; Instructional Coordinator; and Superintendent.• The formal observation for a second appraisal shall be unscheduled.
TEACHER RESPONSE AND REBUTTAL	<p>A teacher may submit a written response or rebuttal within ten working days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal.</p>

Tornillo ISD
071908

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
REGULATION

GRIEVANCES

Complaints regarding a teacher appraisal should be addressed in accordance with DGBA(LOCAL).

LAST REVISED

July 26, 2017

DATE ISSUED: 07/19/2016
DNA
REGULATION

ADOPTED:

4 of 4

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References

For additional information, see the following sources:

- <http://tea.texas.gov>
- <https://teachfortexas.org/>
- <http://ritter.tea.state.tx.us/rules/tac/chapter149/ch149aa.html>
- <http://ritter.tea.state.tx.us/rules/tac/chapter150/ch150aa.html>

For additional assistance, please contact the Human Resources Department: 915-765-3050.



(LOCAL) Policies Packet

For your convenience, this file contains *only* the local policies from your school district's TASB update packet.

What is in this packet?

- Instruction sheet for recommended (LOCAL) policies
- Explanatory Notes for recommended (LOCAL) policies
- Clean copies of recommended (LOCAL) policies
- Annotated (redlined) copies of recommended (LOCAL) policy changes

This is not the full update packet.

To retrieve your district's full update packet, log in to Policy Online™ and visit My Policy Manual > Local Manual Updates > Numbered Updates.

What is in the full update packet?

The full update packet contains:

- A summary of the overall policy update
- (LEGAL) policies and (EXHIBIT) documents that describe the statutory framework in which your local policies must operate
- Instructions and Explanatory Notes for every policy change, not just the (LOCAL) policies
- Guidance on how to:
 - Present recommended policy changes to the board
 - Keep minutes
 - Notify TASB of board action
 - Maintain your historical record
 - Update your administrative regulations

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Instruction Sheet
TASB Localized Policy Manual Update 121

Tornillo ISD

Code	Type	Action To Be Taken	Note
CFB	(LOCAL)	Replace policy	Revised policy
CLB	(LOCAL)	Replace policy	Revised policy
CRF	(LOCAL)	Replace policy	Revised policy
CVA	(LOCAL)	Replace policy	Revised policy
CVB	(LOCAL)	Replace policy	Revised policy
DEA	(LOCAL)	Replace policy	Revised policy
FD	(LOCAL)	Replace policy	Revised policy
FFI	(LOCAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 121

Tornillo ISD

CFB(LOCAL) ACCOUNTING: INVENTORIES

Revisions regarding the capitalization threshold are based on amended guidance from *GASB Implementation Guide 2021-1*, Question 5.1, regarding the capitalization of assets with individual acquisition costs below the threshold if the assets in the aggregate are significant. The amended guidance applies to reporting periods beginning after June 15, 2023.

CLB(LOCAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE

Administrative Code rules regarding integrated pest management (IPM) were amended to include district-owned residential property among the district facilities subject to the IPM requirements. Although the changes to the rules add "residential property" to the buildings and grounds subject to IPM requirements, it is our understanding from the Texas Department of Agriculture that this inclusion is intended to apply only to district-owned residential property that is primarily used as student housing. As requested by TDA, revisions include such residential property among the district facilities subject to the district's IPM program.

CRF(LOCAL) INSURANCE AND ANNUITIES MANAGEMENT: UNEMPLOYMENT INSURANCE

There are no significant revisions to the text on reasonable assurance; however, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

CVA(LOCAL) FACILITIES CONSTRUCTION: COMPETITIVE BIDDING

Policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Specifications. In addition, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

CVB(LOCAL) FACILITIES CONSTRUCTION: COMPETITIVE SEALED PROPOSALS

As noted above, policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Specifications. In addition, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

DEA(LOCAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

To eliminate the possibility of confusion about the frequency of pay, we recommend replacing *bimonthly* with the more specific and widely used *semi-monthly*. Other revisions are recommended for clarification and consistency with policy style.

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

FD(LOCAL) ADMISSIONS

Recommended revisions to this policy at Transition Assistance reflect the repeal and replacement of an Administrative Code provision regarding awarding credit to a student who is homeless or in substitute care. Under the new rule, a district must adopt a policy to ensure credit has been awarded appropriately prior to enrollment. Other changes provide greater flexibility for the district with regard to requiring proof of residency by removing specific requirements and referring to administrative regulations.

Explanatory Notes

TASB Localized Policy Manual Update 121

Tornillo ISD

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

FFI(LOCAL)

STUDENT WELFARE: FREEDOM FROM BULLYING

The [Minimum Standards for Bullying Prevention](#), completed by TEA on January 31, 2023, include a requirement for policy provisions on reporting bullying incidents. Existing policy language addresses reporting by students and staff. The enclosed revisions are recommended to address the new minimum standards.

**Capitalization
Threshold**

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

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

**Integrated Pest
Management
Program**

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

Definition

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

Standards

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

IPM Coordinator

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

Application Time
Frame

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

No Unauthorized
Application

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

INSURANCE AND ANNUITIES MANAGEMENT
UNEMPLOYMENT INSURANCE

CRF
(LOCAL)

**Reasonable
Assurance**

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

FACILITIES CONSTRUCTION
COMPETITIVE BIDDING

CVA
(LOCAL)

Specifications

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

Bid Process

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

Safety Record

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

FACILITIES CONSTRUCTION
COMPETITIVE SEALED PROPOSALS

CVB
(LOCAL)

Specifications

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

Process

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

Withdrawal and
Late Proposals

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

Proposal
Acceptance

The District may reject any and all proposals.

Safety Record

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

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

Pay Administration

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

Annualized Salary

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

Pay Increases

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

*Midyear Pay
Increases*

Contract
Employees

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

Noncontract
Employees

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

Pay During Closing

If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure. [See EB for the authority to close schools.]

Persons Age 21 and Over

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

Registration Forms

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

Proof of Residency

In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency. The District may investigate stated residency as necessary.

Minor Living Apart

Person Standing in Parental Relation

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

Misconduct

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

Exceptions

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

Extracurricular Activities

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

Students Not Enrolled

A student enrolled in a private school, including a homeschool, shall not be eligible for concurrent enrollment in the District nor for participation in curricular or extracurricular activities, except as required by law. [See EEL and FM]

Nonresident Student in Grandparent's After-School Care

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

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

"Accredited" Defined

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

Grade-Level Placement

Accredited Schools

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

Nonaccredited Schools

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

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

Transfer of Credit

Accredited Texas Public Schools

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

Other Accredited or Nonaccredited Schools

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

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

Withdrawal

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

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

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

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

Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Minimum Standards	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action	
<i>Bullying</i>	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
<i>Improper Conduct</i>	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.



