



Agenda for Board of Trustees Meeting Tornillo Independent School District

Meeting Date: Wednesday, March 30, 2022

Meeting Type: Regular

Meeting Time: 6:00 PM

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

Disclaimer

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

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

All voting will be done in open session.

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

1. **(OTHER) First Order of Business**
Ms. Marlene Bullard, Board President
 - A. Establish a quorum and call the meeting to order
 - B. Pledge of Allegiance to the United States
2. **(OTHER) Superintendent's Report**
Mrs. Rosa Vega-Barrio, Superintendent
3. **(OTHER) District Recognitions**
 - A. **Tornillo ISD Campus Teachers of the Year**
LSG Students
 1. Tornillo Elementary School - Virginia Trujillo
 2. Tornillo Intermediate School - Claudia Anaya
 3. Tornillo Junior High School - Amanda Telles
 4. Tornillo High School - Shannon Carrasco
 - B. **Tornillo ISD Paraprofessionals of the Year**
LSG Students
 1. Tornillo Elementary School - Maria Herrera
 2. Tornillo Intermediate School - Emma Muñoz
 3. Tornillo Junior High School - Vanessa Ayala
 4. Tornillo High School - Eddie Reyes
 5. Tornillo Central Office - Sandy Garcia
 6. Technology/Security Department - Hector Valadez
 7. Child Nutrition Department - Rosa Hernandez
 8. Maintenance Department - Carlos Samaniego
 9. Custodial Department - Ramona Suarez
 - C. THS Employee Recognitions
Mr. Alejandro Olvera, THS Principal

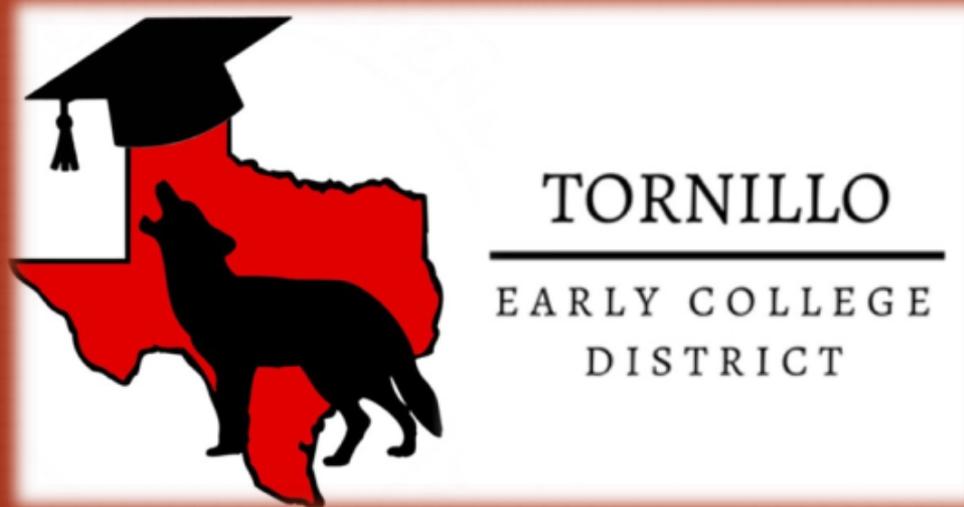
- D. Employee Recognitions
Mrs. Myrna Lopez, TES Principal & LSG Students
- E. Introduction of New Tornillo ISD Staff
LSG Students
- 4. **(OTHER) Open Forum**
Ms. Marlene Bullard, Board President
- 5. **(ADVOCACY) Community Engagement on Student Outcome Goals**
Ms. Marlene Bullard, Board President
- 6. **Lone Star Governance**
 - A. **Student Outcome Monitoring: Goal 1 & Goal 2**
 - 1. Tornillo Intermediate School - GPM 1.1, GPM 1.2 & GPM 2.1, GPM 2.2 4
Mrs. Nadia De La Rosa, TMS Principal
 - 2. Tornillo Junior High School - GPM 1.2 & GPM 2.2
Mrs. Nadia De La Rosa, TMS Principal
 - 3. Tornillo High School - GPM 1.3 & GPM 2.3 9
Mr. Alejandro Olvera, THS Principal
 - B. (Accountability 1) Review, Discussion, and Possible Action Regarding Board's Time Use Tracker 16
Ms. Marlene Bullard, Board President
- 7. **(VISION Y) Information / Reports / Presentations**
 - A. Financial Reports-Information Only 17
Mr. Luis M. Guerra, Director of Finance
- 8. **(VISION Y) Board Items**
 - A. Purchases > \$25,000 threshold - Authorization
 - 1. Consider Approval of Purchase of Furniture for High School 39
Mr. Alejandro Olvera, THS Principal
 - 2. Consider Approval of Floor Repair for Tornillo Middle School Campuses 45
Mr. Rene Estrada, Maintenance/Transportation Director
 - 3. Consider Approval of Purchase for Concrete Sidewalk/Curb 47
Mr. Rene Estrada, Maintenance/Transportation Director
 - 4. Consider Approval to Purchase Partitions for Campuses 51
Mr. Rene Estrada, Maintenance/Transportation Director
 - 5. Consider Approval to Purchase Replacement Roof Top Units 56
Mr. Rene Estrada, Maintenance/Transportation Director
 - 6. Consider Approval of Purchase of Air Purifier Units 64
Mr. Rene Estrada, Maintenance/Transportation Director
 - 7. Consider Approval of Purchase of Furniture for Tornillo Junior High School Library 68
Mrs. Nadia De La Rosa, TMS Principal
 - B. Consider Approval of UTEP Part Time Tutor Compensation - TCLAS 71
Mr. Rodrigo Portillo, District Academic Coordinator
 - C. Discussion and Possible Approval of New Position of Systems Administrator (Technology Department) 72
Ms. Lizeth Carroll, HR / Compliance Director
- 9. **(STRUCTURE) Consent Agenda**
(All items on the Consent Agenda shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration)
 - A. Consider Approval of Minutes from Previous Meetings:
 - 1. Regular Board Meeting Minutes - 02/18/2022 78
 - B. Purchases > \$25,000 threshold - Authorization
 - 1. Consider Approval to Purchase 10GB Main Fiber Installation 82
Mr. Carlos Garcia, Technology Director
 - C. Consider Approval of Engagement Letter with Gibson, Ruddock Patterson LLC 89
Mr. Luis M. Guerra, Director of Finance
 - D. Consider Approval of Budget Amendments 103
Mr. Luis M. Guerra, Director of Finance
 - E. Consider Approval of Amended Interlocal Participation Agreement with TASB Risk Management Fund 104
Ms. Lizeth Carroll, HR / Compliance Director
 - F. Consider Approval of Donations

- Mr. Luis M. Guerra, Director of Finance
- G. Consider Approval of 2022-2023 West Texas Food Service Interlocal Agreement 119
Ms. Norma Aguirre, CNS District Manager
- H. Consider Approval of Contracts for the 2022-2023 School Year 123
Ms. Lizeth Carroll, HR / Compliance Director
- I. Change Regular Board Meeting Dates for April and May 127
Mrs. Rosa Vega-Barrio, Superintendent
- J. Consider Approval of Disposal of Technology Equipment and Other Items 128
Mr. Carlos Garcia, Technology Director
- K. Consider Approval of MOU with the University of Texas at Austin for 2022-2023 U.S. Department of Education SEED Research Study for AP Computer Science A
Mr. Raymond Bonilla, CTE Coordinator
10. **(OTHER) Executive Session. The Board will enter into a closed meeting to discuss personnel matters, to consult with attorney, under Sections 551.071 and 551.074, Texas Government Code. The Board will reconvene into open session to take any necessary action.**
- A. Consultation with Legal Counsel Regarding Intervention in Public Utility Commission of Texas (PUC) Proceeding PUC Docket No. 52195, SOAH Docket No. 473-21-2606, Application of El Paso Electric Company to Change Rates; Pursuant to Texas Government Code Section 551.071
- B. Discussion Regarding Administration's Recommendation for Athletic Director
- C. Discussion Regarding Possible Revisions to Network/Systems Administrator Job Description and Possible Change in Pay Grade
11. **(STRUCTURE) Continuation of Board Items in Open Session**
- A. Discuss and Take Appropriate Action Related to Intervention in Public Utility Commission of Texas (PUC) Proceeding PUC Docket No. 52195, SOAH Docket No. 473-21-2606, Application of El Paso Electric Company to Change Rates
Mr. Luis M. Guerra, Director of Finance
- B. Discussion and Possible Action to Approve Administration's Recommendation for Athletic Director
Ms. Lizeth Carroll, HR / Compliance Director
- C. Discussion and Possible Approval of Revisions to Network/Systems Administrator Job Description and Approval of Change in Pay Grade
Ms. Lizeth Carroll, HR / Compliance Director
12. **Next Meeting Tentative Date:** April 27, 2022

Adjournment of the Meeting



Rosa Vega-Barrio
Superintendent of Schools



Tornillo Middle School

Student Outcomes

Spring Benchmark Reading

	2020			2021			2022		
	Approaches	Meets	Masters	Approaches	Meets	Masters	Approaches	Meets	Masters
3 rd grade	37%	8%	3%	57%	7%	4%	53%	16%	0%
	49%	11%	6%	40%	19%	6%	33%	22%	57%
4 th grade	56%	20%	4%	24%	9%	3%	47%	13%	13%
				41%	7%	3%	79%	46%	13%
5 th grade	67%	36%	21%	31%	8%	2%	54%	24%	11%
							67%	30%	30%
6 th grade	40%	14%	1%	39%	16%	4%	48%	2%	0%
7 th grade	48%	18%	5%	49%	22%	11%	53%	18%	6%
8 th grade	59%	32%	16%	37%	16%	8%	66%	34%	18%

Spring Benchmarks Math

	2020			2021			2022		
Grade	Approaches	Meets	Masters	Approaches	Meets	Masters	Approaches	Meets	Masters
3 rd grade	35% 38%	6% 6%	0% 0%	38%	18%	2%	49%	9%	4%
4 th grade	33%	2%	0%	22%	3%	2%	57%	17%	6%
5 th grade	59%	15%	6%	31%	8%	2%	25%	5%	0%
6 th grade	53%* (18-19)	7%	0%	32%	2%	0%	42%	4%	0%
7 th grade	41% (18-19)	13%	3%	30%	5%	0%	26%	4%	0%
8 th grade	63% 90sts	27%	8%	26% 70sts	9%	1%	30% 43sts	0%	0%
Algebra	100% 20sts 17%	75%	25%	74% 19 sts 21%	32%	16%	74% 27sts 39%	7%	0%

Steps Taken to Reach Student Outcome Goals

- 5th grade small group lessons, rotations, curriculum coach is co-teaching with monolingual classes
- Intersession targeted instruction
- 3rd grade reading Amplify lessons, small group instruction & intervention period
- Math 6-8 hired a teacher & curriculum coach is working with teachers.
- IFL is also supporting our efforts in math & following Go Math curriculum
- 4th grade monolingual support in math instruction
- Saturday school 3-5

QUESTIONS





2022 SPRING BENCHMARK DATA COMPARISON

Comparison	Spring Benchmark 2022						Spring STAAR 2021					
	Total Students	Raw Score	Percent Score	Approaches	Meets	Masters	Total Students	Raw Score	Percent Score	Approaches	Meets	⁹ Masters
Algebra 1	70	21	39.40%	51.43%	8.57%	1.43%	81	23	42.07%	56.79%	11.11%	3.70%
English 1	115	27	51.60%	41.74%	21.74%	6.09%	96	37	54.56%	46.88%	28.12%	5.21%
Biology	92	23	45.98%	55.43%	20.65%	5.43%	81	26	52.67%	71.60%	30.86%	6.17%
English 2	98	29	56.38%	46.94%	35.71%	4.08%	78	39	57.95%	56.41%	37.18%	1.28%
US. History	65	38	55.62%	70.77%	33.85%	10.77%	64	40	59.08%	82.81%	42.19%	21.88%

