



## Agenda for Board of Trustees Meeting Tornillo Independent School District

**Meeting Date:** Wednesday, June 18, 2025

**Meeting Type:** Regular

**Meeting Time:** 5:30 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](mailto: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:**
    1. Tornillo High School - CCMR Goal Update 4  
Mr. Alejandro Olvera, THS Principal
    2. Tornillo High School - Preliminary EOC Results 5  
Mr. Alejandro Olvera, THS Principal
    3. PK-8 Campus - Preliminary STAAR Results 14  
Mrs. Myrna Lopez, PK-8 Principal
  - B. (Accountability 1) Review Board's Time Use Tracker 26  
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. Financial Reports-Information Only 27  
Mr. Luis M. Guerra, Director of Finance
  - B. Alternative Security Measures - School Marshal & School Guardian Programs

	Mr. Carlos Garcia, District Safety Supervisor	
C.	2026 Senior Trip	87
	Mr. Alejandro Olvera, THS Principal	
D.	Annual SHAC Report	98
	Ms. Linda Rivero, District Nurse	
E.	Walk-In Cooler Project	102
	Mr. Carlos Garcia, Technology Director	
F.	Human Resources Update	104
	Ms. Lizeth Carroll, HR / Compliance Director	
7.	<b>(VISION Y) Board Items</b>	
A.	Consider Approval of Revisions to CKE (LOCAL) Policy (1st Reading)	116
	Mr. Carlos Garcia, District Safety Supervisor	
B.	Consider Approval of Blended Learning Grant Stipends: Master & Associate Teacher	130
	Mrs. Loretta Aguilar, Instructional Specialist - Technology	
C.	Consider Approval of Partnership with Region 11 for Blended Learning Professional Development and Coaching	
	Mrs. Loretta Aguilar, Instructional Specialist - Technology	
D.	Consider Approval to Replace AVID Courses with Path-College / Career Course	136
	Mr. Alejandro Olvera, THS Principal	
E.	Discussion and Possible Action Regarding Voter Approval Tax Rate Election (VATRE)	137
	Mr. Luis M. Guerra, Director of Finance	
8.	<b>(STRUCTURE) Consent Agenda</b>	
	(All items on the Consent Agenda shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration)	
A.	Consider Approval of Minutes from Previous Meetings:	
	1. Regular Board Meeting Minutes - May 28, 2025	143
	2. Budget Workshop - June 11, 2025	146
B.	Consider Approval of Data Sharing MOU with Region 19	147
	Mr. Luis Garcia, District Data Fellow	
C.	Consider Approval of Regular Board Meeting Dates for 2025-2026	150
	Mrs. Rosa Vega-Barrio, Superintendent	
D.	Consider Approval of 2025-2026 T-TESS Manual	151
	Ms. Lizeth Carroll, HR / Compliance Director	
E.	Consider Approval of 2025-2026 Employee Handbook	172
	Ms. Lizeth Carroll, HR / Compliance Director	
F.	Consider Approval of the 2025-2026 Letter of Agreement Eduphoria Suite / TEKS bank with ESC Region 19	233
	Mr. Luis Garcia, District Data Fellow	
G.	Consider Approval of Revisions to the 2025-2026 Academic Calendar	235
	Mrs. Rosa Vega-Barrio, Superintendent	
H.	Consider Approval for the Shared Services Agreement (SSA) with ESC Region 19 for the 2024-202337 Migrant Program	
	Ms. Lizeth Carroll, HR / Compliance Director	
I.	Consider approval of TASB Policy Manual Update 125 (1st Reading) affecting the following (LOCAL) Policies:	247
	1. BDAA(LOCAL): OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS	
	2. BDB(LOCAL): BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES	
	3. BDF(LOCAL): BOARD INTERNAL ORGANIZATION ADVISORY COMMITTEES	
	4. EI(LOCAL): ACADEMIC ACHIEVEMENT	
	5. FDE(LOCAL): ADMISSIONS: SCHOOL SAFETY TRANSFERS	
	6. FEC(LOCAL): ATTENDANCE: ATTENDANCE FOR CREDIT	
	7. FFAC(LOCAL): WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT	
	Mrs. Rosa Vega-Barrio, Superintendent	
J.	Consider Approval of Stipend Chart for the 2025-2026 School Year	273
	Ms. Lizeth Carroll, HR / Compliance Director	
K.	Consider Approval of 2025-2026 School Year Non-Teacher Salary Pay Scale	
	Ms. Lizeth Carroll, HR / Compliance Director	

L. Consider Approval of 2025-2026 School Year TL-1 Salary Pay Scale

289

Ms. Lizeth Carroll, HR / Compliance Director

9. **Next Meeting Tentative Date:** July 30,2025

### **Adjournment of the Meeting**



Rosa Vega-Barrio  
Superintendent of Schools

**CCMR Board Outcome Goal**

The percentage of graduates that will meet the criteria for CCMR will increase from 91% August 2024 to 100% by August 2029.

<b>Yearly Target Goals</b>					
<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
*91%	*90%	94%	96%	98%	100%

<b>Tornillo High School Percentages</b>			
<b>2023 c/o 21-22</b>	<b>2024 c/o 22-23</b>	<b>2025 c/o 23-24</b>	<b>2026 c/o 24-25</b>
93%	*91%	85%	**85-92%

\*\* 2026 data is pending certifications from Teaching & Learning (fingerprints)

# Tornillo High School Preliminary EOC scores

# 2024-2025

EOC preliminary Summary			
Alg 1	APP 97%	Meets 88%	Masters 59%
US History	APP 98%	Meets 68%	Masters 36%
English I	APP 56%	Meets 36%	Masters 7%
English II	APP 61%	Meets 43%	Masters 4%
Biology	APP 89%	Meets 51%	Masters 4%

**Approaches**

Test	2025			2024			2023			2022			2021			2019			2018		
	Summer	Spring (Preliminary Results)	Fall	Summer	Spring	Fall	Summer	Spring	Fall	Summer	Spring	Fall	Summer	Spring	Fall	Summer	Spring	Fall	Summer	Spring	Fall
Biology		89%	40%	50%	93%	56%	64%	75%	14%	18%	64%	15%	52%	73%	19%	0%	88%	86%	0%	67%	
Algebra (HS)		96%	0%	0%	88%	70%	22%	56%	38%	12%	33%	24%	41%	58%	27%	40%	64%	75%	0%	94%	
Algebra (MS)		100%																			
Algebra District		97%					15%	52%		13%	46%										
U.S. History		98%	100%	100%	97%	100%	50%	96%	60%	29%	83%	57%	36%	82%	57%						
English 1		57%	27%	24%	58%	44%	22%	51%	33%	3%	36%	27%	15%	48%	29%	38%	61%	41%	0%	33%	100%
English 2		63%	19%	9%	77%	41%	19%	50%	26%	10%	55%	25%	45%	57%	27%	0%	50%	100%			

**Meets**

Test	2024			2023			2022			2021			2019			2018					
	Summer	Spring (Preliminary Results)	Fall	Summer	Spring	Fall	Summer	Spring	Fall	Summer	Spring	Fall	Summer	Spring	Fall	Summer	Spring	Fall	Summer	Spring	Fall
Biology		51%	0%	0%	48%	0%	0%	38%	0%	0%	27%	0%	0%	31%	0%	0%	49%	57%	0%	33%	
Algebra (HS)		86%	0%	0%	36%	11%	0%	24%	5%	0%	7%	7%	7%	11%	8%	17%	58%	0%	0%	82%	
Algebra (MS)		100%																			7
Algebra District		88%					0%	15%		2%	17%										
U.S. History		68%	0%	0%	46%	0%	50%	61%	0%	14%	47%	0%	9%	42%	0%						
English 1		37%	4%	5%	50%	16%	0%	30%	8%	0%	21%	15%	5%	29%	17%	13%	41%	0%	0%	0%	0%
English 2		45%	0%	0%	59%	11%	0%	34%	9%	3%	35%	0%	3%	39%	0%	0%	0%	0%			

**Masters**

Test	2024			2023			2022			2021			2019			2018					
	Summer	Spring (Preliminary Results)	Fall	Summer	Spring	Fall	Summer	Spring	Fall	Summer	Spring	Fall	Summer	Spring	Fall	Summer	Spring	Fall	Summer	Spring	Fall
Biology		4%	0%	50%	4%	0%	0%	8%	0%	0%	6%	0%	0%	6%	0%	0%	17%	0%	0%	33%	
Algebra (HS)		53%	0%	0%	12%	0%	0%	9%	0%	0%	2%	0%	0%	4%	0%	0%	33%	0%	0%	29%	
Algebra (MS)		89%																			
Algebra District		59%					0%	5%		0%	6%										
U.S. History		36%	0%	0%	10%	0%	0%	28%	0%	0%	20%	0%	0%	21%	0%						
English 1		7%	0%	0%	15%	0%	0%	4%	0%	0%	2%	0%	0%	5%	0%	0%	5%	0%	0%	0%	0%
English 2		4%	0%	0%	4%	0%	0%	2%	0%	0%	3%	0%	0%	1%	0%	0%	0%	0%			

<b>Algebra 1</b>	<b>Approaches</b>	<b>Meets</b>	<b>Masters</b>
State	76%	47%	29%
ESC	84%	54%	31%
<b>THS</b>	<b>97%</b>	<b>88%</b>	<b>59%</b>

<b>Biology</b>	<b>Approaches</b>	<b>Meets</b>	<b>Masters</b>
State	91%	62%	21%
ESC	91%	59%	14%
<b>THS</b>	<b>89%</b>	<b>51%</b>	<b>4%</b>

<b>English 1</b>	<b>Approaches</b>	<b>Meets</b>	<b>Masters</b>
State	67%	52%	16%
ESC	64%	48%	12%
<b>THS</b>	<b>57%</b>	<b>37%</b>	<b>7%</b>

<b>English 2</b>	<b>Approaches</b>	<b>Meets</b>	<b>Masters</b>
State	72%	57%	9%
ESC	70%	54%	6%
<b>THS</b>	<b>63%</b>	<b>45%</b>	<b>4%</b>

<b>U.S. History</b>	<b>Approaches</b>	<b>Meets</b>	<b>Masters</b>
State	94%	68%	37%
ESC 4	95%	68%	34%
<b>THS</b>	<b>98%</b>	<b>68%</b>	<b>36%</b>

# ENGLISH II

District	2025 English II		
	Approaches	Meets	Masters
Socorro	75	60	6
Ysleta	74	59	7
Clint	71	54	5
Canutillo	73	51	6
Anthony	73	52	1
El Paso	66	51	7
Fabens	52	34	1
<b>Tornillo</b>	61	43	4
San Eli			

# ENGLISH I

District	2025 English I		
	Approach es	Meets	Masters
<b>Anthony</b>	75	61	14
<b>Ysleta</b>	69	54	14
<b>Socorro</b>	69	52	13
<b>Canutillo</b>	72	42	14
<b>Clint</b>	62	47	9
<b>El Paso</b>	58	43	12
<b>Tornillo</b>	56	36	7
<b>Fabens</b>	46	28	5
<b>San Eli</b>			

# BIOLOGY

District	2025 Biology		
	Approaches	Meets	Masters
Ysleta	95	66	15
Socorro	93	63	15
Anthony	95	64	9
El Paso	87	54	14
Clint	89	51	10
Canutillo	90	44	15
<b>Tornillo</b>	89	51	4
Fabens	83	46	6
San Eli			

# U.S HISTORY

District	2025 US History		
	Approaches	Meets	Masters
Socorro	97	76	40
Ysleta	96	71	38
<b>Tornillo</b>	98	68	36
Clint	95	65	30
El Paso	93	64	32
Anthony	95	60	23
Canutillo	95	36	34
Fabens	87	43	16
San Eli			

# ALGEBRA I

District	2025 Algebra 1		
	Approaches	Meets	Masters
<b>Tornillo</b>	97	88	59
<b>Ysleta</b>	92	67	40
<b>Socorro</b>	91	65	39
<b>Clint</b>	84	48	23
<b>Anthony</b>	85	45	21
<b>El Paso</b>	75	41	21
<b>Canutillo</b>	82	22	30
<b>Fabens</b>	81	37	15
<b>San Eli</b>			



**TORNILLO**  

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**EARLY COLLEGE  
DISTRICT**

# 2025 STAAR Data 3rd-8th Grade

**Lone Star Governance**

# 3<sup>rd</sup> Grade STAAR Data

STAAR 2025						STAAR 2024					Growth		
Grade Level	Content	Total Students	Approaches	Meets	Masters	Total Students	Approaches	Meets	Masters	Approaches	Meets	Masters	
3rd	Math/Sp	5	40%	20%	0%	2	0.00%	0%	0%	40%	20%	0%	
3rd	Math	47	72.34%	38.30%	14.89%	48	64.58%	27.08%	8.33%	8%	11%	7%	
3rd	SLAR	27	59.26%	18.52%	11.11%	30	33.33%	10%	6.67%	26%	9%	4%	
3rd	ELAR	25	92%	68%	28%	20	65%	45%	30%	27%	23%	-2%	

2025 Grade 3						
	Math			Reading		
	Approaches	Meets	Masters	Approaches	Meets	Masters
Anthony	58%	27%	9%	65%	47%	15.18%
Canutillo	73%	29%	16%	79%	32%	18%
Clint	63%	34%	12%	71%	41%	17%
EPISD	69%	41%	14%	75%	46%	19%
FISD	62%	30%	12%	70%	43%	15%
SEISD						
SISD	76%	47%	18%	82%	57%	25%
YISD	80%	49%	18%	81%	54%	23%
TISD	69%	37%	13%	75%	42%	19%
Ft. Hancock	53%	13%	3%	70%	33%	13%

## Next Steps:

- Strengthen our PLCS
- Deeper Lesson Internalization
- Blended Learning: Station Rotation
- Afterschool, Saturday & Intersession Camps
- Progress monitoring incoming 3<sup>rd</sup> grade students/ T3 reading & math intervention group
- Student Goal Setting

# 3<sup>rd</sup> Grade Goal Comparison

STAAR 2025						STAAR 2024				Growth Approaches	Growth Meets	Growth Masters
Grade Level	Content	Total Students	Approaches	Meets	Masters	Total Students	Approaches	Meets	Masters			
3rd	Math/Sp	5	40%	20%	0%	2	0.00%	0%	0%	40%	20%	0%
3rd	Math	47	72.34%	38.30%	14.89%	48	64.58%	27.08%	8.33%	8%	11%	7%
3rd	SLAR	27	59.26%	18.52%	11.11%	30	33.33%	10%	6.67%	26%	9%	4%
3rd	ELAR	25	92%	68%	28%	20	65%	45%	30%	27%	23%	-2%

## Early Childhood Math Progress Measure 5

The percent of 3rd grade students that score at the "Approaches level or above" on STAAR Math will increase from 63% September 2024 to 90% by September 2029.

### Yearly Target Goals

2024	2025	2026	2027	2028	2029
63%	69% <b>56%</b>	75%	81%	87%	90%

## Early Childhood Literacy Progress Measure 5

EXAMPLE: The percent of 3rd grade students that score on "Approaches or higher" on STAAR Reading will increase from 52% to 92% by June 2029.

### Yearly Target Goals

2024	2025	2026	2027	2028	2029
52%	60% <b>75.63%</b>	68%	76%	84%	92%

# 4th Grade STAAR Data

By Grade Level														
STAAR 2025							STAAR 2024				Growth Approaches	Growth Meets	Growth Masters	
Grade Level	Content	Total Students	Approaches	Meets	Masters		Total Students	Approaches	Meets	Masters				
4th	Math/Sp	4	0%	0%	0%		1	0%	0%	0%		0%	0%	0%
4th	Math	50	76%	52%	26%		48	66.67%	41.67%	8.33%		9%	10%	18%
4th	SLAR	27	62.96%	33.33%	14.81%		24	58.33%	33.33%	16.67%		5%	0%	-2%
4th	ELAR	27	74.07%	48.15%	14.81%		24	80.00%	36%	12%		-6%	12%	3%

2025 Grade 4						
	Math			Reading		
	Approaches	Meets	Masters	Approaches	Meets	Masters
Anthony	45%	30%	6%	77%	30%	2%
Canutillo	77%	28%	23%	87%	35%	20%
Clint	63%	35%	15%	75%	43%	13%
EPISD	69%	44%	21%	79%	53%	22%
FISD	69%	45%	17%	74%	46%	16%
SEISD						
SISD	75%	52%	24%	86%	61%	27%
YISD	81%	58%	29%	85%	61%	24%
TISD	70%	48%	24%	69%	41%	15%
Ft. Hancock	37%	12%	6%	45%	17%	0%

## Next Steps:

- Strengthen our PLCS
- Deeper Lesson Internalization
- Blended Learning: Station Rotation
- Afterschool, Saturday & Intersession Camps
- Student Goal Setting

# 5th Grade STAAR Data

## By Grade Level

STAAR 2025						STAAR 2024					Growth		
Grade Level	Content	Total Students	Approaches	Meets	Masters	Total Students	Approaches	Meets	Masters	Approaches	Meets	Masters	
5th	Math/Sp	1	0%	0%	0%	1	100.00%	0%	0%	-100%	0%	0%	
5th	Math	49	57.14%	18.37%	6.12%	39	74.36%	20.51%	5.13%	-17%	-2%	1%	
5th	SLAR	13	38.46%	7.69%	0%	16	56.25%	25.00%	13%	-18%	-17%	-13%	
5th	ELAR	37	67.57%	40.54%	21.62%	16	75.00%	58%	33.33%	-7%	-18%	-12%	

## 2025 Grade 5

	Math			Reading		
	Approaches	Meets	Masters	Approaches	Meets	Masters
Anthony	78%	40%	15%	72%	38%	4%
Canutillo	79%	28%	22%	82%	35%	30%
Clint	76%	43%	16%	76%	55%	23%
EPISD	73%	44%	17%	79%	58%	29%
FISD	78%	52%	18%	75%	50%	22%
SEISD						
SISD	80%	52%	22%	82%	63%	32%
YISD	85%	56%	25%	82%	62%	29%
TISD	56%	18%	6%	60%	32%	16%
Ft. Hancock	46%	23%	0%	58%	35%	8%

## Next Steps:

- Strengthen our PLCS
- Deeper Lesson Internalization
- Blended Learning: Station Rotation
- Afterschool, Saturday & Intersession Camps
- Student Goal Setting

# 5th Grade STAAR Data

## Science

Science			
	Approaches	Meets	Masters
2025	38%	10%	4%
2024	41%	14%	3%

2025 Grade 5			
Science			
	Approaches	Meets	Masters
Anthony	66%	15%	0%
Canutillo	68%	20%	12%
Clint	54%	15%	5%
EPISD	59%	24%	10%
FISD	41%	11%	2%
SEISD			
SISD	69%	27%	9%
YISD	76%	36%	14%
TISD	38%	10%	4%
Ft. Hancock	66	35	8

### Next Steps:

- New Science TEKS has been provided
- continue weekly Data analysis (DDI)
- Open ended writing response in science
- Lead4ward Science Training

# 6th Grade STAAR Data

By Grade Level												
STAAR 2025						STAAR 2024				Growth Approaches	Growth Meets	Growth Masters
Grade Level	Content	Total Students	Approaches	Meets	Masters	Total Students	Approaches	Meets	Masters			
6th	Math	42	60.98%	34.15%	4.88%	47	65.96%	14.89%	4.26%	-5%	19%	1%
6th	RLA	42	68.29%	43.90%	19.51%	47	61.70%	36.17%	12.77%	7%	8%	7%

2025 Grade 6							
	Math			Reading			
	Approaches	Meets	Masters	Approaches	Meets	Masters	
Anthony	88%	45%	14%	73%	51%	20	22%
Canutillo	52%	8%	<0.5%	71%	31%		17%
Clint	72%	27%	9%	68%	43%		17%
EPISD	67%	28%	9%	72%	50%		24%
FISD	75%	41%	14%	64%	37%		12%
SEISD							
SISD	82%	43%	15%	81%	60%		31%
YISD	77%	40%	14%	78%	55%		25%
TISD	61%	34%	5%	68%	43%		19%
Ft. Hancock	87%	47%	7%	69%	46%		13%

## Next Steps:

- Lesson Internalization for Amplify Reading
- Targeted Coaching & feedback for RLA & Math
- Saturday & Intersession Camps
- progress monitoring incoming 6<sup>th</sup> grade students/ Math Intervention Block (AM) & Reading Intervention Block (PM) → TEA required intervention resource- IXL)

# 7th Grade STAAR Data

## By Grade Level

STAAR 2025						STAAR 2024				Growth Approaches	Growth Meets	Growth Masters
Grade Level	Content	Total Students	Approaches	Meets	Masters	Total Students	Approaches	Meets	Masters			
7th	Math	49	48.98%	28.57%	2.04%	48	20.83%	8.33%	2.08%	28%	20%	0%
7th	RLA	49	71.43%	48.98%	22.45%	48	39.58%	16.67%	4.17%	32%	32%	18%

2025 Grade 7						
	Math			Reading		
	Approaches	Meets	Masters	Approaches	Meets	Masters
Anthony	48%	26%	2%	75%	57%	25%
Canutillo	51%	17%	2%	74%	29%	21%
Clint	49%	20%	1%	71%	47%	19%
EPISD	NA	NA	NA	71%	47%	23%
FISD	59%	41%	16%	73%	49%	23%
SEISD						
SISD	NA	NA	NA	81%	59%	29%
YISD	46%	20%	3%	77%	53%	23%
TISD	49%	29%	2%	71%	49%	22%
Ft. Hancock	47%	18%	4%	71%	50%	21%

### Next Steps:

- Lesson Internalization for Amplify Reading
- Targeted Coaching & feedback for RLA & Math
- Saturday & Intersession Camps
- progress monitoring incoming 5<sup>th</sup> grade students/ Math Intervention Block (AM) & Reading Intervention Block (PM)
- TEA required intervention for HB4516

# 8th Grade STAAR Data

## By Grade Level

STAAR 2025							STAAR 2024				Growth		
Grade Level	Content	Total Students	Approaches	Meets	Masters		Total Students	Approaches	Meets	Masters	Approaches	Meets	Masters
8th	Math	45	43.18%	6.82%	0.00%		44	77.27%	56.82%	22.73%	-34%	-50%	-23%
8th	RLA	54	71.70%	45.28%	13.21%		45	77.78%	42.22%	11.11%	-6%	3%	2%
8th	Alg I	9	100%	100%	88.89%								

### 2025 Grade 8

	Math			Reading		
	Approaches	Meets	Masters	Approaches	Meets	Masters
Anthony	99%	52%	35%	89%	21%	31%
Canutillo	73%	32%	14%	75%	27%	12%
Clint	70%	42%	11%	78%	51%	23%
EPISD	61%	33%	10%	78%	53%	26%
FABENS ISD	50%	20%	7%	67%	36%	18%
SEISD						
SISD	75%	47%	13%	87%	64%	34%
YISD	81%	58%	20%	81%	56%	27%
TISD	43%	7%	0%	72%	45%	13%
Ft. Hancock	50%	23%	0%	87%	60%	23%

### Next Steps:

- Coaching & Feedback with Amplify Reading & Carnegie Math
- Fundamental 5 Training & Coaching
- Math Intervention Block
- Reading Intervention Block

# 8th Grade STAAR Data

	Science			Social Studies		
	Approaches	Meets	Masters	Approaches	Meets	Masters
2025	53%	23%	9%	51%	23%	13%
2024	62%	33%	5%	50%	17%	2%

23

2025 Grade 8						
	Science			Social Studies		
	Approaches	Meets	Masters	Approaches	Meets	Masters
Anthony	68%	39%	12%	46%	22%	10%
Canutillo	76%	35%	19%	59%	17%	14%
Clint	62%	35%	8%	46%	17%	6%
EPISD	74%	47%	16%	49%	24%	11%
FISD	56%	26%	4%	42%	13%	7%
SEISD						
SISD	80%	50%	15%	64%	30%	14%
YISD	76%	48%	14%	58%	30%	14%
TISD	53%	23%	9%	51%	23%	13%
Ft. Hancock	87	60	7	47	10	7

## Next Steps:

- Strong Pacing Guide
- Science PD Training
- Blended Learning: Intervention
- School/Classroom visits

# Cohort Data

## By Cohort

STAAR 2025							STAAR 2024						
Grade Level	Content	Total Students	Approaches	Meets	Masters		Total Students	Approaches	Meets	Masters	Growth Approaches	Growth Meets	Growth Masters
8th	Math	45	43.18%	6.82%	0.00%		48	20.83%	8.33%	2.08%	22%	-2%	-2%
8th	RLA	54	71.70%	45.28%	13.21%		48	39.58%	16.67%	4.17%	32%	29%	9%

\*\*8<sup>th</sup> grade students in 2025 compared how they score in 2024 as 7<sup>th</sup> grade students.

## By Cohort

STAAR 2025							STAAR 2024						
Grade Level	Content	Total Students	Approaches	Meets	Masters		Total Students	Approaches	Meets	Masters	Growth Approaches	Growth Meets	Growth Masters
7th	Math	49	48.98%	28.57%	2.04%		47	65.96%	14.89%	4.26%	-17%	14%	-2%
7th	RLA	49	71.43%	48.98%	22.45%		47	61.70%	36.17%	12.77%	10%	13%	10%

\*\*7<sup>th</sup> grade students in 2025 compared how they score in 2024 as 6<sup>th</sup> grade students.

## By Cohort

STAAR 2025							STAAR 2024						
Grade Level	Content	Total Students	Approaches	Meets	Masters		Total Students	Approaches	Meets	Masters	Growth Approaches	Growth Meets	Growth Masters
6th	Math	42	60.98%	34.15%	4.88%		39	74.36%	20.51%	5.13%	-13%	14%	0%
6th	RLA	42	68.29%	43.90%	19.51%		24	75.00%	58.33%	33.33%	-7%	-14%	-14%

\*\*6<sup>th</sup> grade students in 2025 compared how they score in 2024 as 5<sup>th</sup> grade students.

\*\*5<sup>th</sup> grade students in 2025 compared how they score in 2024 as 4<sup>th</sup> grade students.

# Cohort Data

## By Cohort

STAAR 2025							STAAR 2024						
Grade Level	Content	Total Students	Approaches	Meets	Masters		Total Students	Approaches	Meets	Masters	Growth Approaches	Growth Meets	Growth Masters
5th	Math/Sp	1	0%	0%	0%		1	0.00%	0%	0%	0%	0%	0%
5th	Math	49	57.14%	18.37%	6.12%		48	66.67%	41.67%	8.33%	-10%	-23%	-2%
5th	SLAR	13	38.46%	7.69%	0%		24	58.33%	33.33%	17%	-20%	-26%	-17%
5th	ELAR	37	67.57%	40.54%	21.62%		25	80.00%	36%	12.00%	-12%	5%	10%

\*\*5th grade students in 2025 compared how they score in 2024 as 4<sup>th</sup> grade students.

## By Cohort

STAAR 2025							STAAR 2024						
Grade Level	Content	Total Students	Approaches	Meets	Masters		Total Students	Approaches	Meets	Masters	Growth Approaches	Growth Meets	Growth Masters
4th	Math/Sp	4	0%	0%	0%		2	0%	0%	0%	0%	0%	0%
4th	Math	50	76%	52%	26%		48	66.67%	41.67%	8.33%	9%	10%	18%
4th	SLAR	27	62.96%	33.33%	14.81%		30	33.33%	10.00%	6.67%	30%	23%	8%
4th	ELAR	27	74.07%	48.15%	14.81%		20	65.00%	45%	30%	9%	3%	-15%

25

\*\*4<sup>th</sup> grade students in 2025 compared how they score in 2024 as 3<sup>rd</sup> grade students.

Grade Level	Content	Total Students	Approaches	Meets	Masters		Total Students	Approaches	Meets	Masters	Growth Approaches	Growth Meets	Growth Masters
3rd	Math/Sp	5	40%	20%	0%						N/A	N/A	N/A
3rd	Math	47	72.34%	38.30%	14.89%						N/A	N/A	N/A
3rd	SLAR	27	59.26%	18.52%	11.11%						N/A	N/A	N/A
3rd	ELAR	25	92%	68%	28%						N/A	N/A	N/A

\*\*First year that 3<sup>rd</sup> grade students test in STAAR 2025.

# TIME USE TRACKER

Date: 05/28/2025

Framework	Student Outcome Minutes	The Board tracks its time invested during public authorized meetings	Other Topic Minutes
Vision & Goals	22	← 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 →	59
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	26
		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 →	3
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
<b>TOTALS</b>	<b>24</b>		<b>65</b>

Use For Student Outcome Minutes Percentage Calculation:

24

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89

× 100 =

27

% Student Outcome Minutes



## **FINANCIAL REPORTS**

**FOR THE MONTH ENDING MAY, 2025**

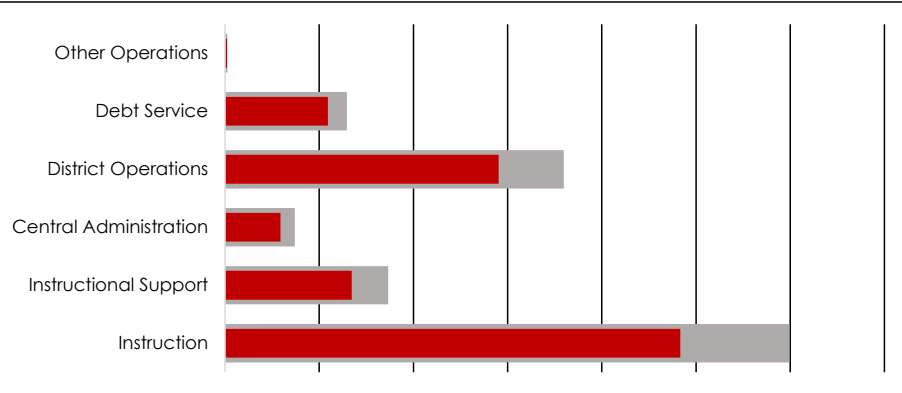
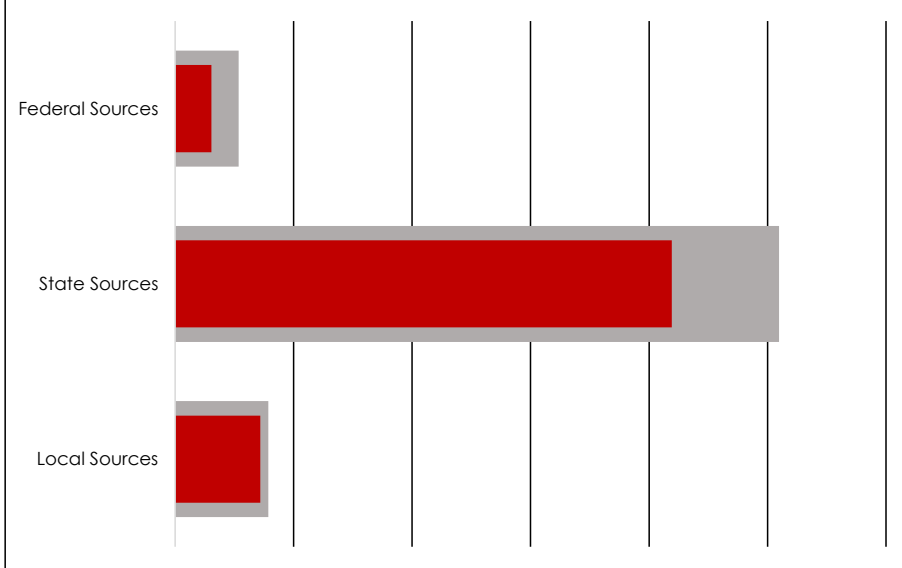
# Table of Contents

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Summary Report .....	1
<b>Revenues &amp; Expenditures.....</b>	<b>2</b>
Banking and Investment Pool.....	3
<b>General Fund Cash Flow.....</b>	<b>4</b>
Monthly Investment Summary .....	5
<b>Investment Trends.....</b>	<b>6</b>
<b>Lone Star Monthly Statement.....</b>	<b>7</b>
Utility Usage & Cost .....	11
<b>El Paso Electric Transformer Upgrades .....</b>	<b>12</b>
\$25K and Above Payments .....	13
<b>Check Register .....</b>	<b>14</b>

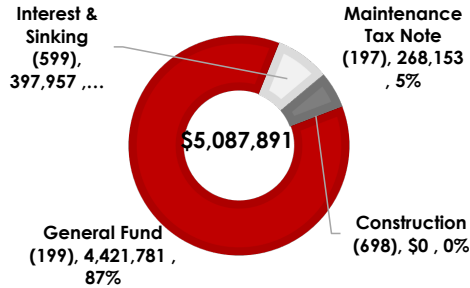
**TORNILLO INDEPENDENT SCHOOL DISTRICT  
BOARD FINANCIAL REPORT SUMMARY  
As of May 31, 2025**

**Board Adopted Revenue and Expenditures**

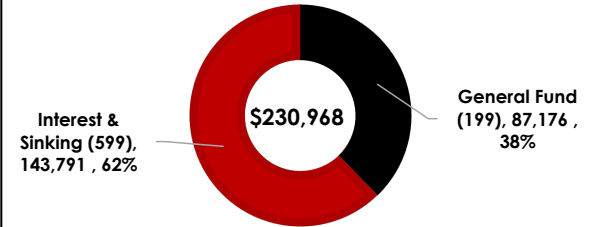


**Banking and Investment Pools**

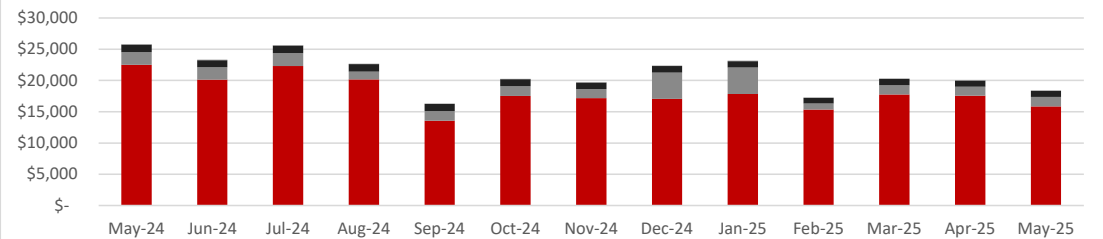
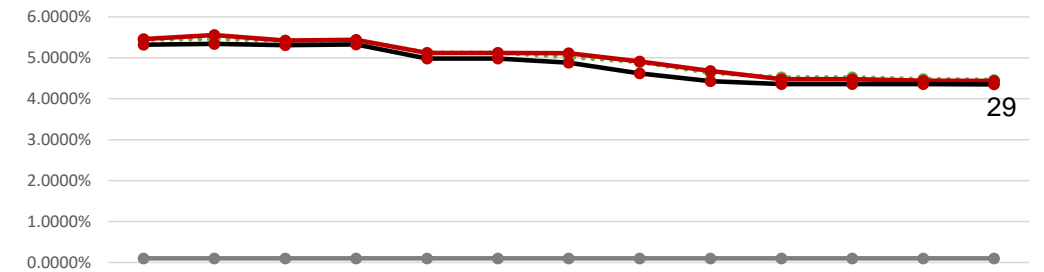
**LONE STAR INVESTMENTS**