(LOCAL) Policy Comparisons

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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

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

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

**Capitalization
Threshold**

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

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

**Integrated Pest
Management
Program**

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

Definition

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

Standards

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

IPM Coordinator

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

Application Time
Frame

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

No Unauthorized
Application

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

INSURANCE AND ANNUITIES MANAGEMENT
UNEMPLOYMENT INSURANCE

CRF
(LOCAL)

**Reasonable
Assurance**

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

Specifications

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

Bid Process

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

Safety Record

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

FACILITIES CONSTRUCTION
COMPETITIVE SEALED PROPOSALS

CVB
(LOCAL)

Specifications

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

Process

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

Withdrawal and
Late Proposals

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

Proposal
Acceptance

The District may reject any and all proposals.

Safety Record

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

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

	<p>The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA]- The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]</p>
Pay Administration	<p>The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify classification of each job title within the compensation plan shall be based on the qualifications, duties, and market value of the position.</p>
Annualized Salary	<p>The District shall pay all salaried employees over 12 months in equal monthly or bimonthly semi-monthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.</p>
Pay Increases	<p>The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine Any pay adjustments for individual employees; shall be determined within the approved budget following established procedures.</p>
Mid-Year Midyear Pay Increases	<p>A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements].]</p>
Contract Employees	
Noncontract Employees	<p>The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.</p>
Pay During Closing	<p>If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure. [See EB for the authority to close schools].]</p>

ADMISSIONS

FD
(LOCAL)

Persons Age 21 and Over	The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.
Registration Forms	The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.
Proof of Residency	At the time of initial registration and on an annual basis thereafter In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.
Minor Living Apart	A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.
Person Standing in Parental Relation	
Misconduct	A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.
Exceptions	Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.
Extracurricular Activities	The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.
Students Not Enrolled	A student enrolled in a private school, including a homeschool, shall not be eligible for concurrent enrollment in the District nor for participation in curricular or extracurricular activities, except as required by law. [See EEL and FM]
Nonresident Student in Grandparent's After-School Care	The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent. The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

“Accredited” Defined

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

Grade-Level Placement

Accredited Schools

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

Nonaccredited Schools

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

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

Transfer of Credit

Accredited Texas Public Schools

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

Other Accredited or Nonaccredited Schools

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

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student’s available records and other relevant information to ~~determine transfer of~~ ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

Withdrawal

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

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

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

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

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Minimum Standards

In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action	
Bullying	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.



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:



COUNTY DISTRICT NO. 071-908

AGREEMENT NUMBER: _____

AGREEMENT

BETWEEN THE EDUCATION SERVICE CENTER – R19

AND

TORNILLO INDEPENDENT SCHOOL DISTRICT

THIS AGREEMENT WILL BE IN EFFECT FOR THE PERIOD

September 1, 2023, through August 31, 2024

**NAME OF PROGRAM: MIGRANT EDUCATION PROGRAM
SHARED SERVICES ARRANGEMENT**

**THE AUTHORIZED SIGNATURES BELOW INDICATE ACCEPTANCE OF ALL THE
TERMS OF THIS AGREEMENT.**

Dr. Armando Aguirre
Executive Director
Education Service Center – R19

Mrs. Rosy Vega-Barrio
Superintendent
Tornillo Independent School District

SERVING THE EDUCATIONAL COMMUNITIES OF EL PASO & HUDSPETH COUNTIES

AGREEMENT

TO: TORNILLO INDEPENDENT SCHOOL DISTRICT
FROM: EDUCATION SERVICE CENTER – REGION 19
SUBJECT: FISCAL AGENT SERVICES FOR THE MIGRANT SHARED SERVICES ARRANGEMENT 2023 - 2024

When duly completed and signed by appropriate authority this agreement between the Tornillo Independent School District and the Education Service Center – Region 19 becomes effective September 1, 2023, through September 30, 2024.

Education Service Center – Region 19 will provide Migrant Education fiscal agent services to Tornillo Independent School district to include the following:

- Annual audit of Shared Services Arrangement (SSA) funds
- Quarterly accounting of expenditures/reports to be submitted to TEA.
- Application preparation
- Preparation of amendments/revisions to SSA budget/program
- Accountability for The New Generation System (NGS) student record database
- Payroll of Migrant Personnel
- Coordination of Migrant Program

Education Service Center-Region 19 will be compensated for its services rendered hereunder only if, as, and to the extent, Title I Migrant Education Funds are received; the Tornillo ISD has no obligation to make payment from any other source to ESC-Region 19. This Agreement is made subject to the receipt of said Title I Migrant Education Funds and may be curtailed or terminated to the extent such funds are not received.

This AGREEMENT is for the dates specified above and will be renewed only upon mutual consent and agreement. Any digressions from the services to be provided will be only upon mutual consent and agreement.

Dr. Armando Aguirre
Executive Director
Education Service Center – R19

Date

Mrs. Rosy Vega-Barrio
Superintendent
Tornillo Independent School District

Agreement for Participation in the ESEA, Title 1 Migrant

EDUCATION SERVICE CENTER – R19 MIGRANT EDUCATION
SHARED SERVICES ARRANGEMENT

2023 – 2024

In cooperation with the Education Service Center – Region 19, the Tornillo Independent School District agrees to:

1. Provide supporting documentation to the fiscal agent on the preparation of the application.
2. Assign appropriate personnel to assist the Education Service Center.
3. Provide office space, meeting rooms, equipment and utilities as needed for the Summer Program and Migrant Parent Advisory Council Meetings.
4. Provide release time for all personnel working with migrant students to attend in-service training on a need basis.
5. Request expenditures for migrant purposes only.
6. Appoint tornillo Independent School District Migrant Education Program Designee and provide the leadership necessary.
7. Designate an administrative contact for the coordination of services for all migrant students.
8. Upon the end of this agreement, materials and equipment located at Tornillo ISD will remain the responsibility of the district to use and dispose of them. Carry-over amounts will remain with the ESC Migrant Education Program.