Spring 2022 Benchmark English 1	Total Students	Raw Score	Percent Score	Approaches	Meets	Masters
Tornillo High School	114	27	51.48%	41.23%	21.93%	6.14%
Economic Disadvantage	107	27	51.77%	42.06%	23.36%	6.54%
Two or More Races	1	17	33%	0%	0%	0%
LEP	71	23	43.55%	23.94%	4.23%	0%
Second Year of Monitoring	16	37	71.81%	93.75%	68.75%	12.50%
Special Ed Indicator	9	21	41%	33.33%	22.22%	0%

Spring 2022 Benchmark Algebra I	Total Students	Raw Score	Percent Score	Approaches	Meets	Masters
Tornillo High School	70	21	39.40%	51.43%	8.57%	1.43%
Economic Disadvantage	66	21	39.50%	53.03%	9.09%	1.52%
Two or More Races	1	9	17%	0%	0%	0%
LEP	49	20	36.59%	42.86%	6.12%	0% _{q1}
Second Year of Monitoring	8	27	49.13%	87.50%	25%	12.50%
Special Ed Indicator	10	17	31.20%	30%	0%	0%

Spring 2022 Benchmark Biology 1	Total Students	Raw Score	Percent Score	Approaches	Meets	Masters
Tornillo High School	92	23	45.98%	55.43%	20.65%	5.43%
Economic Disadvantage	86	23	46.79%	56.98%	22.09%	5.81%
LEP	53	18	36.60%	33.96%	3.77%	1.89%
Second Year of Monitoring	16	30	60.13%	93.75%	43.75%	6.25%
Special Ed Indicator	11	16	31.45%	18.18%	0%	0%

Spring 2022 Benchmark English 2	Total Students	Raw Score	Percent Score	Approaches	Meets	Masters
Tornillo High School	98	29	56.38%	46.94%	35.71%	4.08%
Economic Disadvantage	92	29	55.49%	44.57%	32.61%	3.26%
Two or More Races	1	18	35%	0%	0%	0%
LEP	44	22	41.98%	15.91%	6.82%	0%
Second Year of Monitoring	11	29	55.45%	36.36%	36.36%	9.09%
Special Ed Indicator	8	18	35.13%	0%	0%	0%

Spring 2022 Benchmark US. History	Total Students	Raw Score	Percent Score	Approaches	Meets	Masters
Tornillo High School	81	38	55.62%	70.77%	33.85%	10.77%
Economic Disadvantage	75	38	55.29%	69.49%	33.90%	10.17%
Two or More Races	1	17	25%	0%	0%	0%
LEP	34	28	41%	35%	10%	0% ¹⁴
Second Year of Monitoring	16	26	38.75%	50%	0%	0%
Special Ed Indicator	6	41	60%	100%	33.33%	33.33%

Spring 2022 Benchmark Algebra 1	Total Students	Raw Score	Percent Score	Approaches	Meets	Masters
Tornillo High School	70	21	39.40%	51.43%	8.57%	1.43%
Economic Disadvantage	66	21	39.50%	53.03%	9.09%	1.52%
Two or More Races	1	9	17%	0%	0%	0%
LEP	49	20	36.59%	42.86%	6.12%	0%
Second Year of Monitoring	8	27	49.13%	87.50%	25%	12.50%
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Spring 2022 Benchmark US. History	Total Students	Raw Score	Percent Score	Approaches	Meets	Masters
Tornillo High School	81	38	55.62%	70.77%	33.85%	10.77%
Economic Disadvantage	75	38	55.29%	69.49%	33.90%	10.17%
Two or More Races	1	17	25%	0%	0%	0%
LEP	34	28	41%	35%	10%	0%
Second Year of Monitoring	16	26	38.75%	50%	0%	0%
Special Ed Indicator	6	41	60%	100%	33.33%	33.33%

Spring 2022 Benchmark English 1	Total Students	Raw Score	Percent Score	Approaches	Meets	Masters
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Second Year of Monitoring	11	29	55.45%	36.36%	36.36%	9.09%
Special Ed Indicator	8	18	35.13%	0%	0%	0%

2022 SPRING BENCHMARK DATA



TIME USE TRACKER

Date: 02/18/2022

Framework	Student Outcome Minutes	The Board tracks its time invested during public authorized meetings	Other Topic Minutes
Vision & Goals	31	← 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 →	9
Progress & Accountability	14	← Minutes performing Board self-evaluations using the LSG Integrity Instrument ← Minutes evaluating the Superintendent on student outcome goals, GPMs, constraints, and CPMs	16
		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 →	5
Advocacy & Engagement	10	← 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 →	22
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	51
Other		Any time spent on an activity that does not meet the conditions listed above →	4
TOTALS	55		40

Use For Student Outcome Minutes Percentage Calculation:

55

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95

× 100 =

58

% Student Outcome Minutes



FINANCIAL REPORTS

FOR THE MONTH ENDING FEBRUARY, 2022

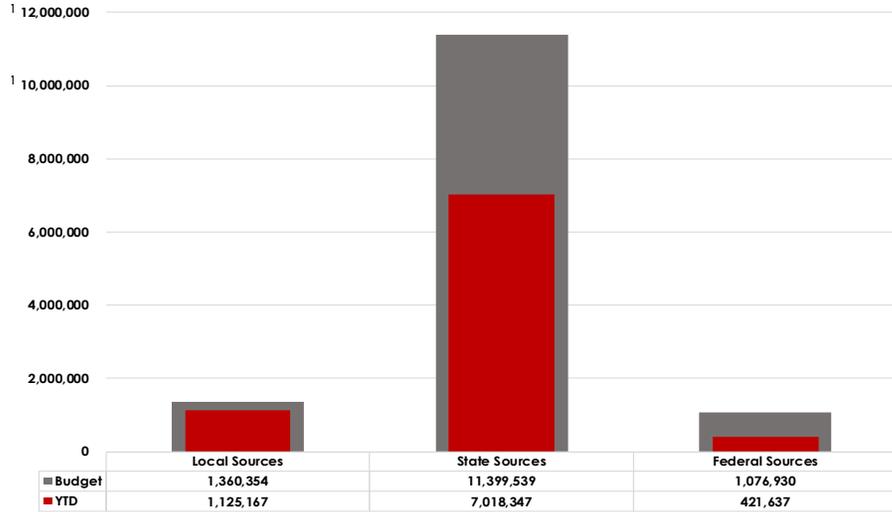
Table of Contents

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

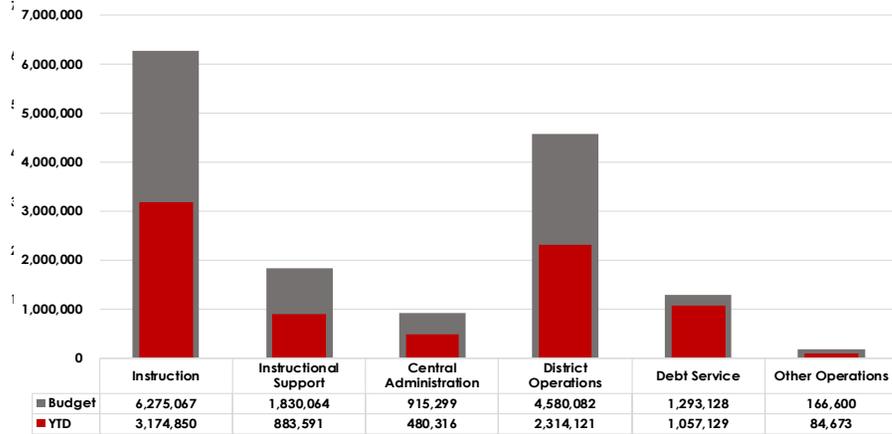
**TORNILLO INDEPENDENT SCHOOL DISTRICT
BOARD FINANCIAL REPORT SUMMARY
As of February 28, 2022**