**WESTSTAR BANK**

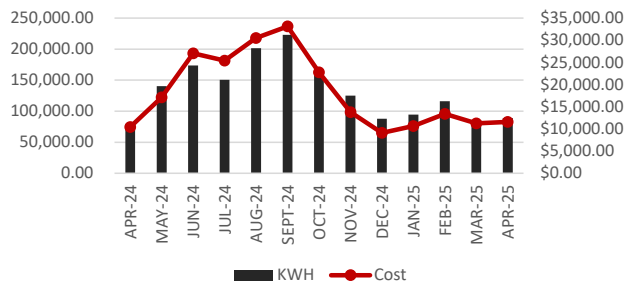


**Investment Rate and Interest Revenue Trends**

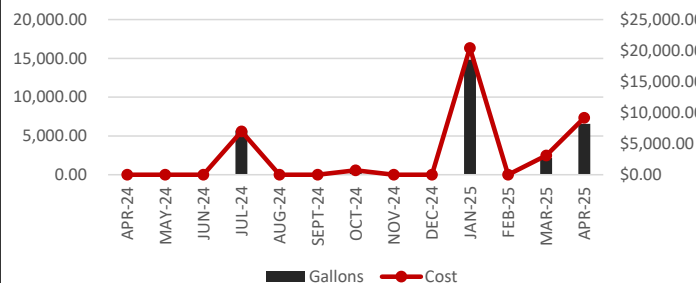


**Utilities**

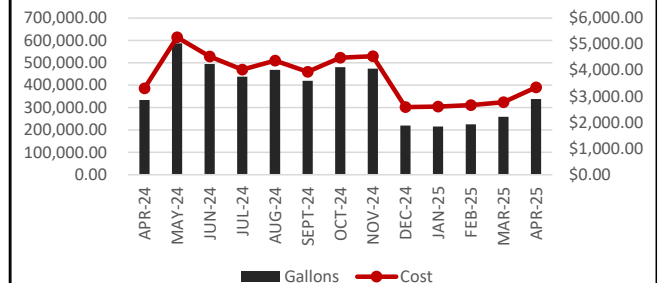
**ELECTRICITY**



**PROPANE**



**WATER**

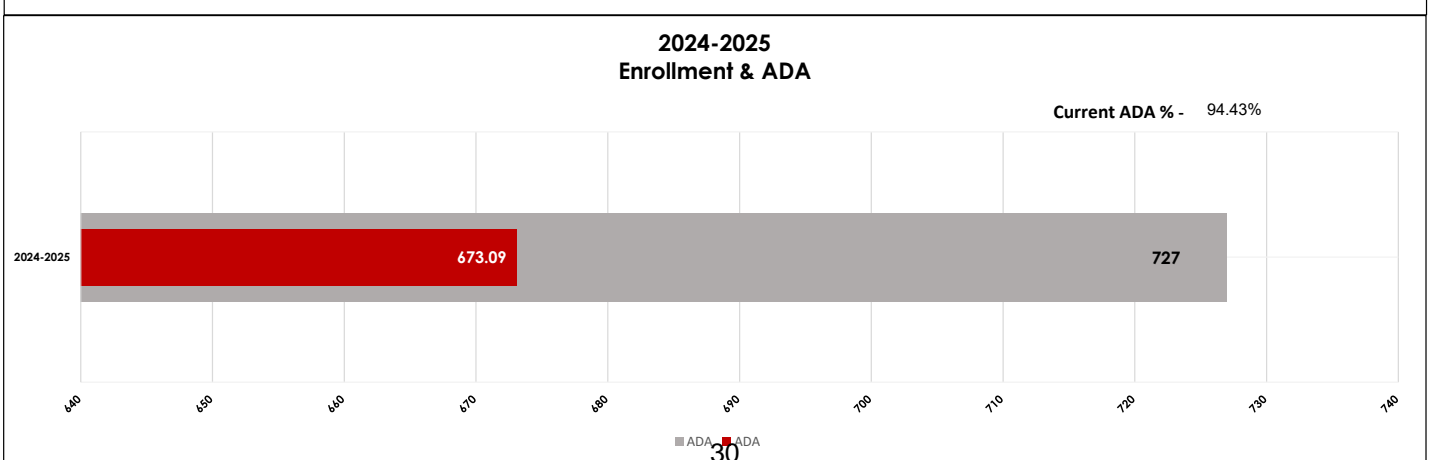
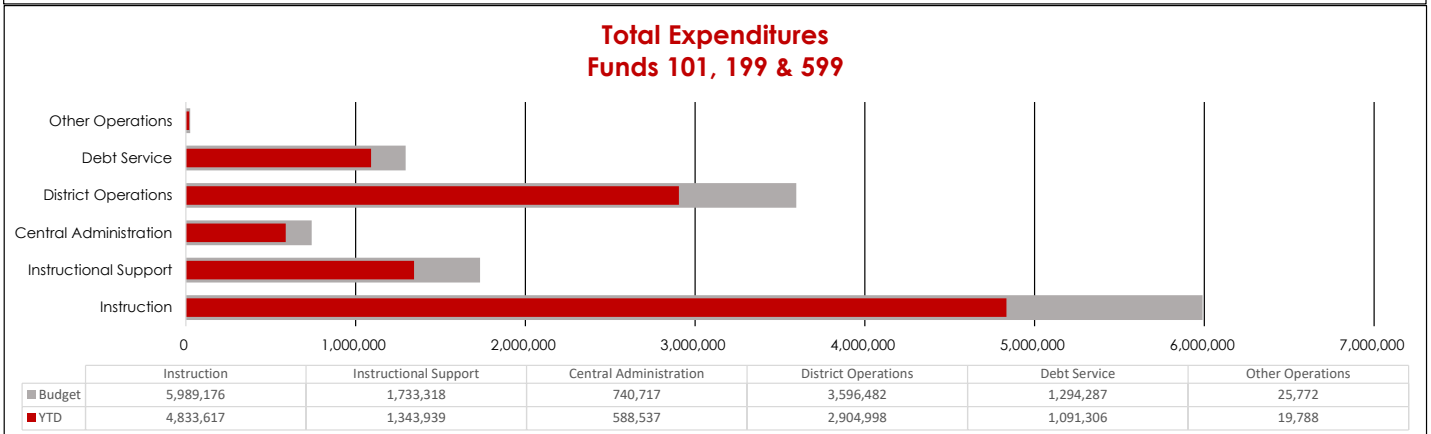
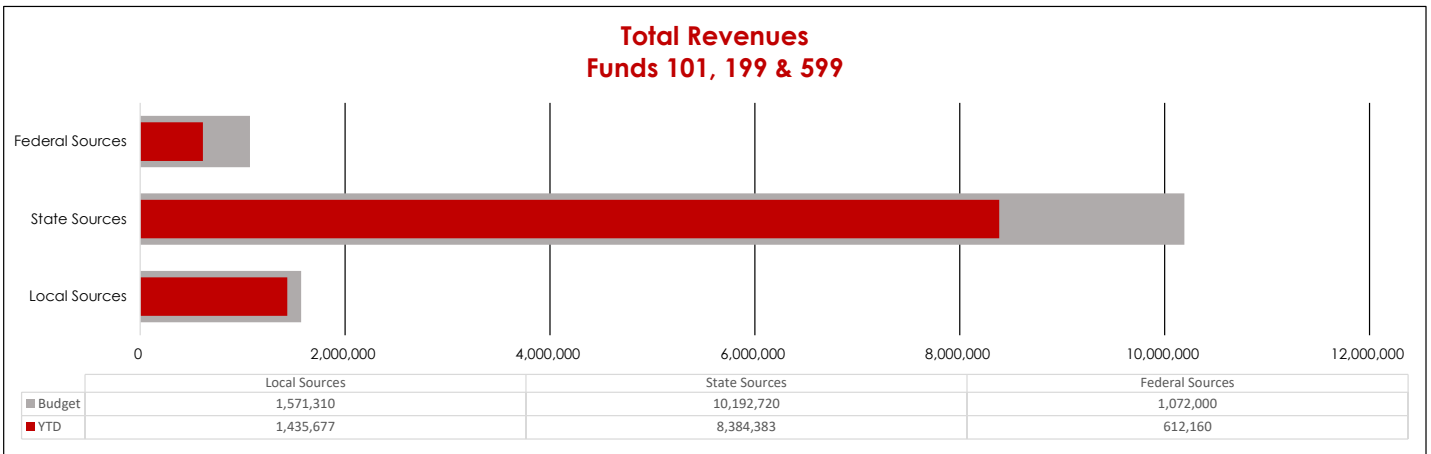


# TORNILLO INDEPENDENT SCHOOL DISTRICT

## Revenues & Expenditures

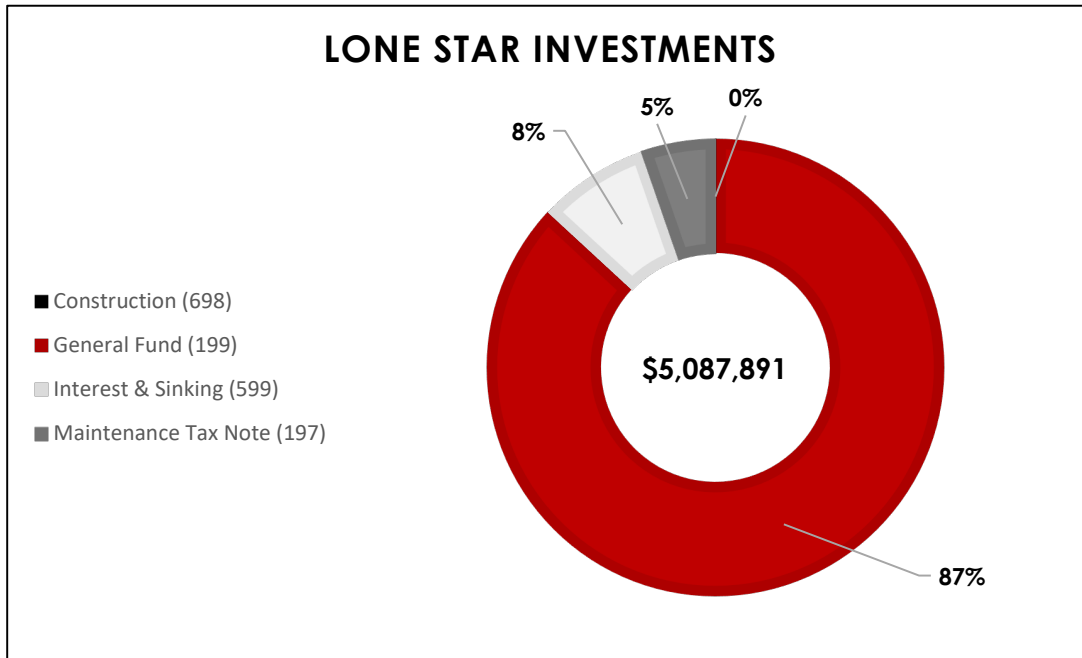
As of May 31, 2025

REVENUES	Fund 101 - CNS			Fund 199 - General Fund			Fund 599 - Debt Service			Total		
	Budget	YTD	Remaining	Budget	YTD	Remaining	Budget	YTD	Remaining	Budget	YTD	Remaining
Local Sources	63,000	114,445	(51,445)	999,200	854,450	144,750	509,110	466,782	42,328	1,571,310	1,435,677	135,633
State Sources	3,000	2,568	432	9,420,968	7,623,699	1,797,269	768,752	758,115	10,637	10,192,720	8,384,383	1,808,337
Federal Sources	792,000	566,918	225,082	280,000	45,242	234,758	0	0	0	1,072,000	612,160	459,840
<b>Total Revenue:</b>	<b>858,000</b>	<b>683,931</b>	<b>174,069</b>	<b>10,700,168</b>	<b>8,523,391</b>	<b>2,176,777</b>	<b>1,277,862</b>	<b>1,224,897</b>	<b>52,965</b>	<b>12,836,030</b>	<b>10,432,219</b>	<b>2,403,811</b>
<b>EXPENSES</b>												
Instruction	0	0	0	5,989,176	4,833,617	1,155,559	0	0	0	5,989,176	4,833,617	1,155,559
Instructional Support	0	0	0	1,733,318	1,343,939	389,379	0	0	0	1,733,318	1,343,939	389,379
Central Administration	0	0	0	740,717	588,537	152,181	0	0	0	740,717	588,537	152,181
District Operations	858,000	735,171	122,829	2,738,482	2,169,826	568,656	0	0	0	3,596,482	2,904,998	691,485
Debt Service	0	0	0	3,000	0	3,000	1,291,287	1,091,306	199,981	1,294,287	1,091,306	202,981
Other Operations	0	0	0	25,772	19,788	5,984	0	0	0	25,772	19,788	5,984
<b>Total Expenses:</b>	<b>858,000</b>	<b>735,171</b>	<b>122,829</b>	<b>11,230,465</b>	<b>8,955,706</b>	<b>2,274,759</b>	<b>1,291,287</b>	<b>1,091,306</b>	<b>199,981</b>	<b>13,379,752</b>	<b>10,782,183</b>	<b>2,597,569</b>

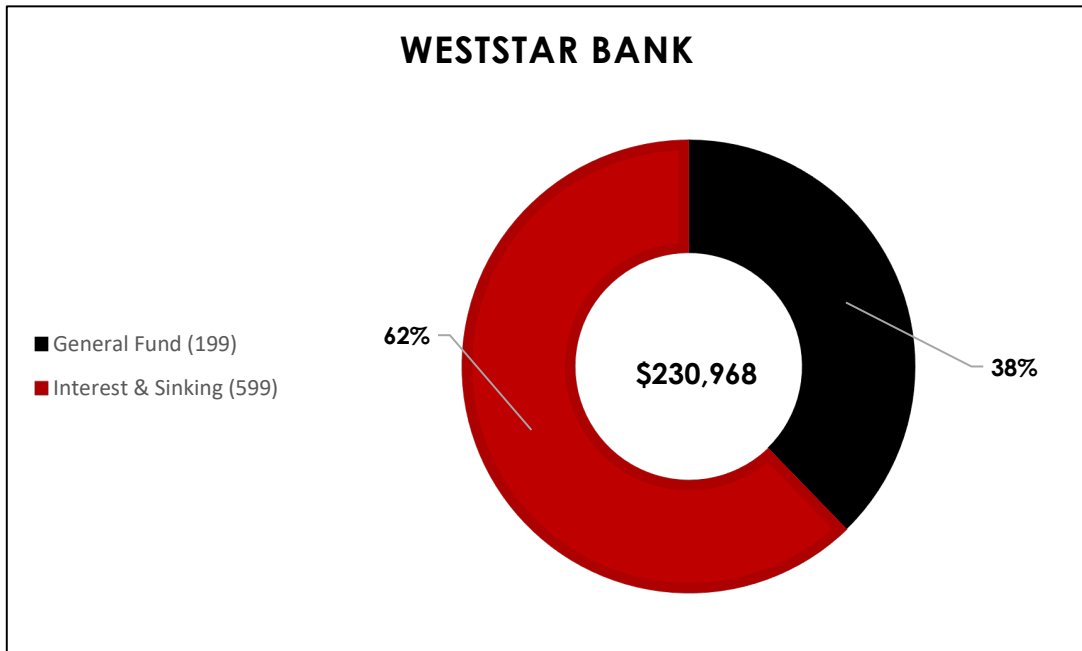


# TORNILLO INDEPENDENT SCHOOL DISTRICT

As of May 31, 2025



Account	Beg. Bal.	End. Bal.	Change
Construction (698)	\$0	\$0	\$0
General Fund (199)	4,572,041	4,421,781	(150,259)
Interest & Sinking (599)	396,472	397,957	1,485
Maintenance Tax Note (197)	267,151	268,153	1,002
<b>Lone Star Investment Pool</b>	<b>\$5,235,664</b>	<b>\$5,087,891</b>	<b>(\$147,772)</b>



Account	Beg. Bal.	End. Bal.	Change
General Fund (199)	106,032	87,176	(18,855)
Interest & Sinking (599)	136,267	143,791	7,525
<b>WestStar Bank</b>	<b>\$242,298</b>	<b>\$230,968</b>	<b>(\$11,331)</b>

# TORNILLO INDEPENDENT SCHOOL DISTRICT

## GENERAL FUND - CASH FLOW

As of May 31, 2025

Beginning Balance \$ 106,032

Day	Taxes	Deposits	Interest	Transfers	IRS	TRS	Payroll	Checks Cleared	Fees	Balance
01				260,476			(144,517)	(2,290)		\$ 219,701
02	4,263				(10,702)			(4,307)		\$ 208,955
03										\$ 208,955
04										\$ 208,955
05						(95,434)		(2,484)		\$ 111,038
06	5,110							(3,652)		\$ 112,495
07		696						(4,292)		\$ 108,899
08								(3,616)		\$ 105,283
09		308						(52,713)		\$ 52,878
10										\$ 52,878
11										\$ 52,878
12		147		420,000			(259,095)	(10,981)		\$ 202,949
13						(40,221)		(8,397)		\$ 154,331
14		1,576						(19,785)		\$ 136,122
15		193			(30,913)		(1,700)	(11,400)	(470)	\$ 91,831
16								(20,018)		\$ 71,813
17										\$ 71,813
18										\$ 71,813
19		220		100,000				(10,459)		\$ 161,575
20								(1,514)		\$ 160,061
21		1,266						(37,835)		\$ 123,492
22	603							(314)		\$ 123,781
23								(74,868)		\$ 48,913
24										\$ 48,913
25										\$ 48,913
26										\$ 48,913
27	2,453			400,000			(286,699)	(38,602)		\$ 126,065
28		21,076						(8,631)		\$ 138,509
29		400						(10,655)		\$ 128,254
30		230			(37,902)		(1,700)	(1,715)		\$ 87,166
31										\$ 87,166
<b>Ending Balance</b>									<b>\$</b>	<b>87,166</b>

# Tornillo Independent School District

## Monthly Summary of Investments As of May 31, 2025

Fnd-Obj	ACCOUNT NAME	BEGINNING BALANCE	DEPOSITS	CHECKS	INTEREST	ENDING BALANCE	INTEREST RATE
		5/1/2025				5/31/2025	
199-1110	General Operating	\$ 106,031.54	1,219,016.46	1,237,881.86	10.03	\$ 87,176.17	0.10%
197-1107	Maintenance Tax Note	\$ 267,151.21	0.00	0.00	1,001.97	\$ 268,153.18	4.4344%
199-1107	Lone Star Inv. Pool#1	\$ 4,572,040.65	1,013,869.19	1,180,000.00	15,871.39	\$ 4,421,781.23	4.4344%
599-1110	Interest and Sinking	\$ 136,266.58	7,512.40	0.00	12.43	\$ 143,791.41	0.10% <sup>33</sup>
599-1107	Lone Star Inv. Pool/Int.&Sinking	\$ 396,470.00	0.00	0.00	1,487.00	\$ 397,957.00	4.4344%
599-1107	Lone Star Inv. Pool/I&S Government	\$ 1.98	0.00	0.00	0.01	\$ 1.99	4.3496%

**Statement of Compliance:**

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

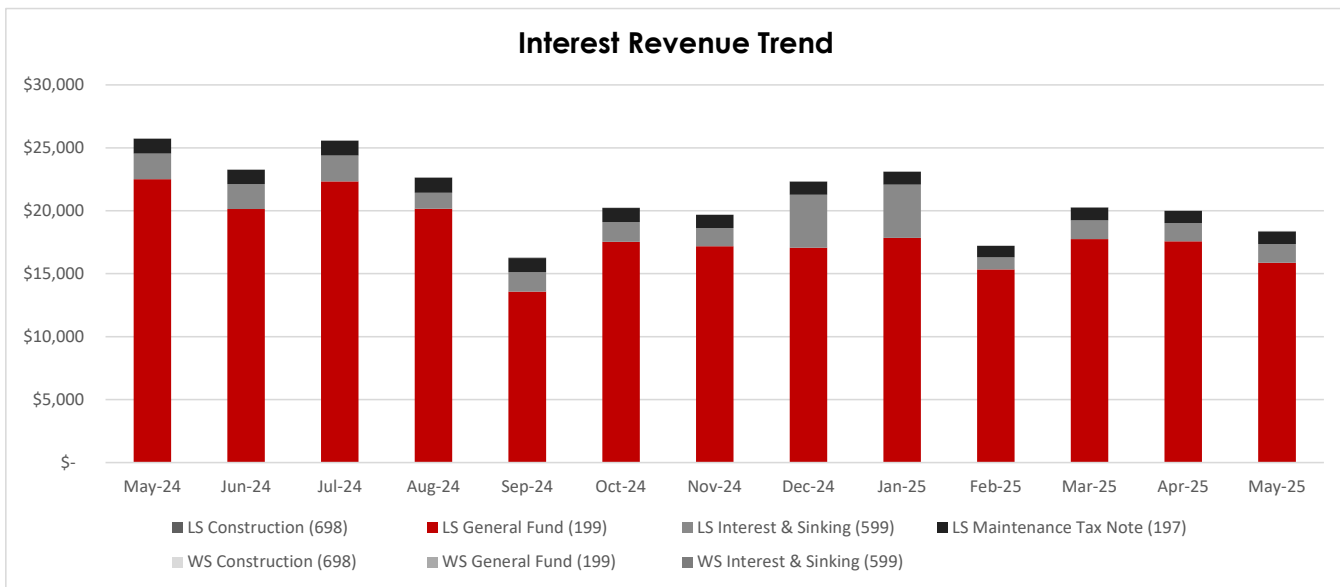
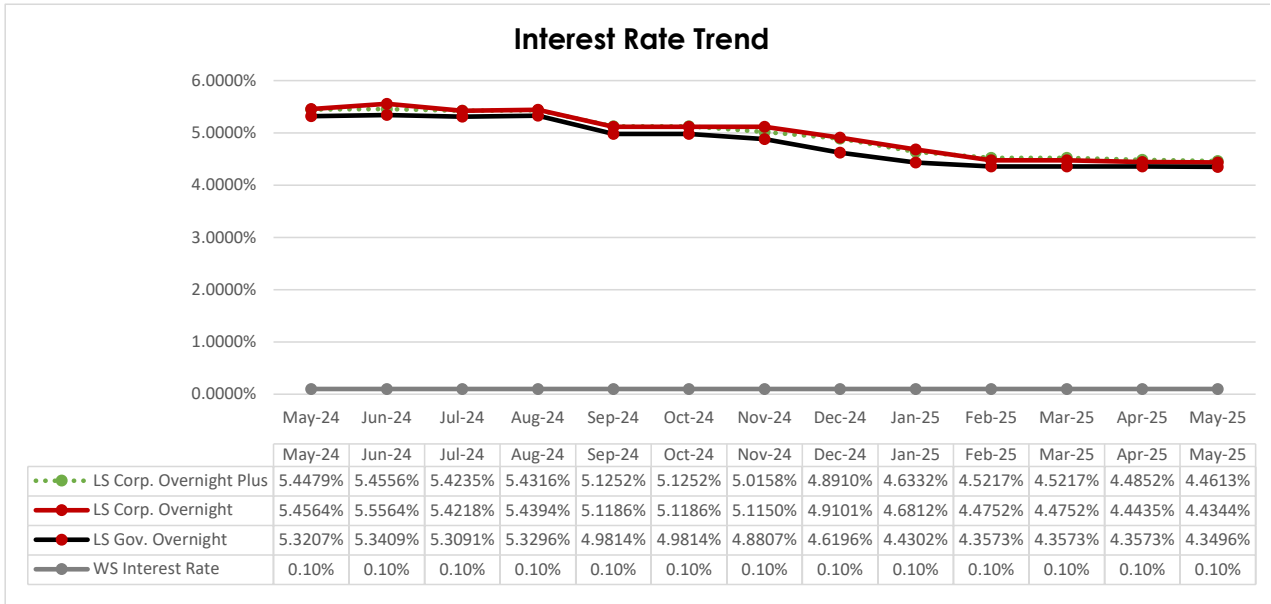
*Luis Guerra*

Luis Guerra, Director of Finance



# TORNILLO INDEPENDENT SCHOOL DISTRICT

## INTEREST RATE TRENDS





Participant #: 71908

**Lone Star™** May 2025  
Investment Pool **Monthly Statement**

Statement Period: 05/01/2025 to 05/31/2025

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	4,421,781.23	1.00	4,421,781.23	86.91%
<b>Totals:</b>				<b>4,421,781.23</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Interest & Sinking Account	Corporate Overnight Fund	397,957.00	1.00	397,957.00	7.82%
	Government Overnight Fund	1.99	1.00	1.99	0.00%
<b>Totals:</b>				<b>397,958.99</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Maintenance Tax Note 2008 - Fund 197	Corporate Overnight Fund	268,153.18	1.00	268,153.18	5.27%
<b>Totals:</b>				<b>268,153.18</b>	

**Totals**

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	4.42 %	5,087,891.41	1.00	5,087,891.41	100.00 %
Government Overnight Fund	0.00 %	1.99	1.00	1.99	0.00 %
Corporate Overnight Plus Fund	0.00 %	0.00	1.00	0.00	0.00 %
<b>Total Value:</b>				<b>5,087,893.40</b>	<b>100.00 %</b>

**Portfolio Transactions**

**General Fund - Corporate Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2025	Starting Balance	4,572,040.65			4,572,040.65
05/01/2025	Withdrawal	4,312,040.65	-260,000.00	1.00	-260,000.00
05/02/2025	Deposit	4,314,033.65	1,993.00	1.00	1,993.00
05/12/2025	Withdrawal	4,014,033.65	-300,000.00	1.00	-300,000.00
05/12/2025	Withdrawal	3,894,033.65	-120,000.00	1.00	-120,000.00
05/13/2025	Deposit	3,898,174.95	4,141.25	1.00	4,141.25
05/19/2025	Withdrawal	3,798,174.90	-100,000.00	1.00	-100,000.00



**General Fund - Corporate Overnight Fund (Continued)**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/23/2025	Deposit	3,886,419.84	88,244.94	1.00	88,244.94
05/23/2025	Deposit	4,805,909.84	919,490.00	1.00	919,490.00
05/27/2025	Withdrawal	4,405,909.84	-400,000.00	1.00	-400,000.00
05/30/2025	Interest	4,421,781.23	15,871.39	1.00	15,871.39
05/31/2025	Ending Balance	4,421,781.23			4,421,781.23

**Interest & Sinking Account - Corporate Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2025	Starting Balance	396,470.00			396,470.00
05/30/2025	Interest	397,957.00	1,487.00	1.00	1,487.00
05/31/2025	Ending Balance	397,957.00			397,957.00

**Interest & Sinking Account - Government Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2025	Starting Balance	1.98			1.98
05/30/2025	Interest	1.99	0.01	1.00	0.01
05/31/2025	Ending Balance	1.99			1.99

**Maintenance Tax Note 2008 - Fund 197 - Corporate Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2025	Starting Balance	267,151.21			267,151.21
05/30/2025	Interest	268,153.18	1,001.97	1.00	1,001.97
05/31/2025	Ending Balance	268,153.18			268,153.18

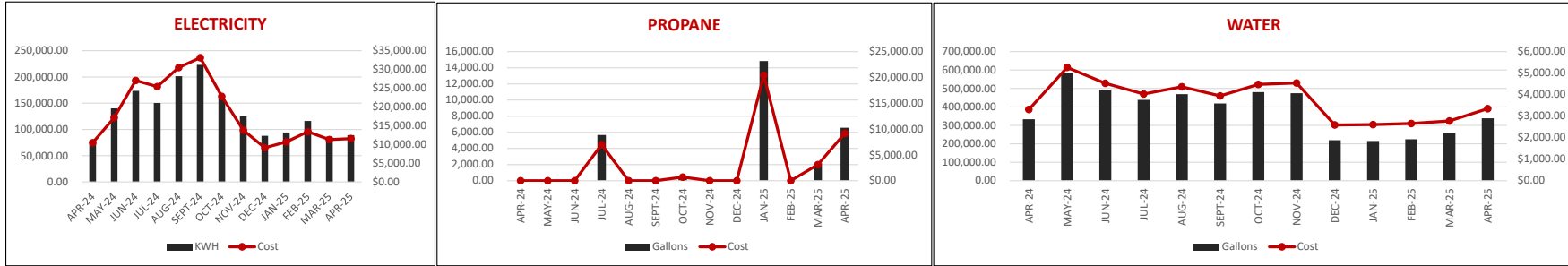
**Important Information about this statement**

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-24	MAY-24	JUN-24	JUL-24	AUG-24	SEPT-24	OCT-24	NOV-24	DEC-24	JAN-25	FEB-25	MAR-25	APR-25	Totals
<b>Electricity:</b>														
KWH	79,055.00	140,270.00	173,489.00	150,415.00	201,367.00	223,192.00	157,869.00	125,203.00	87,780.00	94,328.00	116,134.00	86,070.00	89,223.00	1,724,395.00
Cost	\$10,443.84	\$17,151.26	\$27,051.92	\$25,431.21	\$30,517.50	\$33,124.75	\$22,798.67	\$13,771.58	\$9,105.56	\$10,645.16	\$13,399.25	\$11,278.85	\$11,561.03	\$236,280.58
Unit Cost	\$0.13	\$0.12	\$0.16	\$0.17	\$0.15	\$0.15	\$0.14	\$0.11	\$0.10	\$0.11	\$0.12	\$0.13	\$0.13	\$0.14
<b>Propane :</b>														
Gallons	0.00	0.00	0.00	5,673.69	0.00	0.00	555.20	0.00	0.00	14,823.40	0.00	2,159.70	6,572.30	29,784.29
Cost	\$0.00	\$0.00	\$0.00	\$6,998.37	\$0.00	\$0.00	\$714.34	\$0.00	\$0.00	\$20,437.36	\$0.00	\$3,111.71	\$9,173.62	\$40,435.40
Unit cost	\$0.00	\$0.00	\$0.00	\$1.23	\$0.00	\$0.00	\$1.29	\$0.00	\$0.00	\$1.38	\$0.00	\$1.44	\$1.40	\$1.36
<b>Water:</b>														
Gallons	333,560.00	586,840.00	494,260.00	438,500.00	469,000.00	419,330.00	480,700.00	474,160.00	219,570.00	215,230.00	224,820.00	258,970.00	338,230.00	4,953,170.00
Cost	\$3,313.08	\$5,265.73	\$4,526.48	\$4,031.19	\$4,369.91	\$3,943.15	\$4,480.33	\$4,541.71	\$2,590.99	\$2,606.42	\$2,663.55	\$2,779.89	\$3,351.20	\$48,463.63
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

14,823.40
\$20,437.36

# 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	\$ -	\$ -	\$ -	\$ -	\$ -
Write off contract expired	\$ 22,207.50		\$ 10,542.21		
Additional Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -

38

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

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## \$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:

<b>Check #</b>	<b>Amount</b>	<b>Vendor</b>	<b>Comments</b>
162493	\$30,769.31	First Financial Group	Consisted of various invoices
162563	\$37,500.00	Project Vida	Board Approved
162677	\$30,615.30	First Financial Group	Consisted of various invoices

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: 05-01-2025 to 05-31-2025

# Check Register

Date: 06-02-2025  
 Time: 11:21 AM  
 Page 1 of 11

**VendorID : WestStar Bank - 100003379**

797	05/01/2025	500964	Christopher Escarsega	Issued	\$192.46	Employee Reimbursement Direct Deposit
798	05/09/2025	501232	Raymond Bonilla	Issued	\$29.74	Employee Reimbursement Direct Deposit
799	05/09/2025	501157	Luis Guerra	Issued	\$493.44	Employee Reimbursement Direct Deposit
800	05/16/2025	501368	Paola Garcia	Issued	\$118.76	Employee Reimbursement Direct Deposit
801	05/29/2025	500837	Lizeth Carroll	Issued	\$175.00	Employee Reimbursement Direct Deposit
802	05/29/2025	501082	Myrna Lopez	Issued	\$175.00	Employee Reimbursement Direct Deposit
162452	05/01/2025	21108	Nancy Menjivar	Issued	\$980.00	Paper Check
162453	05/01/2025	10033	Apple, Inc.	Issued	\$5,030.00	Paper Check
162454	05/01/2025	10040	Game One	Issued	\$593.42	Paper Check
162455	05/01/2025	10062	Blick Art Materials	Issued	\$198.46	Paper Check
162456	05/01/2025	10138	El Paso Disposal, LP	Issued	\$2,164.72	Paper Check
162457	05/01/2025	10543	Labatt Food Service	Issued	\$623.12	Paper Check
162458	05/01/2025	10543	Labatt Food Service	Issued	\$10,003.89	Paper Check
162459	05/01/2025	10601	Office Depot	Issued	\$1,335.91	Paper Check
162460	05/01/2025	10614	Perky Press	Issued	\$137.20	Paper Check
162461	05/01/2025	10617	Pitneybowes	Issued	\$316.05	Paper Check
162462	05/01/2025	10657	Segovia'S Distributing, Inc.	Issued	\$430.10	Paper Check
162463	05/01/2025	20022	Citibank	Issued	\$109.00	Paper Check
162464	05/01/2025	20022	Citibank	Issued	\$109.00	Paper Check
162465	05/01/2025	20022	Citibank	Issued	\$13.59	Paper Check
162466	05/01/2025	20022	Citibank	Issued	\$109.00	Paper Check
162467	05/01/2025	20022	Citibank	Issued	\$202.66	Paper Check
162468	05/01/2025	20022	Citibank	Void with Cancel	\$510.18	Paper Check
162469	05/01/2025	20022	Citibank	Issued	\$315.59	Paper Check