In cooperation with school districts in the Education Service Center – Region 19 Migrant Education Shared Services Agreement, the Education Service Center agrees to:

1. Serve as fiscal agent and coordinate services for migrant students.
2. Prepare and submit applications, budgets, and amendments to the Texas Education Agency, and keep files on supporting documents provided by participants.
3. Coordinate all project activities with the Division of Migrant Education, Texas Education Agency.
4. Employ qualified migrant personnel as defined by the guidelines of the Texas Migrant Program and approved in the SAS 478.
5. Maintain applicable records and data for personnel employed by the Shared Services Arrangement as described in TEA's Financial Accounting and Reporting System.
6. Maintain payroll records of employees to support data.
7. Establish salaries of migrant personnel in accordance with the ESC-Region 19 salary schedule and maintain this information as the fiscal agent.
8. Prorate salaries of any personnel hired after the initiation of the project according to the number of days remaining in the school year.
9. Maintain records for student eligibility on the New Generation System student record database.
10. Generate an ESC-Region 19 purchase order for P.O. requisitions with shipment and billing to ESC. Maintain an audit trail of all purchases and deliver material to appropriate personnel.
11. ESC Region 19 instructional officers will provide supplemental instruction through the academic school year for students receiving migratory services. The core of all instructional support will center on math and literacy (reading and writing); consistent student progress monitoring of supplemental instruction and interventions will be monitored and shared with LEA program leads.
12. Organize and coordinate in-service training for personnel working with migrant students.
13. Provide migrant consultant service, to the SSA school district in the form of:
 - a. Inservice training for administrators, teachers, aides, recruiters, counselors, and nurses.
 - b. Professional and technical assistance in project planning, evaluation, and design
 - c. Assistance in reviewing student eligibility forms and records transfer system forms.
 - d. Professional and technical assistance in the selection of instructional materials and supplies.

- e. Orientation and explanation of the Texas Migrant program to community groups.
 - f. Assistance in the identification and recruitment of migrant students, including an annual verification of certificates of eligibility for a sample of eligible students.
14. Coordinate the establishment of the Shared Service Arrangement Parent Advisory Council. Maintain files of supporting documents of training provided for participants.
 15. Provide clerical support services to meet the needs of the Tornillo ISD Migrant Parent Advisory Council.
 16. Coordinate with the Tornillo ISD a need-based migrant parent and staff development program to meet the needs of migrant students ages 3 through Pre-K on an as needed basis.
 17. Purchase, use and dispose of all equipment and materials for the program as required by TEA's Financial Accounting and Reporting System. Upon the end of this agreement, equipment and materials located at the ESC will remain the responsibility of the fiscal agent. Equipment and materials purchased for use at Tornillo ISD will remain the responsibility of the district, balances of unspent funds remain with ESC Region 19.
 18. In the event this arrangement is terminated by either party, all unspent funds remain with ESC Region 19. When a new district enters the SSA and comes with roll forward monies, those funds will be flowed back to the district for use with the current year.
 19. Provide pre and post test data for all migrant children identified age 3 through grades 12 as needed for the migrant application.
 20. Use title I Migrant funds to supplement, not supplant, local and state funds.

SCHOOL DISTRICT

Tornillo Independent School District

Superintendent Signature
Mrs. Rosy Vega-Barrio

Date

EDUCATION SERVICE CENTER – REGION 19

Executive Director Signature
Dr. Armando Aguirre

Date

MEMORANDUM

Action Required: _____

To: Mrs. Rosa Vega-Barrio, Superintendent
Tornillo ISD
From: Barbara Amaya, Director
ESC 19 Migrant Education Program
Date: May 11, 2023
Subject: Assignment of Designees

To improve communication and coordination please complete this form by designating a specific person(s) for listed assignments. Please complete this form and return to 6611 Boeing Dr., El Paso, Texas 79925.

ASSIGNMENT

NAME OF PERSON ASSIGNED

Superintendent
Designee

Lizeth Carroll, Human Resources/Compliance Dir.
Name Title

Role/Function: Superintendent Designee will review and sign the Migrant Certificate of Eligibility (COE) to verify that the information is complete and correct. The COE is an auditable record and has a five-day turnaround timeline. This person must receive a one-day mandatory training on completing COEs provided by the Education Service Center Region 19 Migrant Education Program.

Migrant Advisory
Council Representative (MAC)

Laura Zuniga, Migrant Program Specialist
Name Title

Role/Function: Your District Migrant Advisory Council Representative will serve in an advisory capacity to assist in planning the Education Service Center Region 19 Migrant Education Program regional events. This representative is required to attend the monthly MAC meetings held at the education Service Center Region 19.

Tornillo Migrant Parent
Advisory Council Representative

Luz Salazar, 915-304-3092, 18971 Cielo Drive
Name of Migrant Parent Phone Address

Role/Function: The Migrant parent representing the Education Service Center Region 19 Shared Services Arrangement will be involved in the planning implementation and evaluation of the Co-op. Shared Service Arrangement Members is required to have a representative. This representative will meet on monthly basis at the Education Service Center Region 19 to serve as a member of the MEP focus group.

By strengthening our collaboration, we will improve the quality of services for the Migrant students. Thank you for collaborating with us as we strive towards the achievement of excellence and equity for all students. Should you have any questions please contact me (915) 780-5311.

EDUCATION SERVICE CENTER REGION 19
MIGRANT EDUCATION PROGRAM

SHARED SERVICES ARRANEMENT

Superintendent Designee Authorization

As a member of the Education Service Center Region 19 Shared Service Arrangement, I authorize Barbara Amaya, Director for the Migrant Education Program at the Education Service Center Region 19, to sign a Superintendent Designee for the District Performance Report.

Mrs. Barbara Amaya will respond to any questions regarding the Performance Report.

Superintendent

Date

MEMORANDUM

To: Mrs. Rosa Vega-Barrio, Superintendent
Tornillo ISD

From: Barbara Amaya, Director
ESC 19 Migrant Education Program

Date: May 12, 2023

Subject: Funding Allocation 2023-24

The Texas Education Agency, Division of Formula Funding, Title I, Part C – Migrant planning amount for fiscal year 2023-2024 for Tornillo ISD is \$28,376.



June 21, 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 Renewal of 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 has unanimously adopted and renewed its local district of innovation plan on June 21, 2023. Enclosed is a copy of the final plan. Also enclosed is the updated checklist of exemptions reflecting all sections of code from which the district is exempt. The Plan is posted on the Tornillo ISD website <https://www.tisd.us/Page/156>.

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 May 12, 2023. The plan was posted on Internet for at least 30 days before taken it to the Board of Trustees for final approval on June 21, 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.

Figure: 19 TAC §102.1307(d)

Innovation District

A local innovation plan must be developed for a school district before the district may be designated as an Innovation District. A local plan must provide for a comprehensive educational program for the district, which may include:

- 1) Innovative Curriculum
- 2) Instructional Methods
- 3) Community Participation
- 4) Governance of Campuses
- 5) Parental Involvement
- 6) Modifications to the school year
- 7) Provisions regarding the district budget and sustainable program funding
- 8) Accountability and assessment measures that exceed the requirements of state and federal law; and
- 9) Any other innovations prescribed by the board of trustees.

A local innovation plan must identify requirements imposed by the Education Code that inhibit the goals of the plan from which the district should be exempted on adoption of the plan. The local innovation plan should specify the manner in which a particular statute inhibits one or more goals of the plan. Please use the form below to check the statutes specifically identified in your district's local innovation plan as inhibiting a goal of the plan. Checking a specific statute does not necessarily indicate eligibility for an exemption from all subsections of the statute. The form below provides a reporting mechanism to fulfill the reporting requirements of the statute. Entire sections of code may not be eligible for exemption and each district should consult its legal counsel in developing its innovation plan.