Board Adopted Revenue and Expenditures

Revenue

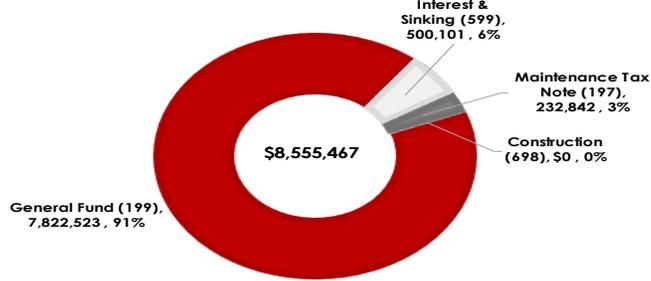


Expenditures

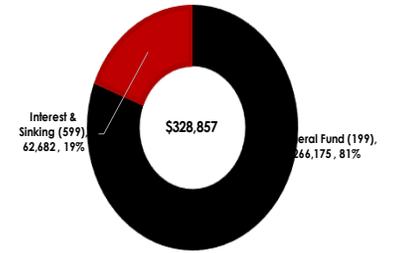


Banking and Investment Pools

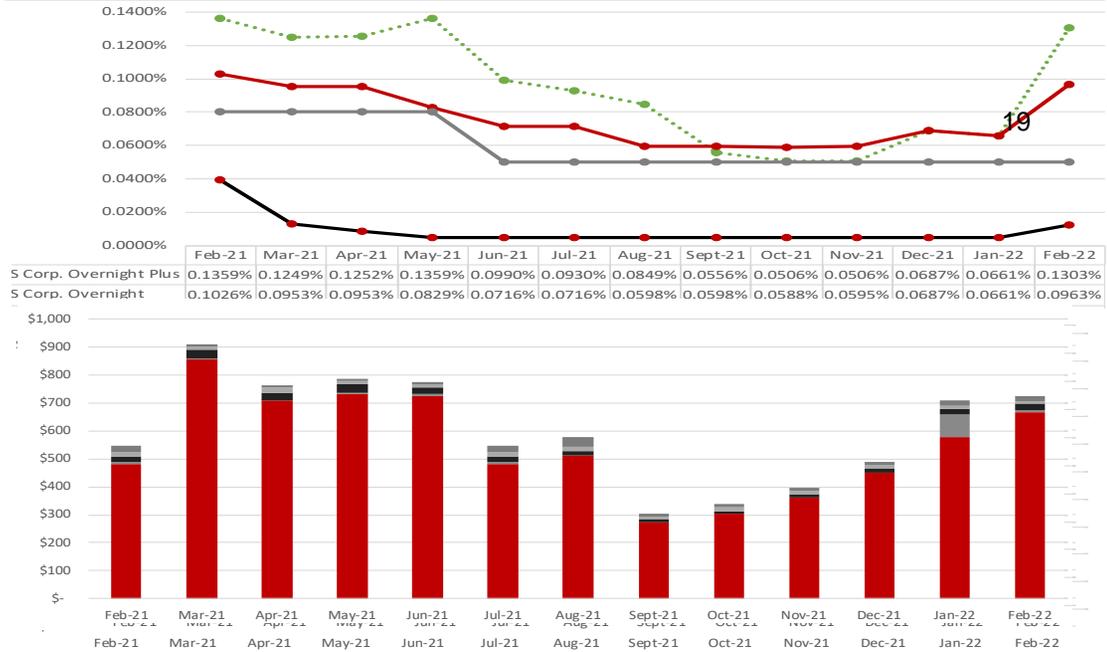
LONE STAR INVESTMENTS



WESTSTAR BANK

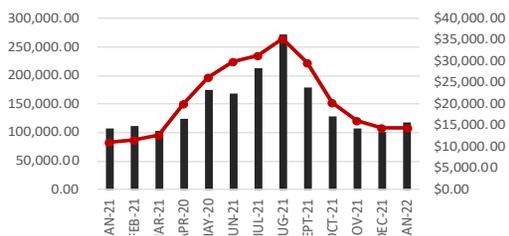


Investment Rate and Interest Revenue Trends

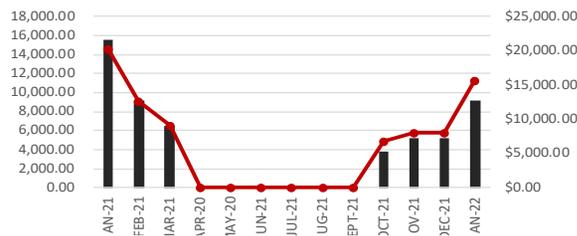


Utilities

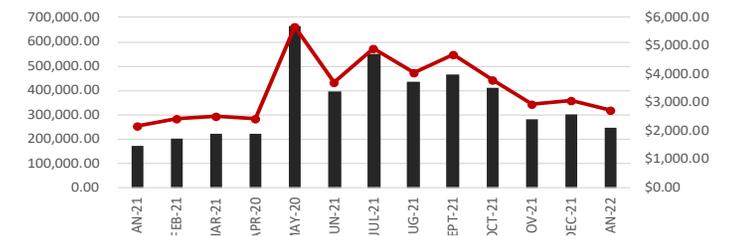
ELECTRICITY



PROPANE



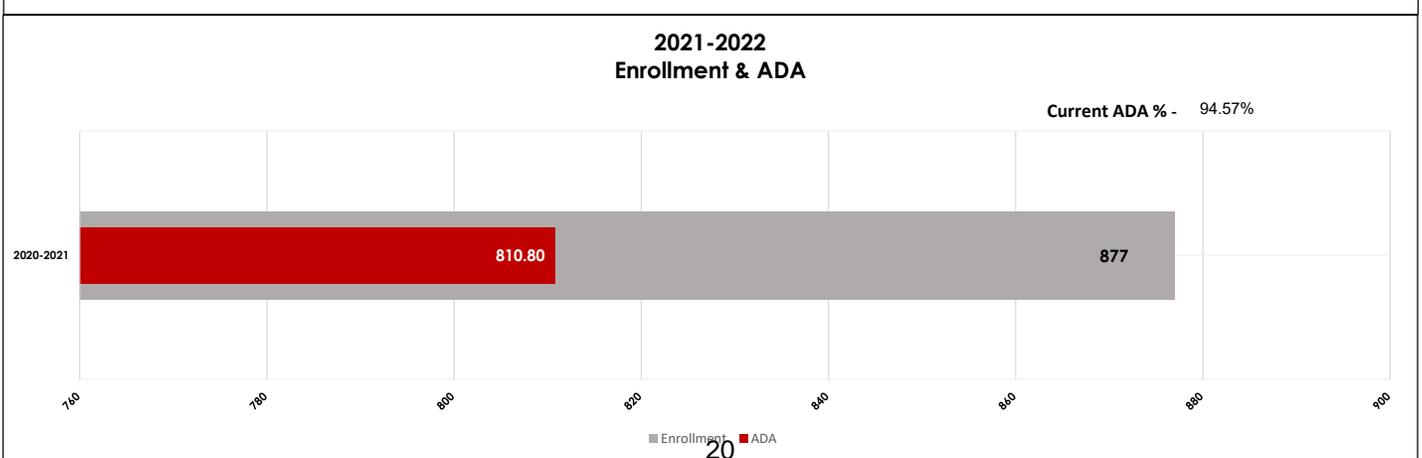
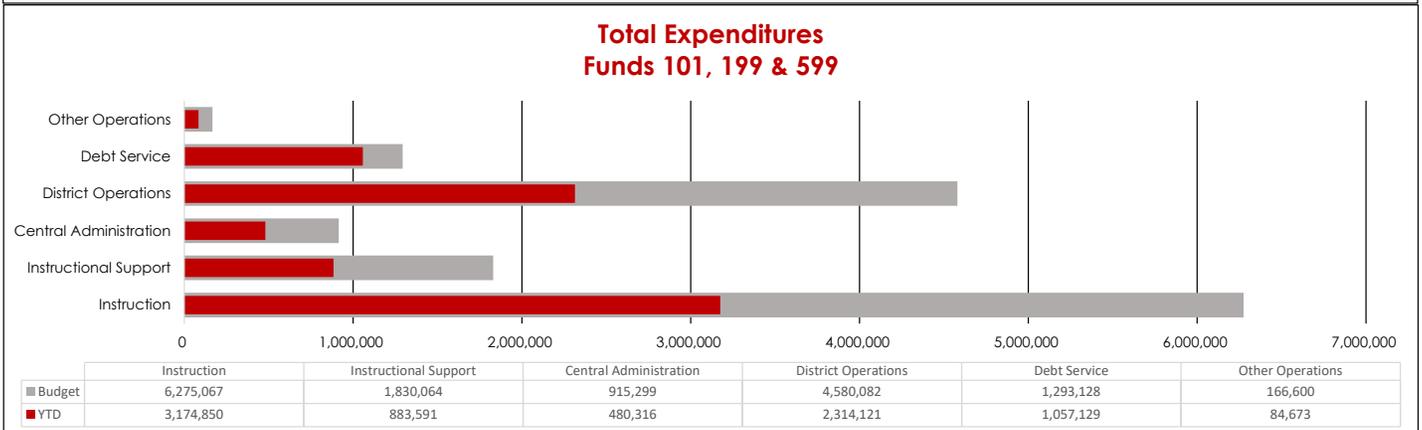
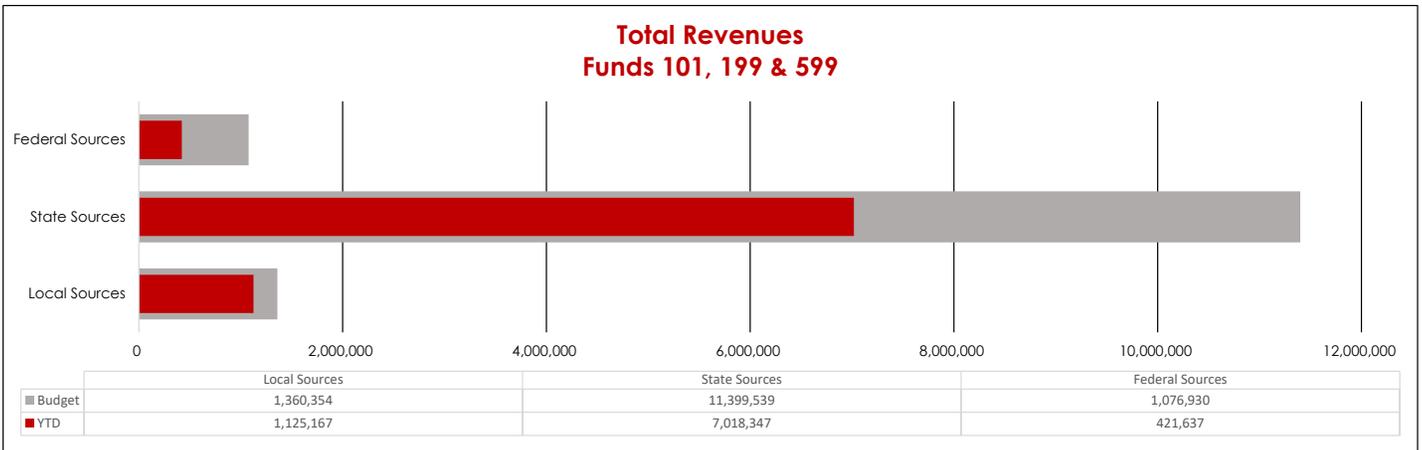
WATER



TORNILLO INDEPENDENT SCHOOL DISTRICT

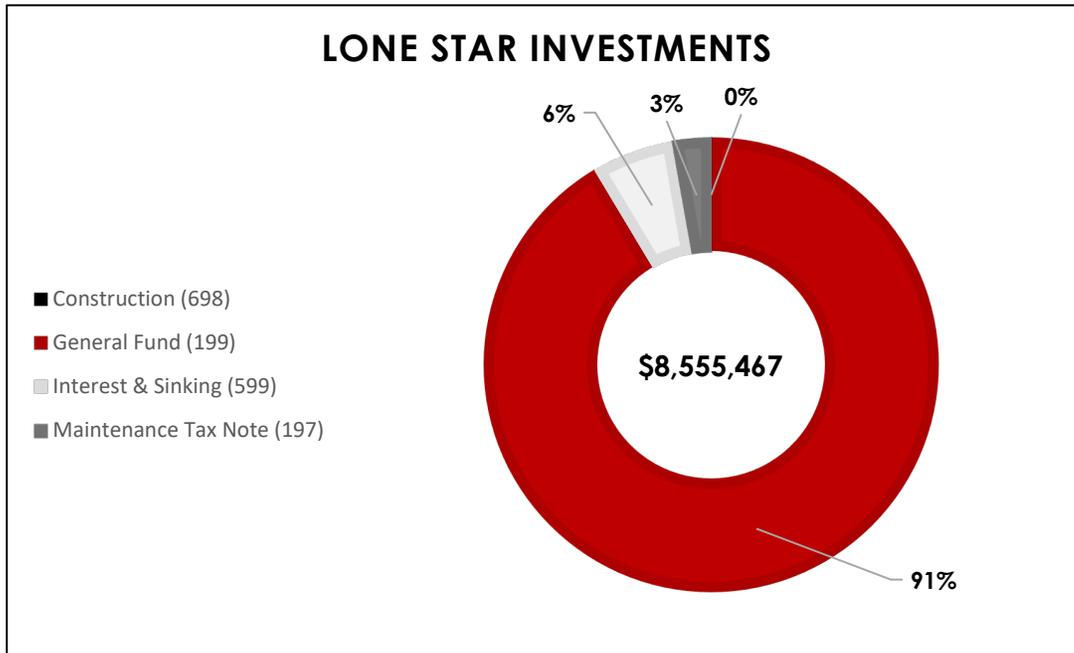
Revenues & Expenditures As of February 28, 2022

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	50,000	30,046	19,954	891,000	738,339	152,661	419,354	356,782	62,572	1,360,354	1,125,167	235,187
State Sources	4,000	0	4,000	10,567,109	6,026,045	4,541,064	828,430	992,302	(163,872)	11,399,539	7,018,347	4,381,192
Federal Sources	901,930	393,288	508,642	175,000	28,349	146,651	0	0	0	1,076,930	421,637	655,293
Total Revenue:	955,930	423,334	532,596	11,633,109	6,792,733	4,840,376	1,247,784	1,349,084	(101,300)	13,836,823	8,565,152	5,271,671
EXPENSES												
Instruction	0	0	0	6,275,067	3,174,850	3,100,216	0	0	0	6,275,067	3,174,850	3,100,216
Instructional Support	0	0	0	1,830,064	883,591	946,473	0	0	0	1,830,064	883,591	946,473
Central Administration	0	0	0	915,299	480,316	434,983	0	0	0	915,299	480,316	434,983
District Operations	955,930	634,573	321,357	3,624,152	1,679,548	1,944,604	0	0	0	4,580,082	2,314,121	2,265,961
Debt Service	0	0	0	0	0	0	1,293,128	1,057,129	235,999	1,293,128	1,057,129	235,999
Other Operations	0	0	0	166,600	84,673	81,927	0	0	0	166,600	84,673	81,927
Total Expenses:	955,930	634,573	321,357	12,811,182	6,302,978	6,508,204	1,293,128	1,057,129	235,999	15,060,240	7,994,681	7,065,559