Account#: 100003379  
Date Range: 05-01-2025 to 05-31-2025

# Check Register

Date: 06-02-2025  
Time: 11:21 AM  
Page 2 of 11

162470	05/01/2025	20022	Citibank	Issued	\$337.61	Paper Check
162471	05/01/2025	20215	Spectrum Paper Co, Inc.	Issued	\$1,348.50	Paper Check
162472	05/01/2025	20456	Ann Morales	Issued	\$130.00	Paper Check
162473	05/01/2025	20572	Dell Marketing L.P.	Issued	\$1,807.24	Paper Check
162474	05/01/2025	20630	Grupo Carrillo Inc.	Issued	\$604.89	Paper Check
162475	05/01/2025	20662	Citibank	Issued	\$449.03	Paper Check
162476	05/01/2025	20821	Winsupply of West El Paso	Issued	\$2,503.19	Paper Check
162477	05/01/2025	20876	GH Dairy El Paso	Issued	\$358.20	Paper Check
162478	05/01/2025	20895	linde gas & equipment inc	Issued	\$133.12	Paper Check
162479	05/01/2025	20988	Dave & Buster's	Issued	\$1,151.46	Paper Check
162480	05/01/2025	21033	Carnegie Learning Inc.	Issued	\$4,000.00	Paper Check
162481	05/01/2025	21101	Morse Enterprises	Issued	\$2,123.00	Paper Check
162482	05/01/2025	21108	Nancy Menjivar	Issued	\$240.00	Paper Check
162483	05/01/2025	21135	Yvette Sierra Duchene	Issued	\$540.00	Paper Check
162484	05/01/2025	21142	Cynthia Aviles	Issued	\$1,515.00	Paper Check
162486	05/01/2025	500900	Sandra Garcia	Issued	\$1,000.00	Paper Check
162487	05/01/2025	10724	Texas AFT- Associate Membership Program	Issued	\$184.50	Paper Check
162488	05/01/2025	10848	United Way Of El Paso County	Issued	\$45.00	Paper Check
162489	05/01/2025	20008	Texas State Teacher Association	Issued	\$49.42	Paper Check
162490	05/01/2025	20009	Association of Texas Professional Educator	Issued	\$76.86	Paper Check
162491	05/01/2025	20009	Association of Texas Professional Educator	Issued	\$76.86	Paper Check
162492	05/01/2025	20010	LegalShield	Issued	\$93.66	Paper Check
162493	05/01/2025	20011	First Financial Group of America	Issued	\$30,769.31	Paper Check
162494	05/01/2025	10025	Alpine ISD	Issued	\$10,000.00	Paper Check
162495	05/01/2025	10062	Blick Art Materials	Issued	\$1,180.92	Paper Check
162496	05/01/2025	10657	Segovia'S Distributing, Inc.	Issued	\$678.78	Paper Check

Account#: 100003379  
Date Range: 05-01-2025 to 05-31-2025

# Check Register

Date: 06-02-2025  
Time: 11:21 AM  
Page 3 of 11

162497	05/01/2025	10864	Walmart Community/Capital One	Issued	\$87.98	Paper Check
162498	05/01/2025	20662	Citibank	Issued	\$70.04	Paper Check
162499	05/01/2025	20876	GH Dairy El Paso	Issued	\$307.00	Paper Check
162500	05/01/2025	20876	GH Dairy El Paso	Issued	\$465.48	Paper Check
162501	05/01/2025	21033	Carnegie Learning Inc.	Issued	\$2,750.00	Paper Check
162502	05/01/2025	21145	Maribel Escalante	Issued	\$420.00	Paper Check
162504	05/02/2025	20255	Mentru Enterprises	Issued	\$135.00	Paper Check
162505	05/02/2025	20488	Joe Morales	Issued	\$400.00	Paper Check
162506	05/08/2025	10630	Region 19 Education Service Center	Issued	\$9,963.00	Paper Check
162507	05/08/2025	20739	Riverside Assessments, LLC	Issued	\$908.75	Paper Check
162508	05/09/2025	10013	Texas Department of Public Safety	Issued	\$3.00	Paper Check
162509	05/09/2025	10033	Apple, Inc.	Issued	\$4,572.00	Paper Check
162510	05/09/2025	10190	Fabens Oil Co.	Issued	\$2,360.61	Paper Check
162511	05/09/2025	10361	Home Depot Credit Services	Issued	\$45.96	Paper Check
162512	05/09/2025	10543	Labatt Food Service	Issued	\$7,718.01	Paper Check
162513	05/09/2025	10601	Office Depot	Issued	\$428.61	Paper Check
162514	05/09/2025	10657	Segovia'S Distributing, Inc.	Issued	\$3,149.89	Paper Check
162515	05/09/2025	10808	Tornillo I.S.D. Cafeteria	Issued	\$592.00	Paper Check
162516	05/09/2025	20022	Citibank	Issued	\$59.52	Paper Check
162517	05/09/2025	20022	Citibank	Issued	\$246.83	Paper Check
162518	05/09/2025	20022	Citibank	Issued	\$299.90	Paper Check
162519	05/09/2025	20022	Citibank	Issued	\$309.52	Paper Check
162520	05/09/2025	20022	Citibank	Issued	\$999.06	Paper Check
162521	05/09/2025	20022	Citibank	Issued	\$600.00	Paper Check
162522	05/09/2025	20038	wholesale Lumber	Issued	\$107.53	Paper Check
162523	05/09/2025	20169	El Paso County Water Improvement	Issued	\$3,351.20	Paper Check

Account#: 100003379  
Date Range: 05-01-2025 to 05-31-2025

# Check Register

Date: 06-02-2025  
Time: 11:21 AM  
Page 4 of 11

162524	05/09/2025	20255	Mentru Enterprises	Issued	\$420.00	Paper Check
162525	05/09/2025	20389	Mountain Desert Water LLC	Issued	\$499.95	Paper Check
162526	05/09/2025	20642	Faben's Quick Lube	Issued	\$112.50	Paper Check
162527	05/09/2025	20662	Citibank	Issued	\$315.02	Paper Check
162528	05/09/2025	20662	Citibank	Issued	\$252.24	Paper Check
162529	05/09/2025	20662	Citibank	Issued	\$18.48	Paper Check
162530	05/09/2025	20876	GH Dairy El Paso	Issued	\$639.96	Paper Check
162531	05/09/2025	20916	El Paso SLI Sign Language Interpreters LLC.	Issued	\$140.00	Paper Check
162532	05/09/2025	21027	LEAF Capital Funding LLC	Issued	\$2,520.14	Paper Check
162533	05/09/2025	21071	Alfonso Barraza	Issued	\$454.76	Paper Check
162534	05/09/2025	21103	Ranch Restaurants	Issued	\$1,607.89	Paper Check
162535	05/09/2025	21109	Mark Porras	Issued	\$606.00	Paper Check
162536	05/09/2025	21125	H2A Consulting LLC	Issued	\$1,126.25	Paper Check
162537	05/09/2025	21132	RJ Border International LP	Issued	\$12,495.92	Paper Check
162538	05/09/2025	21133	Elliott Electric Supply, Inc	Issued	\$635.75	Paper Check
162539	05/09/2025	21135	Yvette Sierra Duchene	Issued	\$315.00	Paper Check
162540	05/09/2025	21144	Federico J Tovar	Issued	\$2,700.00	Paper Check
162545	05/15/2025	10361	Home Depot Credit Services	Issued	\$104.06	Paper Check
162546	05/15/2025	10543	Labatt Food Service	Issued	\$9,359.03	Paper Check
162547	05/15/2025	10601	Office Depot	Issued	\$1,140.28	Paper Check
162548	05/15/2025	10657	Segovia'S Distributing, Inc.	Issued	\$266.54	Paper Check
162549	05/15/2025	10870	Windstream	Issued	\$1,988.35	Paper Check
162550	05/15/2025	20022	Citibank	Issued	\$809.94	Paper Check
162551	05/15/2025	20022	Citibank	Issued	\$799.00	Paper Check
162552	05/15/2025	20022	Citibank	Issued	\$2,537.52	Paper Check
162553	05/15/2025	20022	Citibank	Issued	\$799.00	Paper Check

Account#: 100003379  
Date Range: 05-01-2025 to 05-31-2025

# Check Register

Date: 06-02-2025  
Time: 11:21 AM  
Page 5 of 11

162554	05/15/2025	20120	HB Electronics	Issued	\$539.43	Paper Check
162555	05/15/2025	20369	Hot Shots by: Lomeli's Photo	Issued	\$3,010.87	Paper Check
162556	05/15/2025	20487	Georgina Barrera	Issued	\$370.00	Paper Check
162557	05/15/2025	20627	Sweetwater Sound, Inc.	Issued	\$1,666.00	Paper Check
162558	05/15/2025	20662	Citibank	Issued	\$277.86	Paper Check
162559	05/15/2025	20709	xSPEDite School Services	Issued	\$220.00	Paper Check
162560	05/15/2025	20821	Winsupply of West El Paso	Issued	\$1,496.51	Paper Check
162561	05/15/2025	20876	GH Dairy El Paso	Issued	\$329.97	Paper Check
162562	05/15/2025	21135	Yvette Sierra Duchene	Issued	\$427.50	Paper Check
162563	05/15/2025	21141	Project Vida Health Center	Issued	\$37,500.00	Paper Check
162564	05/15/2025	500791	Claudia Castro	Issued	\$877.72	Paper Check
162565	05/15/2025	501199	Nayeli Mancinas De Galarza	Issued	\$22.00	Paper Check
162566	05/16/2025	10139	El Paso Electric Co.	Issued	\$14,797.39	Paper Check
162567	05/16/2025	10190	Fabens Oil Co.	Issued	\$614.77	Paper Check
162568	05/16/2025	10601	Office Depot	Issued	\$89.96	Paper Check
162569	05/16/2025	10657	Segovia'S Distributing, Inc.	Issued	\$609.38	Paper Check
162570	05/16/2025	10658	Sharon Wells Consulting, Inc.	Issued	\$20,870.00	Paper Check
162571	05/16/2025	20022	Citibank	Issued	\$20.36	Paper Check
162572	05/16/2025	20369	Hot Shots by: Lomeli's Photo	Issued	\$399.00	Paper Check
162573	05/16/2025	20662	Citibank	Issued	\$203.60	Paper Check
162574	05/16/2025	20662	Citibank	Issued	\$225.46	Paper Check
162575	05/16/2025	20662	Citibank	Issued	\$67.90	Paper Check
162576	05/16/2025	20662	Citibank	Issued	\$190.74	Paper Check
162577	05/16/2025	20758	FLRA VAZQUEZ, LLC dba DIAMOND CATERING	Issued	\$1,472.00	Paper Check
162578	05/16/2025	20876	GH Dairy El Paso	Issued	\$759.00	Paper Check
162579	05/16/2025	21049	APIC Solutions Texas LLC	Issued	\$536.12	Paper Check

Account#: 100003379  
Date Range: 05-01-2025 to 05-31-2025

# Check Register

Date: 06-02-2025  
Time: 11:21 AM  
Page 6 of 11

162580	05/16/2025	21103	Ranch Restaurants	Issued	\$1,063.61	Paper Check
162582	05/21/2025	501199	Nayeli Mancinas De Galarza	Issued	\$1,200.00	Paper Check
162583	05/23/2025	10027	Amerigas Propane, L.P.	Issued	\$665.16	Paper Check
162584	05/23/2025	10033	Apple, Inc.	Issued	\$948.00	Paper Check
162585	05/23/2025	10134	El Paso County	Issued	\$13,583.31	Paper Check
162586	05/23/2025	10361	Home Depot Credit Services	Issued	\$911.40	Paper Check
162587	05/23/2025	10543	Labatt Food Service	Issued	\$7,952.47	Paper Check
162588	05/23/2025	10601	Office Depot	Issued	\$9,421.16	Paper Check
162589	05/23/2025	10657	Segovia'S Distributing, Inc.	Issued	\$618.00	Paper Check
162590	05/23/2025	10877	Ysleta ISD	Issued	\$200.00	Paper Check
162591	05/23/2025	20022	Citibank	Issued	\$200.75	Paper Check
162592	05/23/2025	20022	Citibank	Issued	\$346.62	Paper Check
162593	05/23/2025	20022	Citibank	Issued	\$331.17	Paper Check
162594	05/23/2025	20022	Citibank	Issued	\$346.62	Paper Check
162595	05/23/2025	20022	Citibank	Issued	\$331.17	Paper Check
162596	05/23/2025	20022	Citibank	Issued	\$346.62	Paper Check
162597	05/23/2025	20022	Citibank	Issued	\$331.17	Paper Check
162598	05/23/2025	20022	Citibank	Issued	\$331.17	Paper Check
162599	05/23/2025	20215	Spectrum Paper Co, Inc.	Issued	\$10,051.68	Paper Check
162600	05/23/2025	20255	Mentru Enterprises	Issued	\$10,655.34	Paper Check
162601	05/23/2025	20338	Rio Seco Ag. LLC	Issued	\$248.66	Paper Check
162602	05/23/2025	20559	RGTG, LLC	Issued	\$524.45	Paper Check
162603	05/23/2025	20572	Dell Marketing L.P.	Issued	\$1,137.74	Paper Check
162604	05/23/2025	20630	Grupo Carrillo Inc.	Issued	\$219.96	Paper Check
162605	05/23/2025	20662	Citibank	Issued	\$195.78	Paper Check
162606	05/23/2025	20662	Citibank	Issued	\$109.78	Paper Check

Account#: 100003379  
Date Range: 05-01-2025 to 05-31-2025

# Check Register

Date: 06-02-2025  
Time: 11:21 AM  
Page 7 of 11

162607	05/23/2025	20662	Citibank	Issued	\$68.64	Paper Check
162608	05/23/2025	20662	Citibank	Issued	\$241.98	Paper Check
162609	05/23/2025	20662	Citibank	Issued	\$155.34	Paper Check
162610	05/23/2025	20662	Citibank	Issued	\$298.62	Paper Check
162611	05/23/2025	20876	GH Dairy El Paso	Issued	\$855.97	Paper Check
162612	05/23/2025	21033	Carnegie Learning Inc.	Issued	\$2,266.80	Paper Check
162613	05/23/2025	21071	Alfonso Barraza	Issued	\$1,100.00	Paper Check
162619	05/29/2025	10013	Texas Department of Public Safety	Issued	\$10.00	Paper Check
162620	05/29/2025	10050	Barnes & Noble	Issued	\$1,172.60	Paper Check
162621	05/29/2025	10134	El Paso County	Issued	\$13,583.31	Paper Check
162622	05/29/2025	10543	Labatt Food Service	Issued	\$6,139.07	Paper Check
162623	05/29/2025	10657	Segovia'S Distributing, Inc.	Issued	\$154.88	Paper Check
162624	05/29/2025	10808	Tornillo I.S.D. Cafeteria	Issued	\$88.00	Paper Check
162625	05/29/2025	10864	Walmart Community/Capital One	Issued	\$115.90	Paper Check
162626	05/29/2025	10870	Windstream	Issued	\$1,990.34	Paper Check
162627	05/29/2025	20022	Citibank	Issued	\$1,911.50	Paper Check
162628	05/29/2025	20022	Citibank	Issued	\$131.13	Paper Check
162629	05/29/2025	20022	Citibank	Issued	\$690.50	Paper Check
162630	05/29/2025	20022	Citibank	Issued	\$47.85	Paper Check
162631	05/29/2025	20022	Citibank	Issued	\$162.00	Paper Check
162632	05/29/2025	20022	Citibank	Issued	\$9.82	Paper Check
162633	05/29/2025	20022	Citibank	Issued	\$301.38	Paper Check
162634	05/29/2025	20022	Citibank	Issued	\$83.94	Paper Check
162635	05/29/2025	20022	Citibank	Issued	\$131.13	Paper Check
162636	05/29/2025	20022	Citibank	Issued	\$8.00	Paper Check
162637	05/29/2025	20022	Citibank	Issued	\$226.03	Paper Check

Account#: 100003379  
Date Range: 05-01-2025 to 05-31-2025

# Check Register

Date: 06-02-2025  
Time: 11:21 AM  
Page 8 of 11

162638	05/29/2025	20022	Citibank	Issued	\$131.13	Paper Check
162639	05/29/2025	20022	Citibank	Issued	\$131.13	Paper Check
162640	05/29/2025	20022	Citibank	Issued	\$131.13	Paper Check
162641	05/29/2025	20022	Citibank	Issued	\$74.99	Paper Check
162642	05/29/2025	20120	HB Electronics	Issued	\$243.79	Paper Check
162643	05/29/2025	20301	El Paso County Tax Assessor-Coll	Issued	\$7.50	Paper Check
162644	05/29/2025	20301	El Paso County Tax Assessor-Coll	Issued	\$10.25	Paper Check
162645	05/29/2025	20301	El Paso County Tax Assessor-Coll	Issued	\$10.25	Paper Check
162646	05/29/2025	20301	El Paso County Tax Assessor-Coll	Issued	\$7.50	Paper Check
162647	05/29/2025	20447	Super Chef Inc.	Issued	\$249.75	Paper Check
162648	05/29/2025	20559	RGTG, LLC	Issued	\$187.00	Paper Check
162649	05/29/2025	20662	Citibank	Issued	\$105.61	Paper Check
162650	05/29/2025	20662	Citibank	Issued	\$71.92	Paper Check
162651	05/29/2025	20678	Luis Sepulveda	Issued	\$530.00	Paper Check
162652	05/29/2025	20812	Western States Fire Protection Co	Issued	\$3,393.00	Paper Check
162653	05/29/2025	20876	GH Dairy El Paso	Issued	\$613.00	Paper Check
162654	05/29/2025	20895	linde gas & equipment inc	Issued	\$55.90	Paper Check
162655	05/29/2025	20896	CrisisGo, Inc.	Issued	\$94.00	Paper Check
162656	05/29/2025	20930	Whataburger Restaurants LLC	Issued	\$587.25	Paper Check
162657	05/29/2025	21079	Cynthia S Ivan	Issued	\$100.00	Paper Check
162658	05/29/2025	21103	Ranch Restaurants	Issued	\$764.22	Paper Check
162659	05/29/2025	21117	The EPC Museum	Issued	\$250.00	Paper Check
162660	05/29/2025	21135	Yvette Sierra Duchene	Issued	\$360.00	Paper Check
162671	05/29/2025	10724	Texas AFT- Associate Membership Program	Issued	\$184.50	Paper Check
162672	05/29/2025	10848	United Way Of El Paso County	Issued	\$45.00	Paper Check
162673	05/29/2025	20008	Texas State Teacher Association	Issued	\$49.42	Paper Check

Account#: 100003379  
Date Range: 05-01-2025 to 05-31-2025

# Check Register

Date: 06-02-2025  
Time: 11:21 AM  
Page 9 of 11

162674	05/29/2025	20009	Association of Texas Professional Educator	Issued	\$76.86	Paper Check
162675	05/29/2025	20009	Association of Texas Professional Educator	Issued	\$76.86	Paper Check
162676	05/29/2025	20010	LegalShield	Issued	\$93.66	Paper Check
162677	05/29/2025	20011	First Financial Group of America	Issued	\$30,615.30	Paper Check
10002511	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002512	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002513	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002514	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$785.00	ACH
10002515	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002516	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002517	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002518	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002519	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002520	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$645.80	ACH
10002521	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$785.00	ACH
10002522	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002523	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$645.80	ACH
10002524	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$645.80	ACH
10002525	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$645.80	ACH
10002526	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002527	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002528	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002529	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002530	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002531	05/02/2025	20765	Commerce Bank	Issued	\$930.92	ACH
10002533	05/09/2025	20765	Commerce Bank	Issued	\$24,686.61	ACH

Account#: 100003379  
Date Range: 05-01-2025 to 05-31-2025

# Check Register

Date: 06-02-2025  
Time: 11:21 AM  
Page 10 of 11

10002534	05/16/2025	20765	Commerce Bank	Issued	\$3,618.81	ACH
10002535	05/23/2025	20765	Commerce Bank	Issued	\$17,048.98	ACH
10002536	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002537	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002538	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$645.80	ACH
10002539	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002540	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002541	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$645.80	ACH
10002542	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002543	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002544	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002545	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$785.00	ACH
10002546	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002547	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$785.00	ACH
200001670	05/02/2025	10070	C & M Plaque & Trophy Inc.	Issued	\$435.60	Vendor Credit Card
200001671	05/02/2025	10105	Continental Termite & Pest Control,	Issued	\$565.00	Vendor Credit Card
200001672	05/02/2025	10707	TASBO	Issued	\$2,105.00	Vendor Credit Card
200001673	05/02/2025	20036	Johnstone Supply	Issued	\$1,213.82	Vendor Credit Card
200001674	05/02/2025	20052	DEMCO, Inc	Issued	\$453.43	Vendor Credit Card
200001675	05/02/2025	20263	TCEA	Issued	\$149.00	Vendor Credit Card
200001676	05/02/2025	20265	4imprint, Inc.	Issued	\$6,075.98	Vendor Credit Card
200001677	05/02/2025	20271	Didax Educational Resources Inc.	Issued	\$569.84	Vendor Credit Card
200001678	05/02/2025	20470	O'Reilly Auto Enterprises LLC	Issued	\$179.99	Vendor Credit Card
200001679	05/02/2025	10649	Scholastic Book Fairs	Issued	\$2,029.25	Vendor Credit Card
200001680	05/09/2025	10070	C & M Plaque & Trophy Inc.	Issued	\$810.00	Vendor Credit Card
200001681	05/09/2025	10105	Continental Termite & Pest Control,	Issued	\$120.00	Vendor Credit Card

Account#: 100003379  
 Date Range: 05-01-2025 to 05-31-2025

# Check Register

Date: 06-02-2025  
 Time: 11:21 AM  
 Page 11 of 11

200001682	05/09/2025	10687	Staples Advantage	Issued	\$34.16	Vendor Credit Card
200001683	05/09/2025	20470	O'Reilly Auto Enterprises LLC	Issued	\$123.33	Vendor Credit Card
200001684	05/09/2025	20490	Blanco Ordonez Mata & Wallace P.	Issued	\$190.00	Vendor Credit Card
200001685	05/16/2025	10070	C & M Plaque & Trophy Inc.	Issued	\$316.50	Vendor Credit Card
200001686	05/16/2025	10669	Sonitrol Of El Paso	Issued	\$2,266.00	Vendor Credit Card
200001687	05/16/2025	10687	Staples Advantage	Issued	\$224.92	Vendor Credit Card
200001688	05/16/2025	20036	Johnstone Supply	Issued	\$115.44	Vendor Credit Card
200001689	05/16/2025	20199	the prophet corporation	Issued	\$4,828.53	Vendor Credit Card
200001690	05/23/2025	10546	Lakeshore Learning Materials	Issued	\$237.46	Vendor Credit Card
200001691	05/23/2025	10603	Oriental Trading Co., Inc.	Issued	\$264.39	Vendor Credit Card
200001692	05/23/2025	10672	Southern Computer Warehouse	Issued	\$165.00	Vendor Credit Card
200001693	05/23/2025	20017	School Specialty Inc.	Issued	\$3,391.42	Vendor Credit Card
200001694	05/23/2025	20052	DEMCO, Inc	Issued	\$385.59	Vendor Credit Card
200001695	05/23/2025	20199	the prophet corporation	Issued	\$1,512.54	Vendor Credit Card
200001696	05/23/2025	20288	School Mate	Issued	\$1,485.55	Vendor Credit Card
200001697	05/23/2025	20470	O'Reilly Auto Enterprises LLC	Issued	\$6.38	Vendor Credit Card
200001698	05/29/2025	10070	C & M Plaque & Trophy Inc.	Issued	\$471.00	Vendor Credit Card
200001699	05/29/2025	10687	Staples Advantage	Issued	\$1,397.42	Vendor Credit Card
200001700	05/29/2025	10707	TASBO	Issued	\$145.00	Vendor Credit Card
200001701	05/29/2025	20312	Service Supply	Issued	\$1,170.00	Vendor Credit Card

**Total Checks:** 278

**Total Amount:** 478,189.95

<u>Payee Name</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Check Number</u>	<u>Check Date</u>	<u>Invoice Description</u>	<u>Account Number</u>	<u>Pgm Year</u>	<u>Invoice Amount</u>	<u>Invoice Type</u>	<u>Doc ID</u>
Citibank	201-Track2025	04/17/2025	162463	05/01/2025	Hotel reservations for Track 4-17-25	181-36-6412-00-001-91-0-00		109.00	PO	155637
Citibank	206-Track2025	04/17/2025	162464	05/01/2025	Hotel reservations for Track 4-17-25	181-36-6412-00-001-91-0-00		109.00	PO	155637
Citibank	INV303375628	04/30/2025	162465	05/01/2025	Zoom subscription for superintendent	199-41-6499-00-701-99-0-00		13.59	PO	154937
Citibank	202-Track2025	04/17/2025	162466	05/01/2025	Hotel reservations for Track 4-17-25	181-36-6412-00-001-91-0-00		109.00	PO	155637
Citibank	371317704	04/25/2025	162467	05/01/2025	2025 Spring ACET Conference -L Guerra	199-41-6411-00-750-99-0-00		202.66	PO	155578
Citibank	112-5110475-6433033	04/21/2025	162469	05/01/2025	Teacher appreciation week	461-23-6499-00-044-11-0-00		315.59	PO	155634
Citibank	314450	04/28/2025	162470	05/01/2025	Unit PK8 student field trip to include JumpWorld fee and student food.	199-11-6412-00-041-23-0-00		337.61	PO	155641
Citibank	112-6837800-4025856	04/27/2025	162516	05/09/2025	Math instructional material	429-11-6399-13-001-11-0-00		59.52	PO	155612
Citibank	112-2323349-5555402	04/24/2025	162517	05/09/2025	Supplies for annual TISD Employee Appreciation Gala to be held on 05/02/2025.	461-41-6499-00-727-99-0-00		246.83	PO	155638
Citibank	112-2617546-6685833	04/27/2025	162518	05/09/2025	Amazon orders for 24-25 SY for supplies and materials	199-21-6399-00-918-23-0-00		299.90	PO	154986
Citibank	1225959	05/06/2025	162519	05/09/2025	Breakfast incentive for Teacher Appreciation Week	461-41-6499-00-727-99-0-00		309.52	PO	155672
Citibank	112-8778047-8525848	04/28/2025	162520	05/09/2025	Student attendance incentives	199-31-6499-00-001-11-0-00		999.06	PO	155560
Citibank	30278	04/25/2025	162521	05/09/2025	Urgent request to purchase additional	199-11-6399-00-001-22-0-00		600.00	PO	155654
Citibank	30278	04/25/2025	162521	05/09/2025	testing vouchers from CodeHS for testing to be completed by May 2, 2025.	199-11-6399-00-001-22-0-00				
Citibank	112-3891938-2675424	04/26/2025	162542	05/09/2025	Items for senior class 2025	865-00-2191-01-001-01-0-00		116.94	PO	155653
Citibank	2R92FZ	05/14/2025	162550	05/15/2025	TEPSA Summer Conference Travel Arrangements	289-13-6411-00-999-11-8-00	2024	809.94	PO	155733
Citibank	200038357	05/14/2025	162551	05/15/2025	TEPSA Summer Conference Travel Arrangements	289-13-6411-00-999-11-8-00	2024	799.00	PO	155733
Citibank	8882	03/19/2025	162552	05/15/2025	FBLA conference hotel fees	199-11-6411-00-001-22-0-00		2,537.52	PO	155487
Citibank	200038356	05/14/2025	162553	05/15/2025	TEPSA Summer Conference Travel Arrangements	289-13-6411-00-999-11-8-00	2024	799.00	PO	155733
Citibank	112-7332336-3237841	04/24/2025	162571	05/16/2025	Supplies for annual TISD Employee Appreciation Gala to be held on 05/02/2025.	461-41-6499-00-727-99-0-00		20.36	PO	155638
Citibank	971	05/20/2025	162591	05/23/2025	EDDM	199-23-6399-00-044-11-0-00		200.75	PO	155624
Citibank	15341349	05/08/2025	162592	05/23/2025	Abilene Tx Hotel for Tennis	181-36-6412-00-001-91-0-00		346.62	PO	155666
Citibank	1004562	05/08/2025	162593	05/23/2025	Travel arrangements for the blended learning grant summit in Houston, TX.	211-13-6411-26-041-30-0-00	2025	331.17	PO	155630
Citibank	15341359	05/08/2025	162594	05/23/2025	Abilene Tx Hotel for Tennis	181-36-6412-00-001-91-0-00		346.62	PO	155666
Citibank	1004563	05/08/2025	162595	05/23/2025	Travel arrangements for the blended learning grant summit in Houston, TX.	211-13-6411-26-041-30-0-00	2025	331.17	PO	155630
Citibank	15341341	05/08/2025	162596	05/23/2025	Abilene Tx Hotel for Tennis	181-36-6412-00-001-91-0-00		346.62	PO	155666
Citibank	1004561	05/08/2025	162597	05/23/2025	Travel arrangements for the blended learning grant summit in Houston, TX.	211-13-6411-26-041-30-0-00	2025	331.17	PO	155630
Citibank	1004570	05/08/2025	162598	05/23/2025	Travel arrangements for the blended learning grant summit in Houston, TX.	211-13-6411-26-041-30-0-00	2025	331.17	PO	155630
Citibank	112-3689913-4961827	05/21/2025	162627	05/29/2025	Instructional material for classroom usage.	199-11-6399-00-001-11-0-00		1,126.62	PO	155746
Citibank	112-3689913-4961827	05/21/2025	162627	05/29/2025	Instructional material for classroom usage.	211-11-6399-00-001-30-0-00	2025	784.88	PO	155746

Citibank	305-gonzales	05/16/2025	162628	05/29/2025	Hotel reservations for GT field trip	199-11-6412-00-001-21-0-00		131.13	PO 155691
Citibank	112-5621155-	05/23/2025	162629	05/29/2025	Instructional material for	199-11-6399-00-001-11-0-00		406.97	PO 155746
Citibank	3940243	05/23/2025	162629	05/29/2025	classroom usage.	199-11-6399-00-001-11-0-00			
Citibank	112-5621155-3940243	05/23/2025	162629	05/29/2025	Instructional material for classroom usage.	211-11-6399-00-001-30-0-00	2025	283.53	PO 155746
Citibank	8560	05/23/2025	162630	05/29/2025	Student trip lunch	199-11-6499-00-918-99-0-00		47.85	PO 154983
Citibank	X80595009	05/16/2025	162631	05/29/2025	Unit PK8 field trip to include fees and student food.	199-11-6412-00-041-23-0-00		162.00	PO 155641
Citibank	C80595001	05/16/2025	162632	05/29/2025	Student trip lunch	199-11-6499-00-918-99-0-00		9.82	PO 154983
Citibank	112-4249237-8439422	05/22/2025	162633	05/29/2025	Equipment and supplies for Middle School CTE courses taught by High School teachers.	199-11-6399-00-041-22-0-00		301.38	PO 155547
Citibank	112-4132633-8697066	05/20/2025	162634	05/29/2025	Instructional material for classroom usage.	199-11-6399-00-001-11-0-00		49.47	PO 155746
Citibank	112-4132633-8697066	05/20/2025	162634	05/29/2025	Instructional material for classroom usage.	211-11-6399-00-001-30-0-00	2025	34.47	PO 155746
Citibank	205-gonzales	05/16/2025	162635	05/29/2025	Hotel reservations for GT field trip	199-11-6412-00-001-21-0-00		131.13	PO 155691
Citibank	079262	05/23/2025	162636	05/29/2025	Student trip lunch	199-11-6499-00-918-99-0-00		8.00	PO 154983
Citibank	112-8039305-4991420	05/22/2025	162637	05/29/2025	Student award Assemblies	199-11-6499-00-041-11-0-00		226.03	PO 155694
Citibank	208-gonzales	05/16/2025	162638	05/29/2025	Hotel reservations for	199-11-6412-00-001-21-0-00		131.13	PO 155691
Citibank	208-gonzales	05/16/2025	162638	05/29/2025	GT field trip	199-11-6412-00-001-21-0-00			
Citibank	103-gonzales	05/16/2025	162639	05/29/2025	Hotel reservations for GT field trip	199-11-6412-00-001-21-0-00		131.13	PO 155691
Citibank	327-gonzales	05/16/2025	162640	05/29/2025	Hotel reservations for GT field trip	199-11-6412-00-001-21-0-00		131.13	PO 155691
Citibank	112-9110632-8650640	05/20/2025	162641	05/29/2025	Equipment and supplies for Middle School CTE courses taught by High School teachers.	199-11-6399-00-041-22-0-00		74.99	PO 155547
Citibank	84104EE048793	05/23/2025	162661	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048793	05/23/2025	162661	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048792	05/23/2025	162662	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		122.23	PO 155619
Citibank	84104EE048792	05/23/2025	162662	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		285.22	PO 155619
Citibank	84104EE048794	05/23/2025	162663	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048794	05/23/2025	162663	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048795	05/23/2025	162664	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048795	05/23/2025	162664	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048791	05/23/2025	162665	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048791	05/23/2025	162665	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048790	05/23/2025	162666	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048790	05/23/2025	162666	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048796	05/23/2025	162667	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619