Exemptions claimed for an Innovation District apply only to the specific provision of the Texas Education Code (TEC) cited, which may or may not be governed by a separate legal requirement. The exemption does not relieve the district of any requirement imposed by other state or federal law or a duty imposed under federal regulation, grant compliance, agency rule applicable to a charter school or a local legal requirement. Each district should consult its legal counsel to ensure adoption of necessary local policies to ensure compliance with all applicable legal requirements.

Please note that this is not an exhaustive list of exemptions.

District Name: _____ CDN: _____

Term of Plan: _____ to _____
(month) (day) (year) (month) (day) (year)

Plan applies to: Entire District
Campus (list) _____
Other (please describe) _____

Chapter 11 – School Districts

Subchapter D. Powers and Duties of Board of Trustees of Independent School Districts

- §11.1511 (b)(5), (14) Specific Powers and Duties of Board
- §11.162 School Uniforms

Subchapter F. District-Level and Site Based Decision-Making

- §11.251 Planning and Decision-Making Process
- §11.252 District-Level Planning and Decision-Making
- §11.253 Campus Planning and Site-Based Decision-Making
- §11.255 Dropout Prevention Review

Chapter 21 – Educators

Subchapter A – General Provisions

- §21.002 Teacher Employment Contracts
- §21.003 Certification Required
- §21.0031 Failure to Obtain Certification; Contract Void

Subchapter B – Certification of Educators

- §21.051 Rules Regarding Field-Based Experience and Options for Field Experience and Internships.
- §21.053 Presentation and Recording of Certificates
- §21.057 Parental Notification

Subchapter C – Probationary Contracts

- §21.102 Probationary Contract

Subchapter H – Appraisals and Incentives

- §21.352 Local Role
- §21.353 Appraisal on Basis of Classroom Teaching Performance
- §21.354 Appraisal of Certain Administrators
- §21.3541 Appraisal and Professional Development System for Principals

Subchapter I – Duties and Benefits

- §21.401 Minimum Service Required
- §21.402 Minimum Salary Schedule for Certain Professional Staff
- §21.4021 Furloughs
- §21.4022 Required Process for Development of Furlough Program or Other Salary Reduction Proposal

- §21.403 Placement on Minimum Salary Schedule
- §21.4031 Professional Staff Service Records
- §21.4032 Reductions in Salaries of Classroom Teachers and Administrators
- §21.404 Planning and Preparation Time
- §21.405 Duty-Free Lunch
- §21.406 Denial of Compensation Based On Absence for Religious Observance Prohibited
- §21.407 Requiring or Coercing Teachers to Join Groups, Clubs, Committees, or Organizations: Political Affairs
- §21.408 Right To Join or Not To Join Professional Association
- §21.409 Leave Of Absence for Temporary Disability
- §21.415 Employment Contracts

Subchapter J – Staff Development

- §21.451 Staff Development Requirements
- §21.452 Developmental Leaves of Absence
- §21.458 Mentors

Chapter 22 – School District Employees and Volunteers

Subchapter A – Rights, Duties, and Benefits

- §22.001 Salary Deductions for Professional Dues
- §22.002 Assignment, Transfer, or Pledge of Compensation
- §22.003 Minimum Personal Leave Program
- §22.006 Discrimination Based on Jury Service Prohibited
- §22.007 Incentives for Early Retirement
- §22.011 Requiring or Coercing Employees to Make Charitable Contributions

Chapter 25 – Admission, Transfer, and Attendance

Subchapter C – Operation of Schools and School Attendance

- §25.0811 First Day of Instruction
- §25.0812 Last Day of School
- §25.083 School Day Interruptions
- §25.092 Minimum Attendance for Class Credit or Final Grade

Subchapter D – Student/Teacher Ratios; Class Size

- §25.111 Student/Teacher Ratios
- §25.112 Class Size
- §25.113 Notice of Class Size
- §25.114 Student/Teacher Ratios in Physical Education Classes; Class Size

Chapter 37 – Discipline; Law and Order

Subchapter A – Alternative Setting for Behavior Management

- §37.0012 Designation of Campus Behavior Coordinator
- §37.002 Removal by Teacher

Chapter 44 –Fiscal Management

Subchapter B – Purchases; Contracts

- §44.031 Purchasing Contracts
- §44.0331 Management Fees Under Certain Cooperative Purchasing Contracts
- §44.0352 Competitive Sealed Proposals
- §44.042 Preference to Texas and United States Products
- §44.043 Right To Work
- §44.047 Purchase or Lease of Automated External Defibrillator

Subchapter Z – Miscellaneous Provisions

- §44.901 Energy Savings Performance Contracts
- §44.902 Long-Range Energy Plan to Reduce Consumption of Electric Energy
- §44.908 Expenditure of Local Funds

Chapter 45 – School District Funds

Subchapter G – School District Depositories

- §45.205 Term of Contract
- §45.206 Bid Or Request for Proposal Notices; Bid and Proposal Forms
- §45.207 Award of Contract
- §45.208 Depository Contract; Bond
- §45.209 Investment of District Funds

Other

An adopted exemption from Texas Education Code for which there is no corresponding checkbox above must be added to this section.



2023-2024
Employee Handbook

TORNILLO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES



Marlene Bullard
President



Ida Estrada
Vice-President



Ofelia Bosquez
Secretary



Daniel Dozal
Trustee



Hector Lopez
Trustee



**Maria Kika
Saldana**
Trustee



Enrique Vega
Trustee



Rosy Vega-Barrio
Superintendent

The Tornillo Independent School District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended and Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator and to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended: Superintendent, 19200 Cobb Avenue, Tornillo, TX 79853, (915) 765-3000.

If you are having difficulty accessing the information in this document because of a disability, please e-mail hr@tisd.us.

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TORNILLO INDEPENDENT SCHOOL DISTRICT

Educating Children Today to be the Leaders of Tomorrow.

EMPLOYEE HANDBOOK RECEIPT

Employee Name:

Campus / Department:

Position:

I hereby acknowledge the receipt of the electronic and/or hard copy of the 2023-2024 Tornillo ISD Employee Handbook. I agree to abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this document. As the District provides updated policy information, I accept responsibility for reading and abiding by these changes as they occur.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended, or implied, by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Office, if I have questions, concerns or need further explanation of District policies or procedures.

I understand that if any of the item(s) below are issued to me, is property of Tornillo ISD and must be returned upon leaving the district or upon request. I will also abide to the following conditions and terms where applicable.

Identification Badge

- I.D. Badges are to be worn in a visible manner, above the waist, with photo side up *at all times* while on duty.
- I.D. Badges are *not* to be defaced with pins, stickers, tape, or other materials.
- Badges are to be surrendered upon request of my Supervisor, Administrator, or the Human Resource Department.
- You are to immediately notify the Human Resource/Technology Department if your I.D.