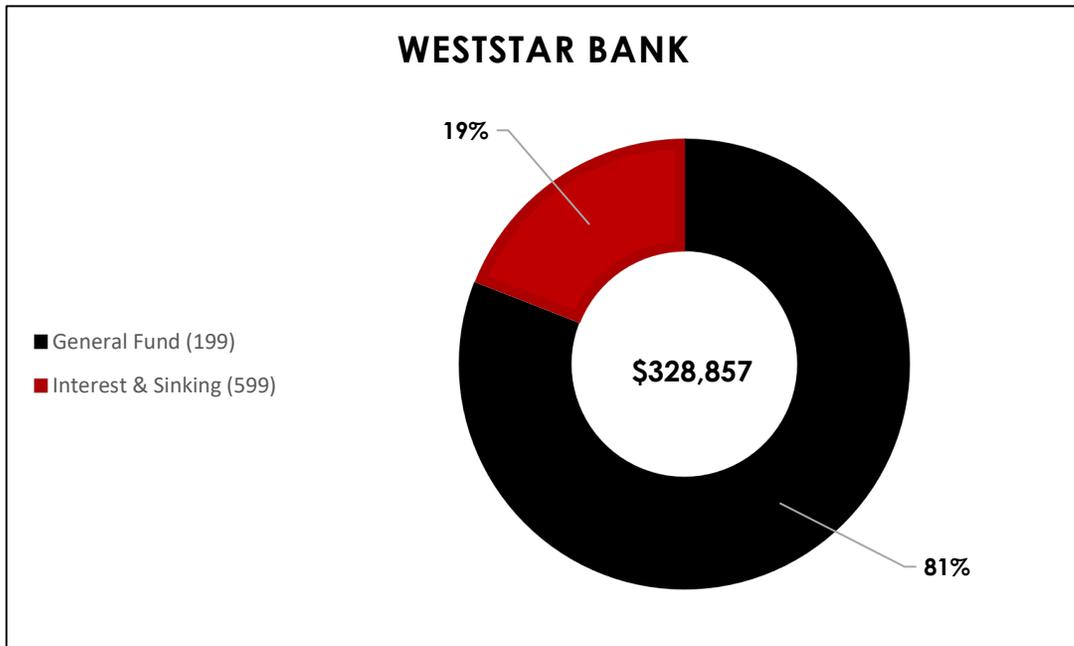


TORNILLO INDEPENDENT SCHOOL DISTRICT

As of February 28, 2022



Account	Beg. Bal.	End. Bal.	Change
Construction (698)	\$0	\$0	\$0
General Fund (199)	7,914,792	7,822,523	(92,269)
Interest & Sinking (599)	1,055,080	500,101	(554,979)
Maintenance Tax Note (197)	232,820	232,842	22
Lone Star Investment Pool	\$9,202,693	\$8,555,467	(\$647,226)



Account	Beg. Bal.	End. Bal.	Change
General Fund (199)	339,402	266,175	(73,226)
Interest & Sinking (599)	437,971	62,682	(375,289)
WestStar Bank	\$777,372	\$328,857	(\$448,515)

TORNILLO INDEPENDENT SCHOOL DISTRICT

GENERAL FUND - CASH FLOW

As of February 28, 2022

Beginning Balance \$ 339,402

Day	Taxes	Deposits	Interest	Transfers	IRS	TRS	Payroll	Checks Cleared	Fees	Balance
01		129						(3,050)		\$ 336,481
02	83,668							(6,843)		\$ 413,306
03		239						(828)		\$ 412,717
04								(6,641)		\$ 406,076
05										\$ 406,076
06										\$ 406,076
07		320				(95,901)		(16,745)		\$ 293,751
08	67,057	4,439						(150,882)		\$ 214,365
09		211						(1,000)		\$ 213,575
10				1,681				(1,111)		\$ 214,145
11		764		480,000			(299,185)	(58,526)		\$ 337,199
12										\$ 337,199
13										\$ 337,199
14	1,185	10,938				(47,964)		(3,548)		\$ 297,810
15	39,037	160			(40,205)		(1,838)	(13,543)	(689)	\$ 280,732
16		556						(5,338)		\$ 275,950
17		36						(28,678)		\$ 247,308
18		503						(18,294)		\$ 229,517
19										\$ 229,517
20										\$ 229,517
21										\$ 229,517
22	58,744	4,436		120				(34,317)		\$ 258,500
23		66						(20,955)		\$ 237,611
24		575		410,000			(285,404)	(37,684)		\$ 325,099
25		3,332						(22,924)		\$ 305,507
26										\$ 305,507
27										\$ 305,507
28		291	11		(35,230)		(1,838)	(2,565)		\$ 266,175
										\$ 266,175
										\$ 266,175
Ending Balance \$										266,175

Tornillo Independent School District

Monthly Summary of Investments

As of February 28, 2022

Fnd-Obj	ACCOUNT NAME	BEGINNING	DEPOSITS	CHECKS	INTEREST	ENDING	INTEREST RATE
		BALANCE				BALANCE	
		2/1/2022				2/28/2022	
199-1110	General Operating	\$ 339,401.63	1,168,487.84	1,241,725.60	11.44	\$ 266,175.31	0.05%
197-1107	Maintenance Tax Note	\$ 232,820.38	0.00	0.00	20.20	\$ 232,840.58	0.0661%
199-1107	Lone Star Inv. Pool#1	\$ 7,914,792.46	797,066.13	890,000.00	664.88	\$ 7,822,523.47	0.0661%
698-1107	Lone Star Inv. Pool/Capital Projects	\$ -	0.00	0.00	0.00	\$ -	0.0000%
599-1110	Interest and Sinking	\$ 437,970.64	125,195.08	500,500.00	15.87	\$ 62,681.59	0.05%
599-1107	Lone Star Inv. Pool/Int.&Sinking	\$ 1,055,080.03	500,000.00	1,054,989.04	10.46	\$ 500,101.45	0.0661%
599-1107	Lone Star Inv. Pool/I&S Government	\$ 1.68	0.00	0.00	0.00	\$ 1.68	0.0051%
		\$ -				\$ -	
698-1107	Lone Star Inv. Pool/CP Government	\$ -	0.00	0.00	0.00	\$ -	0.0000%
698-1110	Construction Funds	\$ (0.00)	0.00	0.00	0.00	\$ (0.00)	0.05%

Statement of Compliance:

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

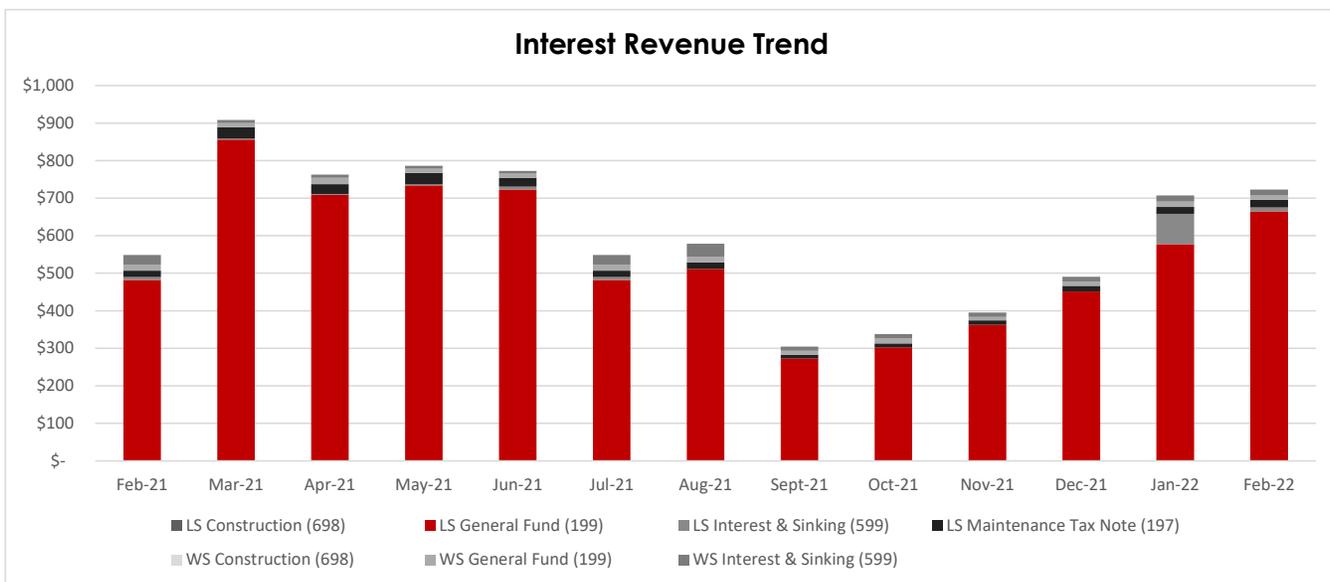
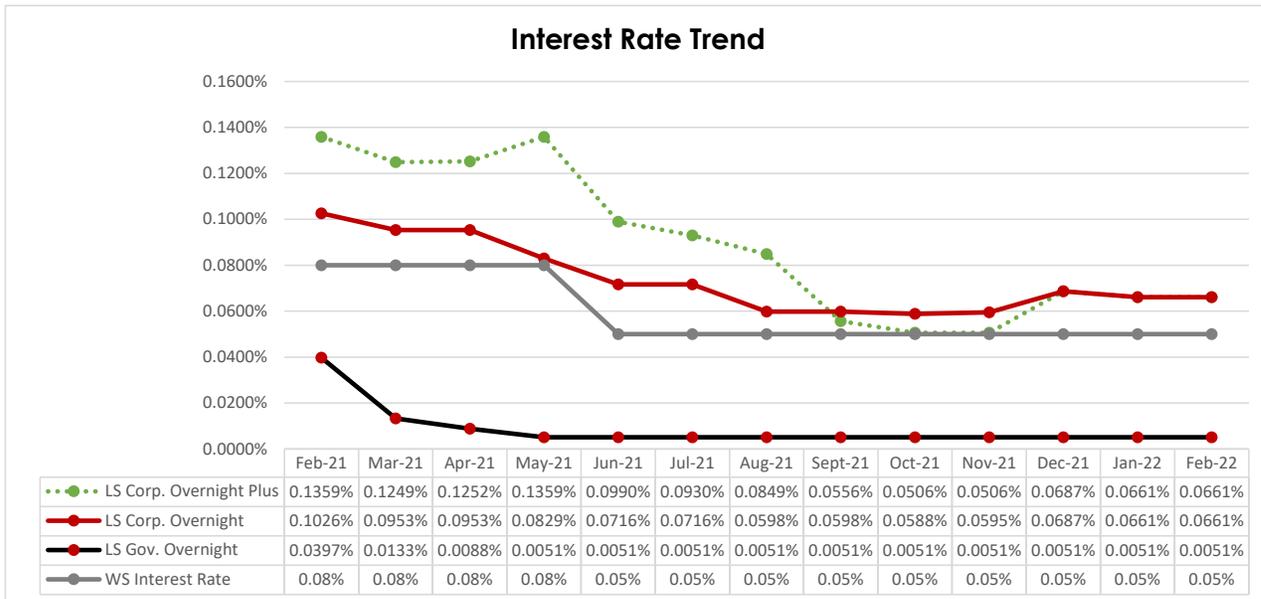


Luis Guerra, Director of Finance



TORNILLO INDEPENDENT SCHOOL DISTRICT

INTEREST RATE TRENDS



Participant #: 71908

Lone Star™ February 2022
Investment Pool **Monthly Statement**

Statement Period: 02/01/2022 to 02/28/2022

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	7,822,523.47	1.00	7,822,523.47	91.43%
Totals:				7,822,523.47	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Interest & Sinking Account	Corporate Overnight Fund	500,101.45	1.00	500,101.45	5.85%
	Government Overnight Fund	1.68	1.00	1.68	0.00%
Totals:				500,103.13	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Maintenance Tax Note 2008 - Fund 197	Corporate Overnight Fund	232,840.58	1.00	232,840.58	2.72%
Totals:				232,840.58	

Totals

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	0.11 %	8,555,465.50	1.00	8,555,465.50	100.00 %
Government Overnight Fund	0.00 %	1.68	1.00	1.68	0.00 %
Corporate Overnight Plus Fund	0.00 %	0.00	1.00	0.00	0.00 %
Total Value:				8,555,467.18	100.00 %

Portfolio Transactions

General Fund - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
02/01/2022	Starting Balance	7,914,792.46			7,914,792.46
02/11/2022	Withdrawal	7,434,792.46	-480,000.00	1.00	-480,000.00
02/15/2022	Deposit	7,504,640.14	69,847.68	1.00	69,847.68
02/24/2022	Deposit	7,539,893.14	35,253.00	1.00	35,253.00
02/24/2022	Withdrawal	7,129,893.14	-410,000.00	1.00	-410,000.00
02/25/2022	Deposit	7,139,970.75	10,077.65	1.00	10,077.65
02/25/2022	Deposit	7,241,521.48	101,550.69	1.00	101,550.69