Citibank	84104EE048796	05/23/2025	162667	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048797	05/23/2025	162668	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048797	05/23/2025	162668	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048798	05/23/2025	162669	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048798	05/23/2025	162669	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048789	05/23/2025	162670	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048789	05/23/2025	162670	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank Sams Club	10291406057	04/30/2025	162475	05/01/2025	Items for end of year/employee appreciation	289-13-6499-00-999-11-8-00	2024	449.03	PO 155644
Citibank Sams Club	16831408066295623621	04/29/2025	162498	05/01/2025	Items for employee appreciation	461-41-6499-00-750-99-0-00		70.04	PO 155652
Citibank Sams Club	964535554392185215285	05/07/2025	162527	05/09/2025	Items for end of year/employee appreciation	289-13-6499-00-999-11-8-00	2024	315.02	PO 155644
Citibank Sams Club	633906069845702566566	05/07/2025	162528	05/09/2025	Catering for Career Day	244-11-6399-00-041-22-0-01	2025	252.24	PO 155668
Citibank Sams Club	15604445629819904994	05/07/2025	162529	05/09/2025	Items for end of year/employee appreciation	289-13-6499-00-999-11-8-00	2024	18.48	PO 155644
Citibank Sams Club	938629738530364007029	04/14/2025	162558	05/15/2025	Testing snacks/light breakfast for Students and staff	199-23-6399-00-041-11-0-00		277.86	PO 155579
Citibank Sams Club	438084016889818932924	02/19/2025	162573	05/16/2025	Items, drinks, snacks, etc., for events, meetings, and trainings offered throughout the year for technology & safety.	199-53-6499-00-953-99-0-00		203.60	PO 155336
Citibank Sams Club	37433499594098495473	12/10/2024	162574	05/16/2025	For Catering Items	101-35-6341-00-901-99-0-00		225.46	PO 155013
Citibank Sams Club	10241985622	12/09/2024	162575	05/16/2025	Snacks and Refreshments for CWP District Meetings	211-61-6499-00-999-30-0-00	2025	67.90	PO 155396
Citibank Sams Club	454182726447631790762	05/01/2025	162576	05/16/2025	For Catering Items	101-35-6341-00-901-99-0-00		190.74	PO 155013
Citibank Sams Club	475182232607637790732	02/25/2025	162605	05/23/2025	Snacks and Refreshments for CWP District Meetings	211-61-6499-00-999-30-0-00	2025	195.78	PO 155396
Citibank Sams Club	10290860564	04/28/2025	162606	05/23/2025	HS Incentive for Teacher Appreciation Week	461-41-6499-00-727-99-0-00		109.78	PO 155726
Citibank Sams Club	10291798267	04/30/2025	162607	05/23/2025	Supplies for annual TISD Employee Appreciation Gala	461-41-6499-00-727-99-0-00		68.64	PO 155674
Citibank Sams Club	10283712883	04/09/2025	162608	05/23/2025	Hospitality JH Track meet on 4-12-25	181-36-6499-00-041-91-0-00		241.98	PO 155601
Citibank Sams Club	10281452611	04/03/2025	162609	05/23/2025	Misc. items for Finance office	199-41-6499-00-750-99-0-00		155.34	PO 154959
Citibank Sams Club	10283649093	04/09/2025	162610	05/23/2025	Support language development through engaging, hands-on academic lesson.	263-11-6399-00-999-25-0-00	2025	298.62	PO 155615
Citibank Sams Club	10251287419	01/06/2025	162614	05/23/2025	Xmas staff incentives	865-00-2191-01-999-01-0-00		74.71	PO 155339
Citibank Sams Club	10259543334	01/30/2025	162615	05/23/2025	Purchase concession items for the month of January 2025	865-00-2191-01-999-01-0-00		85.14	PO 155352
Citibank Sams Club	10276253008	03/19/2025	162616	05/23/2025	Purchase items for Senior breakfast 2025	865-00-2191-01-001-01-0-00		95.58	PO 155506
Citibank Sams Club	10251336134	01/06/2025	162617	05/23/2025	Purchase concession items for the month of January 2025	865-00-2191-01-999-01-0-00		253.78	PO 155352
Citibank Sams Club	10283999340	04/10/2025	162618	05/23/2025	Purchase concession items for the month of April and May 2025	865-00-2191-01-999-01-0-00		154.78	PO 155540
Citibank Sams Club	378515577972173269285	12/10/2024	162649	05/29/2025	For Catering Items	101-35-6341-00-901-99-0-00		105.61	PO 155013
Citibank Sams Club	34720837278450861820	05/20/2025	162650	05/29/2025	Snacks and Refreshments for CWP District Meetings	211-61-6499-00-999-30-0-00	2025	71.92	PO 155396

Citibank Total

8,205.32

Post Date	Account #	Year	Amount	Doc ID	System	Orig System	Vendor ID	Vendor Name	Paid Date	Check Number	Invoice Number
4/25/2025	255-00-2110-02-000-00-0-00	2025	-602.49	200001668	AP Check	AP Check	20265	4imprint, Inc.	4/25/2025	200001668	
4/17/2025	199-00-2110-02-000-00-0-00	2025	-328.43	200001661	AP Check	AP Check	10603	Oriental Trading Co., Inc.	4/17/2025	200001661	
4/25/2025	865-00-2110-02-000-00-0-00	2025	-476.00	200001669	AP Check	AP Check	10542	La Estrella	4/25/2025	200001669	
5/2/2025	101-00-2110-02-000-00-0-00	2025	-90.00	200001671	AP Check	AP Check	10105	Continental Termite & Pest Cr	5/2/2025	200001671	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-3243.09	200001676	AP Check	AP Check	20265	4imprint, Inc.	5/2/2025	200001676	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-475.00	200001671	AP Check	AP Check	10105	Continental Termite & Pest Cr	5/2/2025	200001671	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-453.43	200001674	AP Check	AP Check	20052	DEMCO, Inc	5/2/2025	200001674	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-435.60	200001670	AP Check	AP Check	10070	C & M Plaque & Trophy Inc.	5/2/2025	200001670	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-149.00	200001675	AP Check	AP Check	20263	TCEA	5/2/2025	200001675	
5/2/2025	429-00-2110-02-000-00-0-00	2025	-569.84	200001677	AP Check	AP Check	20271	Didax Educational Resources	5/2/2025	200001677	
5/2/2025	461-00-2110-02-000-00-0-00	2025	-2832.89	200001676	AP Check	AP Check	20265	4imprint, Inc.	5/2/2025	200001676	
5/2/2025	461-00-2110-02-000-00-0-00	2025	-2029.25	200001679	AP Check	AP Check	10649	Scholastic Book Fairs	5/2/2025	200001679	
4/25/2025	199-00-2110-02-000-00-0-00	2025	-170.00	200001667	AP Check	AP Check	10707	TASBO	4/25/2025	200001667	
4/25/2025	211-00-2110-02-000-00-0-00	2025	-6936.00	200001665	AP Check	AP Check	10672	Southern Computer Warehou	4/25/2025	200001665	54
4/25/2025	211-00-2110-02-000-00-0-00	2025	-5431.63	200001666	AP Check	AP Check	10687	Staples Advantage	4/25/2025	200001666	
4/25/2025	211-00-2110-02-000-00-0-00	2025	-851.67	200001664	AP Check	AP Check	10221	Flinn Scientific, Inc.	4/25/2025	200001664	
4/25/2025	289-00-2110-02-000-00-0-00	2025	-64.21	200001664	AP Check	AP Check	10221	Flinn Scientific, Inc.	4/25/2025	200001664	
4/11/2025	199-00-2110-02-000-00-0-00	2025	-955.00	200001654	AP Check	AP Check	10342	Herff Jones	4/11/2025	200001654	
5/9/2025	101-00-2110-02-000-00-0-00	2025	-120.00	200001681	AP Check	AP Check	10105	Continental Termite & Pest Cr	5/9/2025	200001681	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-2105.00	200001672	AP Check	AP Check	10707	TASBO	5/2/2025	200001672	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-1213.82	200001673	AP Check	AP Check	20036	Johnstone Supply	5/2/2025	200001673	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-179.99	200001678	AP Check	AP Check	20470	O'Reilly Auto Enterprises LLC	5/2/2025	200001678	
5/16/2025	199-00-2110-02-000-00-0-00	2025	-2266.00	200001686	AP Check	AP Check	10669	Sonitrol Of El Paso	5/16/2025	200001686	
5/16/2025	199-00-2110-02-000-00-0-00	2025	-115.44	200001688	AP Check	AP Check	20036	Johnstone Supply	5/16/2025	200001688	
5/16/2025	289-00-2110-02-000-00-0-00	2025	-4828.53	200001689	AP Check	AP Check	20199	The Prophet Corporation	5/16/2025	200001689	
5/9/2025	181-00-2110-02-000-00-0-00	2025	-810.00	200001680	AP Check	AP Check	10070	C & M Plaque & Trophy Inc.	5/9/2025	200001680	
5/9/2025	199-00-2110-02-000-00-0-00	2025	-190.00	200001684	AP Check	AP Check	20490	Blanco Ordonez Mata & Walla	5/9/2025	200001684	
5/9/2025	199-00-2110-02-000-00-0-00	2025	-123.33	200001683	AP Check	AP Check	20470	O'Reilly Auto Enterprises LLC	5/9/2025	200001683	
5/9/2025	199-00-2110-02-000-00-0-00	2025	-34.16	200001682	AP Check	AP Check	10687	Staples Advantage	5/9/2025	200001682	
4/4/2025	101-00-2110-02-000-00-0-00	2025	-90.00	200001649	AP Check	AP Check	10105	Continental Termite & Pest Cr	4/4/2025	200001649	
4/4/2025	199-00-2110-02-000-00-0-00	2025	-1235.00	200001652	AP Check	AP Check	20490	Blanco Ordonez Mata & Walla	4/4/2025	200001652	
4/4/2025	199-00-2110-02-000-00-0-00	2025	-975.00	200001650	AP Check	AP Check	10672	Southern Computer Warehou	4/4/2025	200001650	
4/4/2025	199-00-2110-02-000-00-0-00	2025	-690.00	200001649	AP Check	AP Check	10105	Continental Termite & Pest Cr	4/4/2025	200001649	
4/4/2025	199-00-2110-02-000-00-0-00	2025	-48.86	200001651	AP Check	AP Check	20036	Johnstone Supply	4/4/2025	200001651	

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4/4/2025	211-00-2110-02-000-00-0-00	2025	-5642.66	200001653	AP Check	AP Check	20626	School Outfitters LLC	4/4/2025	200001653
Commerce Total			-46761.32							



***Technology Department***

19200 Cobb Avenue

Tornillo, TX 79853

Phone 915.765.3035

Fax 915.765.3099

# MEMORANDUM

To:

From:

Subject:

Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:



# Alternative Security Measures

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Public Safety Department

# Agenda

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HB 3 Requirement

Sheriff Resource Officer (SRO) Costs

School Marshal & School Guardian

Next Steps



# HB 3 Requirement

Armed Security Officer

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House Bill 3 mandates that all public school districts have an armed security officer at each campus during school hours.

## Good Cause Exception:

If a district is unable to meet this requirement due to financial or staffing constraints, it can claim a "good cause exception" and develop an alternative plan.

## Alternative Options:

The alternative plan can include using school marshals or guardians, who are trained employees or contracted individuals authorized to carry firearms.



[TASB FAQ Armed Officers](#)



[TxSSC HB3 Armed Officer](#)



[TEA School Based Law Enforcement](#)



# SRO – Sheriff Resource Officer

## Project Payment Plan



Year	Term	SRO 1	SRO 2	Vehicle 1	Vehicle 2	Yearly Cost	Monthly
2023	Year 1	\$ 84,238.00	\$ -	\$ 3,333.00	\$ -	\$ 87,571.00	\$ 7,297.58
2024	Year 2	\$ 76,003.20	\$ 76,003.20	\$ 1,666.50	\$ 1,666.50	\$ 155,339.40	\$ 12,944.95
2025	Year 3	\$ 79,803.36	\$ 79,803.36	\$ 1,696.50	\$ 1,696.50	\$ 162,999.72	\$ 13,583.31
2026	Year 4	\$ 81,812.64	\$ 81,812.64	\$ 1,707.00	\$ 1,707.00	\$ 167,039.28	\$ 13,919.94
2027	Year 5	\$ 83,865.60	\$ 83,865.60	\$ 1,717.00	\$ 1,717.00	\$ 171,165.20	\$ 14,263.77
2028	Year 6	\$ 88,058.88	\$ 88,058.88	\$ 1,748.00	\$ 1,748.00	\$ 179,613.76	\$ 14,967.81

# School Marshal & School Guardian Programs





VS



In a Texas public school district, a school marshal is a specially trained and licensed peace officer, while a school guardian is a school employee authorized to carry a firearm, but not necessarily with the same training or legal authority as a marshal.

<https://www.tcole.texas.gov/content/school-marshals>

<https://www.schoolsafetycertification.com/>

# Detailed Breakdown

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## School Marshal Program

- **Role:** Licensed peace officers with law enforcement powers within the school district, including the ability to make arrests and use force.
- **Training:** Undergo extensive training, including an 80-hour course and other specialized training, as well as a psychological exam.

## School Guardian Program

- **Role:** School employees, often teachers or other staff, who are authorized by the school board to carry a firearm for the purpose of school safety.
- **Training:** Typically receive less training than school marshals, often around 16 hours, and are not required to have a TCOLE license.

# Detailed Breakdown continued...

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## School Marshal Program

- **Authority:** May exercise all the authority of a peace officer to prevent offenses that threaten serious bodily injury or death on school premises.
- **Licensing:** Require a school marshal license issued by the Texas Commission on Law Enforcement (TCOLE).

## School Guardian Program

- **Authority:** Do not have the same law enforcement powers as a marshal and are generally authorized to use force only to protect themselves or others from immediate danger.
- **Licensing:** Typically require a handgun license and may need to meet other requirements set by the school board.

# Prerequisites

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## School Marshal Program

- Must be a school employee
- Must have a valid handgun license

## School Guardian Program

- Must be a school employee
- Must have a valid handgun license

# Training Requirements

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## School Marshal Program

- 80 hours of training
- Psychological evaluation

## School Guardian Program

- 16 hours of training
- Pre-qualification written test

# Key Differences

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## School Marshal Program

- More extensive training (80 hours)
- Higher one-time and ongoing costs

## School Guardian Program

- Less training required (16 hours)
- Lower one-time and ongoing costs

# One-Time and Ongoing Costs

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## School Marshal Program

- One-time Costs:
  - TCOLE covers initial 80-hour training (8 days – 10 hours) + renewal (2 days – 8 hours).
  - Psychological Exam:  $\$300 \times 5 = \$1,500$
  - Application Fee:  $\$50 \times 5 = \$250$
- Ongoing Costs:
  - Stipend  $\$2,500 \times 5 = \$12,500$

## School Guardian Program

- One-time Costs: 5 participants
  - Initial training:  $\$3,500$
- Ongoing Costs:
  - Annual re-certification:  $\$2,500$
- Stipend
  - $\$2,500 \times 5 = \$12,500$

# Next Steps



2

# Legal/Local Policies

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## School Marshal Program

- CKEB Legal
- **CKE Local** : Currently indicates that the district utilizes both SROs and Security Officers Authorized to Possess Firearms (typically this is folks who work for the district and their only job is security as opposed to a guardian who would have a main job in the district but also be authorized to possess firearms in an emergency situation)
- TASB has provided recommended standard language to amend CKE (LOCAL), which would authorize the implementation of a School Marshal or School Guardian program as necessary.

## School Guardian Program

- CKED Legal



# Safety Committee to Draft and Approve Guidelines and Procedures

## Tornillo Independent School District Guardian Plan Procedures

Adopted July 22, 2024

### I. General

- a. **Purpose** – Pursuant to Board Policy [CKC](#)(Emergency Operation Plan), the following rules and procedures have been developed to further detail and assist in the implementation of the Tornillo ISD “School Guardian” program. The Board desires to ensure the safety of students, school personnel and visitors, through authorizing a limited number of qualified District (“Guardian(s)”) to possess firearms on school property, pursuant to Texas Penal Code Section 46.03(a)(1)(A). The Guardians are authorized to possess firearms on school property to provide an effective and timely response to an [emergency situation](#) that poses an immediate threat of serious bodily injury and/or death to a person.
- b. **Voluntary** – Participation as a Guardian is [absolutely voluntary](#). No District employee may be required to participate. No District employee may be criticized, censured, or discriminated against for unwillingness or refusal to serve as a Guardian. Guardians may request to be removed from the School Guardian Program at any time in writing.

### II. Definitions

- a. **Handgun** – For purposes of these procedures, “handgun” is defined as in Penal Code 46.01 (5) - “any firearm that is designed, made, or adapted to be fired with one hand.”
- b. **Possession or Possess** – For purposes of these procedures, “possession” or “possess” means actual care, custody, control, or management.
- c. **School Premises** – For the purposes of these regulations, “school premises” means any school-owned or school-leased property.

### III. Authorized Person

- a. **Initial Eligibility Requirements** – The Superintendent shall recommend to the Board of Trustees District employee(s) for participation in the School Guardian program. The Board of Trustees will determine the appropriate number of designated School Guardians, considering current needs and the availability of eligible District employees. [In order to](#) be eligible for participation, a District employee or School Board Member must meet [all of](#) the following requirements:

1

### TISD Guardian Guidelines and Procedures :

1. Guardians must be approved by the TISD Board of Trustees
2. Guardians must complete the Guardian Training provided by the district
3. Guardians will purchase their own handgun
4. Handguns must be approved by the board
5. Handguns must be concealable
6. Guardians must purchase their own holster and ammunition
7. Handguns must be concealed at all times
8. Handguns must be loaded (a bullet will be in the chamber if the Guardian is comfortable with it)
9. Handguns must be removed from school when the Guardian is not on school grounds
10. Guardians must keep their handgun in the provided lockbox while in the classroom (optional carry). Guardians ~~‘tied to~~ a classroom for 7 periods of the day will keep their weapon in a lockbox while in the classroom (optional carry).
11. Guardians will be provided with a lockbox and bulletproof vest
12. Guardians must install Raptor (App on their phones)
13. Guardians must maintain LTC Licenses
14. Guardians will carry their weapon (optional)+: while at group events, during loading or unloading duty, cafeteria duty, recess duty, during a time where we deem it necessary to be on ‘high alert’
15. Guardians will serve on the Safety Team
16. Guardians can be removed or suspended at any time by either the Board of Trustees or the Superintendent without prior notice

Recommended to the board by the Safety and Security Committee on:

Approved by the Board of Trustees on:

**These Guidelines are subject to change based on Superintendent recommendations, Safety Team recommendations, state mandates or needs of the district.**

I have received and reviewed the TISD Guardian Guidelines:

\_\_\_\_\_  
Guardian’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, TISD

\_\_\_\_\_  
Date

# Guidelines & Procedures

Sample provided to Ms. Vega by SBISD.

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Eligibility Requirement



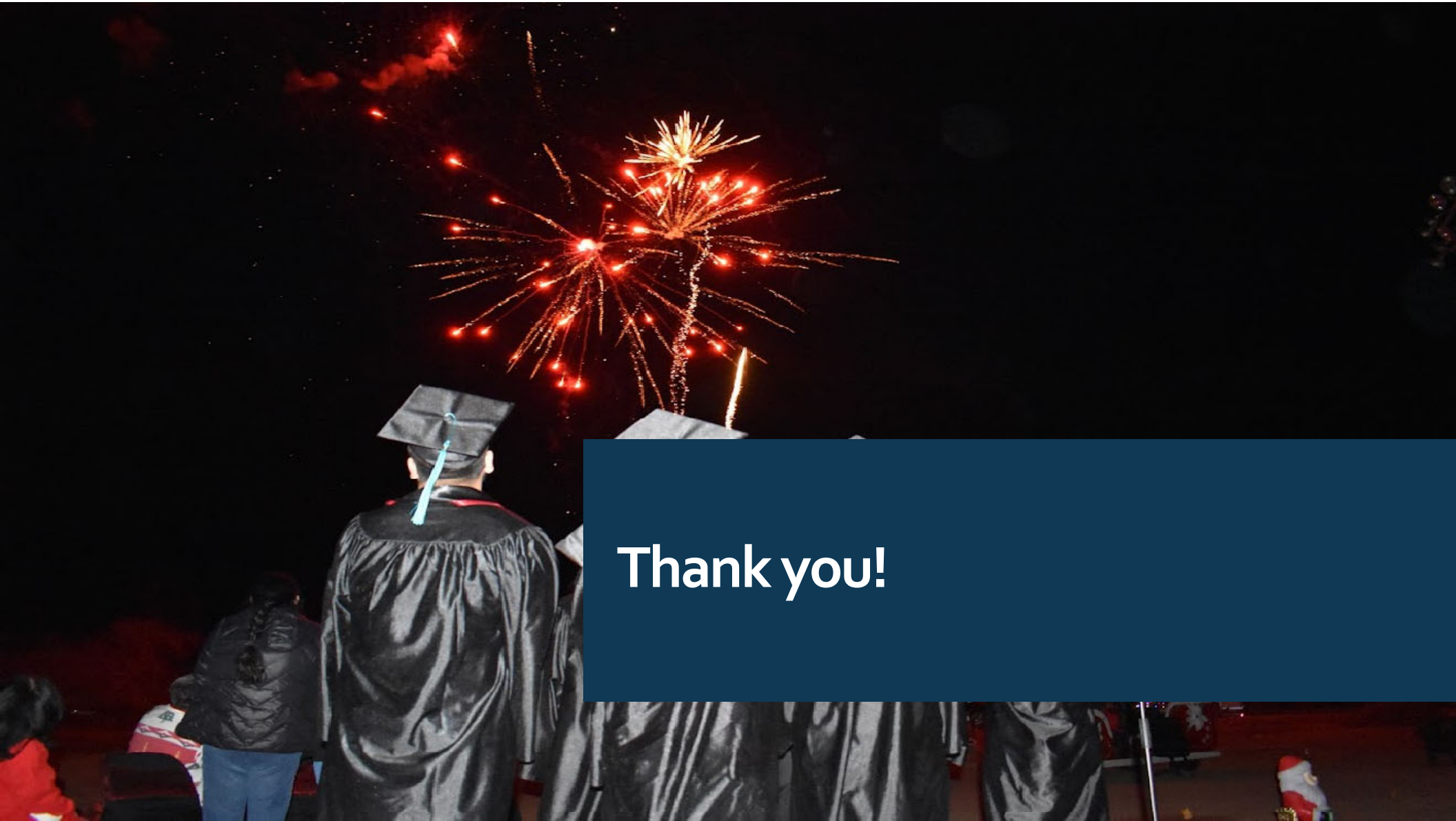
Training and Evaluation Requirements



Board Consideration and Approval



Renewal & Termination



**Thank you!**



# TORNILLO ISD - PROPOSAL FOR SERVICES

Effective Date 05/28/2025

## Overview

GSFT- School Safety Certification is pleased to submit this proposal for services to support Tornillo ISD in achieving certification and training in compliance with Texas Government Code 411.1901- School Safety Certification (Guardian Program). GSFT provides the premier training course in the state by encompassing the state-required curriculum with real-life simulation training using non-lethal UTM Man-Marker Rounds to provide the most realistic training environment possible. Our goal is to prepare and certify the participants to protect the children in the high-stress environment of an active killer. Law enforcement and the military use this type of training to reduce and mitigate liability and damage in a critical incident.

## The Objective

- To certify the participant in the DPS curriculum for the School Safety Certification in compliance with Government Code 411.1901 and HB3.
- To train the participant in the proper defense tactics required to limit district liability and protect the students.
- To evaluate the participant's ability to operate in high-stress environments and properly execute tactics to protect children and limit casualties in the event of an active shooter environment

## Our Proposal

Tornillo ISD has requested a quote on our services for the School Safety Certification Course otherwise known as the Guardian Plan. GSFT is one of the few companies authorized to certify and train school district employees in this plan. The owner, Bryan Proctor, was one of the first 12 instructors the Texas Department of Public Safety certified. Furthermore, GSFT- School Safety Certification is the ONLY company certified and using the UTM Man Marker Non-Lethal Ammunition during their simulations. This training is as close to the real event as you can possibly make it. The same training is used by Law Enforcement and US Military to train use of force situations.

GSFT will certify Tornillo ISD and train up to 5 participants at the request of Carlos Garcia, (requestor).

\*Each participant MUST have a License to Carry to attend training.

Training and fees INCLUDE:

- 2 Day certification course
- Pre-qualification written test
- Pre-qualification live fire LTC course of fire (50 rounds/225 min score)





- Classroom instruction on active shooter response techniques, shooting under duress, etc...
- Shooting under duress live fire proficiency (min 150 rounds)
- Simulations using UTM Man-marker rounds
- All required targets (2-B27 targets and 1 hostage target per student)
- All UTM man marker non-lethal ammunition
- All UTM converted weapons required for simulations
- All required personal protective equipment for non-lethal training
- Certification through the Texas Department of Public Safety

Student or District will provide:

- Handgun and spare magazines
- Min 250 rounds ammunition
- Individual hearing and eye protection
- Location for Classroom and Simulation Training (N/A if training is completed at our facility)
- Location for local range suitable for certification purposes and all applicable range fees (N/A if training is completed at our facility)

## The Instructors

The Owner and Lead School Safety Instructor, Bryan Proctor has over 20 years of law enforcement and military experience. Bryan is a law enforcement instructor in active shooter response and trains school districts all over Texas. To date, Bryan has trained over 150 school districts and 20 private schools across the state for the Guardian program.

(Cont. on next Page)





## Pricing

The following table details the pricing for delivery of the services outlined in this proposal. Training will be conducted at Tornillo ISD on dates TBD 2025. This pricing is valid until August 28, 2025.

Services Cost- Instruction and Certification, 5 participants	Price
School Safety Certification Training- 5 participants (\$450 per student)	<b>\$2,250.00</b>
Instructor Lodging (1 instructors for 3 nights @ \$150/room/night)	<b>\$450.00</b>
Mileage (580 miles @ \$0.67/mile)	<b>\$388.60</b>
Travel Time > 4 hours from GSFT (3 hours @ \$75/hour)	<b>\$225.00</b>
<b>Total for 5 participants certified on site at Tornillo ISD</b>	<b>\$3,313.60</b>

\*Payment can be submitted via electronic invoice or issued check once services are agreed to.

\*\* Prices are guaranteed through August 28, 2025.

## Conclusion

We look forward to working with Tornillo ISD and supporting your efforts to improve the security of your schools and protection of your students. We are here to help in any way possible. If you would like references of our training ability, please contact us and we will be happy to provide any points of contact and references.

If you have questions on this proposal, feel free to contact Bryan Proctor at your convenience by email at [info@schoolsafetycertification.com](mailto:info@schoolsafetycertification.com) or by phone at 817-625-2700.

Thank you for your consideration,

Bryan D. Proctor II  
Owner/Lead Instructor



# TISD Guardian Guidelines and Procedures

1. Guardians must be approved by the TISD Board of Trustees
2. Guardians must complete the Guardian Training provided by the district
3. Guardians will purchase their own handgun
4. Handguns must be approved by the board
5. Handguns must be concealable
6. Guardians must purchase their own holster and ammunition
7. Handguns must be concealed at all times
8. Handguns must be loaded (a bullet will be in the chamber if the Guardian is comfortable with it)
9. Handguns must be removed from school when the Guardian is not on school grounds
10. Guardians must keep their handgun in the provided lockbox while in the classroom (optional carry).  
Guardians 'tied' to a classroom for 7 periods of the day will keep their weapon in a lockbox while in the classroom (optional carry).
11. Guardians will be provided with a lockbox and bulletproof vest
12. Guardians must install Raptor (App on their phones)
13. Guardians must maintain LTC Licenses
14. Guardians will carry their weapon (optional)+: while at group events, during loading or unloading duty, cafeteria duty, recess duty, during a time where we deem it necessary to be on 'high alert'
15. Guardians will serve on the Safety Team
16. Guardians can be removed or suspended at any time by either the Board of Trustees or the Superintendent without prior notice

Recommended to the board by the Safety and Security Committee on:

Approved by the Board of Trustees on:

**These Guidelines are subject to change based on Superintendent recommendations, Safety Team recommendations, state mandates or needs of the district.**

I have received and reviewed the TISD Guardian Guidelines:

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, TISD

\_\_\_\_\_  
Date

# Tornillo Independent School District Guardian Plan Procedures

*Adopted July XX, 202X*

## I. General

- a. **Purpose** – Pursuant to Board Policy CKC(Emergency Operation Plan), the following rules and procedures have been developed to further detail and assist in the implementation of the Tornillo ISD “School Guardian” program. The Board desires to ensure the safety of students, school personnel and visitors, through authorizing a limited number of qualified District (“Guardian(s)”) to possess firearms on school property, pursuant to Texas Penal Code Section 46.03(a)(1)(A). The Guardians are authorized to possess firearms on school property to provide an effective and timely response to an emergency situation that poses an immediate threat of serious bodily injury and/or death to a person.
- b. **Voluntary** – Participation as a Guardian is absolutely voluntary. No District employee may be required to participate. No District employee may be criticized, censured, or discriminated against for unwillingness or refusal to serve as a Guardian. Guardians may request to be removed from the School Guardian Program at any time in writing.

## II. Definitions

- a. **Handgun** – For purposes of these procedures, "handgun" is defined as in Penal Code 46.01 (5) - "any firearm that is designed, made, or adapted to be fired with one hand."
- b. **Possession or Possess** – For purposes of these procedures, "possession" or "possess" means actual care, custody, control, or management.
- c. **School Premises** – For the purposes of these regulations, "school premises" means any school-owned or school-leased property.

## III. Authorized Person

- a. **Initial Eligibility Requirements** – The Superintendent shall recommend to the Board of Trustees District employee(s) for participation in the School Guardian program. The Board of Trustees will determine the appropriate number of designated School Guardians, considering current needs and the availability of eligible District employees. In order to be eligible for participation, a District employee or School Board Member must meet all of the following requirements:

- i. The employee must possess a valid License to Carry a Handgun (“LTC”) through the Texas Department of Public Safety in accordance with Texas law;
  - ii. The employee must be physically and mentally able to handle the stress of an active shooter situation; and
  - iii. The employee must submit a written request for participation in the School Guardian Program to the Superintendent.
- b. **Initial Training and Evaluation Requirements** – After an employee has been approved by the Superintendent for recommendation to the Board of Trustees, he or she will be required to complete certain tasks and training before the Board will consider designating the individual as a Guardian.
  - i. The employee must sign a confidentiality statement, by which the individual agrees not to discuss the School Guardian program or disclose his or her participation in the program.
  - ii. The employee must submit to psychological testing as identified by the district, and must receive a positive evaluation or recommendation from the testing entity.
  - iii. The employee must successfully complete an active shooter training as identified by the district.
- c. **Board Consideration & Approval** – Once the employee has completed the required steps specified in (b) above, the Superintendent will present to the Board of Trustees the employee’s name along with evidence of his or her eligibility to serve as a School Guardian. The Board will make the final decision and must approve individuals to serve as a School Guardian, prior to someone serving as a Guardian.
- d. **Periodic Checks** – The Superintendent will conduct periodic checks that all Guardians are in compliance with the adopted regulations. Any non-compliance will be documented and reviewed by the Board.
- e. **Renewal of Authorization** – A person’s authorization hereunder will expire on the anniversary of the date the person is originally authorized by the Board of Trustees, unless properly renewed.
- f. **Termination of Authorization** – The Board reserves the right to revoke a School Guardian authorization at any time and for any reason. The Superintendent is authorized to suspend a School Guardian authorization at any time, pending consideration of termination or revocation of such authorization by the Board of Trustees. A School Guardian authorization shall automatically terminate upon resignation or termination of

employment with the district, or upon revocation or suspension of the employee's Handgun License.

#### IV. Required Training and Equipment

- a. **Training** – Each School Guardian will be required to maintain proficiency by meeting additional training requirements annually. Within the first year of authorization, a Guardian will complete District-designated training from a qualified provider(s) that addresses the following:
  - i. Strategies for preventing school shootings and for securing the safety of potential victims of school shootings.
  - ii. Instruction on the use of a handgun in high-stress situations such as active shooter scenarios.
  - iii. Instruction on proper storage with an emphasis on storage to reduce the possibility of injury to a child.
  - iv. Use of a handgun in crowded settings that includes children; and
  - v. Instruction to improve proficiency with a handgun.
- b. **Range Training** – School Guardians will be required to complete practice sessions at a shooting range at least four times per year. Specifics for documentation and dates will be coordinated by administration.
- c. **Firearms** – School Guardians shall provide their own. (Preferably a 9MM and above). Each School Guardian must produce his/her firearm for inspection by the Superintendent before the Board considers authorization of the individual as a School Guardian, and thereafter on a regular basis as determined by the Superintendent. A School Guardian shall keep his/her firearm **concealed** on his/her person or in a locked and secured safe within the Guardian's immediate reach when conducting the Guardian's primary duty. When carrying on his/her person, each Guardian has the option to carry their weapon with or without a round in the chamber. If the Guardian leaves the room where the firearm is locked and secured in a safe, the door to the room shall be closed and locked.
- d. **Ammunition** – School Guardians shall not use any other ammunition, other than the ammunition specified below, to be purchased by the Guardian:
  - i. Jacketed hollow points (JHP), such as self-defense ammunition or critical defense ammunition. However, ammunition must be approved by the Superintendent.
  - ii. Full metal jackets (MJ) round nose or ball ammunition will only be used for training and at the shooting range.
  - iii. Frangible ammunition will not be used at school and at the firing range.
  - iv. Ammunition such as Winchester Black Talons, armor piercing ammunition, tracer round, etc. are strictly prohibited.

- e. **Authorization Card** – At any time the Guardian carries his/her firearm, the Guardian must also have in his/her possession his/her LTC and a School Guardian authorization card (provided by the district).
- f. **Annual Stipend** – Employees who are designated School Guardians will receive an annual stipend for use in covering individual employee expenses related to the performance of duties as School Guardian (pending Board approval) based on funding availability.

A School Guardian can attend up to 12 Trainings and earn up to 36 range hours per year.

## V. Confidentiality

- a. **Non-Disclosure** – The identity of a Guardian (including an applicant or former Guardian) will remain confidential except as allowed to be shared with persons the district determines have a need to know under the Guardian Plan. Any person who may be given access to the identity must first sign a non-disclosure agreement. The district will not confirm or deny any employee's past, present, or future participation in the program. These Rules and Procedures are similarly confidential and shall not be disclosed. The identity of an employee who requests participation as a School Guardian is also confidential and shall not be disclosed under any circumstances.
- b. **Need to Know** – Persons with a need to know could include school board members, superintendent, school attorney, District-designated trainer, campus principal, designated local law enforcement, and any currently authorized Guardian.
- c. **Confidentiality and Non-Disclosure Agreement Form** – The Confidentiality and Non-Disclosure Agreement related to the Guardian Plan must be fully executed before Confidential Information will be provided to a person designated as a person with a "need to know."

## VI. Active Shooter Situation

- a. **Display and Use of a Handgun** - The display or use of a handgun by a Guardian is allowed only in response to a situation in which the person determines, using his or her judgment and discretion, that such action is necessary to prevent or abate the commission of an offense that threatens

serious bodily injury and/or death to a student, school personnel or a visitor.

- b. **Communications Plan** – The Superintendent will develop and coordinate the implementation of a communications plan for communications between Guardian(s) and local law enforcement during an active shooter situation. All Guardians must download the “CrisisGo App” to receive electronic group messaging. A link to join will only be provided to School Guardians in order to protect the confidentiality of the group.

## VII. **Coordination with Law Enforcement**

- a. **Coordination with Law Enforcement** – The Superintendent will use his judgment and discretion in coordinating the implementation of the Guardian Plan with appropriate local law enforcement.

**CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT  
RELATED TO THE GUARDIAN PLAN**

This confidentiality and nondisclosure agreement related to the Tornillo ISD Guardian Plan (the "Agreement") is entered by and between you and the Tornillo Independent School District (the "District") under the following terms and conditions.

Need to Know Person. I, \_\_\_\_\_ am a designated person with a need to know under Procedure V(b) of the Tornillo ISD Guardian Plan, as checked below:

- School Board member
- Superintendent
- Campus principal
- School attorney
- District-designated trainer
- Local Law Enforcement
- Authorized Guardian Team Member
- Campus Secretary
- Other authorized person (Title: \_\_\_\_\_ )

**Participation.** It is my desire to participate in discussions regarding the Tornillo ISD Guardian Plan and in so doing I will be provided certain confidential information, as specifically described below (the "Confidential Information"). Therefore, in consideration of the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows.

**Purpose.** I understand the importance of maintaining the confidentiality of the Confidential Information so as not to hinder the District's purpose of the Guardian Plan, which seeks to ensure the safety of students, school personnel and visitors, through authorizing a limited number of qualified District employees ("Guardian(s)") to possess and use firearms on school property to provide an effective and timely response to an emergency situation that poses an immediate threat of serious bodily injury and/or death to a person.