- Badge is lost, stolen or damaged.
- I.D. Badges are not to be shared and is intended to be used only by the assignee.

Building Key

- Keys are not to be shared and is intended to be used only by the assignee.

Instructions to report lost or stolen item(s):

- Report lost or stolen item(s) to your campus Public Safety Officer.

Instructions to request a replacement:

1. After item(s) has been reported lost or stolen, make payment at Technology Service Center. Replacement cost for each item listed below.
 - a. Employee ID Badge \$20.00
 - b. Single room/office key \$20.00

Note a building section, building master, or grand master key may incur an additional cost.
2. You will be issued a receipt and you will be contacted once the replacement item is ready for pickup.

I AGREE to abide by the above-mentioned conditions to receive an Employee Identification Badge or Building Key(s).

Signature

Date

Note: Sign and date a copy and forward it to the Human Resources Office.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to hr@tisd.us.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at www.tisd.us.

District Information

Description of the District

Tornillo Independent School District is located approximately 35 miles southeast of El Paso. Our District is one of 12 school districts in the Region 19 Education Service Center area. Our students are taught in two campuses: Tornillo Prek_8 Campus (Pre-K through 8th grade), and Tornillo High School (9th through 12th grade), as well as the Alternative Education Program HOPE.

Mission Statement, Goals, and Objectives

Policy AE

- Tornillo ISD's mission is to empower our learning community to live their purpose by honoring values and beliefs for a holistic postsecondary journey.
- Tornillo's ISD vision is "Believe We Can Succeed; With Pride We Will Achieve".

Goals

- Students performing at the Meets Grade Level Standard on STAAR Reading grades 3rd to 8th, EOC English I and English II will increase from 28% to 46% by June 2024.
- Students performing at the Meets Grade Level Standard on STAAR Math grades 3rd to 8th and EOC Algebra I will increase from 35% in 2019 to 50% by June 2024.
- Students graduating college, career and military ready will increase from 78% in June 2019 to 90% by June 2024.

Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community’s commitment to a strong educational program for the district’s children. Board members are elected place and serve four-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Marlene Bullard, President
- Ida Estrada, Vice President
- Ofelia Bosquez, Secretary
- Daniel Dozal, Trustee
- Hector Lopez, Trustee
- Maria Saldaña, Trustee
- Enrique Vega, Trustee

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Board Meeting Schedule

The board usually meets at 5:30 p.m. at the W.E. Neill Building, 19210 Cobb Avenue, Tornillo, TX 79853 on the last Wednesday of each month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Central Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice. Board meeting notices can also be found at www.tisd.us.

Administration

Rosa Vega-Barrio	Superintendent
Luis Guerra.....	Director of Finance
Lizeth Carroll.....	Human Resources/Compliance Director
Carlos Garcia.....	Director of Technology
Rene Estrada.....	Transportation/Facilities Director
Luis Vega.....	Athletics Director
Linda Rivero.....	Registered Nurse
Georgina Miramontes.....	Diagnostician/ SPED/504 Coordinator
Sandra Cruz.....	Finance Coordinator
Imelda Garcia.....	District PEIMS Data Coordinator
Angie Morales.....	District At-Risk Coordinator
Norma Aguirre.....	District Food Services Manager
Alejandro Olvera.....	High School Principal
Myrna Lopez-Patti.....	PK-8 School Principal
Elizabeth Otero.....	High School Assistant Principal
Vacant.....	PreK-8 School Assistant Principal
Raymond Bonilla.....	CTE Coordinator
Chris Escarsega.....	Network Administrator
Hugo Fuentes.....	Systems Administrator
Claudia Beanes.....	High School Counselor

Alicia Alvarado PreK-8 School Counselor
 Maria Hernandez..... PreK-8 School Counselor
 Ruth Gonzalez Payroll Specialist
 Rachel Aguilar..... Superintendent’s Secretary
 Sandra Garcia Human Resources/Compliance Specialist
 Claudia Castro Parent Liaison

Helpful Contacts and Directory

Superintendent765-3005
 Director of Finance 765-3010
 Finance Coordinator 765-3015
 Payroll Specialist 765-3020
 Human Resources/Compliance Director 765-3050
 Human Resources Specialist 765-3051
 Transportation/Facilities Director 765-3060
 Athletics..... 765-3550
 Nurse..... 765-3565
 Security 765-4885
 Custodial..... 765-3060
 Transportation 765-3060
 Special Education Coordinator 765-3040
 Director of Technology 765-3035
 High School Cafeteria 765-3575
 PkeK-8 School 765-3350/3450
 High School..... 765-3550

Academic Calendar

TISD 2023-2024 Academic Calendar

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 2023						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2023						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
October 2023						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
November 2023						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
December 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY		
07/03 - 07/07		District Closed
07/10 - 07/14		Student Registration
07/24 - 07/28		District Staff Development
07/27		P/T Conference
07/31		1st Semester Begins / Classes Begin
SEPTEMBER		
09/04		Holiday - Labor Day
09/19		P/T Conference for EL
09/20		P/T Conference for JH
09/21		P/T Conference for HS
OCTOBER		
10/02 - 10/05		Extended Year/COVID Makeup Days
10/09 - 10/13		District Closed
10/16 - 10/18		Teacher Planning / No School for Students
NOVEMBER		
11/20 - 11/24		Holiday - Thanksgiving
DECEMBER		
12/05 - 12/14		Testing - STAAR
12/15		1st Semester Ends, Early Release for Students/Teachers
12/20 - 12/29		Holiday - District Closed
JANUARY		
01/01 - 01/02		Holiday - District Closed
01/03 - 01/05		Teacher Planning / No School for Students
01/08		2nd Semester Begins / Classes Begin
01/15		Holiday - MLK/COVID-Weather Makeup Days
FEBRUARY		
02/20		P/T Conference for EL
02/21		P/T Conference for JH
02/22		P/T Conference for HS
MARCH		
03/04 - 03/08		Extended Year/COVID Makeup Days
03/11 - 03/15		Holiday - Spring Break
03/18 - 03/20		Teacher Planning / No School for Students
03/29		Holiday - Good Friday
APRIL		
04/02 - 04/05		Testing - STAAR
04/30		Testing STAAR
MAY		
05/01 - 05/17		Testing - STAAR
05/27		Holiday - Memorial Day/COVID-Weather Makeup Days
05/31		2nd Semester Ends, Early Release for Students/Teachers
JUNE		
06/01		Teacher Workday
06/17 - 06/21		Testing

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

KEY

- State Testing
- 5 Staff/Student Wellness Days
- Staff Development/Teacher Planning
- Holiday
- Extended Year
- Parent / Teacher Conferences
- Flex day / Workday
- Smart Snack Exemption Days