General Fund - Corporate Overnight Fund (Continued)

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
02/25/2022	Deposit	7,246,239.74	4,718.26	1.00	4,718.26
02/25/2022	Deposit	7,255,220.49	8,980.75	1.00	8,980.75
02/25/2022	Deposit	7,264,321.42	9,100.93	1.00	9,100.93
02/25/2022	Deposit	7,264,367.55	46.13	1.00	46.13
02/25/2022	Deposit	7,806,113.55	541,746.00	1.00	541,746.00
02/25/2022	Deposit	7,821,858.59	15,745.04	1.00	15,745.04
02/28/2022	Interest	7,822,523.47	664.88	1.00	664.88
02/28/2022	Ending Balance	7,822,523.47			7,822,523.47

Interest & Sinking Account - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
02/01/2022	Starting Balance	1,055,080.03			1,055,080.03
02/01/2022	Withdrawal	843,855.03	-211,225.00	1.00	-211,225.00
02/01/2022	Withdrawal	820,105.03	-23,750.00	1.00	-23,750.00
02/01/2022	Withdrawal	599,205.03	-220,900.00	1.00	-220,900.00
02/01/2022	Withdrawal	330,561.28	-268,643.75	1.00	-268,643.75
02/01/2022	Withdrawal	91,161.28	-239,400.00	1.00	-239,400.00
02/01/2022	Withdrawal	51,109.28	-40,052.00	1.00	-40,052.00
02/01/2022	Withdrawal	90.99	-51,018.29	1.00	-51,018.29
02/23/2022	Deposit	500,090.99	500,000.00	1.00	500,000.00
02/28/2022	Interest	500,101.45	10.46	1.00	10.46
02/28/2022	Ending Balance	500,101.45			500,101.45

Interest & Sinking Account - Government Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
02/01/2022	Starting Balance	1.68			1.68
02/28/2022	Ending Balance	1.68			1.68

Maintenance Tax Note 2008 - Fund 197 - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
02/01/2022	Starting Balance	232,820.38			232,820.38
02/28/2022	Interest	232,840.58	20.20	1.00	20.20
02/28/2022	Ending Balance	232,840.58			232,840.58

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

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	20,571.76	8,058.66	18,302.90	52,271.64
Balance	\$ 22,207.50	\$ (489.59)	\$ 14,274.82	\$ (449.83)	\$ 35,542.90
Balance per EP Electric	\$ 22,399.97	\$ -	\$ 14,432.52	\$ -	\$ 36,832.49
Additional Reimbursement	\$ 192.47	\$ 489.59	\$ 157.70	\$ 449.83	\$ 1,289.59

28

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

TORNILLO INDEPENDENT SCHOOL DISTRICT

\$25K AND ABOVE PAYMENTS

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

Check #	Amount	Vendor	Comments
156029	\$28,378.63	Labbatt Food Service	Consisted of Various Invoices
156083	\$44,100.00	Sharon Wells	Board Approved
10001994	\$26,933.53	Commerce Bank	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: 02-01-2022 to 02-28-2022

Check Register

Date: 03-07-2022
 Time: 03:04 PM
 Page 1 of 8

VendorID : WestStar Bank - 100003379

341	02/04/2022	501197	Arcy Aguina		Issued	\$354.00	Employee Reimbursement Direct Deposit
342	02/04/2022	501146	Cleoni Baeza		Issued	\$118.87	Employee Reimbursement Direct Deposit
343	02/04/2022	501012	Rene Estrada		Issued	\$33.44	Employee Reimbursement Direct Deposit
344	02/04/2022	501061	Rodrigo Portillo		Issued	\$303.00	Employee Reimbursement Direct Deposit
345	02/04/2022	501033	Valeria Ramos		Issued	\$118.87	Employee Reimbursement Direct Deposit
346	02/04/2022	500544	Luis Vega		Issued	\$252.00	Employee Reimbursement Direct Deposit
347	02/11/2022	500837	Lizeth Carroll		Issued	\$124.96	Employee Reimbursement Direct Deposit
348	02/11/2022	501203	Sandra Cruz		Issued	\$67.96	Employee Reimbursement Direct Deposit
349	02/11/2022	501053	Michael Ford		Issued	\$80.00	Employee Reimbursement Direct Deposit
350	02/11/2022	501226	Luis Garcia		Issued	\$354.00	Employee Reimbursement Direct Deposit
351	02/11/2022	501157	Luis Guerra		Issued	\$210.16	Employee Reimbursement Direct Deposit
352	02/25/2022	500020	Loretta Aguilar		Issued	\$225.00	Employee Reimbursement Direct Deposit
353	02/25/2022	501197	Arcy Aguina		Issued	\$287.00	Employee Reimbursement Direct Deposit
354	02/25/2022	501026	Nadia De La Rosa		Issued	\$628.96	Employee Reimbursement Direct Deposit
355	02/25/2022	501081	Georgina Miramontes		Issued	\$450.00	Employee Reimbursement Direct Deposit
356	02/25/2022	500519	Elizabeth Otero		Issued	\$95.00	Employee Reimbursement Direct Deposit
357	02/25/2022	501061	Rodrigo Portillo		Issued	\$225.00	Employee Reimbursement Direct Deposit
358	02/25/2022	500185	Heriberto Reyes		Issued	\$220.00	Employee Reimbursement Direct Deposit
359	02/25/2022	500128	Jose Silva-Smith		Issued	\$95.00	Employee Reimbursement Direct Deposit
360	02/25/2022	500021	Dania Sotelo		Issued	\$287.00	Employee Reimbursement Direct Deposit
361	02/25/2022	501023	Rosa Vega-Barrio		Issued	\$155.00	Employee Reimbursement Direct Deposit
156004	02/04/2022	10097	Communities In Schools El Paso Inc.	30	Issued	\$7,500.00	Paper Check
156005	02/04/2022	10177	ESC Region 19 Head Start		Issued	\$150.00	Paper Check

Account#: 100003379
Date Range: 02-01-2022 to 02-28-2022

Check Register

Date: 03-07-2022

Time: 03:04 PM

Page 2 of 8

156006	02/04/2022	10190	Fabens Oil Co.	Issued	\$261.61	Paper Check
156007	02/04/2022	10190	Fabens Oil Co.	Issued	\$177.30	Paper Check
156008	02/04/2022	10190	Fabens Oil Co.	Issued	\$36.61	Paper Check
156009	02/04/2022	10190	Fabens Oil Co.	Issued	\$28.77	Paper Check
156010	02/04/2022	10190	Fabens Oil Co.	Issued	\$70.38	Paper Check
156011	02/04/2022	10268	Gibson,Ruddock,Patterson, Llc.	Issued	\$23,000.00	Paper Check
156012	02/04/2022	10279	Govconnection, Inc.	Issued	\$1,739.91	Paper Check
156013	02/04/2022	10635	Roll-N-Enterprise	Issued	\$379.00	Paper Check
156014	02/04/2022	10870	Windstream	Issued	\$1,898.69	Paper Check
156015	02/04/2022	20022	Citibank	Issued	\$50.14	Paper Check
156016	02/04/2022	20022	Citibank	Issued	\$65.35	Paper Check
156017	02/04/2022	20022	Citibank	Issued	\$279.93	Paper Check
156018	02/04/2022	20022	Citibank	Issued	\$49.92	Paper Check
156019	02/04/2022	20169	El Paso County Water Improvement	Issued	\$2,736.33	Paper Check
156020	02/04/2022	20306	Perez Propane LLC	Issued	\$300.73	Paper Check
156021	02/04/2022	20456	Ann Morales	Issued	\$1,000.00	Paper Check
156022	02/04/2022	20718	SHI International	Issued	\$15.35	Paper Check
156023	02/04/2022	20868	Round Rock Independent School District	Issued	\$150.00	Paper Check
156024	02/04/2022	500783	Angel Alvarez	Issued	\$355.00	Paper Check
156026	02/04/2022	20886	Gamez Enterprises, Inc.	Issued	\$101.50	Paper Check
156027	02/11/2022	501053	Michael Ford	Issued	\$319.00	Paper Check
156028	02/11/2022	10224	Flowers Baking Co.	Issued	\$524.76	Paper Check
156029	02/11/2022	10543	Labatt Food Service	Issued	\$28,378.63	Paper Check
156030	02/11/2022	10601	Office Depot	Issued	\$486.92	Paper Check
156031	02/11/2022	10617	Pitneybowes	Issued	\$316.05	Paper Check
156032	02/11/2022	10630	Region 19 Education Service Center	Issued	\$75.00	Paper Check

Account#: 100003379
Date Range: 02-01-2022 to 02-28-2022

Check Register

Date: 03-07-2022

Time: 03:04 PM

Page 3 of 8

156033	02/11/2022	10657	Segovia'S Distributing, Inc.	Issued	\$3,724.95	Paper Check
156034	02/11/2022	10864	Walmart Community/Gemb	Issued	\$149.92	Paper Check
156035	02/11/2022	20114	Quinteros Meat Company Inc	Issued	\$1,974.20	Paper Check
156036	02/11/2022	20215	Spectrum Paper Co, Inc.	Issued	\$112.55	Paper Check
156037	02/11/2022	20215	Spectrum Paper Co, Inc.	Issued	\$111.88	Paper Check
156038	02/11/2022	20301	El Paso County Tax Assessor-Coll	Issued	\$7.50	Paper Check
156039	02/11/2022	20389	Mountain Desert Water LLC	Issued	\$388.33	Paper Check
156040	02/11/2022	20788	Sandra Mercuri Educational Consultants	Issued	\$7,500.00	Paper Check
156041	02/11/2022	20810	T-Mobile USA Inc.	Issued	\$500.00	Paper Check
156042	02/11/2022	20811	Brandon Ramos	Issued	\$83.38	Paper Check
156043	02/11/2022	20826	A&I Kitchen	Issued	\$117.00	Paper Check
156044	02/11/2022	20876	GH Dairy El Paso	Issued	\$2,918.70	Paper Check
156045	02/11/2022	20895	linde gas & equipment inc	Issued	\$174.71	Paper Check
156046	02/18/2022	10013	Texas Department of Public Safety	Issued	\$28.00	Paper Check
156047	02/18/2022	10033	Apple, Inc.	Issued	\$160.00	Paper Check
156048	02/18/2022	10050	Barnes & Noble	Issued	\$1,028.96	Paper Check
156049	02/18/2022	10080	Ced-Triangle Electric -El Paso	Issued	\$809.11	Paper Check
156050	02/18/2022	10139	El Paso Electric Co.	Issued	\$14,327.17	Paper Check
156051	02/18/2022	10190	Fabens Oil Co.	Issued	\$2,083.71	Paper Check
156052	02/18/2022	10268	Gibson,Ruddock,Patterson, Llc.	Issued	\$16,000.00	Paper Check
156053	02/18/2022	10601	Office Depot	Issued	\$329.99	Paper Check
156054	02/18/2022	10630	Region 19 Education Service Center	Issued	\$9,860.00	Paper Check
156055	02/18/2022	20022	Citibank	Issued	\$418.96	Paper Check
156056	02/18/2022	20022	Citibank	Issued	\$693.92	Paper Check
156057	02/18/2022	20060	Nasco Education LLC	Issued	\$22.91	Paper Check
156058	02/18/2022	20215	Spectrum Paper Co, Inc.	Issued	\$3,642.92	Paper Check