**Confidential Information.** For purposes of this Agreement, the following information is deemed "Confidential Information," and includes:

- a. Any information that would make the identity of any current or former authorized Guardian reasonably traceable, including but not limited to their name, initials,

title, age, gender, description of physical features, any distinguishing characteristic, photo, relative, vehicles owned or driven, home address, or any other information that if known might reasonably allow the person's identity to be known (collectively a "Guardian's Identity");

- b. All information related to the Guardian Plan contained in the District's Emergency Operations Procedures, including any addenda thereto (collectively "Guardian Plan Procedures").
- c. All training protocols, plans, procedures, or other tactics learned as a part of Guardian Plan training provided by any District-designated trainer or training session (collectively "Confidential Training").
- d. All information used by a physician to provide an opinion on whether a person is fit for duty as a Guardian. ("Medical Information").

By my initials in this section and by my signature below, I certify that the District has provided, or has agreed to provide the following Confidential Information, to me:

- \_\_\_\_\_ Guardian(s) Identity
- \_\_\_\_\_ Guardian Plan or Procedures
- \_\_\_\_\_ Confidential Training

Exception to Confidentiality. Notwithstanding anything in the foregoing to the contrary, it shall not be a breach of this Agreement to:

- a. discuss otherwise Confidential Information between or among another designated person with a need to know under the Guardian Plan; or
- b. disclose otherwise Confidential Information as lawfully ordered in a judicial or administrative proceeding, or as otherwise required by law; or
- c. disclose otherwise Confidential Information to law enforcement when necessary to protect persons from imminent danger.

**Notice to the District.** If the undersigned person discloses Confidential Information for any reason, he or she shall promptly notify either the District Superintendent or a School Board Member of the details of such disclosure.

**Term.** This Agreement shall remain in effect until specifically revoked in writing by the Superintendent of the District, or in a writing specifically authorized by the District Board of Trustees.

**Remedies.** Both parties acknowledge that the Confidential Information to be disclosed hereunder is of a unique and valuable character, and that the unauthorized disclosure of the Confidential Information would thwart the purposes of the Guardian Plan and cause damage to the District in having to reformulate the Guardian Plan resulting in additional

expense to the District. The damages that would result from the unauthorized disclosure of the Confidential Information would be impossible to calculate. Therefore, the undersigned agrees that the District shall be entitled to injunctive relief preventing the disclosure of any Confidential Information in violation of this Agreement, and that such injunctive relief shall be in addition to any other remedies available, whether at law or in equity.

**Miscellaneous.**

- a. **Entire Agreement.** This Agreement constitutes the entire understanding between the parties and supersedes any and all prior or contemporaneous understandings and agreements, whether oral or written, between the parties, with respect to the subject matter hereof. This Agreement can only be modified by a written amendment signed by the party against whom enforcement of such modification is sought.
- b. **Governing Law and Jurisdiction.** The validity, construction and performance of this Agreement shall be governed and construed in accordance with the laws of the State of Texas applicable to contracts made and to be wholly performed within such state, without giving effect to any conflict of law provisions. Any disputes arising under the terms hereof shall be brought solely and exclusively in a federal or state court of competent jurisdiction for Hudspeth County in Texas.
- c. **No Waiver.** Any failure by either party to enforce the other party's strict performance of any provision of this Agreement will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this Agreement, and nothing herein shall constitute a waiver by any party of any and all defenses and immunities that may exist under applicable law.
- d. **Savings Clause.** Although the restrictions contained in this Agreement are considered by the parties to be reasonable for the purpose of protecting the Confidential Information, if any such restriction is found by a court of competent jurisdiction to be unenforceable, such provision will be modified, rewritten or interpreted to include as much of its nature and scope as will render it enforceable. If it cannot be so modified, rewritten or interpreted to be enforceable in any respect, it will not be given effect, and the remainder of the Agreement will be enforced as if such provision was not included.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Authorized as "Need to Know"

\_\_\_\_\_  
Superintendent

**AUTHORIZATION TO SERVE AS A SCHOOL GUARDIAN  
AND ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES**

Pursuant to Board Action under Board Policy CKC(Emergency Operation Plan),  
\_\_\_\_\_ has been authorized to participate in the School Guardian  
Program. Having found that \_\_\_\_\_ has been approved by the Board,  
is in compliance with Board Policy CKC (Emergency Operation Plan) and the Guardian  
Plan administrative procedures, \_\_\_\_\_ is hereby authorized to serve  
as a School Guardian under the Tornillo ISD Guardian Plan.

\_\_\_\_\_ signature below indicates  
\_\_\_\_\_ has reviewed and understands all Tornillo ISD Guardian  
Plan policies and procedures.

\_\_\_\_\_  
Employee Signature Date \_\_\_\_\_

\_\_\_\_\_  
Superintendent, Tornillo ISD Date \_\_\_\_\_

# Tornillo Independent School District

Tornillo High School

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## Memorandum

To: Board of Trustees

From: Alejandro Olvera

Subject: Tornillo High School/Senior Trip

Date: June 6, 2025

**History:** The Tornillo high school Seniors will be scheduling their Senior cruise for Spring of 2026 Spring Break. The trip will include visits to Jamaica, Cayman Island and Cozumel.

### **Financial Responsibility Disclaimer**

Tornillo Independent School District shall not be held financially responsible in any way, shape, or form for the Senior Cruise scheduled to take place in the Spring of 2026. All costs, expenses, liabilities, or financial obligations associated with the planning, organization, or participation in the Senior Cruise shall be the sole responsibility of the individuals involved. Tornillo ISD does not assume any liability for this event.

### **Budget Impact:**

No campus budget impact. Each student will be responsible for paying approximately 1350.00 for their cost for the trip. This will include a bus that takes them to Galveston, & cruise expense.

### **Administrative Recommendation:**

Tornillo High School is presenting this item as informational to the board of trustees.

**WESTERN CARIBBEAN  
CARNIVAL HORIZON  
SENIOR TRIP 2026  
PARENT MEETING GENERAL INFORMATION  
Date to be determined**

- LOCATION:** Galveston, Texas  
**Dates:** Leave: March 6, 2026 – Return March 14, 2026  
**Cost:** \$1,350.00 which covers:  
\*Room on board (2 people to a room)  
\*All-inclusive meals and beverages  
\*All on board entertainment  
\*Round trip by bus  
\*\*\* (Excursions/Activities OFF board NOT included)

Students and chaperones will ride Tornillo activity bus from Tornillo high school to Galveston, Texas a day before and travel all night. We will be departing one day earlier to get to Galveston, Texas. The cruise ship we will board will have many attractions, rides, and events for students to enjoy during their cruise including 3 stops at 2 different islands: Cozumel, Mexico, Costa Maya, Mexico and Mahogany Bay, Honduras. Once the cruise is booked, we will get a list of activities and events we may attend on board each day. Excursions will have an EXTRA charge.

**CHAPERONES:** Teachers will chaperone the trip. There will be a chaperone for every 10 students. We will fundraise to cover some of the expenses for chaperones since they are going as volunteers during their break.

**PAYMENT INFO & PAYMENT DUE DATES:**

Please return your completed Cruise Ship Packet with the first deposit

\*CHECKS made payable to Sun Travel Agency or make payments in person to Blanca

\*Please place the complete form packet in the envelope provided and return it to Mr. Reyes

\_\_\_\*First deposit \$150 (date) to reserve cruise package + \$80 to cover gratuity at the end of the cruise trip.

Due along with forms packet, Packet must include:

\_\_\_Senior Trip Contact

\_\_\_Medical and Emergency information

\_\_\_Parent Consent Form

\_\_\_\*Second payment (Approx. \$) – Due by (date)

\_\_\_\*Third payment (Approx. \$) – Due by (date)

\_\_\_\*Fourth payment (Approx. \$) – Due by (date)

\_\_\_\*Fifth payment (Approx. \$) - Due by (date)

\_\_\_\*Sixth payment (Approx. \$) - Due by (date)

\_\_\_\*Seventh payment (Approx. \$) - Due by (date)

\_\_\_\*Eighth payment (Approx. \$) – Due by (date)

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

**WESTERN CARIBBEAN  
CARNIVAL HORIZON  
SENIOR TRIP 2026**

**OTHER IMPORTANT DATES:**

(date), Parent Meeting, 6:00 PM, THS Cafeteria

Please direct questions via e-mail to [reyesh@tisd.us](mailto:reyesh@tisd.us) or call (915) 765-3500 Ext. 3560

Persona cell phone number call or text (915) 433-4993.

For Senior Class updates and reminders, please contact Mr. Reyes through WhatsApp parent group.

**SENIOR TRIP 2026 ITINERARY –**

3/6/2026 Depart from Tornillo High School at (time)

Day 1: 03/7 – Galveston, Texas – Departs at (time)

Day 2: 03/8 – Fun Day At Sea

Day 3: 03/9 – Cozumel, Mexico / 9:00 AM – 5:00 PM

Day 4: 03/10 – Costa Maya (Mahahual) Mexico / 8:00 AM – 5:00 PM

Day 5: 03/11 – Mahogany Bay (Roatan), Bay Islands, Honduras / 9:00 AM – 6:00 PM

Day 6: 03/12 – Fun Day At Sea

Day 7: 03/13 – Fun Day At Sea

Day 8: 03/14 – Galveston, Texas / Arrives at 8:00 AM – STOP in San Antonio, Texas (travel night)

Day 9: 03/15 – Tornillo, Texas (AM)

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

**WESTERN CARIBBEAN  
CARNIVAL HORIZON  
SENIOR TRIP 2026**

**CONTRACT**

**Behavior Guidelines**

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

**Transportation Guidelines**

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

**Cabin Guidelines**

1. **NO GIRLS ARE PERMITTED IN BOYS' ROOMS, AND NO BOYS ARE PERMITTED IN GIRLS' ROOMS AT ANY TIME.**
2. Do NOT move or relocate the furniture in the cabin.
3. If any item is taken from the cabin, all occupants in the cabin will be held responsible.
4. Students are expected to be in their cabins at bed check. Under no circumstances should any student leave the cabin after bed check. In the event of an emergency during the night, students are to call their chaperones. The appropriate staff member will go to the student's cabin.
5. Doors will be taped every night. If tape is found removed, the student in that specific cabin will not be allowed to participate on the next day activities and disciplinary measures will be taken by administration (HOPE and will NOT walk).
6. In the morning, make sure you bring everything you need for the day (cameras, jackets, etc.) since **you will not be returning to the cabin at any given time.**
7. Always ensure that your cabin is locked before you leave each day.
8. Students can't be picked up by any family member during the trip visits. Nor should any person not associated with Tornillo ISD be with students at any time. ( San Antonio, TX.)

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

**WESTERN CARIBBEAN  
CARNIVAL CRUISE  
SENIOR TRIP 2026**

**On Cruise Guidelines**

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

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

\_\_\_\_\_  
Student name (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent name (print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**CLEARLY PRINT your name**

---

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Cell Phone #

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Parent Cell Phone #

\_\_\_\_\_  
Date

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

**WESTERN CARIBBEAN  
CARNIVAL HORIZON  
SENIOR TRIP 2026**

**SENIOR CLASS TRIP 2026 IMPORTANT DATES**

May 2025	Parent Information Meeting 5:00 pm in THS Cafeteria
June	1 <sup>st</sup> Payment of \$
June	2 <sup>nd</sup> Payment of \$
October	3 <sup>rd</sup> Payment of \$
January	Final Payment of \$
February	\$ Gratuity Fee (to Mr. Reyes)
	Total of \$
August	Parent Meeting 5 pm @ THS Cafeteria
January	Parent Meeting 6 pm @ THS Cafeteria Forms Due *Senior Trip Contract *Medical and Emergency Information *Parent Consent Form
March 6-15, 2026	Senior Class Trip to Galveston, Texas for Cruise

**Additional Expenses**

**\*Meals** - \$ per student for (dates) to cover # of meals per day (\$ per meal for a total of # meals)

**Total for Trip:** \$1,350.00

\$ Gratuity fees (Student/Parent Expense)

\$ Cozumel, Mexico (Student/Parent Expense- Includes ?)

\$ Costa Maya, Mexico (Student/Parent Expense – Includes ?)

\$ Honduras (Student/Parent Expense – Includes ?)

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

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

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

**WESTERN CARIBBEAN  
CARNIVAL HORIZON  
SENIOR TRIP 2026**

PARENTAL CONSENT FORM  
FOR SENIOR CLASS TRIP  
TO GALVESTON, TEXAS

Name of Student: \_\_\_\_\_

I am pleased to inform you that Tornillo ISD has approved the Cruise 2026 Senior Trip. Understandably, recent world events have led to heightened concerns about the safety of travel.

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

You are requested to return the permission form by (date).

I hereby recognize and acknowledge that the Tornillo Independent School District Board of Trustees retains the sole discretion to determine whether to cancel the Cruise 2026 Senior Trip. In the event the Board of Trustees determines that it is in the best interests of the safety of students and staff to cancel the Cruise 2026 Senior Trip, I/we hereby waive any claims my child or I/we may have against the Board, its present and future members, and its employees arising from a cancellation of the trip, including but not limited to prepayments for lodging or other expenses associated with my child's participation on the trip that are not refunded.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Date

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

**WESTERN CARIBBEAN  
CARNIVAL HORIZON  
SENIOR TRIP 2026**

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

Dear Parent/Guardian,

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

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

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

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

Sincerely,

Alejandro Olvera  
Tornillo High School  
Principal

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

**WESTERN CARIBBEAN  
CARNIVAL HORIZON  
SENIOR TRIP 2026**

**EMERGENCY CONTACT NUMBERS:**

Tornillo Independent School District  
Medical/Emergency Information for Overnight School Trips

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

Cruise Senior 2026 Trip \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Student's Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
Address: \_\_\_\_\_ Student Cell #: \_\_\_\_\_  
Father: \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
Mother: \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
Student Resides with: \_\_\_\_\_ (Mother, Father, Both parents, Guardian, Other

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

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Family Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

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

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

**WESTERN CARIBBEAN  
CARNIVAL HORIZON  
SENIOR TRIP 2026**

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

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

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Cell #: \_\_\_\_\_

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





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

# MEMORANDUM

To:  
From:  
Subject:  
Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

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

June 2025

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.

## 2024-2025 SHAC GOALS

The 2024-2025 SHAC goals were:

- To increase diverse representation in SHAC membership by recruiting underrepresented school personnel, parent groups, and community partners for the 2024-2025 academic year.
- 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.
- To continually review District wellness goals, directives, and responsibilities and implementation of Wellness Plan FFA (Regulation) throughout the 2024-2025 school year.

- To assess District and campus progress toward meeting the wellness policy goals by reviewing campus evaluation data to identify areas of needed improvement.
- To support a healthier classroom environment by reviewing and recommending participation in the Recess Before Lunch Study Request for the 2025-26 school year.
- Continue to work with the campus stakeholders to develop and implement a school health action plan in each campus improvement plan by the end of the 2025-26 school year.

## 2024-2025 SHAC ACTIVITIES AND ACCOMPLISHMENTS

During the 2024-2025 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 and nutrition coordinators on smart snack guidelines, nutrition, and parent, and community outreach planning. Meeting presentations included education/training in safe and healthy school environments, and programming to promote healthy eating and overall healthy lifestyle.

## 2024-2025 SHAC RECOMMENDATIONS

Following review of materials and community feedback, the SHAC provided support for the district's Wellness policies by creating and implementing supportive and progressive approaches to addressing substance abuse, mental health services, emergency medical response, and by safeguarding healthy school environments that promote nutrition education and physical activity.

## 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 mandating 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 student health and well-being.

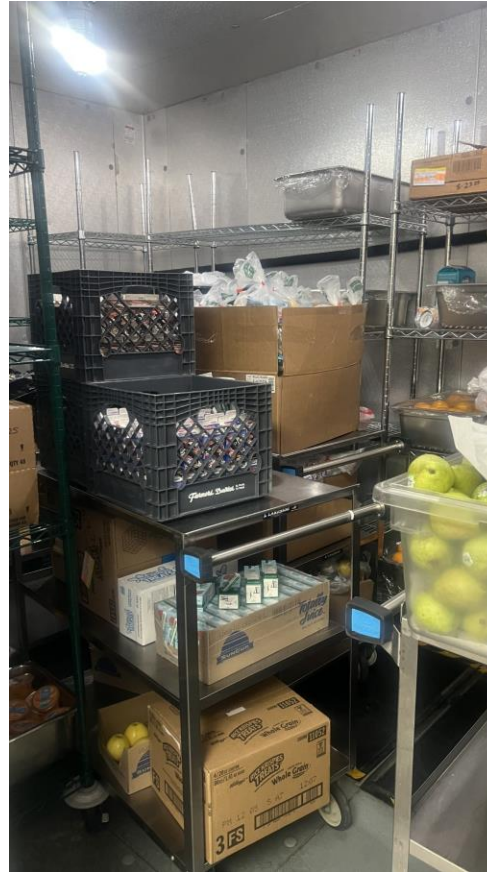
# PK-8 Walk In Cooler

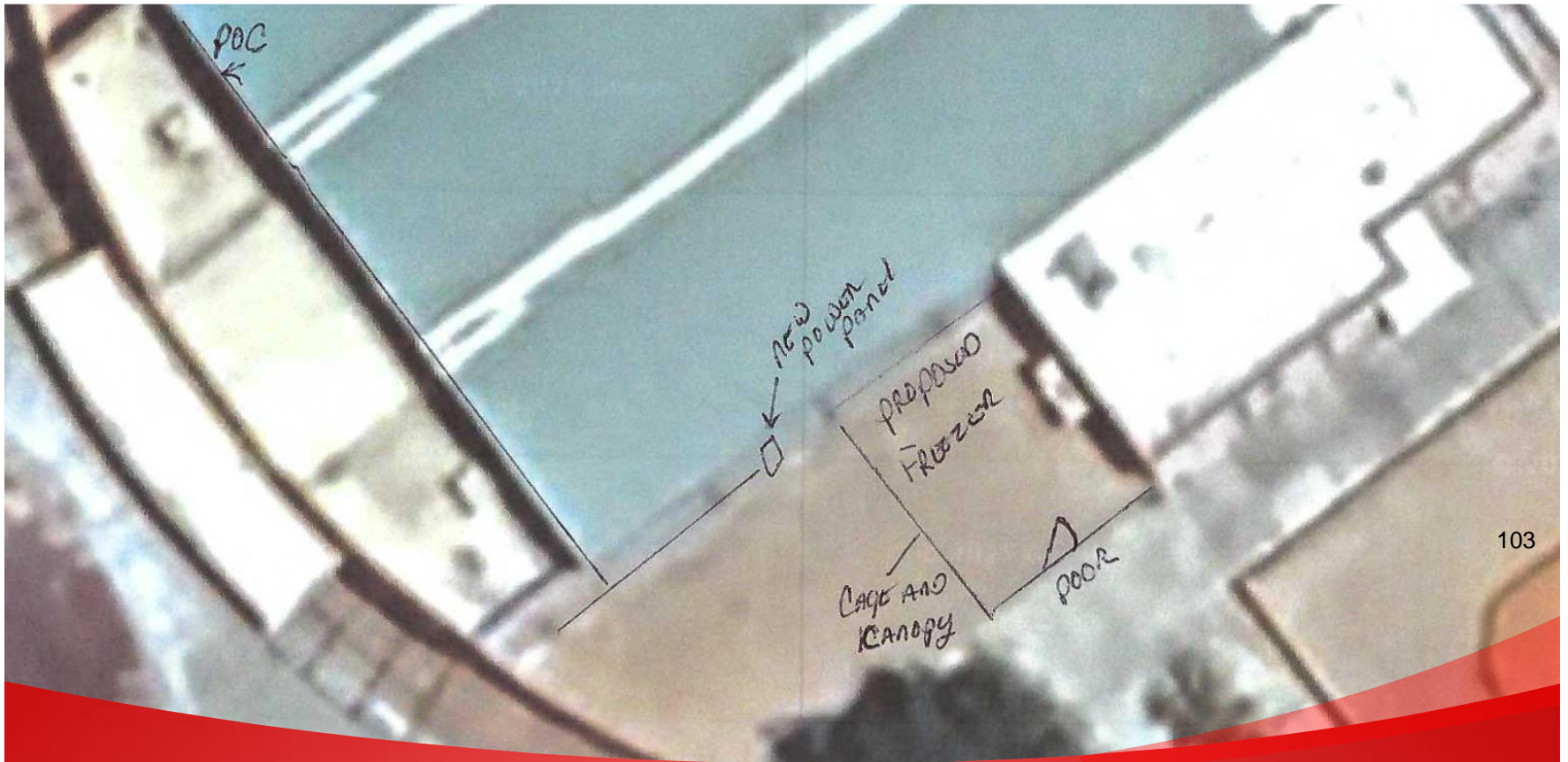
## Concerns / Issues:

- Inadequate Space for Carts and Storage
- Food Safety & Efficiency Concerns
- Insufficient Shelf Space for Perishable Items
- Operational Inefficiency

## Solution:

- Maintenance will convert freezer to walk in cooler
- New freezer will be outside
- Project timeline: 1 week once materials are received





# Proposed Location for Freezer



EOY- HR  
Department  
Update

104

Summer 2025

# PreK-4<sup>th</sup> Teachers PG TL-1

Grade Level	24-25 Mono	25-26 Mono	Change	Comments	24-25 Bilingual	25-26 Bilingual	Change	Comments
PreK	0	0	0	No Change	1	1	0	
Kinder	1	0	-1	Kinder/First Combo Class	2	2	0	105
First	1	1	0	Kinder/First Combo Class	2	2	0	
Second	1	1	0	No Change	2	2	0	
Third	1	1	0	No Change	2	1	-1	Lost 1 Bil. Section
Fourth	1	1	0	No Change	2	2	0	

## 5<sup>th</sup> – 8<sup>th</sup> Teachers PG TL-1

Grade Level	24-25	25-26	Change	Comments
Fifth and Sixth (Core)	4	4	0	
Fifth and Sixth (Intervention)	0	1	1	Positive One
Seventh & Eight (Core)	4	4	0	
Seventh & Eight (Intervention)	1	1	0	
PreK-8 SPED	3	4	1	Positive One
P.E. Coaches	2	2	0	
Music Teacher	1	1	0	
Art Teacher	1	1	0	
Campus Instructional Specialist	2	1	-1	Negative One
Campus Instructional Spec. (Grant)	1	2	+1	Grant Funded-Laso 3

# High School Teachers PG TL-1

Grade Level	24-25	25-26	Change	Comments
HS English	2	2	0	
HS Math	2	2	0	
HS Science	3	3	0	
HS Social Studies	2	2	0	
CTE PreK-12	4	3	-1	Negative one
SPED	3	3	0	
P.E. Coach	1	1	0	
Music Teacher	1	1	0	
Art Teacher	1	1	0	
College and Career Advisor	1	1	0	
Campus Instructional Specialist	2	2	0	

## District Wide

Grade Level	24-25	25-26	Change	Comments
Certified Librarian	1	1	0	108
Dyslexia Teacher PreK-12	1	1	0	
Instructional Specialist (District)(Grant funded)	1	1	0	

# 100 Pay Grade

Position	24-25	25-26	Change	Comments
Finance Coordinator	1	1	0	
PEIMS Coordinator	1	1	0	109
District Manager-CNS	1	1	0	
SLPA	1	1	0	SLP to SLPA
Facilities Director	1	1	0	
CTE Coordinator	1	1	0	
Diag/SPED/SPED Coord	1	1	0	
IT Administrators	2	2	0	
Counselors	3	2	-1	

# 100 Pay Grade

Position	24-25	25-26	Change	Comments
Counselor (Grant)	1	1	0	Grant Funded
Registered Nurse	1	1	0	110
Assistant Principals	3	3	0	
Technology Instructional Specialist	1	1	0	Grant Funded
Principals	2	2	0	
Finance Director	1	1	0	
HR/Compliance Director	1	1	0	
Technology / Safety Services Director	1	1	0	

# 200 Pay Grade

Position	24-25	25-26	Change	Comments
Campus Secretaries/Clerks	5	5	0	
CO Secretaries/Clerks	3	2	-1	
Administrative Support/Bus Driver	1	1	0	111
Wellnes Aides	2	1	-1	LVA resigned. Nurse Assistant remains – will not be replaced
PreK-8 Aides	10	6**	-4/-5*	*One more retiring in December
HS Aides	5	4	-1	
Attendace Support Clerk	1	1	0	Grant Funded ends June 2026
Parent Liasion	1	1	0	
IT Technicians	2	2	0	
CO Payroll/HR Specialists	2	2	0	

# 300 Pay Grade

Position	24-25	25-26	Change	Comments
Crossing Guards	2	2	0	
Food Service Helpers/Cooks	8	8	0	112
Child Nutrition Services Manager	3	3	0/-1*	*One more retiring in August
Custodians	10	9	-1	
Head Custodians	2	2	0	
Safety Officers	3	2	-1	One retired in December
Bus Drivers/ Maintenance	11	11	0	

# 2025-2026 Number of Employees

Position	24-25	25-26	Change	Comments
Teachers TL-1 Pay Scale	60	59	-1	
100 Pay Grade (Professional)	23	22	-1	113
200 Pay Grade (Paraprofessional)	32	25	-7	One more retiring in August 2025
300 Pay Grade (Auxiliary)	39	37	-2	One more retiring in December 2025
Total	154	143	-11	Cont. to utilize positive attrition to balance staff & enrollment

Tornillo ISD will begin the 2025-2026 school year fully staffed

# 2025 Summer Projects

- ▶ Preparing for New Employee Orientation-July 18, 2025
- ▶ Preparing for Substitute Orientation- July 15, 2025
- ▶ Issuance of Contracts for 2025-2026 SY
- ▶ Letters of Reasonable Assurance Collection (Substitutes)
- ▶ Finalizing Employee Duty Calendars
- ▶ Closely Monitoring Teacher Certifications
- ▶ Closely Monitor HB 2 requirements
- ▶ Teacher Incentive Allotment Application
- ▶ Teacher Incentive Allotment SLO Training
- ▶ 2025-2026 Employee Salary/Stipends Entry in Frontline
- ▶ Monitoring 2024-2025 Teacher of the Year
- ▶ Closely Monitoring Staffing Needs
- ▶ Wrapping up Employee Separations



Thank you!



***Technology Department***

19200 Cobb Avenue

Tornillo, TX 79853

Phone 915.765.3035

Fax 915.765.3099

# MEMORANDUM

To:

From:

Subject:

Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

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**Note:** For general provisions applicable to district security personnel, including school marshals, see CKE.

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**Board Authority**

The board may appoint one or more school marshals for each campus. *Education Code 37.0811(a)*

Definition

A school marshal is a person who is appointed to serve as a school marshal by the board under Education Code 37.0811, is licensed under Occupations Code 1701.260, and has powers and duties described by Code of Criminal Procedure 2.127. *Occupations Code 1701.001(8)*

**Eligibility**

The board may select for appointment as a school marshal an applicant who is an employee of the district and certified as eligible for appointment under Occupations Code 1701.260. *Education Code 37.0811(b)*

TCOLE Licensing

To be eligible for appointment as a school marshal, an applicant shall:

1. Successfully complete all prerequisite Texas Commission on Law Enforcement (TCOLE) training;
2. Pass the state licensing exam;
3. Be employed and appointed by an authorized school district; and
4. Meet all statutory requirements, including psychological fitness.

*37 TAC 227.3(a); Code of Criminal Procedure 2.127(d)*

A school marshal training program is open to any employee of a district who holds a license to carry a handgun issued under Government Code Chapter 411, Subchapter H. *37 TAC 227.5(a)*

TCOLE shall license an eligible person who:

1. Completes required training to the satisfaction of TCOLE staff; and
2. Is psychologically fit to carry out the duties of a school marshal as indicated by the results of the psychological examination administered under Occupations Code 1701.260(d).

*Occupations Code 1701.260(f)*

Psychological  
Fitness

In order for an individual to enroll in any school marshal licensing training, obtain a school marshal license, or renew or reapply for a

school marshal license, they must first demonstrate psychological fitness through a psychological examination.

The psychological examination shall be conducted by a professional selected by the district. The professional shall be either a psychologist licensed by the Texas State Board of Examiners of Psychologists or a psychiatrist licensed by the Texas Medical Board. The psychologist or psychiatrist must be familiar with the duties of a school marshal.

The examination must be conducted pursuant to professionally recognized standards and methods. The examination process must consist of:

1. A review of the duties and responsibilities of a school marshal as developed by TCOLE;
2. At least two instruments, one which measures personality traits and one which measures psychopathology; and
3. A face-to-face interview conducted after the instruments have been scored.

The individual must be declared by that professional, on a form prescribed by TCOLE, to be in satisfactory psychological and emotional health to carry out the duties of a school marshal in an emergency shooting or situation involving an active shooter.

If, after examination, the professional declines to declare the individual as psychologically fit, the individual must report the outcome to TCOLE on a form prescribed by TCOLE.

An examination for license renewal or reactivation must be conducted within 90 days of the date of the application for license renewal or reactivation.

#### *37 TAC 227.4*

Reimbursement for  
Training

The board may, but shall not be required to, reimburse the amount paid by the applicant to participate in the training program under Occupations Code 1701.260. *Education Code 37.0811(b)*

#### **District Responsibilities**

A district shall:

1. Submit and receive approval for an application to appoint a person as a school marshal;
2. Upon authorization, notify TCOLE using approved format prior to appointment;

3. Report to TCOLE, within seven days, when a person previously authorized to act as a school marshal is no longer employed with the district;
4. Report to TCOLE, within seven days, when a person previously authorized to act as a school marshal is no longer authorized to do so by the district, TCOLE standards, another state agency, or under other law;
5. Immediately report to TCOLE a school marshal's violation of any TCOLE standard, including the discharge of a firearm carried under the authorization of these provisions outside of a training environment; and
6. Immediately report to TCOLE any indication, suspicion, or allegation that a school marshal is no longer psychologically fit to carry out the duties of a school marshal.

For five years, the district must retain documentation that the district has met all requirements under law in a format readily accessible to TCOLE. This requirement does not relieve a district from retaining all other relevant records not otherwise listed.

*37 TAC 227.1*

**Powers and Duties**

A school marshal may make arrests and exercise all authority given to peace officers under the Code of Criminal Procedure, subject to written regulations adopted by the board.

A school marshal may only act as necessary to prevent or abate the commission of an offense that threatens serious bodily injury or death of students, faculty, or visitors on school premises.

A school marshal may not issue a traffic citation for a violation of the Transportation Code.

*Code of Criminal Procedure 2.127*

Reporting  
Requirements

Once appointed, a school marshal shall:

1. Immediately report to TCOLE and the district any circumstance which would render them unauthorized to act as a school marshal by virtue of their employment with the district, failure to meet the standards of TCOLE, another state agency, or under law;
2. Immediately report to TCOLE any violation of applicable TCOLE standards, including any discharge of a firearm carried under the authorization of these provisions outside of training environment; and

3. Comply with all requirements under law, including Education Code 37.0811.

*37 TAC 227.3(b)*

**Fit for Duty Review**

When TCOLE receives a report or other reliable information that a school marshal may no longer be psychologically fit to carry out the duties of a school marshal, TCOLE may:

1. Issue an emergency suspension order; or
2. Require a fit for duty review upon identifying factors that indicate the licensee may no longer be able to perform the duties of a school marshal safely and effectively.

TCOLE shall provide written notice of the psychological examination to the license holder not later than the 10th business day before the deadline to submit to the examination. Written notice shall include the reasons for the examination.

The examination shall be conducted by a psychiatrist or psychologist chosen by the licensee.

To facilitate the examination of any licensee, TCOLE will provide all appropriate documents and available information.

The examining practitioner will provide TCOLE with a report indicating whether the school marshal is fit for duty. If the school marshal is unfit for duty, the practitioner will include the reasons or an explanation why the individual is unfit for duty.

A second examination may be ordered by TCOLE if it questions the practitioner's report. The examination will be conducted by a psychiatrist or psychologist appointed by TCOLE. If the report of the appointed practitioner disagrees with the report of the initial practitioner, the final determination as to the school marshal's fitness shall be decided by the executive director of TCOLE.

A school marshal who fails a psychological examination shall have their license suspended until the executive director orders it reinstated.

Any school marshal ordered to undergo a fit for duty review shall comply with the terms of the order and cooperate fully with the examining practitioner.

*34 TAC 227.6*

**Handgun Possession**

A school marshal may carry a concealed handgun or possess a handgun on the physical premises of a school, but only:

SECURITY PERSONNEL  
SCHOOL MARSHALS

CKEB  
(LEGAL)

1. In the manner provided by written regulations adopted by the board; and
2. At a specific school as specified by the board.

**Accessing Handgun** A school marshal may use a handgun the school marshal is authorized to carry or possess only under circumstances that would justify the use of deadly force under Penal Code 9.32 or 9.33.

**Board Regulations** A board's written regulations must provide that a school marshal may carry a concealed handgun on the school marshal's person or possess the handgun on the physical premises of a school in a locked and secured safe or other locked and secured location.

The written regulations must also require that a handgun carried or possessed by a school marshal may be loaded only with frangible duty ammunition approved for that purpose by TCOLE.

**Inactive Status**

A district employee's status as a school marshal becomes inactive on:

1. Expiration of the employee's school marshal license under Occupations Code 1701.260;
2. Suspension or revocation of the employee's license to carry a handgun;
3. Termination of the employee's employment with the district; or
4. Notice from the board that the employee's services as school marshal are no longer required.

*Education Code 37.0811(c)-(f)*

**Identity Confidential**

The identity of a school marshal is confidential and is not subject to a request under the Public Information Act, except that the person's name, date of birth, and handgun license number, and the address of the person's place of employment must be provided by TCOLE to:

1. The director of the Department of Public Safety;
2. The district;
3. The chief law enforcement officer of the local municipal law enforcement agency if the person is employed at a campus of a district located within a municipality;
4. The sheriff of the county if the person is employed at a campus of a district that is not located within a municipality; and

5. The chief administrator of any school district-commissioned peace officer, if the person is employed at a district that has commissioned peace officers.

If a parent or guardian of a student enrolled at a school inquires in writing, the district shall provide the parent or guardian written notice indicating whether any employee of the school is currently appointed as a school marshal. The notice may not disclose information that is confidential.