Instructional Minutes : State Minimum: 75,600 (PK-12th), 78,885

Weeks	Days	Minutes
1st	44	HS:20240 MS 6th-8th:20240 MS 3rd-5th:20460 EL:20460
2nd	45	HS:20470 MS 6th-8th:20470 MS 3rd-5th:20693 EL:20693
3rd	45	HS:20700 MS 6th-8th:20700 MS 3rd-5th:20925 EL:20925
4th	33	HS:14720 MS 6th-8th:14720 MS 3rd-5th:14880 EL:14880
5th	167	HS:76130 MS 6th-8th:76130 MS 3rd-5th:76958 EL:76958

- ★ Open House
- [] 9 Weeks Begins/Ends
- Weather Makeup Day
- New Employee Orientation
- ↓ Pay Day
- ↘ Early Release Students Only
- ↘ Early Release Students & Teachers

Board Approved: 3/29/2023
Revised: 5/23/2023

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Tornillo ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Lizeth Carroll, HR/Compliance Director, 19200 Cobb, Av. Tornillo, TX 79853. carroll@tisd.us, phone number 915-765-3001. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Georgina Miramontes, Diagnostician/SPED/504 Coordinator, 19200 Cobb Av. Tornillo, TX 79853. miramontesg@tisd.us phone number 915-765-3001.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on

the TRS Website (www.trs.texas.gov).

Contract and Noncontract Employment

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed Online, or copies will be provided upon request.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Resources when there is action against, or revocation of their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Human Resources Department if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Department if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol

or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Transportation/Facilities Director or the Human Resources Department.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Human Resources Department by the academic year or the first day of instruction.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, Online training regarding seizure disorder awareness, recognition, and related first aid.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. *See Overtime Compensation.* At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Lizeth Carroll, Human Resources Director at 915-765-3001.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Lizeth Carroll, Human Resources Director at 915-765-3001 to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Human Resources.

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance Evaluation

Policy DN series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Tornillo ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Compliance Director.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. *See Overtime Compensation.*

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact Human Resources Department for more information about the district's pay schedules or their own pay. Pay schedules and stipend scales can also be found at www.tisd.us

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. Contact the payroll office at (915) 765-3020 for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee’s share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and certain charitable contributions approved by the Board. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

Paychecks

All professional, salaried, and hourly employees are paid semi-monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee’s written authorization.

The schedule of pay dates for the 2023-2024 school year follows:

**Tornillo Independent School District
2023 - 2024 Payroll Schedule**

Pay Period Start	Pay Period End	Payroll Due-Date	Pay Date
6/16/2023	6/30/2023	Tue, 7/4/2023	Fri, 7/14/2023
7/1/2023	7/15/2023	Mon, 7/17/2023	Mon, 7/31/2023
7/16/2023	7/31/2023	Wed, 8/2/2023	Tue, 8/15/2023
8/1/2023	8/15/2023	Thu, 8/17/2023	Thu, 8/31/2023
8/16/2023	8/31/2023	Tue, 9/5/2023	Fri, 9/15/2023
9/1/2023	9/15/2023	Mon, 9/18/2023	Fri, 9/29/2023
9/16/2023	9/30/2023	Mon, 10/2/2023	Fri, 10/13/2023
10/1/2023	10/15/2023	Tue, 10/17/2023	Tue, 10/31/2023
10/16/2023	10/31/2023	Thu, 11/2/2023	Wed, 11/15/2023
11/1/2023	11/15/2023	Fri, 11/17/2023	Thu, 11/30/2023
11/16/2023	11/30/2023	Mon, 12/4/2023	Fri, 12/15/2023
12/1/2023	12/15/2023	Mon, 12/18/2023	Fri, 12/29/2023
12/16/2023	12/31/2023	Tue, 1/2/2024	Mon, 1/15/2024
1/1/2024	1/15/2024	Wed, 1/17/2024	Wed, 1/31/2024
1/16/2024	1/31/2024	Fri, 2/2/2024	Thu, 2/15/2024
2/1/2024	2/15/2024	Mon, 2/19/2024	Thu, 2/29/2024
2/16/2024	2/28/2024	Fri, 3/1/2024	Fri, 3/15/2024
3/1/2024	3/15/2024	Mon, 3/18/2024	Fri, 3/29/2024
3/16/2024	3/31/2024	Tue, 4/2/2024	Mon, 4/15/2024
4/1/2024	4/15/2024	Wed, 4/17/2024	Tue, 4/30/2024
4/16/2024	4/30/2024	Thu, 5/2/2024	Wed, 5/15/2024
5/1/2024	5/15/2024	Fri, 5/17/2024	Fri, 5/31/2024
5/16/2024	5/31/2024	Mon, 6/3/2024	Fri, 6/14/2024
6/1/2024	6/15/2024	Mon, 6/17/2024	Fri, 6/28/2024
6/16/2024	6/30/2024	Tue, 7/2/2024	Mon, 7/15/2024

Revised 05/10/2023

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including

termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 A.M. Sunday and ends at 11:59 P.M. Saturday.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and superintendent must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ACTIVE Care, the statewide public-school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Payroll or the Human Resources Department for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for life, dental, vision, disability, and cancer. Premiums for these programs can be paid by payroll deduction. Employees should contact Payroll or the Human Resources Department for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Claims Administrative Services.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to their supervisor and the Human Resources Department. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. *See Workers' Compensation Benefits* for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources Department.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and

the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify Payroll and the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).

Other Benefit Programs

The Tornillo Independent School District also provides additional benefits including:

- Free Admission Passes to Home Athletic Events with employee ID badge
- Tuition-free attendance for children of nonresident employees
- Tax Sheltered Annuities under Section 403(b)

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Payroll and Human Resources for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in half day increments if a substitute is required or hourly increments if a substitute is not required for the position. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State sick Leave accumulated before the 1995-96 School Year
- State personal leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for five consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

All absences in excess of ten days during a semester shall be investigated by the employee's immediate supervisor. Appropriate action shall be taken.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
- Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL).

Medical Certification. Any employee, who is absent more than three days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests FMLA leave for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees, on an approved leave of absence other than family and medical leave, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FMLA. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal

leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Leave shall not be approved on the first five and last five days of instruction for each semester, day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams and days scheduled for state testing or professional/staff development.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Local Leave

All employees shall earn five paid local leave days per school year in accordance with administrative regulations. Local leave shall accumulate without limit.

Sick Leave Bank

Tornillo ISD has established a sick leave bank, (as defined in DEC (Local)), that employees may join through contribution of local leave. Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury (as defined in DEC (Local)), and the employee has exhausted all paid leave.

Membership and Contribution:

Each employee that elects to be a member of the Sick Leave Bank must sign a Contribution to the Catastrophic Sick Leave Bank form annually. Membership must be reestablished annually. At the time of reestablishment of membership, one day of local leave will be contributed.