Account#: 100003379
Date Range: 02-01-2022 to 02-28-2022

Check Register

Date: 03-07-2022

Time: 03:04 PM

Page 4 of 8

156059	02/18/2022	20297	The Sherwin Williams Company	Issued	\$38.13	Paper Check
156060	02/18/2022	20301	El Paso County Tax Assessor-Coll	Issued	\$7.50	Paper Check
156061	02/18/2022	20301	El Paso County Tax Assessor-Coll	Issued	\$8.25	Paper Check
156062	02/18/2022	20306	Perez Propane LLC	Issued	\$267.63	Paper Check
156063	02/18/2022	20353	Barnes and Noble Book Store	Issued	\$1,372.00	Paper Check
156064	02/18/2022	20354	Texas School Nurse Organization	Issued	\$80.00	Paper Check
156065	02/18/2022	20611	Frontline Technologies	Issued	\$801.58	Paper Check
156066	02/18/2022	20662	Citibank	Issued	\$495.82	Paper Check
156067	02/18/2022	20709	xSPEDite School Services	Issued	\$1,153.50	Paper Check
156068	02/18/2022	20714	Children's Home therapy specialists dba Villa Children's therapy	Issued	\$1,825.00	Paper Check
156069	02/18/2022	20718	SHI International	Issued	\$468.63	Paper Check
156070	02/18/2022	20764	Brady Industries of Tx, LLC	Issued	\$997.26	Paper Check
156071	02/18/2022	20789	Mueller Supply	Issued	\$1,059.00	Paper Check
156072	02/18/2022	20869	Rhema Cont	Issued	\$300.00	Paper Check
156074	02/25/2022	10033	Apple, Inc.	Issued	\$1,218.00	Paper Check
156075	02/25/2022	10033	Apple, Inc.	Issued	\$199.00	Paper Check
156076	02/25/2022	10050	Barnes & Noble	Issued	\$43.17	Paper Check
156077	02/25/2022	10190	Fabens Oil Co.	Issued	\$2,245.05	Paper Check
156078	02/25/2022	10190	Fabens Oil Co.	Issued	\$52.64	Paper Check
156079	02/25/2022	10279	Govconnection, Inc.	Issued	\$5,000.00	Paper Check
156080	02/25/2022	10361	Home Depot Credit Services	Issued	\$271.65	Paper Check
156081	02/25/2022	10617	Pitneybowes	Issued	\$50.89	Paper Check
156082	02/25/2022	10630	Region 19 Education Service Center	Issued	\$375.00	Paper Check
156083	02/25/2022	10658	Sharon Wells Consulting, Inc.	Issued	\$44,100.00	Paper Check
156084	02/25/2022	10867	West Texas County Courier	Issued	\$1,066.00	Paper Check
156085	02/25/2022	10870	Windstream	Issued	\$1,906.09	Paper Check

Account#: 100003379
Date Range: 02-01-2022 to 02-28-2022

Check Register

Date: 03-07-2022

Time: 03:04 PM

Page 5 of 8

156086	02/25/2022	20022	Citibank	Issued	\$207.96	Paper Check
156087	02/25/2022	20022	Citibank	Issued	\$187.80	Paper Check
156088	02/25/2022	20022	Citibank	Issued	\$392.89	Paper Check
156089	02/25/2022	20022	Citibank	Issued	\$407.95	Paper Check
156090	02/25/2022	20022	Citibank	Issued	\$217.97	Paper Check
156091	02/25/2022	20022	Citibank	Issued	\$117.77	Paper Check
156092	02/25/2022	20022	Citibank	Issued	\$55.24	Paper Check
156093	02/25/2022	20022	Citibank	Issued	\$97.40	Paper Check
156094	02/25/2022	20022	Citibank	Issued	\$631.92	Paper Check
156095	02/25/2022	20022	Citibank	Issued	\$289.50	Paper Check
156096	02/25/2022	20022	Citibank	Issued	\$1,114.75	Paper Check
156097	02/25/2022	20022	Citibank	Issued	\$507.00	Paper Check
156098	02/25/2022	20022	Citibank	Issued	\$278.35	Paper Check
156099	02/25/2022	20059	Subway	Issued	\$149.80	Paper Check
156100	02/25/2022	20060	Nasco Education LLC	Issued	\$676.55	Paper Check
156101	02/25/2022	20159	Maria Q. Saldaña	Issued	\$220.00	Paper Check
156102	02/25/2022	20160	Marlene Bullard	Issued	\$262.00	Paper Check
156103	02/25/2022	20162	Hector Lopez	Issued	\$220.00	Paper Check
156104	02/25/2022	20306	Perez Propane LLC	Issued	\$148.99	Paper Check
156105	02/25/2022	20353	Barnes and Noble Book Store	Issued	\$5,579.32	Paper Check
156106	02/25/2022	20484	Premier Uniforms & Tactical Gear	Issued	\$628.53	Paper Check
156107	02/25/2022	20498	Texas FBLA	Issued	\$480.00	Paper Check
156108	02/25/2022	20548	Ofelia Bosquez	Issued	\$162.00	Paper Check
156109	02/25/2022	20611	Frontline Technologies	Issued	\$43.63	Paper Check
156110	02/25/2022	20719	Computex Technology Solutions	Issued	\$15,356.88	Paper Check
156111	02/25/2022	20810	T-Mobile USA Inc.	Issued	\$297.40	Paper Check

Account#: 100003379
Date Range: 02-01-2022 to 02-28-2022

Check Register

Date: 03-07-2022

Time: 03:04 PM

Page 6 of 8

156112	02/25/2022	20875	Ida Estrada	Issued	\$262.00	Paper Check
156113	02/25/2022	20896	CrisisGo, Inc.	Issued	\$840.00	Paper Check
156114	02/25/2022	500544	Luis Vega	Issued	\$270.00	Paper Check
156115	02/25/2022	10724	Texas AFT- Associate Membership Program	Issued	\$105.00	Paper Check
156116	02/25/2022	10848	United Way Of El Paso County	Issued	\$7.50	Paper Check
156117	02/25/2022	20007	Stuart C. Cox	Issued	\$689.50	Paper Check
156118	02/25/2022	20008	Texas State Teacher Association	Issued	\$69.12	Paper Check
156119	02/25/2022	20009	Association of Texas Professional Educator	Issued	\$118.40	Paper Check
156120	02/25/2022	20010	LegalShield	Issued	\$80.71	Paper Check
156121	02/25/2022	20011	First Financial Group of America	Issued	\$15,570.42	Paper Check
10001994	02/04/2022	20765	Commerce Bank	Issued	\$26,933.53	ACH
10001995	02/11/2022	20765	Commerce Bank	Issued	\$6,937.13	ACH
10001996	02/25/2022	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10001997	02/25/2022	20012	Texas Child Support Disbursement Unit	Issued	\$311.00	ACH
10001998	02/25/2022	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10001999	02/25/2022	20012	Texas Child Support Disbursement Unit	Issued	\$3.00	ACH
10002000	02/25/2022	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002001	02/25/2022	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002002	02/25/2022	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002003	02/25/2022	20012	Texas Child Support Disbursement Unit	Issued	\$137.50	ACH
10002004	02/25/2022	20012	Texas Child Support Disbursement Unit	Issued	\$575.50	ACH
10002005	02/25/2022	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002006	02/25/2022	20012	Texas Child Support Disbursement Unit	Issued	\$242.00	ACH
10002007	02/25/2022	20012	Texas Child Support Disbursement Unit	Issued	\$296.77	ACH
200000527	02/04/2022	10068	Bsn Sports Collegiate	Issued	\$2,740.00	Vendor Credit Card
200000528	02/04/2022	10070	C & M Plaque & Trophy Inc.	Issued	\$129.25	Vendor Credit Card

Account#: 100003379
Date Range: 02-01-2022 to 02-28-2022

Check Register

Date: 03-07-2022

Time: 03:04 PM

Page 7 of 8

200000529	02/04/2022	10603	Oriental Trading Co., Inc.	Issued	\$321.32	Vendor Credit Card
200000530	02/04/2022	10620	Positive Promotions	Issued	\$1,114.44	Vendor Credit Card
200000531	02/04/2022	10679	Spectrum Imaging	Issued	\$4,151.30	Vendor Credit Card
200000532	02/04/2022	10687	Staples Advantage	Issued	\$12.99	Vendor Credit Card
200000533	02/04/2022	10706	TASB, Inc.	Issued	\$2,894.19	Vendor Credit Card
200000534	02/04/2022	20017	School Specialty Inc.	Issued	\$55.20	Vendor Credit Card
200000535	02/04/2022	20032	Plan B Networks, Inc.	Issued	\$1,595.00	Vendor Credit Card
200000536	02/04/2022	20470	O'Reilly Auto Enterprises LLC	Issued	\$110.92	Vendor Credit Card
200000537	02/04/2022	20490	Blanco Ordonez Mata & Wallace P.	Issued	\$4,605.00	Vendor Credit Card
200000538	02/04/2022	20597	El Paso Reprographics	Issued	\$504.00	Vendor Credit Card
200000539	02/11/2022	10027	Amerigas Propane, L.P.	Issued	\$14,231.47	Vendor Credit Card
200000540	02/11/2022	10068	Bsn Sports Collegiate	Issued	\$5,600.00	Vendor Credit Card
200000541	02/11/2022	10603	Oriental Trading Co., Inc.	Issued	\$120.00	Vendor Credit Card
200000542	02/11/2022	10649	Scholastic Book Fairs	Issued	\$1,182.61	Vendor Credit Card
200000543	02/11/2022	10679	Spectrum Imaging	Issued	\$6,153.29	Vendor Credit Card
200000544	02/11/2022	20075	Edmentum Inc	Issued	\$190.40	Vendor Credit Card
200000545	02/11/2022	20626	School Outfitters LLC	Issued	\$4,286.81	Vendor Credit Card
200000546	02/11/2022	20635	Stewart & Stevenson LLC	Issued	\$8,852.73	Vendor Credit Card
200000547	02/11/2022	20643	Project Lead The Way, Inc.	Issued	\$950.00	Vendor Credit Card
200000548	02/18/2022	10068	Bsn Sports Collegiate	Issued	\$1,200.00	Vendor Credit Card
200000549	02/18/2022	10070	C & M Plaque & Trophy Inc.	Issued	\$82.10	Vendor Credit Card
200000550	02/18/2022	10649	Scholastic Book Fairs	Issued	\$2,296.49	Vendor Credit Card
200000551	02/18/2022	10687	Staples Advantage	Issued	\$877.40	Vendor Credit Card
200000552	02/18/2022	10703	TASB	Issued	\$1,305.00	Vendor Credit Card
200000553	02/18/2022	20017	School Specialty Inc.	Issued	\$1,256.16	Vendor Credit Card
200000554	02/18/2022	20101	Global Payments Inc.	Issued	\$4,222.00	Vendor Credit Card

Account#: 100003379
Date Range: 02-01-2022 to 02-28-2022

Check Register

Date: 03-07-2022

Time: 03:04 PM

Page 8 of 8

200000555	02/18/2022	20135	William V. MacGill & Co	Issued	\$299.26	Vendor Credit Card
200000556	02/18/2022	20265	4imprint, Inc.	Issued	\$1,362.09	Vendor Credit Card
200000557	02/18/2022	20470	O'Reilly Auto Enterprises LLC	Issued	\$102.11	Vendor Credit Card
200000558	02/18/2022	20577	L & W Supply	Issued	\$18.80	Vendor Credit Card
200000559	02/18/2022	20643	Project Lead The Way, Inc.	Issued	\$6,859.00	Vendor Credit Card
200000561	02/25/2022	10603	Oriental Trading Co., Inc.	Issued	\$159.95	Vendor Credit Card
200000562	02/25/2022	10703	TASB	Issued	\$1,150.00	Vendor Credit Card
200000563	02/25/2022	20017	School Specialty Inc.	Issued	\$467.87	Vendor Credit Card
200000564	02/25/2022	20263	TCEA	Issued	\$1,795.00	Vendor Credit Card
200000565	02/25/2022	20775	American Refrigeration Supplies, Inc	Issued	\$246.00	Vendor Credit Card