*Education Code 37.0811(g), (h); Occupations Code 1701.260(j)*

**No State Benefits**

A school marshal is not entitled to state benefits normally provided by the state to a peace officer. *Code of Criminal Procedure 2.127(c)*

**Memorandum of Understanding to Share Marshal**

A district may enter into a memorandum of understanding with another district, open-enrollment charter school, or private school under which a school marshal appointed to a campus of the district may temporarily act as a school marshal at a campus of the other school for the duration of an event occurring at the campus of the other school at which both schools are participating. The memorandum of understanding must comply with the requirements for written regulations under Education Code 37.0811 [see Handgun Possession, above] and may be used to satisfy the requirement for written regulations or written authorization under Penal Code 46.03(a)(1) to allow that school marshal to carry a firearm on the premises of the school at which the event occurs. *Education Code 37.08131*

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**Note:** For general provisions applicable to district security personnel, including district peace officers, see CKE.

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“Commissioned security officer” is a security officer under Occupations Code Chapter 1702 authorized by the Department of Public Safety (DPS) to carry a firearm and operating in compliance with 37 Administrative Code Chapter 35, Subchapter F.

**Security Services Contractor**

For the purposes of providing security personnel, the board may contract with a licensed security services contractor for the provision of a commissioned security officer who has completed the Level II or III training course required by DPS.

*Education Code 37.081; Occupations Code 1702.002; 37 TAC 35.81-.83*

**Employed by the District**

A district may not employ a commissioned security officer unless it provides notice to DPS in the form prescribed by the Public Safety Commission of:

1. The district’s intent to employ a commissioned security officer and register with DPS;
2. The name, title, and contact information of the person serving in the district as the contact for DPS; and
3. Any change in the information provided above.

*Occupations Code 1702.181*

The provisions of Occupations Code Chapter 1702 relating to security officer commissions apply to a person employed by a district whose duties include serving as a security guard, security watchman, or security patrolman on property owned or operated by the district if the board files a written request with DPS to issue a commission to the district’s employees with those duties.

The commission expires at the time the officer’s employment as a security officer by the district is terminated.

*Occupations Code 1702.321*

## PROPOSED REVISIONS

(see pages 4-6)

### School Resource Officers

To implement the District's comprehensive safety programs, the District has entered into a memorandum of understanding (MOU) with each local law enforcement agency that provides the District with school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

#### Jurisdiction

The jurisdiction of school resource officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

#### Authority and Duties

A school resource officer shall perform duties as described in the MOU and as included in the District improvement plan and the Student Code of Conduct. Pursuant to the MOU, a school resource officer shall:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, school resource officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry a firearm in accordance with the MOU and the directives with the commissioning entity.

8. Carry out all other duties in accordance with the MOU.

A school resource officer shall not be assigned routine classroom discipline or administrative tasks. Each school resource officer shall receive at least the minimum amount of education and training required by law.

[See CKE(LEGAL) and CKEC(LEGAL)]

**Security Officers  
Authorized to  
Possess Firearms**

To assist with implementing the District's comprehensive safety programs, the District shall employ security officers as defined by Occupations Code Chapter 1702. To be authorized to carry a firearm, a security officer shall have completed the Department of Public Safety (DPS) Level III training course in order to be commissioned. The District shall comply with DPS rules for the employment of commissioned security officers. Security officers shall be accountable to and shall report to the Superintendent.

*Jurisdiction*

The jurisdiction of security officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

*Authorization*

Pursuant to its authority under state law, the Board shall authorize security officers to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each authorized security officer shall have immunities as provided by law.

Each specifically authorized security officer shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved security officer. The written authorization shall specify the District premises and other property where the security officer is authorized to carry a firearm, as well as the means of carrying and storing the firearm.

*Revocation*

The Superintendent, as well as the Board, shall have the authority to revoke at any time a security officer's authorization to possess a firearm under this policy.

In addition, authorization for a security officer to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason.

*Duties*

An authorized security officer shall not perform routine law enforcement duties unless the duty is performed in response to an emergency that poses a threat of death or serious bodily injury to a student, employee, or other individual on a District campus.

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

In addition to complying with the relevant DPS regulations, a security officer shall:

1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District;
2. Maintain school security by patrolling campus hallways, completing door checks, and monitoring the perimeter of the campus throughout the day;
3. Routinely check exterior doors and interior classroom doors to ensure they are locked;
4. Complete weekly exterior door audits;
5. Inform campus administrators of malfunctioning cameras, doors, locks, gates, windows, etc., that require the submission of a work order for repair;
6. Assist with campus safety drills (i.e., fire, hold, secure, lock-down, evacuate, shelter);
7. Assist and coordinate with law enforcement personnel as needed;
8. Notify the police, fire department, emergency responders, or other appropriate authority of any situation requiring immediate attention; and
9. Perform other tasks and carry out all other lawful duties as directed by the Superintendent.

Handgun Licensees Each security officer shall be required to maintain a current license to carry a handgun in accordance with state law.

Training In addition to the training required by law and applicable DPS rules, each security officer assigned to a campus shall receive training in the following:

1. Student mental health, including suicide awareness;
2. Trauma-informed care;
3. Age-appropriate responses;
4. Child abuse identification and reporting;
5. Bullying, cyberbullying, harassment, and dating violence;
6. Special accommodations for students with disabilities (including behavior de-escalation techniques);
7. Confidentiality; and

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

8. Board policies and District regulations.

Permitted Weapons  
and Ammunition

Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.

Implementation

The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.

**School Marshals**

Authorization

Pursuant to its authority under state law, the Board may appoint an employee of the District to serve as a school marshal if the employee is certified as eligible by the Texas Commission on Law Enforcement (TCOLE). A school marshal shall be authorized to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each school marshal shall have immunities as provided by law.

Each specifically authorized school marshal shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved employee. The written authorization shall specify the District premises and other property where the employee is authorized to carry a firearm, as well as the means of carrying and storing the firearm.

Serving as a school marshal shall be strictly voluntary.

Revocation

The Superintendent, as well as the Board, shall have the authority to revoke at any time a school marshal's authorization to possess a firearm under this policy.

In addition, authorization for a school marshal to possess a firearm under this policy shall be automatically revoked if the employee is no longer authorized by law to serve as a school marshal or is placed on administrative leave or separates from employment with the District, regardless of the reason.

Jurisdiction

The jurisdiction of school marshals shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Authority and Duty

Subject to limitations in law, a school marshal shall:

1. Act as necessary to prevent or abate the commission of an offense that poses a threat of death or serious bodily injury to a person in the jurisdiction of the District;

2. Make arrests and exercise all authority given peace officers as necessary to prevent or abate the commission of an offense that poses a threat of death or serious bodily injury to a person in the jurisdiction of the District;
3. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary; and
4. Carry out all other lawful duties as directed by the Superintendent.

Training

The District shall provide to each school marshal who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.

Permitted Weapons and Ammunition

Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.

Implementation

The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.

[See CKE(LEGAL) and CKEB(LEGAL)]

**Employees Authorized to Possess Firearms for Emergency Response**

Purpose

The Board has adopted these provisions regarding firearms to address concerns about effective and timely response to emergency situations on District property, including invasion of a school by an armed outsider; a hostage situation; actions of a student or employee who is armed and poses a direct threat of physical harm to himself, herself, or others; and similar circumstances.

Authorization

Pursuant to its authority under state law, the Board may authorize specific District employees to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each authorized employee shall have immunities as provided by law.

Each specifically authorized employee shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved employee. The written authorization shall specify the District premises and other property where the employee is authorized to carry a firearm, as well as the means of carrying and storing the firearm.

Participation in this safety and security program shall be strictly voluntary.

<u>Revocation</u>	<p><u>The Superintendent, as well as the Board, shall have the authority to revoke at any time a specific employee's authorization to possess a firearm under this policy.</u></p> <p><u>In addition, authorization for a specific employee to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason.</u></p>
<u>Duties</u>	<p><u>An authorized employee shall not perform routine law enforcement duties unless the duty is performed in response to an emergency that poses a threat of death or serious bodily injury to a student, employee, or other individual on a District campus.</u></p> <p><u>In an emergency an authorized employee shall:</u></p> <ol style="list-style-type: none"><li><u>1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District; and</u></li><li><u>2. Carry out all other lawful duties as directed by the Superintendent.</u></li></ol>
<u>Handgun Licensees</u>	<p><u>Only a District employee who maintains a current license to carry a handgun in accordance with state law shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.</u></p> <p><u>A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).</u></p>
<u>Training</u>	<p><u>The District shall provide to each District employee who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.</u></p>
<u>Permitted Weapons and Ammunition</u>	<p><u>Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.</u></p>
<u>Implementation</u>	<p><u>The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.</u></p>



**To: Board of Trustees**

**From:** Loretta Aguilar

**Date:** June 9, 2025

**Subject:** Request for Approval of Stipend for Master Teachers & Associate Teachers under LASO 3 BLG – Strategic Operations

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**History:**

Tornillo ISD was awarded the LASO 3 Blended Learning Strategic Operations Grant for the Pk-8 campus.

**Rationale:**

TEA requires that a portion of the funds be utilized to provide stipends for participating teachers.

Master teachers would receive a \$3,000.00 stipend, and associate teachers would receive a \$1,000.00 stipend.

**Budget Implications:**

Grant funds will cover the cost of the stipends for the duration of the grant cycle.

**Administrative Recommendation:**

The Administration is recommending that the Board of Trustees approve the stipends to ensure compliance and implementation of the LASO 3 Blended Learning Strategic Operations Grant.



**To: Board of Trustees**

**From:** Loretta Aguilar

**Date:** June 9, 2025

**Subject:** Request for Approval of Partnership with Region 11

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**History:**

Tornillo ISD was awarded the LASO 3 Blended Learning Strategic Operations Grant for the Pk-8 campus.

**Rationale:**

To ensure alignment with planning fidelity requirements, we must outline our professional learning approach, including training and coaching plans for the year.

**Budget Implications:**

Grant funds will cover the cost of the contract(Blended Learning Coaching Package 2 - \$62,700.00) and all funds except travel (\$12,100.00) will be reimbursed by TEA at which time the reimbursed funds will be reallocated to the grant.

**Administrative Recommendation:**

The Administration is recommending that the Board of Trustees approve the MOU to ensure compliance and implementation of the LASO 3 Blended Learning Strategic Operations Grant.



**MEMORANDUM OF UNDERSTANDING (MOU)**  
BETWEEN EDUCATION SERVICE CENTER REGION 11  
AND Tornillo Independent School District  
*(District, Charter, ESC Name)*

**THIS MOU AGREEMENT** is entered into by and between the Education Service Center Region 11, (“ESC Region 11”) and Tornillo Independent School District (collectively referred to as the “Parties” or individually as the “Party”) acting herein by and through their respectively authorized officers or employees. This agreement shall be effective on the date it is executed by all the Parties (“Effective Date”).

**PREMISES**

**WHEREAS** Chapter 791 of the Texas Government Code authorizes governmental entities, including education service centers and independent school districts, to contract with each other to provide governmental functions and services; and contracting party has a fully executed Master Interlocal Agreement (MIA) on file with ESC Region 11.

**WHEREAS**, the Parties wish to enter into this Agreement for the purpose outlined below and the parties agree to follow the agreed upon guidelines to provide the services in this agreement.

**WHEREAS**, each party, in performing governmental functions or in funding the performance of governmental functions, shall make that performance or those payments from current revenues legally available to that party; and

**WHEREAS**, each party finds that the performance of this Agreement is in the common interest of the parties, that the understanding will benefit the public interest and that the division of costs fairly compensates the performing party for the services or functions under this Agreement.

**NOW THEREFORE**, the Parties to this agreement mutually agree to the following:

**AGREEMENT**

**1. DESCRIPTION OF SERVICE:** Blended Learning Coaching *(ex. School Board Training)*

**2. PURPOSE / REASON**  
Tornillo ISD has requested 2 semester-long coaching packages for blended learning. Each package includes 1 full-day kickoff session, 1/2 day PD for administrators, 10 coaching cycles for up to 4 teachers (8 total as part of the two packages). There will also be a collaborative pre- and post-walk with administrators.

**3. DUTIES AND RESPONSIBILITIES**

**3.1 ESC REGION 11 Duties and Responsibilities.**  
To provide one on one coach, with observation and feedback and teacher support.

**3.2 Tornillo Independent School District *(District or Charter name)* Duties and Responsibilities.**  
The district will provide a location for the training and access to internet and projection equipment.





Department of Teaching and Learning  
 Instructional Services Division  
 Education Service Center Region 11

## Proposal Prepared for Tornillo ISD

Quote Date: May 23, 2025

### Blended Learning Coaching Package 1 (6 Coaching Cycles for up to 8 teachers)

	Description	2025-2026 ESC11 Fee
3 months	<ul style="list-style-type: none"> <li>1 Full day of PD for teachers (6 hours)</li> <li>½ Day PD for Admin (3 hours)</li> <li><b>6 Coaching Cycles for each teacher</b></li> <li>½ Day - Pre-coaching walk</li> <li>½ Day - Post-coaching walk</li> </ul>	\$19,900.00 (Price includes up to 4 teachers and campus/district admin)
3 months	<ul style="list-style-type: none"> <li>1 Full day of PD for teachers (6 hours)</li> <li>½ Day PD for Admin (3 hours)</li> <li><b>6 Coaching Cycles for each teacher</b></li> <li>½ Day - Pre-coaching walk</li> <li>½ Day - Post-coaching walk</li> </ul>	\$19,900.00 (Price includes up to 4 teachers and campus/district admin)
<b>**Travel Cost</b>	Estimated total travel cost	\$7,700.00
	<b>Total</b>	<b>\$47,500.00</b>

\*This quote is valid for 30 days from the quote date.

\*\*Travel costs are estimates. You will be billed for the actual cost which could be slightly lower or higher than the estimate depending on actual air flights, etc.

### Blended Learning Coaching Package 2 (10 Coaching Cycles for up to 8 teachers)

	Description	2025-2026 ESC11 Fee
1 semester	<ul style="list-style-type: none"> <li>1 Full day of PD for teachers (6 hours)</li> <li>½ Day PD for Admin (3 hours)</li> <li><b>10 Coaching Cycles for each teacher</b></li> <li>½ Day - Pre-coaching walk</li> </ul>	\$25,300.00 (Price includes up to 4 teachers and campus/district admin)

	<ul style="list-style-type: none"> <li>● ½ Day - Post-coaching walk</li> </ul>	admin)
<b>1 semester</b>	<ul style="list-style-type: none"> <li>● 1 Full day of PD for teachers (6 hours)</li> <li>● ½ Day PD for Admin (3 hours)</li> <li>● <b>10 Coaching Cycles for each teacher</b></li> <li>● ½ Day - Pre-coaching walk</li> <li>● ½ Day - Post-coaching walk</li> </ul>	\$25,300.00 (Price includes up to 4 teachers and campus/district admin)
<b>**Travel Cost</b>	Estimated total travel cost	\$12,100.00
	<b>Total</b>	<b>\$62,700.00</b>

\*This quote is valid for 30 days from the quote date.

\*\*Travel costs are estimates. You will be billed for the actual cost which could be slightly lower or higher than the estimate depending on actual air flights, etc.

# Tornillo Independent School District

Tornillo High School

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## Memorandum

To: Board of Trustees

From: Alejandro Olvera/Principal

Subject: TECHS/Crosswalk

Date: June 18, 2025

### **Rationale:**

TISD will remove the AVID elective course from the TECHS crosswalk for the 2025-2026 school year and substitute it with the Innovative Courses titled ***Path-College/Career***.

### **Budget Impact:**

The campus will not be attending AVID conferences or paying additional fees.

### **Administrative Recommendation:**

Tornillo Early College High School is seeking Local board approval to remove and substitute our elective AVID courses with the ***Path-College/Career*** (PATHCC1, grades 9-12, 1 credit). This course would only be made available to students who are enrolled in our TECHS/EPCC program.



*Financial Services Department*

19200 Cobb Street  
Tornillo, TX 79853  
Phone 915.765.3050

# MEMORANDUM

To:  
From:  
Subject:  
Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

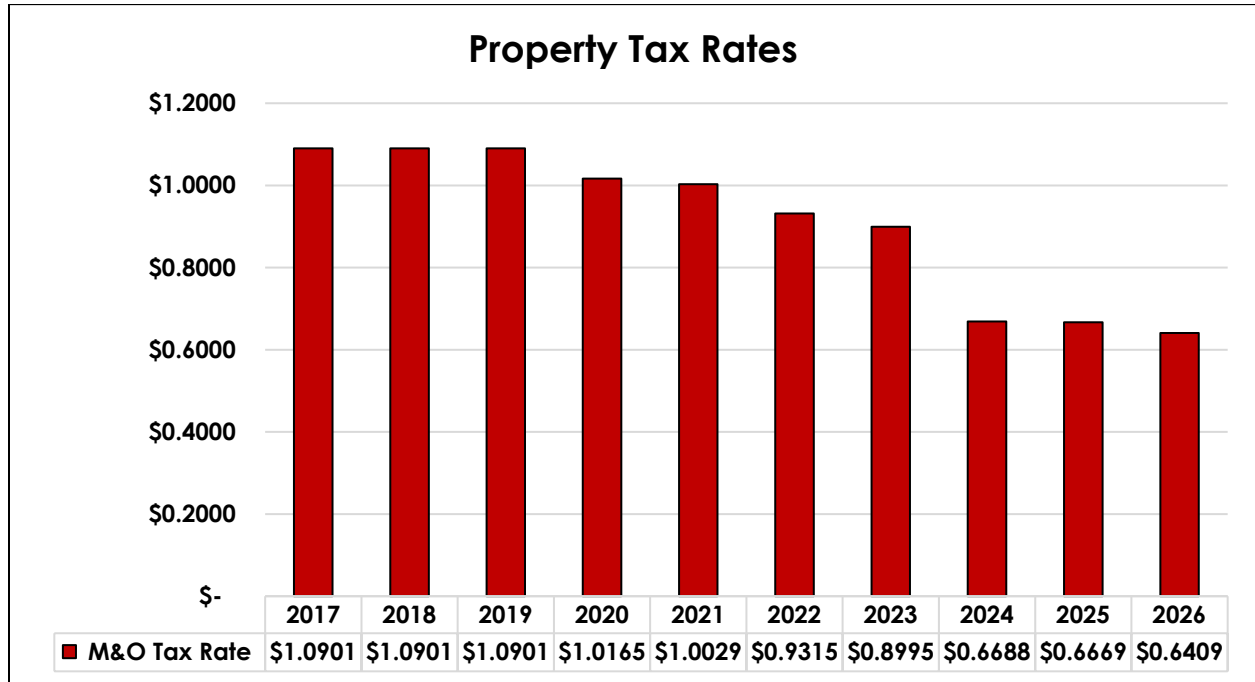
## Tornillo ISD tax trend and proposed VATRE

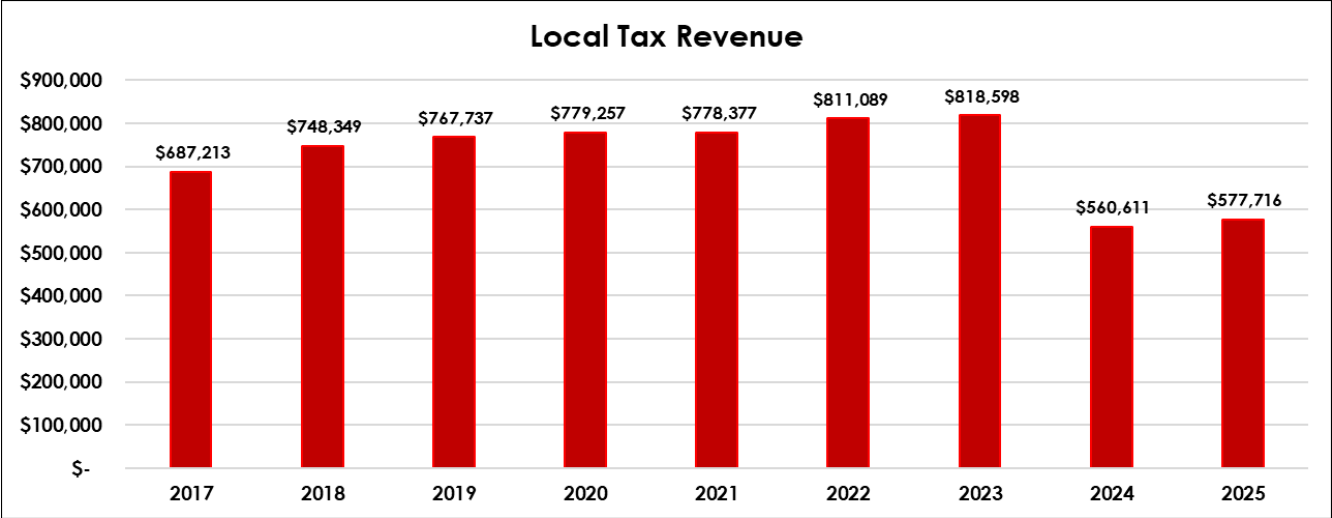
### History

In Texas, school districts generate and receive funding for maintenance and operations (M&O) through a two-tiered system. The M&O tax rate comprises the majority of a district’s operating revenue.

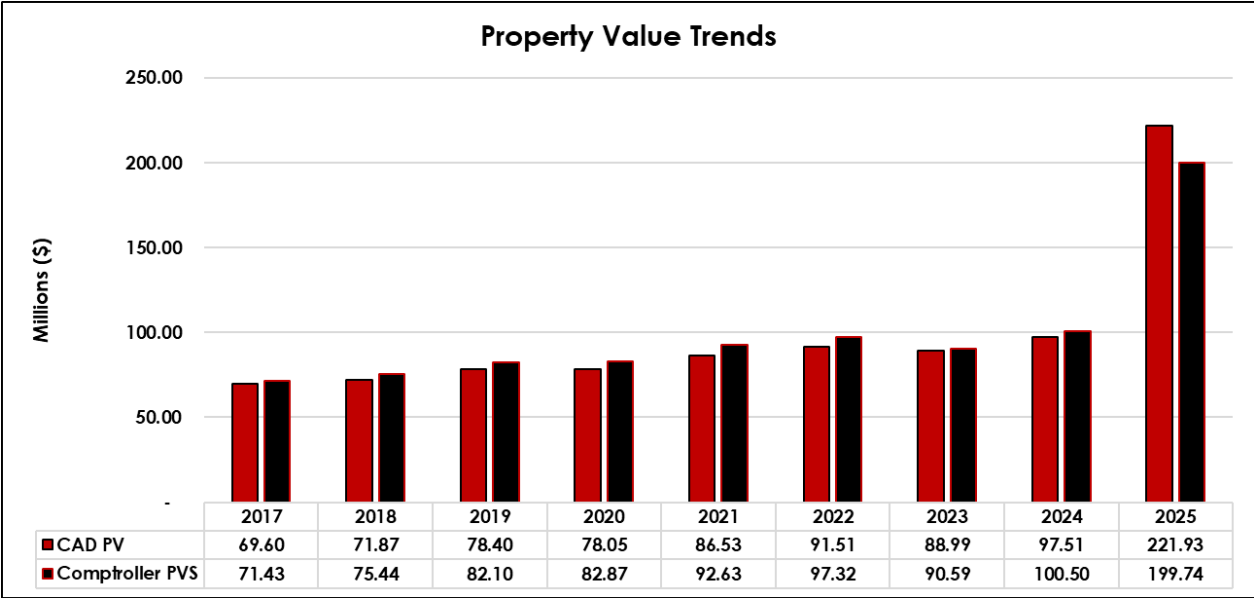
Tier I M&O funding is determined by a series of formulas based on student attendance and the specific needs of each district’s student population. The state and local school district shares the cost of its Tier I “entitlement,” with the state covering the portion that exceeds the district’s share as calculated under the state’s school finance formula — known as the “local fund assignment.”

The maximum Tier I M&O tax rate a district can levy without voter approval is called the maximum compressed tax rate (MCR), which is calculated annually by the Texas Education Agency (TEA) to proposed rate of 0.5909. Tornillo ISD has the benefit to access 0.05 additional golden pennies discussed later to a total proposed rate of 0.6409. Below are the historical tax rate and property value increase through a ten-year period.





**TY = Tax Year**  
**FY = Fiscal Year**  
**VATRE = Voter Approved Tax Rate Election**  
**MCR = Maximum Compressed Rate**



Tier II M&O funding allows school districts to generate supplemental “enrichment” revenue by levying property taxes beyond the MCR. These additional tax effort pennies are split into two categories: “golden” pennies (Tier II, Level 1) and “copper” pennies (Tier II, Level 2), each with different implications for state funding, recapture, and voter approval. The maximum M&O rate for any district in TY 2025 is (0.6169 +0.17). Currently we adopted (0.6169+0.05) to total of 0.6669.

School districts can levy up to eight “golden” pennies per \$100 of taxable property value for Tier II Level 1(L1) enrichment funding, which is not subject to recapture by the state. These “golden” pennies generate a guaranteed yield of \$132.40 per penny per weighted student. In other words, in districts with a tax base that does not generate this amount of funding, the state “equalizes” the yield by providing additional state funding to the school district up to the guaranteed yield.

The first five of the eight “golden” pennies can be accessed at the school board’s discretion without voter approval. However, the remaining three “golden” pennies require voter authorization through a VATRE.

After tapping into the eight “golden” pennies, districts can levy up to nine “copper” pennies for Tier II Level 2 (L2) enrichment funding. These “copper” pennies generate a lower guaranteed yield of \$49.28 per penny per weighted student; they are called “copper” pennies because the guaranteed yield is much lower. Unlike “golden” pennies, the “copper” penny revenue is subject to recapture if it exceeds the district’s Tier II entitlement. Accessing any of the nine “copper” pennies also requires voter approval through a VATRE.



**Calculations to determine Tier Two Entitlement**

To access the total of 0.17 pennies and generate Tier II funding the increase is calculated below (assumption access 3 golden pennies and 9 copper pennies):

$$L1 = \$132.40 \times 1,433 \times 3 \text{ pennies} = \$569,187$$

$$L2 = \$49.28 \times 1,433 \times 9 \text{ pennies} = \$635,564$$

$$L1 + L2 = \$569,187 + \$635,564 = \$1,204,751$$

**At the local level**

A VATRE allows a school district to ask voters for permission to adopt a tax rate that exceeds the district’s state-calculated MCR plus the greater of five “golden” pennies or the number of Tier II voter-authorized enrichment pennies set in the prior year to generate additional revenue for operational expenses. This additional M&O revenue can be used to fund critical needs such as salary increases.

**The district has utilized the first 5 pennies allowed and incorporated them in the past tax rates according to the state laws.**

If the VATRE is approved by voters in November, the total tax rate can be increased by 0.12 cents to the maximum rate of \$0.17. If we take current numbers the increased tax rate would cost the owner of an average home in Tornillo, **(valued at \$120,577 according to the El Paso Appraisal District) an additional \$24.69 of tax.**

**Calculation:**

$120,577 - 100,000 = 20,577 / 100 * \text{proposed rate increase } (0.12) = \$24.69$  or total

$120,577 - 100,000 = 20,577 / 100 * \text{proposed tax rate } (0.5909 + 0.17) = \$156.57$  total tax

Taxpayers over age 65 would incur no tax increase unless they make substantial improvements to their home. Furthermore, there is a proposal in Texas legislation to increase the homestead exemption from \$100,000 to \$140,000. If this occurs the homeowners that that participate in the homestead exemption will not pay any tax to the school district.

**Next Steps**

April 30: Deadline for chief appraiser to certify estimate of district’s property values –

July 4: Deadline to select auditor for efficiency audits for districts seeking a VATRE in the November 4, 2025 election (no later than 4 months before Election Day),

July 18 - August 1: TEA Local Property Value Survey regarding taxable property values and local exemption amounts for the preceding and current tax years

July 25: Deadline for chief appraiser to provide certified appraisal roll to district’s tax assessor; if the appraisal review board has not approved the appraisal records by July 20, the chief appraiser must prepare and certify an estimate of taxable property value by July 25

August 1: Deadline for tax assessor to determine district property values and submit appraisal roll to the board

August 5: Deadline for TEA to calculate and make available a preliminary maximum compressed tier one tax rate (MCR) for each district

**(MCR will be based on new proposed compression laws (from the legislative session) and the increase in property values.)**

August 8: Latest date for districts planning a VATRE to publish Notice of Public Meeting to Discuss Budget and Proposed Tax Rate (Texas Comptroller's Form 50-280)

August 15 (or 10 Calendar Days after TEA approves preliminary MCR): Deadline to appeal preliminary MCR • If not appealed, preliminary MCR becomes final

August 18 (78th day before Election Day): Deadline to order a VATRE to be held on the November uniform election date; a district must adopt its budget and tax rate before ordering an election

August 18: Deadline for districts with September 1 fiscal year to prepare a proposed budget

August 20: Latest date for districts with September 1 fiscal year to publish Notice of Public Meeting to Discuss Budget and Proposed Tax Rate (Texas Comptroller's Form 50-280) if not conducting a VATRE

August 31: • Deadline to adopt budget for district with September 1 fiscal year<sup>17</sup> • Deadline for TEA to issue final determination of MCR appeals

September 29 or 60 days after receiving certified appraisal roll (whichever is later): Tax rate must be adopted before the latter of these dates if not conducting a VATRE

**(Preparation of Voter Approved Tax Rate and No New Revenue Rate as per Truth in Taxation Law.)**

October 4 (no later than three months after auditor appointment): Efficiency audit completed if the board appointed the auditor on July 5; may be earlier if the auditor was appointed before the deadline; final report is due no later than 90 days after appointment

October 5 (no later than thirty days before Election Day): Efficiency audit results posted on district website; before the VATRE, the board must hold an open meeting to discuss the results

November 4 (First Tuesday after first Monday in November): Uniform election date for VATRE.



## MINUTES OF REGULAR BOARD MEETING

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

Wednesday, May 28, 2025

5:30PM –  
5:31PM

### 1. (OTHER) First Order of Business

- 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  
Ines Delgado  
Maria Saldaña

MEMBERS ABSENT:

Hector Lopez  
Enrique Vega

- 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, read the district vision and mission.

5:31PM –  
5:36PM

### 2. (OTHER) Superintendent's Report

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

No Action Necessary.

5:26PM –  
5:39PM

### 3. (OTHER) District Recognitions

- A. TISD Band – 1<sup>st</sup> Division at YISD / RHS Young Band Festival

Mrs. Rosa Vega-Barrio, Superintendent, recognized the TISD Band.

No Action Necessary.

5:39PM –  
5:40PM

### 4. (OTHER) Open Forum - None

### 5. Lone Star Governance

- A. Student Outcome Monitoring:

1.Goal 1: GPM 1.1 & 1.2

2.Goal 2: GPM 2.1 & 2.2

Mrs. Myrna Lopez, PK-8 Principal, presented the Board of Trustees with Goal 1 & Goal 2 updates.

No Action Necessary.

5:40PM –  
5:55PM

- B. 2024-2025 TELPAS Data

Mr. Luis Garcia, District Data Fellow, presented the Board of Trustees with the 2024-2025 TELPAS Data.

No Action Necessary.

5:55PM –  
6:02PM

6:02PM –  
6:03PM

- C. (Accountability 1) Review Board’s Time Use Tracker  
Ms. Marlene Bullard, Board President, facilitated the review of the board’s time use trackers.  
No Action Necessary.

6:03PM –  
6:04PM

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

**7. (VISION Y) Information / Reports / Presentations**

A. Financial Reports – Information Only

6:04PM –  
6:05PM

Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Financial Reports for April 2025.

No Action Necessary.

**8. (STRUCTURE) Board Items**

A. Purchases > \$50,000 threshold – Authorization

6:05PM –  
6:09PM

1. Consider Approval to Purchase Dell Laptops for Students

Mr. Christopher Escarsega, Network Administrator, presented the Board of Trustees with the Purchase of Dell Laptops for Students.

*Ofelia Bosquez made the motion and Maria Saldana, seconded the motion to approve the Purchase of Dell Laptops for Students, as presented.*

Motion passed Unanimously.

6:09PM –  
6:11PM

B. Consider Approval of Low Attendance Waiver

Ms. Lizeth Carroll, HR / Compliance Director, presented the Board of Trustees with the Low Attendance Waiver.

*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the Low Attendance Waiver, as presented.*

Motion Passed Unanimously.

6:11PM –  
6:30PM

C. Consider Approval of Blue Bonnet Spanish Pilot Materials

Mrs. Myrna Lopez, PK-8 Principal, presented the Board of Trustees with the Blue Bonnet Spanish Pilot Materials.

*Ida Estrada made the motion and Ines Delgado seconded the motion to approve the Blue Bonnet Spanish Pilot Materials, as presented.*

Motion Passed Unanimously.

6:30PM –  
6:44PM

D. Consider Approval of Strong Foundations Stipends

Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Strong Foundations Stipends.

*Marlene Bullard made the motion and Ida Estrada seconded the motion to approve the Strong Foundations Stipends, as presented.*

Motion Passed Unanimously.

6:44PM –  
6:48PM

E. Consider Approval of Providers for LASO Cycle 3 Grant

Mr. Luis M. Guerra, Director of Finance, presented the Providers for LASO Cycle 3 Grant.

*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the Providers for LASO Cycle 3 Grant, as presented.*

Motion Passed with 4:1 Vote; Marlene Bullard Opposed.

6:48PM –  
6:50PM

- F. Consider Approval of AED Award Letter and Agreement  
Ms. Linda Rivero, District Nurse, presented the Board of Trustees with the AED Award Letter and Agreement.  
*Ines Delgado made the motion and Ida Estrada seconded the motion to approve the AED Award Letter and Agreement, as presented.*  
Motion Passed Unanimously.

6:50PM –  
6:58PM

- G. Discussion and Possible Action Regarding Sale of Unused Portables  
Mr. Rene Estrada, Maintenance / Transportation Director, presented the Board of Trustees with the Sale of Unused Portables.  
*Maria Saldana made the motion and Ofelia Bosquez seconded the motion to approve the Sale of Unused Portables, as presented.*  
Motion Passed Unanimously.

**9. (STRUCTURE) Consent Agenda**

6:58PM –  
6:59PM

- A. Consider Approval of Minutes from Previous Meetings:  
1.Regular Board Meeting Minutes – April 30, 2025
- B. Consider Approval of Budget Amendments
- C. Consider Approval of Engagement Letter with Gibson, Ruddock, Patterson LLC  
*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve ALL items on the consent agenda, as presented.*  
Motion Passed Unanimously.

6:59PM

**10. Next Meeting Tentative Date: June 4, 2025 – Budget Workshop**

*There being no further business, Maria Saldana made the motion and Ida Estrada seconded the motion to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:59 PM.*

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Marlene Bullard	Date
President, Board of Trustees	

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Ofelia Bosquez	Date
Secretary, Board of Trustees	



# TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

## MINUTES OF SPECIAL BOARD MEETING

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

Wednesday, June 12, 2025

### 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  
Ines Delgado  
Maria Saldana

MEMBERS ABSENT:

Hector Lopez  
Enrique Vega

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.