Request Process:

If a member employee has experienced a catastrophic illness or injury *and has exhausted all leave*, the employee may request up to 10 days of leave. No more than 10 days will be awarded to an employee per year. The request must be made by using the Catastrophic Sick Leave Bank Request Form. The Catastrophic Sick Leave Bank form must be submitted with the medical certification, signed by a licensed physician, documenting the need for the leave. The Request Form and all required supporting documents must be submitted to the Human Resources Department.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

NOTE: Request for leave will only be awarded if there is leave in the bank. If there are no leave days in the Sick Bank, request will automatically be denied.

APPEAL: All decisions regarding the sick leave bank may be appealed in accordance with DGBA (LOCAL), beginning with the Superintendent or designee.

Family and Medical Leave Act (FMLA)—General Provisions

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious mental or health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule by working less hours each day or week.

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

The employer must:

- Allow the employee to take job-protected time off for a qualifying reason
- Continue the employee's group health plan coverage while the employee is on leave on the same basis as if the employee had not taken leave, and
- Allow the employee to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of the leave.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

dol.gov/fmla

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses FML.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a

combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact Human Resources Department for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a

request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to Human Resources and law enforcement.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Jury Duty

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Human Resources. In most cases, the length of federal military service cannot

exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Human Resources for details on eligibility, requirements, and limitations.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities.

District Communications

Throughout the school year, Central Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

- District newsletter emailed to employees
- Recent news found at www.tisd.us
- Tweets found at <https://twitter.com/TornilloISD>
- Phone-Callouts

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

<https://pol.tasb.org/Policy/Search/443?filter=dgba>

Employee Conduct and Welfare

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to

observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination.

Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal

laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be

considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly, or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Faculty and Staff Dress Code

The following dress code applies to all faculty and staff employed by the Tornillo Independent School District. The intent of the dress code is to provide general guidelines to promote a positive role model for students and a professional appearance in the staff. The faculty and staff dress code does not, nor cannot anticipate every style of attire or exceptions. Thus, final determination of the appropriateness of faculty and staff attire resides with the campus principal or department supervisor. Staff members are requested to dress in a manner that reflects the value and professionalism they hold in their position.

- Collared shirts will be worn by male faculty and staff and must be tucked into pants.
- Ties are encouraged by males, particularly at formal school events and activities.
- Campus administration will determine the use of wearing jeans on Fridays.
- Pants that have belt loops must be worn with a belt or suspenders.
- Women's skirts must be of appropriate length.
- P.E. Instructors may wear athletic shorts and/or sweats provided that the attire is necessary for instruction. Staff attire in specific work areas (Maintenance department, Child Nutrition Department, etc.) should be appropriate for the activities required.
- Male faculty and staff are prohibited from wearing earrings.
- Faculty and staff are prohibited from wearing clothing with printed materials promoting or indicating drug, alcohol, and tobacco products.
- Faculty and staff are also prohibited from wearing clothing with printed materials which may be sexually or ethnically offensive.
- All visible tattoos need to be covered. All visible body piercing/adornments (other than in the ears) are not permitted to be worn.
- No unnatural hair color is allowed (e.g., blue, pink, green, etc.).

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are

encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted on the following page:

<https://pol.tasb.org/PolicyOnline?key=443>

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* and *Bullying* for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

<https://pol.tasb.org/PolicyOnline?key=443>

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person

with a disability.

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx>, to El Paso County Sheriff's Department, or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at Guidance and Counseling Department website. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel

action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence. The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Technology Department.

Personal Use of Electronic Communications

Policy CQ, DH

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his

or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page.

The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

See *Use of Electronic Communications between Employees, Students, and Parents* below, for regulations on employee communication with students.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same

- message; or
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of **9:00 p.m.** and **7:00 a.m.** An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district’s record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH, GB

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH, DHB, DHC

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code

If an educator is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

Certified Employees. The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or

other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

Uncertified Employees. Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

Alcohol and Drug-Abuse Prevention

Policy DH

Tornillo ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

<https://pol.tasb.org/PolicyOnline?key=443>

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and

financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Conflict of Interest

Policy CB, DBD

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the

unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See *Emergencies* for additional information.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic

laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Human Resources Department.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Security Department immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the front offices of each respective campus and the administration office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the front offices of each respective campus and the administration office. In addition, individual employees may request in writing to be notified of

pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the local radio and television stations.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Business Department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Business Department for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the campus and Human Resource Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Human Resources Department.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal e-mail is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to Human Resources. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public until a request to withhold the information is submitted.

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. District Office Receptionist is responsible for scheduling the use of facilities after school hours. Contact the District Office Receptionist to request to use school facilities and to obtain information on the fees charged. Termination of Employment

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent or other persons designated by the board of trustees, which includes the Human Resources Director. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent, or other person designated by board action. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency*. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the superintendent at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal or knew about an employee's resignation or termination

following an alleged incident of misconduct described above.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of Noncontract Employees

Policies DCD, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*)

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor. TEC §22.085 lists the reasons an employee must be discharged.

If the offense is more than 30 years before the date the person’s employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Policies DF, DHB, DHC

Certified Employees. The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the superintendent’s ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. “Reported criminal history” means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination

- Employee’s last known address
- Name and address of the employee’s new employer, if known

Student Issues

Equal Educational Opportunities

Policies FB, FFH

Tornillo ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the Superintendent.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student’s records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student’s records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent’s office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal’s response.

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen[®]), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district’s policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus administration. The district’s policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

<https://pol.tasb.org/PolicyOnline?key=443>

Hazing

Policy FNCC

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Technology Acceptable Use Policy

Purpose

The technology resources at Tornillo Independent School District support the organization's mission of educating all students for success. Use of these resources is extended to employees, students, contractors, and the public. As a user of these resources, you have access to valuable equipment, potentially sensitive data, and to internal and external networks. Consequently, it is important for all users to act in a responsible, ethical, and legal manner. In general, acceptable use shall be taken to mean respecting the rights of other digital users, the integrity of physical and digital assets, pertinent licenses, contractual agreements, and where applicable, maintaining compliance with legal and regulatory requirements. This document establishes specific requirements for the use of all computing and network resources within the district.

Scope

The Technology Acceptable Use Agreement applies to all users of technology resources owned or managed by the district, as well as personally owned technology devices connected to the district network and applications. Individuals covered by the policy include, but are not limited to, full-time employees, part-time employees, students, contractors, interns, partners, parents and guardians, and volunteers accessing network services. Technology resources include all District-owned, licensed, or managed hardware and software and use of the district network via a physical or wireless connection, regardless of the ownership of the device connected to the network.