Total Checks: 189

Total Amount: 373,655.99

Check Number	Amount	Vendor Name	Vendor ID	Issue Date	Status	Credit Card Name	Document Type
200000512	255.00	Arspec, Inc.	10034	1/21/2022	Issued	Commerce Bank	BDR
200000513	4,068.00	Bsn Sports Collegiate	10068	1/21/2022	Issued	Commerce Bank	BDR
200000514	471.00	Guitar Center	10308	1/21/2022	Issued	Commerce Bank	BDR
200000515	119.11	Oriental Trading Co., Inc.	10603	1/21/2022	Issued	Commerce Bank	BDR
200000516	1,611.25	Southern Computer Warehouse	10672	1/21/2022	Issued	Commerce Bank	BDR
200000517	227.77	Staples Advantage	10687	1/21/2022	Issued	Commerce Bank	BDR
200000522	185.00	Plan B Networks, Inc.	20032	1/28/2022	Issued	Commerce Bank	BR
	6,937.13						
200000505	417.69	4imprint, Inc.	20265	1/7/2022	Issued	Commerce Bank	BDR
200000490	8,905.19	Amerigas Propane, L.P.	10027	12/17/2021	Issued	Commerce Bank	BDR
200000397	475.00	Continental Termite & Pest Control,	10105	8/27/2021	Issued	Commerce Bank	BR
200000496	241.95	Dale Boren's Service Supply, Inc.	20312	12/17/2021	Issued	Commerce Bank	BR
200000499	1,800.00	La Estrella	10542	1/7/2022	Issued	Commerce Bank	BDR
200000501	4,042.00	Sonitrol Of El Paso	10669	1/7/2022	Issued	Commerce Bank	BDR
200000462	1,780.00	TASA	10702	11/5/2021	Issued	Commerce Bank	BDR
200000484	1,425.00	Continental Termite & Pest Control,	10105	12/10/2021	Issued	Commerce Bank	BR
200000506	1,787.25	Dale Boren's Service Supply, Inc.	20312	1/7/2022	Issued	Commerce Bank	BDR
200000500	2,675.00	National School Boards Association	10593	1/7/2022	Issued	Commerce Bank	BDR
200000503	2,105.44	Staples Advantage	10687	1/7/2022	Issued	Commerce Bank	BDR
200000504	108.10	Johnstone Supply	20036	1/7/2022	Issued	Commerce Bank	BR
200000498	626.60	L & W Supply	20577	12/17/2021	Issued	Commerce Bank	BDR
200000511	459.01	O'Reilly Auto Enterprises LLC	20470	1/14/2022	Issued	Commerce Bank	BDR
200000508	85.30	School Specialty	20017	1/14/2022	Issued	Commerce Bank	BDR
	26,933.53						

Tornillo Independent School District

Tornillo High School

Memorandum

To: Board of Trustees

From: Alejandro Olvera, Tornillo High School Principal

Subject: Classroom Furniture/Teacher Desks/Science Stools

Date: 03/30/2022

History:

Tornillo High School needs to replace worn teacher desks as well as worn out stools in the science labs.

Rationale:

District set money aside to purchase new teacher desks and stools for the science labs.

Budget:

The budget currently has \$55,650.45. The current quote received for the furniture being requested is \$52,120.85 taken from the following account:

199.11.6399.07.001.11.0.FB

Administrative Recommendation:

The recommendation to the Board of Trustees is to approve the use of money set aside for teacher desks and science stools not to exceed \$55,000.00. The higher amount is for any adjustments to the prices quoted prior to the approval.

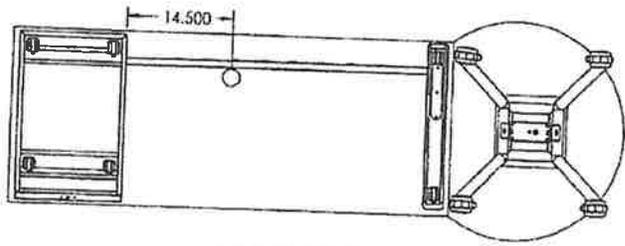
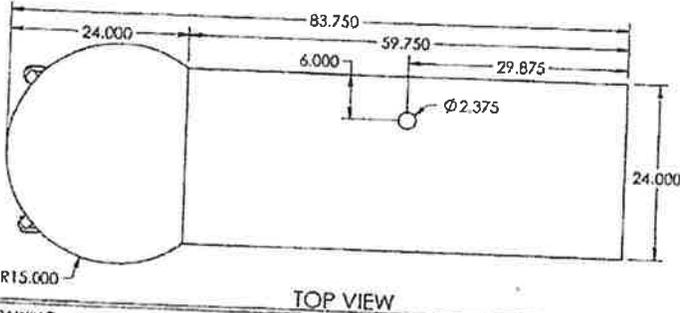
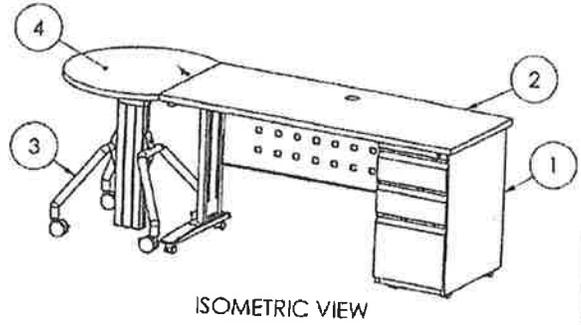
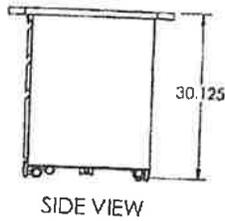
PRINT APPROVAL
 - Order will be held pending print approval.
 - If revisions are required, please do not sign,
 note changes and return. Allow 24 hours for revised prints.

Approved by: _____
 Date: _____
 My signature on the print indicates my approval of
 design and dimensions as shown, and I authorize
 the preparation of orders.

ORDER DETAILS

QTY: _____
 PO# _____
 SO# _____

ITEM NO.	PART NUMBER	DESCRIPTION	QTY.
1	RCMBLC246024Z0161	R-STYLE BASE W/ STATIONARY PEDESTAL	1
2	WS1A246024Z0499	CUSTOM W51A WORKSURFACE	1
3	NGABC242424	ARRIBA BASE W/ CASTERS	1
4	WS5D243024	ARRIBA WORKSURFACE	1



DRAWING NUMBER: TEXAS FURNITURE SOURCE 061418-3
 DESCRIPTION: XXXXXXXXXXXX

MATERIAL: XX Ga.

DATE: 6/18/2018

PAGE 1 OF 1

WEIGHT: 122.49

right angle
 ergonomic products
K&A MANUFACTURING
 6703 ZINSER ST., SCHOFIELD, WI 54476
 PHONE: 800.298.4351 FAX: 866.802.6476
 www.raproducts.com

REVISION HISTORY		
REV.	DESCRIPTION	DATE

TOLERANCES
 UNLESS SHOWN OTHERWISE
 ALL DIMENSIONS ARE IN INCHES UNLESS OTHERWISE NOTED

PRECISION AND CONFIDENTIAL
 THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF K&A MANUFACTURING. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF K&A MANUFACTURING IS PROHIBITED.

K&A MANUFACTURING FURNITURE PRODUCTION DRAWING 061418-3 TEXAS FURNITURE SOURCE 061418-3



QUOTE
Quote Date 02/16/2022

8522870

Terry Paden
Email: terry.paden@indoff.com
Phone: 806-543-3237 Fax: 000-000-0000

Bill To: Tornillo Independent School District
19200 Cobb St
Tornillo, TX 79853

Ship To: Attn: Marisol Garcia/Tornillo High School
Tornillo Independent School District
19200 Cobb St
Tornillo, TX 79853

Customer	Purchase Order Number	Department/Tag
367461	Marisol Garcia	R19-20-7373
Sales Person	Date Requested	
Terry Paden	2022-03-16	

Customer Instructions

Qty	UM	Item	Description	Unit Price	Extended Price
35.00	EA	WS1A246024HMZ0499	Right Angle: Desk Top - 24" x 60" x 24" TFM Hardrock Maple with Grommet Holes, Custom	177.5000	6,212.50
35.00	EA	RCMBLC246024SZ0161	Right Angle: R Style-C Leg Base - Custo Height 29", Leg is On Left Side/ Stationary, Pedestal is on Right Side with Casters, with Modestly Panel- 24"x60"x24" Silver	386.4000	13,524.00
35.00	EA	WS5D243024HM	Right Angle: Arriba D Shaped Top for Mobile Lectern, Hard Rock Maple	103.0400	3,606.40
35.00	EA	NGABC242424S	Right Angle: S4 Arriba Base with 3" Casters	580.5300	20,318.55
1.00	EA	FREIGHT QUOTED	Lift Gate Charge	75.0000	75.00
60.00	EA	SC324	Scholar Craft: 24" Fixed Height Stool, Gray Solid Plastic Stool, Chrome Frame	95.6900	5,741.40
1.00	EA	FREIGHT QUOTED	ABF Freight Quote : Good for 30 Days	993.0000	993.00
1.00	EA	INSTALLATION	Installation	1,650.0000	1,650.00

Sub-total	52,120.85
* Estimated Tax	0.00
Quote Total	(USD) 52,120.85

60 Month Financing is available with monthly payments as low as \$1,044.14 per month (rates and terms contingent upon credit and documentation approval)

Apply here (<https://www.indoff.com/indoff-financing/>), contact your Sales Partner or call Zac Cooper with Indoff Capital at 314.635.2406

Due to the current trade tariff environment, prices quoted are accurate as of the date of this quote. The current tariff environment may lead to a change in pricing with little or no notification. We will endeavor to update pricing as we are made aware of any tariff changes; we will confirm pricing at your order date prior to finalizing the order with our factories.

Orders

Order By Item

Shopping Lists

My Files

Account:36038948

Shopping Cart

[Continue Shopping](#)



Out of stock



National Public Seating
Oklahoma Sound® Teacher's
WorkPod Desk And Lectern Kit...
Item # 4307456
Entered Item # 4307456

Delivery
In-store pickup
not available.
Estimated
delivery 7-10
business days

QTY
21

\$21,152.25
\$1,007.25
each

35 x 1,007.25 = \$35,253.75



National Public Seating
Oklahoma Sound Edupod
Teacher's Desk & Lectern Comb...
Item # 8245265
Entered Item # 8245265

Delivery
In-store pickup
not available.
Estimated
delivery 7-10
business days

QTY
35

\$29,479.80
\$842.28 each



Safco® Diesel Industrial Stool,
Black
Item # 541298
Entered Item # 541298

Delivery
In-store pickup
not available.
Estimated
delivery 3-7
business days

QTY
1

\$149.99
\$149.99
each

20 x 149.99 = \$2,999.80

Add Accident Coverage

A Message About Supply Chain Challenges from President, Chad Edwards [Read more.](#)



Shopping Cart

Products in Cart



Cart Summary

Item

Price Q

Cart ID: 2741838

PRINT SHARE



MooreCo Avid Instructor Desk R
Hand 29-4/5"Hx60"Wx36-2/7"D
Laminate Top Color Fusion Maple
Edge Color Cool Gray
Item # W13808270

\$1,186.99

Contract Used: NOT SEEING YOUR CONTRACT?

No contracts are available

This product ships directly from the manufacturer in approximately 10 working days.

Merchandise Total \$51,444.05

Shipping TBD

Tax TBD



Upholstered Seat Stool with
Backrest 24"H
Frame color Warm Gray
Vinyl color Sterling
Item # W14948060

\$164.99

Cart Total \$51,444.05

This product ships directly from the manufacturer in approximately 15 working days.

Shipping Address

Billing Address

Recommended for you

Need Help?

Your Shopping Cart

<input type="checkbox"/> Item Details	Quantity	Price per item	Total Price
<input type="checkbox"/>  6400 Padded Stool w/ Backrest - Fixed Height (24" H) SKU: NPS-6424B Edit Delete	<input type="text" value="60"/>	\$103.88	\$6,232.80
<input type="checkbox"/>  Teacher's WorkPod Desk & Lectern SKU: OKS-TWP Edit Delete	<input type="text" value="35"/>	\$929.99	\$32,549.65

Members to regional and local school district contracts plus to the national co-op TIPS and BuyBoard can now receive discounts online.

