



TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

MEMORANDUM

To: Board of Trustees
From: Dr. Rosa Vega-Barrio, Superintendent
Subject: Compensation Adjustments due to District Vacancies
Date: September 25, 2026

HISTORY:

As part of the district's ongoing review of staffing and organizational needs, Administration has identified certain vacant positions that will be closed rather than filled. The decision to close these vacancies requires the district to redistribute necessary duties and responsibilities among existing employees.

RATIONALE:

The proposed salary adjustments are necessary because the employees' assignments will expand significantly as a result of the vacancy closures. The adjustments recognize the new and additional roles and responsibilities being assigned to the employees and align the compensation with the district's approved compensation plan.

For the Network Administrator, the expanded assignment will include additional District IT responsibilities. The proposed compensation is \$351.69 per day, which is the midpoint of PG 106. The PG 106 range is \$303.02 minimum, \$351.69 midpoint, and \$394.64 maximum.

For the Payroll & Human Resource Specialist, the expanded assignment will combine the employee's existing payroll responsibilities with additional human resource responsibilities, including HR risk management; employee attendance and service records; employee relations; benefits; compensation; certification; and position control. The proposed compensation is \$246.80 per day, which is the midpoint of PG 102. The PG 102 range is \$213.98 minimum, \$246.80 midpoint, and \$275.76 maximum.

BUDGET IMPACT:

The cost is within the approved budget due to vacancies that will not be filled.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends the board approve the compensation as presented.