Your Rights and Responsibilities

As a user of District technology resources, you are permitted to use technology and information assets that are required to perform work and educational duties, including access to certain computer systems, servers, software and databases, telephone, email and voicemail systems, and the Internet. You have a limited expectation of privacy in your use of District technology resources. The district makes reasonable efforts to protect users from abuse and intrusion by others sharing these resources. In turn, you are responsible for knowing and understanding the policies of the district that apply to the appropriate use of technology resources. You are responsible for exercising good judgment regarding the use of District technological and information resources and remaining in compliance with all applicable policies.

Principles

- You shall only use devices, accounts, and digital files for which you have authorization to access and resources needed to perform your stated job function.
- You shall adhere to the district's password standards to protect your passwords and to secure resources against unauthorized use or access.
- You are individually responsible for appropriate use of all resources assigned to you, including the electronic device, network resources, software, and hardware.
- You shall not allow any unauthorized person to access District devices, networks, or information.
- You shall not attempt to access or provide resources to access restricted portions of the network, an operating system, security software, or other administrative applications without appropriate authorization by the system owner or administrator.
- You shall comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- You shall not engage in deliberate activity to degrade the performance of technology resources, deprive an authorized user access to District resources, or circumvent District cyber security measures.
- You shall not attempt to bypass any security control unless you have been specifically authorized to do so by the Technology Administrator.
- You shall not store, share, process, analyze, or otherwise communicate confidential information, data, or files using unauthorized mediums, applications, or infrastructure, including but not limited to cloud storage, personal electronic storage, or unauthorized applications.
- The district shall be bound by contractual and licensing agreements regarding third party resources. You are expected to comply with all such agreements when using such resources.
- Any security issues or potential security issues discovered shall be reported to the Director of Information Security or his/her designee for follow-up investigation.
- There is no special purchasing agreement available for employees who retire or are no longer employed by the district.
- All technology equipment or devices are subject to scheduled or unscheduled monitoring, inspections, imaging, inventory update, maintenance update, and cleaning.

General Rules & Expectations

- Intended for instructional or professional use only.
- Report all software or hardware malfunction via work order ticket.
- Installation, removal, or modification of any application or alteration to the configuration of the operating system in any way is prohibited.
- Should be used solely by the assigned user whether at home or in the classroom and is not meant to be used by family members.
- Employees are responsible for backing up work files to external sources, e.g., cloud storage, USB hard drive, or USB flash drive. District will NOT be liable for any lost data or for the restoration of

files in the event of a hardware failure or malfunction.

- Do not leave technology equipment or devices in vehicle or other inappropriate places in extreme temperatures. Heat, moisture, and dirt are generally considered threats to all electronic devices.
- File-sharing, including downloading music or any other activity that violates copyright laws is not permitted.
- Do not mark the devices in any way with markers, stickers, or labels. Each device may be labeled with a district identification barcode or name.
- Misuse or violations of the Technology Acceptable Use Policy or any applicable local policies and laws could result in restrictions, removal from the program and/or criminal charges.
- Any inappropriate web or email activity can result in loss of the laptop privilege. The use of proxy servers is strictly forbidden.
- The use of a technology equipment or device is a privilege that can be revoked. Inappropriate use or neglect can result in limits to or loss of use.
- There is no expectation of any kind of privacy. The district has a right to access all information on equipment or devices.
- To the extent there is any personally identifiable student information on a device, this information shall be kept confidential as required by state and federal law.

Agreement Terms

- I understand that if I am issued a device, it will be to facilitate my work; it will be in my possession for use at and away from school.
- I understand I am responsible for the device, carrying case, and power adapter as issued to me and that I will care for the equipment in such a manner as to prevent loss or damage. Device and accessories will be returned upon termination of my employment, or at any time as specifically directed by a District authority.
- I will exercise reasonable care and judgment in preventing any theft or loss of or damage to the device, and to use the device daily for work tasks as needed.
- If the device is stolen or lost, I will immediately notify my campus administrator and the technology department. I will complete a police report with the local law enforcement within twenty-four (24) hours and provide a hard copy of the report, a case number, and any other information requested by the campus administration or technology department.
- If device is lost, stolen or damaged due to my intentional act, neglect, or abuse of the laptop, or because of my failure to follow board policies, rules or guidelines, including this agreement, I will be responsible to reimburse the district for the cost of damage repairs or the depreciated cost of the laptop. I hereby authorize the district to deduct these costs from my salary.

Internet Acceptable Use Policy

User Responsibilities

These guidelines are intended for employees and students to make the best use of the Internet resources at their disposal. When using the District's Internet access facilities, you should understand and comply with the following guidelines:

Tornillo ISD's Internet Acceptable Use Policy ("IAUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, instant messaging (IM), peer-to-peer P2P, and other forms of direct electronic communications or equipment provided

by Tornillo ISD. It also covers any outside equipment that uses the district's network to access the Internet.

Tornillo ISD will use technology protection measures to block or filter, to the extent possible, access of visual depictions that are obscene, pornographic, and harmful to **minors** over the network. Tornillo ISD reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of district property, network and/or Internet access or files, including email.

Schools must qualify students using the computer network and Internet access at the beginning of each school year with a signed IAUP. Students who are under 18 must have their parents or guardians sign the IAUP and schools must keep the signed page on file. Once signed, the permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the district's network due to violation of the policy or is no longer a student of this district.

Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate district personnel. Access is provided primarily for education and district business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate district personnel.

It shall be the responsibility of all members of the Tornillo ISD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Tornillo ISD will conduct annual trainings at the start of each school year that will educate all students including minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response.

The following are examples of inappropriate activities on the Internet, but the district reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the district, students, employees, schools, network or computer resources, or (2) that expend district resources on content the district in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by district as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials.
- Criminal activities that can be punished under law.
- Selling or purchasing illegal items or substances.
- Obtaining and/or using anonymous email sites; spamming; spreading viruses.
- Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading

- offensive, harassing, or disparaging materials.
 - 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
 - 3. Damaging computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
 - 4. Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information protected by privacy laws; or
 - 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s).
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).
 - Using the network or Internet for Commercial purposes:
 1. Using the Internet for personal financial gain.
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access district accounts outside of school if a parent or legal guardian always supervises their usage. The student's parent or guardian is responsible for monitoring the minor's use.
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others.
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Internet Acceptable Use Policy and all district security policies.

Penalties for Improper Use

The use of a Tornillo ISD account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. Tornillo ISD will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

Tornillo ISD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the district's network are to be borne by the user. Tornillo ISD also denies any responsibility for the accuracy

or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.

Adoption

This Internet Safety Policy was adopted by the Board of Tornillo ISD at a public meeting, following normal public notice, on 5/14/2012.

Contact Us

If you have questions about this privacy statement or the comments about the website, please email GarciaC@tisd.us or write to:

Technology Department
Tornillo Independent School District
PO Box 170
Tornillo, TX 79853