5:31PM –  
5:32PM

### 2. (OTHER) Open Forum - None

### 3. (VISION Y) Board Items

A. Budget Workshop

5:32PM –  
9:52PM

The Cabinet and Leadership team presented the Budget Workshop to the Board of Trustees.

No Action Necessary.

9:52PM

### 4. Next Meeting Tentative Date: June 18, 2025

*There being no further business, Ofelia Bosquez made the motion and Ida Estrada seconded the motion to adjourn meeting. Motion passed unanimously. Meeting adjourned at 9:52PM.*

\_\_\_\_\_  
Marlene Bullard  
President, Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ofelia Bosquez  
Secretary, Board of Trustees

\_\_\_\_\_  
Date



# MEMORANDUM

**To:** Board of Trustees  
**From:** Mr. Luis Garcia, District Data Fellow  
**Subject:** Data Sharing MOU w/Region 19  
**Date:** June 18, 2025

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## **HISTORY:**

Region 19 previously had access to Tornillo ISD’s student data through Mr. Glenn Nathan. Following his departure from Region 19, the organization no longer retains access and must obtain permission from each district individually.

## **RATIONALE:**

This Memorandum of Understanding (MOU) will allow Region 19 to access Tornillo ISD’s data to continue providing support services to the district. The data sharing is necessary for Region 19 to fulfill its role in delivering programs, technical assistance, and professional development aligned with student achievement and accountability.

## **BUDGET IMPACT:**

None

## **ADMINISTRATIVE RECOMMENDATION:**

Administration is recommending the Board of Trustees approve the data sharing MOU with Region 19 as presented.

**Memorandum of Understanding  
Data Sharing & Collaborative Agreement**

This Memorandum of Understanding ("MOU") is entered into effective **June 1, 2025**, by and between **Education Service Center Region 19 ("ESC Region 19")**, located at 6611 Boeing Dr., El Paso, Texas, 79925, and Tornillo Independent School District ("the District"). ESC Region 19 and the District may be collectively referred to as "the Parties."

**1. Purpose**

The purpose of this MOU is to establish a data-sharing partnership between ESC Region 19's Leadership & Accountability Department and the District. The agreement supports the District's efforts in analyzing and utilizing state assessment and accountability data to inform decision-making and improve student outcomes.

**2. Definitions**

- **Data:** Includes student performance data from the TEA Accountability Application (TEAL), Centralized Reporting System (CRS), and Test Information Distribution Engine (TIDE), including STAAR, EOC, Interim Assessment scores, and accountability data tables.
- **District Report Viewer (DRV):** Access level within TIDE allowing the district and ESC to view testing data and reports.
- **TEAL Accountability Application:** TEA platform providing access to accountability and performance data.

**3. Scope of Data**

The Data shared under this MOU includes, but is not limited to:

- **TIDE/DRV Reports:**
  - View current test status reports
  - View completion rate and session status reports
  - View score reports
- **TEAL Reports:**
  - Performance Reporting (Accountability reports, TAPR)
  - Performance-Based Monitoring (RDA)
  - Research and Analysis (Graduation and dropout data)

- HB 3 reporting tools (CCMR Outcomes Bonus Results)

**4. Use of Data**

Data will be used solely for supporting the District’s instructional, accountability, and strategic planning efforts. ESC Region 19 will provide analytical reports and technical assistance. Data will not be shared, sold, or used for any other purpose outside the scope of this agreement. All use shall comply with FERPA and other laws applicable with respect to the Data and information shared.

**5. Confidentiality and Security**

- ESC Region 19 will maintain the confidentiality of all data received under this MOU in compliance with FERPA and TEA confidentiality policies.
- All staff handling data will follow internal safeguards and best practices to prevent unauthorized access or disclosure.
- The obligations under this section will survive the termination of this MOU.

**6. Authorized Personnel**

ESC Region 19 will designate staff responsible for accessing and analyzing data. These individuals will be trained in FERPA compliance and data security.

**7. Data Protection Measures**

ESC Region 19 will implement appropriate technical and procedural safeguards to ensure the security and integrity of student data, whether stored, processed, or transmitted electronically.

**8. Term and Termination**

This MOU shall remain in effect from June 1, 2025, until modified or terminated by either Party. Either Party may terminate this MOU with 30 days’ written notice.

**9. Amendments**

This MOU may only be amended in writing, signed by authorized representatives of both Parties.

<b>Executed by:</b>		
LEA: <u>Tornillo ISD</u>		
<b>Superintendent or Designee:</b>		
_____	_____	_____
Printed Name	Signature	Date
<b>Authorized ESC Region 19 Representatives:</b>		
<u>Yoscelina Hernandez</u>	<u>Yoscelina Hernandez</u>	<u>6/2/2025</u>
Printed Name	Signature	Date
<u>Roxanne Hackney</u>	<u>Roxanne Hackney</u>	<u>6/2/25</u>
Printed Name	Signature	Date



**Board of Trustees Calendar of Meetings Dates  
 2025 – 2026**

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Type</b>	<b>Notes</b>
Wednesday, August 27, 2025	W.E. Neil Building	5:30 PM	Regular	
Wednesday, September 24, 2025	W.E. Neil Building	5:30 PM	Regular	
Wednesday, October 29, 2025	W.E. Neil Building	5:30 PM	Regular	
Wednesday, November 19, 2025	W.E. Neil Building	5:30 PM	Regular	
Wednesday, January 28, 2026	W.E. Neil Building	5:30 PM	Regular	
Wednesday, February 25, 2026	W.E. Neil Building	5:30 PM	Regular	
Wednesday, March 25, 2026	W.E. Neil Building	5:30 PM	Regular	
Wednesday, April 29, 2026	W.E. Neil Building	5:30 PM	Regular	Formative Evaluation of Superintendent
Wednesday, May 27, 2026	W.E. Neil Building	5:30 PM	Regular	
Wednesday, June 17, 2026	W.E. Neil Building	5:30 PM	Regular	
Wednesday, July 29, 2026	W.E. Neil Building	5:30 PM	Regular	

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



***Human Resources Department***

19200 Cobb Street  
Tornillo, TX 79853  
Phone 915.765.3050  
Fax 915.765.3099

# MEMORANDUM

To:  
From:  
Subject:  
Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

# **T-TESS**

## **Texas Teacher Evaluation Support System**



## **2025-2026**

### **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.*

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## BOARD MEMBERS

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**Marlene Bullard**  
*President*



**Ida Estrada**  
*Vice-President*



**Ofelia Bosquez**  
*Secretary*



**Ines Delgado**  
*Trustee*



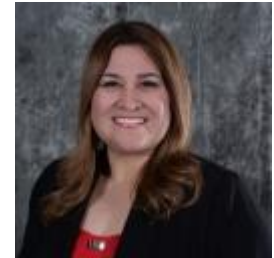
**Hector Lopez**  
*Trustee*



**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

## Table of Contents

### Board Members

BOARD MEMBERS.....	2
<b>Introduction.....</b>	<b>4</b>
<b>Purpose .....</b>	<b>4</b>
<b>Teacher Appraisal Calendar.....</b>	<b>5</b>
<b>Teacher Response and Appeals and Request for Second Appraiser.....</b>	<b>6</b>
<b>T-TESS Domains and Dimensions .....</b>	<b>7</b>
<b>Student Growth.....</b>	<b>8</b>
<b>Evaluation Process .....</b>	<b>10</b>
<b>T-TESS Process .....</b>	<b>11</b>
<b>T-TESS Frequently Asked Questions .....</b>	<b>12</b>
<b>Policy and Regulations .....</b>	<b>14</b>
<b>References.....</b>	<b>20</b>

## 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 2025-2026 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 2025.
- **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 05, 2025      Goal Setting (All Teachers)**

**Complete by February 27, 2026      Announced Observation**

**Complete by March 27, 2026          Post Observation Conference**

**Complete by April 24, 2026          Minimum of 2 Walk-Throughs with Feedback per 9 Weeks, per Appraisee.**

**Complete by May 08, 2026            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, 2025 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. During the 2025-2026 academic year, Tornillo ISD appraisees will follow the Student Learning Objective (SLO) process by identifying a focus area, developing the skill profiles rubrics and measuring student growth.

Tornillo ISD teachers will be provided with 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.

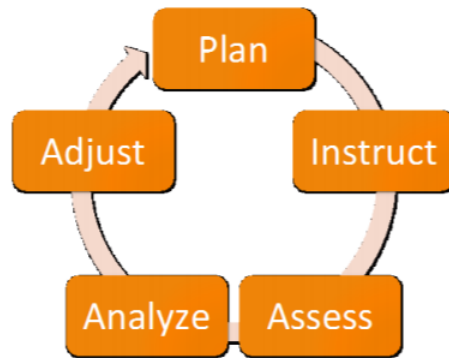
Student growth has the following characteristics:

- 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



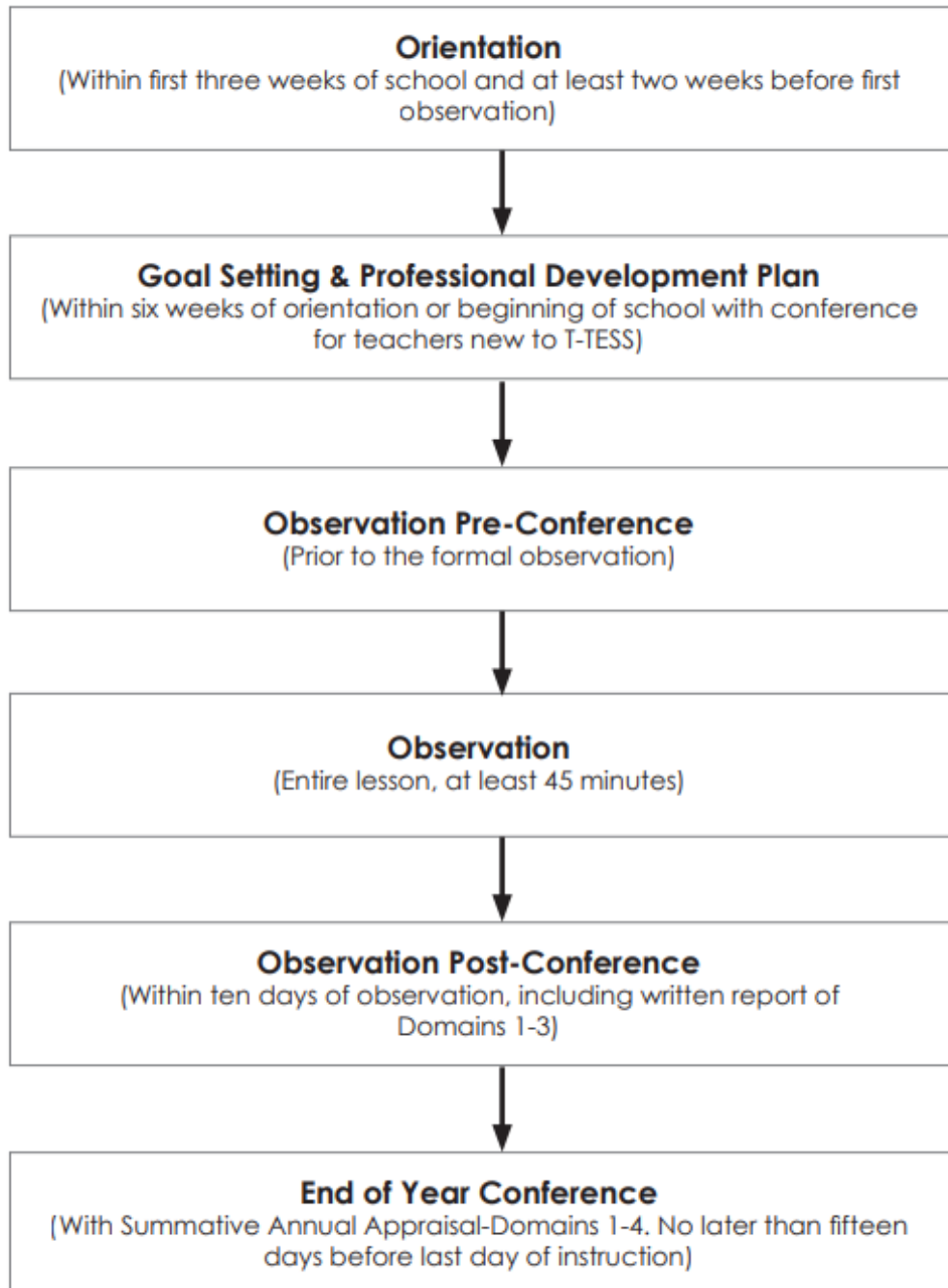
Process-based student growth measures are less about cut-scores and single assessments and more about the “teaching loop,” where teachers engage in evidence-based instruction and leads to consistent adjustments and improvements to practice and planning:

## Evaluation Process

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

## T-TESS Process

# T-TESS Process



## 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 2025-2026 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*
- 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"><li>• The second appraiser will be randomly selected by the Superintendent or designee from a pre-established roster of trained appraisers.</li><li>• Trained Appraisers: Campus Administrators; Bilingual Coordinator; and Superintendent.</li><li>• The formal observation for a second appraisal shall be unscheduled.</li></ul>

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 <a href="https://teachfortexas.org">https://teachfortexas.org</a>.</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"><li>• The second appraiser will be randomly selected by the Superintendent or designee from a pre-established roster of trained appraisers.</li><li>• Trained Appraisers: Campus Administrators; Instructional Coordinator; and Superintendent.</li><li>• The formal observation for a second appraisal shall be unscheduled.</li></ul>
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

170

## References

For additional information, see the following sources:

- <http://tea.texas.gov>
- <https://teachfortexas.org/>
- <https://tea.texas.gov/about-tea/laws-and-rules/texas-administrative-code/texas-administrative-code-title-19-part-2>

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



2025-2026  
Employee Handbook

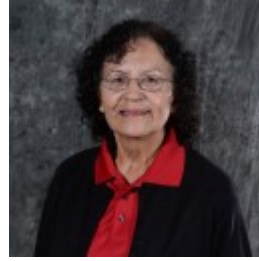
# TORNILLO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES



**Marlene Bullard**  
*President*



**Ida Estrada**  
*Vice-President*



**Ofelia Bosquez**  
*Secretary*



**Ines Delgado**  
*Trustee*



**Hector Lopez**  
*Trustee*



**Maria "Kika" Saldaña**  
*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](mailto:hr@tisd.us).

# Contents

- Introduction .....8**
- District Information .....8**
  - Description of the District.....8**
  - Mission Statement, Goals, and Objectives .....8**
  - Goals (Approval of New Goals Pending) .....8**
  - Board of Trustees .....8**
  - Board Meeting Schedule.....9**
  - Administration .....9**
  - Helpful Contacts and Directory .....10**
  - Academic Calendar .....11**
- Employment.....12**
  - Equal Employment Opportunity .....12**
  - Job Vacancy Announcements .....12**
  - Employment after Retirement .....12**
  - Contract and Noncontract Employment.....13**
  - Certification and Licenses .....13**
  - Recertification of Employment Authorization .....14**
  - Searches and Alcohol and Drug Testing .....14**
  - Health Safety Training .....15**
  - Reassignments and Transfers .....15**
  - Workload and Work Schedules .....16**
  - ADA Accommodations .....16**
  - Breaks for Expression of Breast Milk .....17**
  - Pregnant Workers Fairness Act.....17**
  - Notification to Parents Regarding Qualifications.....17**
  - Outside Employment and Tutoring.....17**
  - Performance Evaluation .....18**
  - Employee Involvement .....18**
  - Staff Development.....18**
  - Mental Health Training .....18**
- Compensation and Benefits .....19**
  - Salaries, Wages, and Stipends.....19**
  - Automatic Payroll Deposit .....19**

<b>Payroll Deductions .....</b>	<b>19</b>
<b>Paychecks.....</b>	<b>20</b>
<b>Overtime Compensation.....</b>	<b>21</b>
<b>Travel Expense Reimbursement.....</b>	<b>22</b>
<b>Health, Dental, and Life Insurance.....</b>	<b>22</b>
<b>Supplemental Insurance Benefits .....</b>	<b>23</b>
<b>Cafeteria Plan Benefits (Section 125) .....</b>	<b>23</b>
<b>Workers' Compensation Insurance.....</b>	<b>23</b>
<b>Unemployment Compensation Insurance .....</b>	<b>23</b>
<b>Teacher Retirement .....</b>	<b>23</b>
<b>Other Benefit Programs .....</b>	<b>24</b>
<b>Leaves and Absences .....</b>	<b>24</b>
<b>Personal Leave.....</b>	<b>25</b>
<b>State Sick Leave .....</b>	<b>26</b>
<b>Local Leave.....</b>	<b>26</b>
<b>Sick Leave Bank.....</b>	<b>26</b>
<b>Family and Medical Leave Act (FMLA)—General Provisions.....</b>	<b>27</b>
<b>Local Procedures for Implementing Family and Medical Leave Provisions .....</b>	<b>29</b>
<b>Temporary Disability Leave.....</b>	<b>30</b>
<b>Workers' Compensation Benefits.....</b>	<b>31</b>
<b>Assault Leave.....</b>	<b>31</b>
<b>Bereavement Leave .....</b>	<b>32</b>
<b>Jury Duty .....</b>	<b>32</b>
<b>Compliance with a Subpoena.....</b>	<b>32</b>
<b>Truancy Court Appearances.....</b>	<b>32</b>
<b>Religious Observance.....</b>	<b>32</b>
<b>Military Leave .....</b>	<b>32</b>
<b>Employee Relations and Communications.....</b>	<b>33</b>
<b>Employee Recognition and Appreciation.....</b>	<b>33</b>
<b>District Communications.....</b>	<b>33</b>
<b>Complaints and Grievances.....</b>	<b>33</b>
<b>Employee Conduct and Welfare .....</b>	<b>34</b>
<b>Standards of Conduct .....</b>	<b>34</b>
<b>Faculty and Staff Dress Code.....</b>	<b>37</b>
<b>Discrimination, Harassment, and Retaliation.....</b>	<b>37</b>

<b>Harassment of Students .....</b>	<b>38</b>
<b>Reporting Suspected Child Abuse .....</b>	<b>39</b>
<b>Sexual Abuse and Maltreatment of Children .....</b>	<b>40</b>
<b>Reporting Crime .....</b>	<b>40</b>
<b>Scope and Sequence .....</b>	<b>40</b>
<b>Technology Resources.....</b>	<b>40</b>
<b>Personal Use of Electronic Communications .....</b>	<b>41</b>
<b>Electronic Communications between Employees, Students, and Parents .....</b>	<b>42</b>
<b>Public Information on Private Devices.....</b>	<b>44</b>
<b>Criminal History Background Checks.....</b>	<b>44</b>
<b>Employee Arrests and Convictions.....</b>	<b>44</b>
<b>Alcohol and Drug-Abuse Prevention.....</b>	<b>45</b>
<b>Tobacco and Nicotine Products and E-Cigarette Use.....</b>	<b>46</b>
<b>Fraud and Financial Impropriety.....</b>	<b>46</b>
<b>Conflict of Interest .....</b>	<b>46</b>
<b>Gifts and Favors .....</b>	<b>47</b>
<b>Copyrighted Materials.....</b>	<b>47</b>
<b>Associations and Political Activities .....</b>	<b>47</b>
<b>Charitable Contributions .....</b>	<b>47</b>
<b>Safety and Security .....</b>	<b>48</b>
<b>Possession of Firearms and Weapons.....</b>	<b>48</b>
<b>Visitors in the Workplace.....</b>	<b>48</b>
<b>Asbestos Management Plan.....</b>	<b>49</b>
<b>Pest Control Treatment.....</b>	<b>49</b>
<b>General Procedures .....</b>	<b>49</b>
<b>Emergency School Closing .....</b>	<b>49</b>
<b>Emergencies.....</b>	<b>49</b>
<b>Purchasing Procedures .....</b>	<b>50</b>
<b>Name and Address Changes.....</b>	<b>50</b>
<b>Personnel Records.....</b>	<b>50</b>
<b>Facility Use .....</b>	<b>50</b>
<b>Resignations.....</b>	<b>50</b>
<b>Dismissal or Nonrenewal of Contract Employees .....</b>	<b>51</b>
<b>Dismissal of Noncontract Employees.....</b>	<b>52</b>
<b>Discharge of Convicted Employees.....</b>	<b>52</b>

Exit Interviews and Procedures .....	52
Reports to Texas Education Agency .....	52
Reports Concerning Court-Ordered Withholding.....	53
<b>Student Issues .....</b>	<b>53</b>
Equal Educational Opportunities .....	53
Student Records .....	53
Parent and Student Complaints.....	54
Administering Medication to Students.....	54
Dietary Supplements.....	54
Psychotropic Drugs .....	55
Student Conduct and Discipline.....	55
Student Attendance.....	55
Bullying.....	55
Hazing .....	55
<b>Technology Acceptable Use Policy .....</b>	<b>56</b>
Purpose .....	56
Scope .....	56
Your Rights and Responsibilities.....	56
Principles .....	56
General Rules & Expectations .....	57
Agreement Terms.....	57
<b>Internet Acceptable Use Policy.....</b>	<b>58</b>
User Responsibilities .....	58
Student Internet Safety .....	60
Penalties for Improper Use.....	60
Disclaimer .....	60



# 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 2025-2026 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](mailto: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](http://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 8<sup>th</sup> grade), and Tornillo High School (9<sup>th</sup> through 12<sup>th</sup> 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 (Approval of New Goals Pending)

- The percentage of all graduates that will meet criteria for CCMR will increase from 91% August 2024 to 100% by August 2029.
- The percentage of 3<sup>rd</sup> grade students that score meets on STAAR Reading will increase from 25% to 60% by September 2029.
- The percentage of 3<sup>rd</sup> grade students that score meets on STAAR Math will increase from 29% to 60% by September 2029.

### 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
- Iris Delgado, 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](http://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
Marisela Ramos .....	Diagnostician/ SPED/504 Coordinator
Sandra Cruz .....	Finance Coordinator
Emily Saucedo.....	District PEIMS Data Specialist
Norma Aguirre .....	District Food Services Manager
Alejandro Olvera.....	High School Principal
Myrna Lopez-Patti .....	PK-8 School Principal
Elizabeth Otero.....	High School Assistant Principal
Angie Morales.....	PreK-8 School Assistant Principal
Dania Sotelo.....	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**

Superintendent.....765-3005  
 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  
 Registered 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 2025-2026 Academic Calendar

July 2025						
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 2025						
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						

September 2025						
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				

October 2025						
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	

November 2025						
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						

December 2025						
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			

<b>JULY</b>	06/30 - 07/04	District Closed
	07/18	New Employee Orientation
	07/21 - 07/26	District Staff Development
	07/28	1st Semester Begins / Classes Begin
<b>SEPTEMBER</b>	09/01	Holiday - Labor Day
	09/17	P/T Conference for PK-8
	09/18	P/T Conference for HS
<b>OCTOBER</b>	09/29 - 10/03	Extended Year/Makeup Days
	10/06 - 10/10	District Closed
	10/13 - 10/15	Teacher Planning / No School for Students
<b>NOVEMBER</b>	11/11	Wellness Day - District Closed
	11/24 - 11/28	Holiday - Thanksgiving
<b>DECEMBER</b>	12/02 - 12/12	Testing - STAAR
	12/18	Early Release for Students/Teachers
	12/19	Wellness Day - District Closed
	12/22 - 01/02	Holiday - Christmas Break
<b>JANUARY</b>	01/05 - 01/07	Teacher Planning / No School for Students
	01/08	2nd Semester Begins / Classes Begin
	01/19	Holiday - MLK/COVID-Weather Makeup Days
<b>FEBRUARY</b>	02/09	Wellness Day - District Closed
	02/16	Wellness Day - District Closed
	02/25	P/T Conference for PK-8
	02/26	P/T Conference for HS
<b>MARCH</b>	03/09 - 03/13	Extended Year/Makeup Days
	03/16 - 03/20	Holiday - Spring Break
	03/23 - 03/25	Teacher Planning / No School for Students
<b>APRIL</b>	04/03	Holiday - Good Friday
	04/06	Wellness Day - District Closed
	04/07 - 04/30	Testing - STAAR
<b>MAY</b>	05/01	Early Release for Students
	05/25	Holiday - Memorial Day-Weather Makeup Day
	05/29	Early Release for Students/Teachers
<b>JUNE</b>	06/01 - 06/12	Extended Year/Makeup Days
	06/16 - 06/26	Testing - STAAR

January 2026						
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 2026						
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

March 2026						
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 2026						
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 2026						
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						

June 2026						
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
- Smart Snack Exemption Days

**Instructional Minutes** : State Minimum: 75,600 (PK-12th), Actual minutes 78,720

Weeks	Days	Minutes
1st	44	HS:21120 MS 6th-8th:21120 MS 3rd-5th:21120 EL:21120
2nd	40	HS:18960 MS 6th-8th:18960 MS 3rd-5th:18960 EL:18960
3rd	39	HS:18720 MS 6th-8th:18720 MS 3rd-5th:18720 EL:18720
4th	44	HS:20160 MS 6th-8th:20160 MS 3rd-5th:20160 EL:20160
	167	HS:78960 MS 6th-8th:78960 MS 3rd-5th:78960 EL:78960

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

Last Updated: 5/30/2025

# 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](mailto: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. [ramosm@tisd.us](mailto:ramosm@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](http://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. Failure to verify employment authorization may result in termination.

## **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 the 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.

## **ADA Accommodations**

*Policies DAA, DBB, DIA*

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting the Human Resources office and identifying an adjustment or change at work that is needed because of a disability. An employee also may submit a written request to HR using the ADA Accommodation Request Form, which is available on the district's website.

Upon receiving the reasonable accommodation request, HR will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR will work closely with the employee and supervisor to ensure that reasonable

accommodation is provided and effective

## **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.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

## **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.

## **Mental Health Training**

*Policy DMA*

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

## **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](http://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 overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay. If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year. An agreement between an employee and the district must be in place in order to deduct any overpayment.

### **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. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact the Payroll Department if they have any questions.

The schedule of pay dates for the 2025-2026 school year follows:

## Tornillo Independent School District 2025 - 2026 Payroll Schedule

Pay Period Start	Pay Period End	Payroll Due-Date	Pay Date
<b>6/16/2025</b>	<b>6/30/2025</b>	<b>7/9/2025</b>	<b>7/15/2025</b>
7/1/2025	7/15/2025	7/18/2025	7/31/2025
7/16/2025	7/31/2025	8/4/2025	8/15/2025
8/1/2025	8/15/2025	8/19/2025	8/29/2025
8/16/2025	8/31/2025	9/3/2025	9/15/2025
9/1/2025	9/15/2025	9/17/2025	9/30/2025
<b>9/16/2025</b>	<b>9/30/2025</b>	<b>10/2/2025</b>	<b>10/15/2025</b>
<b>10/1/2025</b>	<b>10/15/2025</b>	<b>10/17/2025</b>	<b>10/31/2025</b>
10/16/2025	10/31/2025	11/4/2025	11/14/2025
<b>11/1/2025</b>	<b>11/15/2025</b>	<b>11/18/2025</b>	<b>11/28/2025</b>
11/16/2025	11/30/2025	12/3/2025	12/15/2025
<b>12/1/2025</b>	<b>12/15/2025</b>	<b>12/16/2025</b>	<b>12/31/2025</b>
12/16/2025	12/31/2025	1/7/2026	1/15/2026
1/1/2026	1/15/2026	1/20/2026	1/30/2026
1/16/2026	1/31/2026	2/3/2026	2/13/2026
2/1/2026	2/15/2026	2/17/2026	2/27/2026
2/16/2026	2/28/2026	3/3/2026	3/13/2026
<b>3/1/2026</b>	<b>3/15/2026</b>	<b>3/17/2026</b>	<b>3/31/2026</b>
3/16/2026	3/31/2026	4/2/2026	4/15/2026
4/1/2026	4/15/2026	4/17/2026	4/30/2026
4/16/2026	4/30/2026	5/4/2026	5/15/2026
5/1/2026	5/15/2026	5/19/2026	5/29/2026
5/16/2026	5/31/2026	6/3/2026	6/15/2026
6/1/2026	6/15/2026	6/17/2026	6/30/2026
<b>6/16/2026</b>	<b>6/30/2026</b>	<b>7/2/2026</b>	<b>7/15/2026</b>

*Revised 6/15/2025*

### 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](http://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
- Tax Sheltered Annuities under Section 403(b)
- Wellness days.

## **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:

- Compensatory Leave
- 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.

**What is FMLA Leave?**

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons.

The U.S. Department of Labor’s Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in one block of time. When it is medically necessary or

otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

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.

Am I eligible to take FMLA leave?

You are an eligible employee if all of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements.

You work for a covered employer if one of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency.

Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA Leave?

Generally, to request FMLA leave you must:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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

What does my employer need to do?

If you are eligible for FMLA leave, your employer must:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you 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 your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit [dol.gov/fmla](http://dol.gov/fmla) to learn more

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 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.

## **Bereavement Leave**

Bereavement leave is a non-paid leave. Employees can be absent up to 5 days due to the passing of a member of their immediate family. Employees need to communicate with their immediate supervisor to inform them about the need of taking Bereavement leave.

## **Jury Duty**

*Policies DEC, DG*

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](http://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, DGBA, 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))

## **Enforceable 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.

**Standard 2.8** The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

### **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.

- Professional attire is required at all time during school days, school events, and activities.
- Campus administration will determine the use of wearing jeans on Fridays.
- 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 up to and including termination.

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.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation DIA(Local) is reprinted on the following page:  
<https://pol.tasb.org/PolicyOnline?key=443>

## **Harassment of Students**

*Policies DF, 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 child abuse 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, DHB(LEGAL), Text of DF(LEGAL), FFH(LOCAL) and any applicable regulation, 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, X, 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 district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts 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, DH(LOCAL) follows:  
<https://pol.tasb.org/PolicyOnline?key=443>

## **Tobacco and Nicotine Products and E-Cigarette Use**

*Policies DH, FNCD, GKA*

State law prohibits smoking, using tobacco 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.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

## **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 CSC*

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.

## **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, FFI(LOCAL) 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



June 9, 2025

**Letter of Agreement 2025 - 2026  
Eduphoria Suite/  
TEKSbank**

This document constitutes an agreement between Education Service Center-Region 19 and Tornillo Independent School District for the 2025-2026 operational year. The specifics of this agreement are as follows:

I. Fees: Licensing fee of one fiscal school year for selected systems.

Eduphoria Suite (3 @ \$3,150)	\$10,395.00
TEKSbank Fee (based on enrollment: K-12 <sup>th</sup> grade)	\$840.00
<b>(Data &amp; Training would be extra if requested)</b>	-----
	<b>TOTAL \$11,235.00</b>

II. Support services: ESC-Region 19 will provide phone technical support and assistance from 8:00 a.m. to 4:30 p.m. on all workdays. On-site support may be purchased.

III. Invoicing: ESC-Region 19 will invoice Tornillo Independent School District for selected annual fees. Upon receipt of the invoice, Tornillo Independent School District will pay ESC-Region 19 in full. This agreement may not be canceled once Tornillo Independent School District is given the access passwords.

IV. District’s responsibility:

- a. Tornillo Independent School District is responsible for data security. The data contains confidential information.
- b. Tornillo Independent School District is responsible for procuring and maintaining all required hardware.

V. Agreement duration: This agreement will become effective upon the issue of an access password and remain in effect for one fiscal year.

**Letter of Agreement 2025 - 2026  
Eduphoria Suite/  
TEKSbank**

District Purchase Order Number: \_\_\_\_\_

Agreed and accepted on behalf of Tornillo Independent School District

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Agreed and accepted on behalf of the Education Service Center - Region

Dr. Armando Aguirre \_\_\_\_\_

Executive Director/Designee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please email a copy of your PO and signed Letter of Agreement to  
[mgonzalez@esc19.net](mailto:mgonzalez@esc19.net)**

Monica Gonzalez  
Technology Products and Support Manager  
Information & Instructional Technology Services  
[mgonzalez@esc19.net](mailto:mgonzalez@esc19.net)  
(915) 780-5008  
Fax (915) 780-6582



# MEMORANDUM

**To:** Board of Trustees  
**From:** Mrs. Rosa Vega-Barrio, Superintendent  
**Subject:** Revised 2025-2026 Academic Calendar  
**Date:** June 18, 2025

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## **HISTORY:**

The 2025–2026 academic calendar was approved by the Board of Trustees on February 26, 2025. The calendar was developed in alignment with instructional requirements, district goals, and community input.

## **RATIONALE:**

Upon further review, it was discovered that the approved calendar inadvertently omitted two key elements:

1. The scheduled date for Open House was not included – July 26, 2025.
2. The early release days during the final week of school for students were not accounted for – the week of May 26, 2026.
3. The wellness day, originally scheduled for February 16<sup>th</sup>, was meant for May 4<sup>th</sup>.

These omissions were unintentional and were only identified recently during internal planning and event coordination.

## **BUDGET IMPACT:**

None

## **ADMINISTRATIVE RECOMMENDATION:**

Administration is recommending the Board of Trustees approve the revised academic calendar for 2025-2026, as presented.

# TISD 2025-2026 Academic Calendar

July 2025						
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 2025						
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						
September 2025						
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				
October 2025						
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	
November 2025						
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						
December 2025						
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	
20	06/30 - 07/04 .....District Closed
20	07/18 .....New Employee Orientation
4	07/21 - 07/26 .....District Staff Development
4	07/28 .....1st Semester Begins / Classes Begin
SEPTEMBER	
09/01 .....Holiday - Labor Day	
09/17 .....P/T Conference for PK-8	
09/18 .....P/T Conference for HS	
OCTOBER	
21 09/29 - 10/03 .....Extended Year/Makeup Days	
21 10/06 - 10/10 .....District Closed	
25 10/13 - 10/15 .....Teacher Planning / No School for Students	
NOVEMBER	
11/11 .....Wellness Day - District Closed	
11/24 - 11/28 .....Holiday - Thanksgiving	
DECEMBER	
21 12/02 - 12/12 .....Testing - STAAR	
62 12/18 .....Early Release for Students/Teachers	
19 12/19 .....Wellness Day - District Closed	
44 12/22 - 01/02 .....Holiday - Christmas Break	
JANUARY	
01/05 - 01/07 .....Teacher Planning / No School for Students	
01/08 .....2nd Semester Begins / Classes Begin	
01/19 .....Holiday - MLK/COVID-Weather Makeup Days	
FEBRUARY	
80 02/09 .....Wellness Day - District Closed	
12 02/25 .....P/T Conference for PK-8	
56 02/26 .....P/T Conference for HS	
MARCH	
03/09 - 03/13 .....Extended Year/Makeup Days	
03/16 - 03/20 .....Holiday - Spring Break	
03/23 - 03/25 .....Teacher Planning / No School for Students	
APRIL	
15 04/03 .....Holiday - Good Friday	
14 04/06 .....Wellness Day - District Closed	
70 04/07 - 04/30 .....Testing - STAAR	
MAY	
05/01 .....Early Release for Students	
05/04 .....Wellness Day - District Closed	
05/25 .....Holiday - Memorial Day-Weather Makeup Day	
15 05/29 .....Early Release for Students/Teachers	
JUNE	
14 06/01 - 06/12 .....Extended Year/Makeup Days	
84 06/16 - 06/26 .....Testing - STAAR	

January 2026						
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 2026						
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
March 2026						
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 2026						
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 2026						
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 2026						
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
	Smart Snack Exemption Days

**Instructional Minutes** : State Minimum: 75,600 (PK-12th), Actual minutes 78,720

Weeks	Days	Minutes
1st	0 44	HS:21120 MS 6th-8th:21120 MS 3rd-5th:21120 EL:21120
2nd	1 40	HS:18960 MS 6th-8th:18960 MS 3rd-5th:18960 EL:18960
3rd	0 39	HS:18720 MS 6th-8th:18720 MS 3rd-5th:18720 EL:18720
4th	4 44	HS:20160 MS 6th-8th:20160 MS 3rd-5th:20160 EL:20160
5	5 167	HS:78960 MS 6th-8th:78960 MS 3rd-5th:78960 EL:78960

	Open House
	9 Weeks Begins/Ends
	Weather Makeup Day
	New Employee Orientation
	Pay Day
	Early Release Students Only
	Early Release Students & Teachers



***Human Resources Department***

19200 Cobb Street  
Tornillo, TX 79853  
Phone 915.765.3050  
Fax 915.765.3099

# MEMORANDUM

To:  
From:  
Subject:  
Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:



**Migrant Education**  
6611 Boeing Drive  
El Paso, Texas 79925-1010

Phone: (915) 780-5319  
[www.esc19.net](http://www.esc19.net)

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**

**July 31, 2025, through September 30, 2026**

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

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

---

Dr. Armando Aguirre  
Executive Director  
Education Service Center – R19

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Mrs. Rosy Vega-Barrio  
Superintendent  
Tornillo Independent School District

**AGREEMENT**

TO: TORNILLO INDEPENDENT SCHOOL DISTRICT  
FROM: EDUCATION SERVICE CENTER – REGION 19  
SUBJECT: FISCAL AGENT SERVICES FOR THE MIGRANT SHARED SERVICES ARRANGEMENT 2025 - 2026

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 July 31, 2025, through September 30, 2026.

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 include compliance report 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 ESSA, Title 1 Migrant

EDUCATION SERVICE CENTER – R19 MIGRANT EDUCATION  
SHARED SERVICES ARRANGEMENT

2025 - 2026

**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 as requested.
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 district personnel working with the 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. 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, amendments, and compliance report 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. Organize and coordinate in-service training for personnel working with migrant students.
12. 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.

13. Coordinate the establishment of the Shared Service Arrangement Parent Advisory Council. Maintain files of supporting documents of training provided for participants.
14. Provide clerical support services to meet the needs of the Tornillo ISD Migrant Parent Advisory Council.
15. 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.
16. 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 the ESC Region 19.
17. 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 in the current year.
18. Provide pre and post test data for all migrant children identified age 3 through grades 12 as needed for the migrant application.
19. Use Title I Migrant funds to supplement, not supplant, local and state funds.

**SCHOOL DISTRICT**

Tornillo Independent School District

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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 29, 2025  
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 Region19 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 Mrs. Barbara Amaya, Director for the Migrant Education Program at the Education Service Center Region 19, to sign as Superintendent Designee for the District Performance Report.

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

---

Mrs. Rosy Vega-Barrio, Superintendent

---

Date

## MEMORANDUM

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

From: Barbara Amaya, Director  
ESC 19 Migrant Education Program



Date: May 29, 2025

Subject: Funding Allocation 2025-26

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The Texas Education Agency, Division of Formula Funding, Title I, Part C – Migrant planning amount for fiscal year 2025-26 for Tornillo ISD is \$25,428.

## (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

### Copyright and Disclaimer

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This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

Instruction Sheet  
TASB Localized Policy Manual Update 125

**Tornillo ISD**

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
BDAA	(LOCAL)	Replace policy	Revised policy
BDB	(LOCAL)	Replace policy	Revised policy
BDF	(LOCAL)	ADD policy	See explanatory note
EI	(LOCAL)	Replace policy	Revised policy
FDE	(LOCAL)	Replace policy	Revised policy
FEC	(LOCAL)	Replace policy	Revised policy
FFAC	(LOCAL)	No policy enclosed	See explanatory note

# Explanatory Notes

## TASB Localized Policy Manual Update 125

### Tornillo ISD

#### **BDA(L)CAL)                      OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS**

Revisions are recommended to this local policy on board officer duties and requirements. At Board Officers, the sentence indicating that the board may assign a district employee to provide clerical assistance is recommended for deletion since the superintendent, rather than the board, manages staff assignments, including providing support to the board. Under Terms and Duties — Vice President, the revised language clarifies that when the vice president automatically becomes president due to a vacancy, they then serve as president until the board reorganizes.

#### **BDB(L)CAL)                      BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES**

This policy has been revised in coordination with BDF(L)CAL) to clarify the difference between board committees and advisory committees. Accordingly, the subtopic of this code has been changed from Internal Committees to Board Committees, and new provisions are recommended to establish how board committees are formed and outline their purpose. Text addressing Dissolution of board committees is also recommended for inclusion. The language previously at Special Committees has been moved to BDF(L)CAL).

#### **BDF(L)CAL)                      BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES**

This new local policy is recommended for inclusion to coordinate with the changes at BDB. The subtopic of this code has been changed from Citizen Advisory Committees to Advisory Committees. Language has been moved here from BDB(L)CAL) and updated to clarify how advisory committees are formed and the parameters of their responsibilities. A section on Dissolution of the committees is also recommended for inclusion.

#### **EI(L)CAL)                        ACADEMIC ACHIEVEMENT**

At Partial Credit, recommended revisions replace the phrase "combined grade for" with "average of" to more accurately reflect the determination of awarding credit when a student earns a passing grade in only half of a course.

#### **FDE(L)CAL)                      ADMISSIONS: SCHOOL SAFETY TRANSFERS**

At Safe Schools Data, "bullying" is recommended for inclusion as an offense for which the district must collect and maintain data. The revision aligns with the Unsafe School Choice Option Guidance Handbook.

#### **FEC(L)CAL)                      ATTENDANCE: ATTENDANCE FOR CREDIT**

Revisions throughout this policy are recommended for clarity.

The information in the first sentence of the policy has been incorporated at Absences Considered for improved readability. Rather than directing the board to establish attendance committees, the policy now authorizes the establishment of those committees by the administration. At Methods for Regaining Credit or Awarding a Final Grade, specifics regarding petitions for credit are recommended for deletion in favor of a reference to administrative regulations.

Revisions at Imposing Conditions for Awarding Credit or a Final Grade are recommended to clarify requirements regarding "seat time." For more information, see the TASB.org article [TEKS Mastery, Not Seat Time, Required for Attendance for Credit](#).

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

Explanatory Notes  
TASB Localized Policy Manual Update 125

**Tornillo ISD**

**FFAC(LOCAL)**

**WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT**

The revisions to the legal framework at this code reflect the new Department of State Health Services rules on unassigned medication for respiratory distress. If your district currently maintains medication that can be used when a person is experiencing respiratory distress, please contact your policy consultant for appropriate text to include in your local policy.

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

<b>Board Officers</b>	The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. Officers shall be elected by majority vote of the members present and voting.
Vacancy	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
<b>Term and Duties</b>	Board officers shall serve for a term of two years or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
President	In addition to the duties required by law, the President of the Board shall: <ol style="list-style-type: none"><li>1. Preside at all Board meetings unless unable to attend.</li><li>2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board.</li></ol>
Vice President	The Vice President of the Board shall: <ol style="list-style-type: none"><li>1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.</li><li>2. Automatically become President of the Board if a vacancy in that office occurs and serve in this role until the Board reorganizes.</li></ol>
Secretary	The Secretary of the Board shall: <ol style="list-style-type: none"><li>1. Ensure that an accurate record is kept of the proceedings of each Board meeting.</li><li>2. Ensure that notices of Board meetings are posted and sent as required by law.</li><li>3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.</li><li>4. Sign or countersign documents as directed by action of the Board.</li></ol>



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**Note:** For advisory committees that include staff, parents, community members, or students, see BDF.

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**Board Committees**

For purposes of this policy, a Board committee is a committee composed only of current Board members.

Formation of a Board committee shall be by Board action. When establishing a Board committee, the Board action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

Transacting  
Business

Unless specified by the Board, a Board committee shall not have final decision-making authority. Board committee recommendations must be reported to the Board at a regular or special meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.



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**Note:** For committees composed only of current Board members, see BDB.

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**Advisory  
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of District staff, parents, other community members, and/or students. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

Transacting  
Business

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.



ACADEMIC ACHIEVEMENT

EI  
(LOCAL)

**Certificate of  
Coursework  
Completion**

The District shall issue a certificate of coursework completion to a student who has successfully completed state and local credit requirements for graduation but has failed to meet all applicable state testing requirements. [See EIF, FMH]

**Partial Credit**

When a student earns a passing grade in only half of a course and the average of both halves is lower than 70, the District shall award the student credit for the half with the passing grade.



**Safe Schools Data**

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
  - a. Attempted murder;
  - b. Indecency with a child;
  - c. Aggravated kidnapping;
  - d. Aggravated assault on someone other than a District employee or volunteer;
  - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
  - f. Aggravated robbery;
  - g. Continuous sexual abuse of a young child or disabled individual; or
  - h. Bullying.

**School Safety Transfers**

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

**From a Persistently Dangerous School**

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a  
Violent Criminal  
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer  
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

**Absences  
Considered**

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has been in attendance for 90 percent of the days the class is offered.

**Attendance  
Committees**

The Board authorizes the establishment of an attendance committee or as many attendance committees as necessary for efficient implementation of state law.

The Superintendent is authorized to make the specific appointments in accordance with legal requirements.

**Parental Notice of  
Excessive Absences**

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

**Methods for  
Regaining Credit or  
Awarding a Final  
Grade**

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

A petition for credit or a final grade may be filed in accordance with administrative regulations. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. [See Imposing Conditions for Awarding Credit or a Final Grade, below]

Regardless of whether a petition is filed, the attendance committee may also review the records of all students whose attendance drops below 90 percent of the days the class is offered.

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

**Personal Illness**

The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

**Best Interest  
Standard**

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

**Guidelines on  
Extenuating  
Circumstances**

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

**Imposing Conditions  
for Awarding Credit  
or a Final Grade**

The attendance committee or principal, as applicable, is not required to assign a student to attend a specified program for an amount of time equivalent to the student's absences (i.e., "seat time").

The attendance committee or principal, as applicable, shall consider the student's unique circumstances and, if necessary, shall impose other conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class. Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.
3. Attending tutorial sessions as scheduled.
4. Completing other instructional programs, as specified by the committee.
5. Taking an examination to earn credit. [See EHDB]

In all cases, the student must earn a passing grade in order to receive credit.

**Appeal Process**

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).



## (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 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.

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**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.

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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 us:

School Districts and Education Service Centers, call 800-580-7529 or email [policy.service@tasb.org](mailto:policy.service@tasb.org).

Community Colleges, call 800-580-1488 or email [colleges@tasb.org](mailto:colleges@tasb.org).

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

<b>Board Officers</b>	The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. <del>The Board may assign a District employee to provide clerical assistance to the Board.</del> Officers shall be elected by majority vote of the members present and voting.
Vacancy	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
<b>Term and Duties</b>	Board officers shall serve for a term of <del>two years</del> two years or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
President	In addition to the duties required by law, the President of the Board shall: <ol style="list-style-type: none"><li>1. Preside at all Board meetings unless unable to attend.</li><li>2. Have the right to discuss, make motions <del>and</del>, propose resolutions, and vote on all matters coming before the Board.</li></ol>
Vice President	The Vice President of the Board shall: <ol style="list-style-type: none"><li>1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.</li><li>2. Automatically become President of the Board if a vacancy in that office occurs and serve in this role until the Board reorganizes.</li></ol>
Secretary	The Secretary of the Board shall: <ol style="list-style-type: none"><li>1. Ensure that an accurate record is kept of the proceedings of each Board meeting.</li><li>2. Ensure that notices of Board meetings are posted and sent as required by law.</li><li>3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.</li><li>4. Sign or countersign documents as directed by action of the Board.</li></ol>

**Special Committees**

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~~The President shall appoint members to special~~**Note:** For ad-  
visory committees ~~created by the Board to fulfill specific~~  
~~assignments, unless otherwise provided that include~~  
staff, parents, community members, or students, see  
BDF.

---

**Board Committees**

For purposes of this policy, a Board committee is a committee com-  
posed only of current Board members.

Formation of a Board committee shall be by Board action. ~~These~~  
~~committees may include District personnel~~When establishing a  
Board committee, the Board action shall, at a minimum, specify  
the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; and ~~citizens. The function of~~  
~~committees~~
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory,  
~~but not administrative. Special~~and shall make recommendations in  
the areas of their responsibility. Board committees shall report their  
findings and recommendations to the Board and shall ~~be dissolved~~  
~~upon completion of the assigned task or vote of the Board~~not as-  
sume administrative duties or responsibilities.

~~The President of the Board and the Superintendent shall be ex offi-~~  
~~cio members of all Board committees, unless otherwise provided~~  
~~by Board action.~~

Transacting  
Business

~~Committees may transact business only within the specific author-~~  
~~ity granted~~Unless specified by the Board. ~~To be binding, all such~~  
~~business~~, a Board committee shall not have final decision-making  
authority. Board committee recommendations must be reported to  
the Board at ~~the next~~a regular or special meeting ~~for approval and~~  
~~entry into the minutes as a public record.~~ The Board shall not ac-  
cept a Board committee's recommendation without due considera-  
tion of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

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**Note:** For committees composed only of current Board members, see BDB.

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**Advisory  
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of District staff, parents, other community members, and/or students. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

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- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

Transacting  
Business

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

ACADEMIC ACHIEVEMENT

EI  
(LOCAL)

**Certificate of Coursework Completion**

The District shall issue a certificate of coursework completion to a student who has successfully completed state and local credit requirements for graduation but has failed to meet all applicable state testing requirements. [See EIF, FMH]

**Partial Credit**

When a student earns a passing grade in only half of a course and the ~~combined grade for~~ **average of** both halves is lower than 70, the District shall award the student credit for the half with the passing grade.

**Safe Schools Data**

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses, ~~as defined by the Penal Code~~, while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
  - a. Attempted murder;
  - b. Indecency with a child;
  - c. Aggravated kidnapping;
  - d. Aggravated assault on someone other than a District employee or volunteer;
  - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
  - f. Aggravated robbery; ~~or~~
  - g. Continuous sexual abuse of a young child or disabled individual; ~~or~~
  - ~~g~~-h. Bullying.

**School Safety Transfers**

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

**From a Persistently Dangerous School**

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the

beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a  
Violent Criminal  
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer  
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

~~This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.~~

**Absences  
Considered**

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has ~~attended been in attendance for 90 percent of the re-~~ **attended been in attendance for 90 percent of the re-** ~~quired percentage of days under this policy~~ **quired percentage of days** the class is offered.

**Attendance  
Committees**

The Board ~~shall establish~~ **authorizes the establishment of** an attendance committee or as many **attendance** committees as necessary for efficient implementation of ~~Education Code 25.092~~ **state** law.

The Superintendent ~~shall~~ **is authorized to** make the specific appointments in accordance with legal requirements.

**Parental Notice of  
Excessive Absences**

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

**Methods for  
Regaining Credit or  
Awarding a Final  
Grade**

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

~~Petitions~~ **A petition** for credit or a final grade may be filed ~~at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.~~ **at any**

**time the student receives notice but, in any event, no later than 30 days after the last day of classes.**  
**in accordance with administrative regulations.** The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. ~~The~~ **[See Imposing Conditions for Awarding Credit or a Final Grade, below]**

**Regardless of whether a petition is filed, the** attendance committee may also, ~~whether a petition is filed or not,~~ review the records of all students whose attendance drops below 90 percent of the days the class is offered.

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

**Personal Illness**

The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

**Best Interest Standard**

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

**Guidelines on Extenuating Circumstances**

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

**Imposing Conditions for Awarding Credit or a Final Grade**

The attendance committee or principal, as applicable, is not required to assign a student to attend a specified program for an amount of time equivalent to the student's absences (i.e., "seat time").

The attendance committee or principal, as applicable, shall consider the student's unique circumstances and, if necessary, shall impose other conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class ~~rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences.~~ Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.

3. Attending tutorial sessions as scheduled.
4. Completing other instructional programs, as specified by the committee.
5. Taking an examination to earn credit. [See EHDB]

In all cases, the student must earn a passing grade in order to receive credit.

**Appeal Process**

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).



***Human Resources Department***

19200 Cobb Street  
Tornillo, TX 79853  
Phone 915.765.3026  
Fax 915.765.3099

# MEMORANDUM

To:  
From:  
Subject:  
Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

**Tornillo Independent School District  
Athletics Extra Performance Pay  
2025-2026**

<b>TORNILLO HIGH SCHOOL - ATHLETICS</b>		
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	1 to 2	\$5,500
Football - 2nd Assistant Coordinator	1	\$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
<b>Gatekeeper   Score Book   Announcer (All Sports)</b>		<b>Amount</b>
Per Game		\$7.25 per hour
Each additional event		\$7.25 per hour

**Tornillo Independent School District  
Athletics Extra Performance Pay  
2025-2026**

<b>TORNILLO PreK-8 - ATHLETICS</b>		
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.

\* When teams are combined, stipend will decrease to one position only

Notes:

Removed

New Stipend

Revised Wording

**Tornillo Independent School District  
Extra Curricular Activities  
Extra Performance Pay  
2025-2026**

<b>DISTRICT</b>		
Extra Curricular Duties	# Positions	Amount
GT District Coordinator	1	\$750
Special Olympics District Coordinator (only when hosting)	1	\$750
<b>Tornillo PreK-6</b>		
Extra Curricular Duties	# Positions	Amount
UIL Campus Coordinator	1	\$450
UIL Events Coaches (Limit 2 events)	14	\$400
UIL Host Site Coordinator (Only when hosting)	1	\$500
Elementary Honor Society	1	\$500
GT Campus Coordinator	1	\$600
Science Fair Campus Coordinator	1	\$500
Twirlers Team Coach	1	\$1000
<b>Tornillo 7th and 8th</b>		
Extra Curricular Duties	# Positions	Amount
National Junior Honor Society (NJHS)	1	\$500
Student Council	1	\$500
UIL Campus Coordinator	1	\$450
UIL Event Coach (no more than 2)	28	\$400
UIL Host Site Coordinator (Only when hosting)	1	\$500
GT Campus Coordinator	1	\$600
Science Fair Campus Coordinator	1	\$500
Destination Imagination	1	\$750
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
<b>TORNILLO HIGH SCHOOL</b>		
Extra Curricular Duties	# Positions	Amount
Class Sponsor - Sr	1	\$550
Class Sponsor - Jr	1	\$450
Class Sponsor - So	1	\$350
Class Sponsor - Fr	1	\$250
Homecoming Activities	1	\$500
Yearbook Sponsor	1	\$1,500
Graduation Coordinator	1	\$500
Future Business Leaders of America (FBLA)	4	\$375
National Technical Honor Society (NTHS)	2	\$375
Technology Students Association (TSA)	2	\$750
Texas Association of Future Educators (TAFE)	1	\$750
Engineering, Robotics and Coding Campus Coordinator	2	\$1250
E-Sports (participation in competition)	2	\$1250
UIL Campus Coordinator	1	\$450
UIL Event Coaches	14	\$400

**Tornillo Independent School District  
 Extra Curricular Activities  
 Extra Performance Pay  
 2025-2026**

UIL Host Site Coordinator (Only when school is the actual site)	1	\$500
One Act Play	1	\$1,500
GT Campus Coordinator	1	\$600
Student Council	1	\$500
National Honor Society (NHS)	1	\$500
Science Fair Campus Coordinator	1	\$500
Secondary Music Director	1	\$5,000

**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
- New Stipend
- Revised Wording

**Tornillo Independent School District  
Special Teaching Supplements  
2025-2026**

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

\* If degree is NOT required for position.

**Note:** Degree must be in specific subject teaching area.

<b>CAMPUS ADMINISTRATORS</b>	
Stipend	Rate
Interim Administrator Professional	\$1,000 per month

<b>ASSIGNMENTS STIPENDS</b>		
Stipend	Rate	
Bilingual	\$3,000	
Special Education	\$5,000	
7-12 Math Certified	\$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
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
New Stipend
Revised Wording

**Tornillo Independent School District  
Other Pay Schedules  
2025-2026**

<b>CERTIFIED/NON CERTIFIED</b>		
Stipend	Hourly Rate	
Intersession/Summer School	\$30	
After School Tutoring	\$30	
Adult Education Instruction	\$30	
Student Workers-Program Based Funding	Program Based	
<b>TEACHER</b>		
Stipend	(3 hours min.)	(6 hours min.)
District Staff Development to include Reading/Math Academies	\$50	\$100
<b>SUBSTITUTE TEACHER PAY SCHEDULE</b>		
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	
<b>DISTRICT EMPLOYEE ALLOWANCES</b>		
Position	Monthly Rate	
Cell Phone	\$25	
Safety stipend	\$2000	
<b>OTHER SUBSTITUTES</b>		
Position	Daily Rate	Hourly Rate
Bus Driver	\$96	\$12
Campus Clerical	\$68	\$8.50
Custodial	\$68	\$8.50
Food Service Helper	\$68	\$8.50
<b>OTHER INCENTIVES</b>		
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 (full year)	\$500	
UTEP Resident Mentor (If funding/grant available)	\$1000	

Notes:

- Removed
- New Stipend
- Revised Wording

**Tornillo Independent School District  
Grant Funded Stipends  
2025-2026**

<b>GRANT FUNDED STIPENDS</b>		
Grant	# Positions	Amount
*Stronger Connections Grant Manager	1	\$9,000
*Stronger Copnnections Lead Counselor	1	\$9,000
*Stronger Connection Advisory Committee	3	\$4,000
*Stronger Connections Faculty Representatives	4	\$1,000
**Laso 3-Strong Foundation Implementation Project Manager	1	\$6,000
**Laso 3-Strong Foundation Implementation JH Instructional Coach	1	\$4,000
**Laso 3-Strong Foundation Implementation 7th & 8th Math Teacher	1	\$8,400
**Laso 3-Strong Foundation Implementation 6th Math Teacher	1	\$2,800
**Laso 3-Strong Foundation Implementation HS Math Coach-Alg 1	1	\$1,400
**Laso 3-Strong Foundation Implementation Alg 1 Math Teacher	1	\$1,400
***Laso 3-BL Grant Strategic Operations - Master Teacher	5	\$3,000
***Laso 3-BL Grant Strategic Operations - Associate Teacher	5	\$1,000
Team Leads		\$1,000

**Notes:**

- \* Approved on July, 2024 Board Meeting
- \*\* Approved on May, 2025 Board Meeting
- \*\*\*Pending on Approval on June, 2025 Board Meeting



***Human Resources Department***

19200 Cobb Street  
Tornillo, TX 79853  
Phone 915.765.3050  
Fax 915.765.3099

# MEMORANDUM

To:  
From:  
Subject:  
Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:



## 2025-2026 Pay Structure

### *Professional Pay Plan*

**PG 101**

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

**PG 102**

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

**PG 103**

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

**PG 104**

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

**PG 105**

	Minimum	Midpoint	Maximum
<b>Daily</b>	<b>\$288.75</b>	<b>\$337.50</b>	<b>\$380.50</b>
237	\$68,433.94	\$79,986.90	\$90,177.90
Facilities Supervisor (237)			

**PG 106**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Daily</b>	<b>\$303.02</b>	<b>\$351.69</b>	<b>\$394.64</b>
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) Network Administrator (226) System Administrator (226)			

**PG 106-TL1**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Daily</b>	<b>\$313.14</b>	<b>\$361.81</b>	<b>\$404.76</b>
187	\$58,557.42	\$67,658.08	\$75,689.73
207	\$64,820.24	\$74,894.24	\$83,784.89
217	\$67,951.66	\$78,512.32	\$87,832.47
226	\$70,769.93	\$81,768.59	\$91,475.29
Counselor-PreK-8(207) Counselor-HS - (212) Nurse District (226)			

**PG 107**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Daily</b>	<b>\$318.20</b>	<b>\$367.86</b>	<b>\$411.68</b>
226	\$71,913.34	\$83,135.90	\$93,039.22
Technology Instructional Specialist (226) Diagnostician/SPED/504 Coord (226)			

**PG 108**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Daily</b>	<b>\$341.86</b>	<b>\$392.47</b>	<b>\$437.14</b>
226	\$77,260.36	\$88,698.22	\$98,793.64
Assistant Principal (226)			

**PG 109**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Daily</b>	<b>\$387.12</b>	<b>\$442.03</b>	<b>\$490.48</b>
226	\$87,488.46	\$99,898.12	\$110,847.82
234	\$90,585.40	\$103,434.34	\$114,771.64

Director-Finance (226)  
Director-Information Technology (226)  
Director-HR/Compliance (226)  
Director- Facilities /Transportation (234)  
Principal-High School (226)  
Principal PreK-8 (226)



# TORNILLO

Independent School District

## 2025-2026 Pay Structure

### Paraprofessional Pay Plan

#### PG 201

	Minimum	Midpoint	Maximum
<b>Hourly</b>	<b>\$12.10</b>	<b>\$14.31</b>	<b>\$16.26</b>
226	\$21,875.39	\$25,871.07	\$29,396.67
Campus Assistant			

#### PG 202

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

#### PG 203

	Minimum	Midpoint	Maximum
<b>Hourly</b>	<b>\$14.80</b>	<b>\$17.53</b>	<b>\$19.94</b>
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 Support Clerk (207) Campus Attendance-PEIMS Data Clerk (226) SPED Case Worker (226)			

#### PG 204

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

**PG 205**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>\$18.94</b>	<b>\$22.14</b>	<b>\$24.95</b>
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) Technology Support Specialist I (226)			

**PG 206**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>\$21.59</b>	<b>\$24.88</b>	<b>\$27.80</b>
226	\$39,031.59	\$44,981.11	\$50,260.47
Technology Support Specialist II (226) Payroll Specialist (226) HR/Compliance Specialist (226)			

**PG 207**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Hourly</b>	<b>\$26.75</b>	<b>\$30.85</b>	<b>\$34.47</b>
226	\$48,368.27	\$55,776.25	\$62,321.21
Executive Secretary to Superintendent (226) District PEIMS Specialist (226)			



## 2025-2026 Pay Structure

### Auxiliary Pay Plan

#### PG 301

	Minimum	Midpoint	Maximum
<b>Hourly</b>	<b>\$10.24</b>	<b>\$12.11</b>	<b>\$13.76</b>
182	\$14,906.24	\$17,628.96	\$20,031.36
187	\$15,315.75	\$18,113.27	\$20,581.67
Crossing Guard- (182) Food Service Helper (187)			

#### PG 301-M

	Minimum	Midpoint	Maximum
<b>Hourly</b>	<b>\$10.37</b>	<b>\$12.26</b>	<b>\$13.93</b>
234	\$19,410.87	\$22,956.39	\$26,084.79
Custodian (234)			

#### PG 302

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

#### PG 303

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

#### PG 304

	Minimum	Midpoint	Maximum
<b>Hourly</b>	<b>\$13.94</b>	<b>\$16.50</b>	<b>\$18.75</b>
234	\$26,101.27	\$30,886.78	\$35,095.90
Bus Driver (234)			

**PG 305**

	Minimum	Midpoint	Maximum
<b>Hourly</b>	<b>\$15.75</b>	<b>\$18.64</b>	<b>\$21.18</b>
234	\$29,478.67	\$34,892.39	\$39,651.35
Transportation-Mechanic Technician (234) Maintenance Worker-General (234)			

**PG 306**

	Minimum	Midpoint	Maximum
<b>Hourly</b>	<b>\$18.22</b>	<b>\$21.63</b>	<b>\$24.64</b>
187	\$27,260.50	\$32,360.86	\$36,863.82
Campus Manager-Child Nutrition (187) Child Nutrition Secretary (187)			

**PG 306-M**

	Minimum	Midpoint	Maximum
<b>Hourly</b>	<b>\$18.46</b>	<b>\$21.91</b>	<b>\$24.96</b>
234	\$34,549.41	\$41,013.50	\$46,720.46
Maintenance Worker-Specialty (234)			

**PG 307**

	Minimum	Midpoint	Maximum
<b>Hourly</b>	<b>\$21.20</b>	<b>\$25.05</b>	<b>\$28.46</b>
234	\$39,683.28	\$46,893.97	\$53,283.49
Maintenance Worker - Lead Construction Worker (234)			



***Human Resources Department***

19200 Cobb Street  
Tornillo, TX 79853  
Phone 915.765.3050  
Fax 915.765.3099

# MEMORANDUM

To:  
From:  
Subject:  
Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

# Tornillo Independent School District 2025 - 2026

Non-087 PAY SCALE					087 PAY SCALE	
Step	2024-2025 Daily	2025-2026 Daily	2025-2026 Yearly (187)	2025-2026 Yearly (207)	2025-2026 Daily	2025-2026 Yearly (187)
0	\$ 299.7070	\$ 298.3701	\$ 55,795.2087	\$ 61,762.6107	\$ 298.3701	\$ 55,795.2087
1	\$ 299.7070	\$ 299.7070	\$ 56,045.2092	\$ 62,039.3492	\$ 299.7070	\$ 56,045.2092
2	\$ 301.0439	\$ 301.0439	\$ 56,295.2092	\$ 62,316.0871	\$ 301.0439	\$ 56,295.2092
3	\$ 302.3808	\$ 302.3808	\$ 56,545.2092	\$ 62,592.8251	\$ 323.7712	\$ 60,545.2092
4	\$ 303.7177	\$ 303.7177	\$ 56,795.2092	\$ 62,869.5631	\$ 325.1081	\$ 60,795.2092
5	\$ 304.7872	\$ 304.7872	\$ 56,995.2092	\$ 63,090.9535	\$ 347.5680	\$ 64,995.2092
6	\$ 308.5305	\$ 308.5305	\$ 57,695.2092	\$ 63,865.8198	\$ 351.3113	\$ 65,695.2092
7	\$ 309.6000	\$ 309.6000	\$ 57,895.2092	\$ 64,087.2101	\$ 352.3808	\$ 65,895.2092
8	\$ 311.2043	\$ 311.2043	\$ 58,195.2092	\$ 64,419.2957	\$ 353.9851	\$ 66,195.2092
9	\$ 313.0172	\$ 313.0172	\$ 58,534.2092	\$ 64,794.5524	\$ 355.7979	\$ 66,534.2092
10	\$ 315.4343	\$ 315.4343	\$ 58,986.2092	\$ 65,294.8946	\$ 358.2150	\$ 66,986.2092
11	\$ 319.2097	\$ 319.2097	\$ 59,692.2092	\$ 66,076.4027	\$ 361.9904	\$ 67,692.2092
12	\$ 321.6749	\$ 321.6749	\$ 60,153.2092	\$ 66,586.7075	\$ 364.4557	\$ 68,153.2092
13	\$ 324.1669	\$ 324.1669	\$ 60,619.2092	\$ 67,102.5470	\$ 366.9476	\$ 68,619.2092
14	\$ 326.6803	\$ 326.6803	\$ 61,089.2092	\$ 67,622.8144	\$ 369.4610	\$ 69,089.2092
15	\$ 329.2204	\$ 329.2204	\$ 61,564.2092	\$ 68,148.6166	\$ 372.0011	\$ 69,564.2092
16	\$ 333.1241	\$ 333.1241	\$ 62,294.2092	\$ 68,956.6914	\$ 375.9049	\$ 70,294.2092
17	\$ 335.7123	\$ 335.7123	\$ 62,778.2092	\$ 69,492.4561	\$ 378.4931	\$ 70,778.2092
18	\$ 338.3327	\$ 338.3327	\$ 63,268.2092	\$ 70,034.8625	\$ 381.1134	\$ 71,268.2092
19	\$ 340.9744	\$ 340.9744	\$ 63,762.2092	\$ 70,581.6968	\$ 383.7551	\$ 71,762.2092
20	\$ 343.6428	\$ 343.6428	\$ 64,261.2092	\$ 71,134.0658	\$ 386.4236	\$ 72,261.2092
21	\$ 347.6749	\$ 347.6749	\$ 65,015.2092	\$ 71,968.7075	\$ 390.4557	\$ 73,015.2092
22	\$ 350.3968	\$ 350.3968	\$ 65,524.2092	\$ 72,532.1460	\$ 393.1776	\$ 73,524.2092
23	\$ 353.1509	\$ 353.1509	\$ 66,039.2092	\$ 73,102.2262	\$ 395.9316	\$ 74,039.2092
24	\$ 355.9263	\$ 355.9263	\$ 66,558.2092	\$ 73,676.7342	\$ 398.7070	\$ 74,558.2092
25	\$ 358.7337	\$ 358.7337	\$ 67,083.2092	\$ 74,257.8839	\$ 401.5145	\$ 75,083.2092
26	\$ 361.5680	\$ 361.5680	\$ 67,613.2092	\$ 74,844.5684	\$ 404.3487	\$ 75,613.2092
27	\$ 364.4289	\$ 364.4289	\$ 68,148.2092	\$ 75,436.7877	\$ 407.2097	\$ 76,148.2092
28	\$ 367.3166	\$ 367.3166	\$ 68,688.2092	\$ 76,034.5417	\$ 410.0974	\$ 76,688.2092
29	\$ 370.2364	\$ 370.2364	\$ 69,234.2092	\$ 76,638.9374	\$ 413.0172	\$ 77,234.2092
30	\$ 373.1883	\$ 373.1883	\$ 69,786.2092	\$ 77,249.9748	\$ 415.9690	\$ 77,786.2092
31	\$ 376.1615	\$ 376.1615	\$ 70,342.2092	\$ 77,865.4401	\$ 418.9423	\$ 78,342.2092
32	\$ 379.1722	\$ 379.1722	\$ 70,905.2092	\$ 78,488.6540	\$ 421.9530	\$ 78,905.2092

\* HB3 differentiated pay is embedded in daily pay rate.