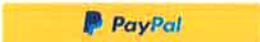
[Login to see your available contract discounts ▶](#)

PROMO CODE [Apply](#)

Total \$38,782.45

[Check Out ▶](#)

or



or



[✉ Email My Cart](#)

Customers Also Purchased



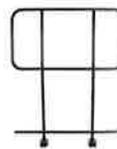
Food Commercial
 ture
 Back Mesh
 Chair
 .88
 ☆☆☆



Sprogs
 Crawl and Slide
 Climber
\$308.88
 ☆☆☆☆☆



Studio Designs
 Avanta Drafting
 Table
\$249.99
 ☆☆☆☆☆



IntelliStage
 Guardrails &
 Hardware
\$261.99 - \$622.99
 ☆☆☆☆☆



Jonti-Craft
 Baltic Birch 30-
 Cubby Mobile
\$647.99 - \$834.99
 ☆☆☆☆☆

Testimonials

"Fast delivery service and always get exactly what I was expecting. Great quality merchandise!"

– Jill R., Lincoln Intermediate

"The order was simple, the shipping was fast and the product was excellent!"

– Colleen E., The Kristine Project

"Ease and accuracy of the entire process from start to finish."

– Charles C., GoHypersonic Inc.

Tornillo Independent School District

Maintenance Department

Memorandum

To: Board of Trustees

From: Rene Estrada, Maintenance/Transportation Director

Subject: VCT Floor tile

Date: 03/30/2022

History:

The VCT at the Intermediate and Jr High schools have cracks throughout. The cracks cannot be repaired therefore the floor tile will need to be replaced.

Rationale:

District would like to have the floor tiles replaced throughout the campuses.

Budget Impact:

The budget impact will be \$42,673.00 taken from the following account:

Jr High 199.51.6299.00.041.99.0.18

Administrative Recommendation:

The recommendation to the Board of Trustees is to approve the replacement of the VCT floor tile by Carpet Pile.

Carpet Pile

1141 Larry Mahan
Unit 103
El Paso, Texas 79925
Phone (915) 772-1416 Fax (915) 772-6270

PROPOSAL

DATE: MARCH 11, 2022

TO:
Attn: Rene Estrada

FOR:
Tornillo ISD- 2 Schools

Region 19 Contract #18-7296

DESCRIPTION	Quantity	Cost	Amount
Patch VCT as needed- 2 Schools			
VCT- per square foot	8100	2.95	23,895.00
Install VCT- per square foot	8100	1.25	10,125.00
Float and Prep- per square foot	8100	.65	5,265.00
Freight		3,388.00	3,388.00
		TOTAL	\$42,673.00
		TAX EXEMPT	

Authorized signature: Rudy Enriquez
Quote good for 60 days

Tornillo Independent School District

Maintenance Department

Memorandum

To: Board of Trustees

From: Rene Estrada, Maintenance/Transportation Director

Subject: Sidewalk and curb

Date:3/21/2022

History:

The district does not have any sidewalks where students can safely walk to the upper campuses when entering the yellow gates.

Rationale:

District would like to install a sidewalk that covers from the yellow gates up to the Jr High School to allow students a safe route to the upper campuses.

Budget Impact:

The budget impact will be \$36,000 taken from the following account:

199.51.6299.00.951.99.0.18

Administrative Recommendation:

The recommendation to the Board of Trustees is to approve the construction of a new sidewalk and curb for the upper campuses through RC Concrete.

RC CONCRETE

207 S MOON RD
EL PASO, TX 79927

915-860-0751 PH 915-790-0987 fax
RCCONCRETE1@GMAIL.COM



Client **Tornillo ISD**
Tornillo Intermediate Warehouse Entrance

Location:

Prepared by: Ralph Carrillo

Date: 23-Feb-22

Cost Estimate

48

<i>Description of the work</i>							
1 New 840 ln.ft of new 24" curb-n-gutter to placed @ existing roadway							
2 New 4200 sq.ft of 5'ft sidewalk w/ handicap ramps @ existing school entrances Sidewalk to be placed @ new curb-n-gutter							
Demolition at existing driveways to place new ramps							
Partial sidewalk at 7ft wide							

Total

\$ 36,000.00



Purposed curb and sidewalk by county contractor

Purposed curb, gutter, and sidewalk location

50

Tornillo Independent School District

Maintenance Department

Memorandum

To: Board of Trustees

From: Rene Estrada, Maintenance/Transportation Director

Subject: Partitions Panels District wide

Date: 03/30/2022

History:

The restroom partitions were installed when the schools were built, they have deteriorated beyond repair. It has become a safety issue because some of the panels and supports have rusted away.

Rationale:

District would like to replace the outdated partitions with new stainless-steel ones.

Budget Impact:

The budget impact will be a total of \$85,999.14. Below is the breakdown of cost per campus:

Elementary: 199.51.6299.00.101.99.0.18 **(\$24,701.04)**

Intermediate: 199.51.6249.00.044.99.0.18 **(\$23,562.90)**

Jr High: 199.51.6299.00.041.99.0.18 **(\$37,735.20)**

Administrative Recommendation:

The recommendation to the Board of Trustees is to approve the purchase of the partitions for the restrooms from KD Scholten.

K. D. SCHOLTEN CO.

raymojica@kdscholten.com
http://www.kdscholten.com
(915) 833-1452 -- FAX (915) 225 - 0422
7365 Remcon Circle, Suite A-106
El Paso, Texas 79912

February 25, 2022

TO: Tornillo ISD
Attn: Renee

JOB
Elementary

Quote # **22522R 805**
Quoting under Region 19 RFP 17-7235

We propose to deliver install the following materials for the above-referenced job in accordance with:
 plans dated _____, specification section(s) _____, and
addenda _____; not including the General or Special Conditions, plus applicable taxes at time of
delivery.
 the following list, plus applicable taxes.

DELIVERY: FOB Jobsite
 FOB Factory - plus freight
 FOB Factory - full freight allowed to jobsite
 El Paso, Texas.
 K. D. Scholten Co.

1 lot ----- Stainless Steel Partitions & Installation -----	\$ 27,445.60
<i>RFP 17-7235 Discount -----</i>	<i>- 2,744.56</i>
YOUR TOTAL -----	\$ 24,701.04

Mens RR
Boys 100 RR
Boys 200 RR
Girls 200 RR
Boys Outside RR

Removal of existing partitions by others.

Please do not remove the Continuous Brackets on the back walls.

ALL MATERIAL TO BE PAID IN FULL AT TIME OF ORDER, IF YOU DO NOT HAVE A TERMS ACCOUNT.
ALL MATERIAL IS PROPERTY OF K D SCHOLTEN COMPANY UNTIL BALANCE DUE IS PAID IN FULL.
K D SCHOLTEN COMPANY RESERVES THE RIGHT TO **REMOVE** ANY MATERIAL THAT HAS NOT BEEN PAID IN FULL.

ACCEPTED : _____

by: Ray Mojica

by : _____

Ray Mojica

52

DATE : _____

K.D. SCHOLTEN CO.

K. D. SCHOLTEN CO.

raymojica@kdscholten.com
http://www.kdscholten.com
(915) 833-1452 -- FAX (915) 225 - 0422
7365 Remcon Circle, Suite A-106
El Paso, Texas 79912

February 25, 2022

TO Tornillo ISD
Attn: Renee

JOB
Intermediate

Quote # **22522R 811**
Quoting under Region 19 RFP 17-7235

We propose to deliver install the following materials for the above-referenced job in accordance with:
 plans dated _____, specification section(s) _____, and
addenda _____; not including the General or Special Conditions, plus applicable taxes at time of
delivery.
 the following list, plus applicable taxes.

DELIVERY: FOB Jobsite
 FOB Factory - plus freight
 FOB Factory - full freight allowed to jobsite
 El Paso, Texas.
 K. D. Scholten Co.

1 lot ----- Stainless Steel Partitions & Installation -----	\$ 26,181.00
<i>RFP 17-7235 Discount -----</i>	<i>- 2,618.10</i>
YOUR TOTAL -----	\$ 23,562.90

Boys Front RR
Girls Front RR
Boys Back RR
Girls Back RR

Removal of existing partitions by others.

Please do not remove the Continuous Brackets on the back walls.

ALL MATERIAL TO BE PAID IN FULL AT TIME OF ORDER, IF YOU DO NOT HAVE A TERMS ACCOUNT.
ALL MATERIAL IS PROPERTY OF K D SCHOLTEN COMPANY UNTIL BALANCE DUE IS PAID IN FULL.
K D SCHOLTEN COMPANY RESERVES THE RIGHT TO **REMOVE** ANY MATERIAL THAT HAS NOT BEEN PAID IN FULL.

ACCEPTED : _____

by: Ray Mojica

by : _____

Ray Mojica

53

DATE : _____

K.D. SCHOLTEN CO.

K. D. SCHOLTEN CO.

raymojica@kdscholten.com
http://www.kdscholten.com
(915) 833-1452 -- FAX (915) 225 - 0422
7365 Remcon Circle, Suite A-106
El Paso, Texas 79912

February 25, 2022

TO Tornillo ISD
Attn: Renee

JOB
Gym Front RR

Quote # **22522R 817**

Quoting under Region 19 RFP 17-7235

We propose to deliver install the following materials for the above-referenced job in accordance with:

plans dated _____, specification section(s) _____, and
addenda _____; not including the General or Special Conditions, plus applicable taxes at time of
delivery.

the following list, plus applicable taxes.

DELIVERY:

- FOB Jobsite
- FOB Factory - plus freight
- FOB Factory - full freight allowed to jobsite
 - El Paso, Texas.
 - K. D. Scholten Co.

1 lot -----	Stainless Steel Partitions & Installation -----	\$ 9,698.00
	<i>RFP 17-7235 Discount -----</i>	<i>- 969.80</i>
	YOUR TOTAL -----	\$ 8,728.20

Mens Front RR
Womens Front RR

Removal of existing partitions by others.

Please do not remove the Continuous Brackets on the back walls.

ALL MATERIAL TO BE PAID IN FULL AT TIME OF ORDER, IF YOU DO NOT HAVE A TERMS ACCOUNT.
ALL MATERIAL IS PROPERTY OF K D SCHOLTEN COMPANY UNTIL BALANCE DUE IS PAID IN FULL.
K D SCHOLTEN COMPANY RESERVES THE RIGHT TO **REMOVE** ANY MATERIAL THAT HAS NOT BEEN PAID IN FULL.

ACCEPTED : _____

by: Ray Mojica

by : _____

Ray Mojica

DATE : _____

K.D. SCHOLTEN CO.

K. D. SCHOLTEN CO.

raymojica@kdscholten.com
http://www.kdscholten.com
(915) 833-1452 -- FAX (915) 225 - 0422
7365 Remcon Circle, Suite A-106
El Paso, Texas 79912

February 25, 2022

TO Tornillo ISD
Attn: Renee

JOB
Jr. High School

Quote # **22522R 830**

Quoting under Region 19 RFP 17-7235

We propose to deliver install the following materials for the above-referenced job in accordance with:

plans dated _____, specification section(s) _____, and
addenda _____; not including the General or Special Conditions, plus applicable taxes at time of
delivery.

the following list, plus applicable taxes.

DELIVERY:

- FOB Jobsite
- FOB Factory - plus freight
- FOB Factory - full freight allowed to jobsite
 - El Paso, Texas.
 - K. D. Scholten Co.

1 lot ----- Stainless Steel Partitions & Installation -----	\$ 32,230.00
<i>RFP 17-7235 Discount -----</i>	<i>- 3,223.00</i>
YOUR TOTAL -----	\$ 29,007.00

Girls Front Right Side
Boys Front Right Side
Girls Front Left Side
Boys Front Left Side
Womens Front RR
Mens Front RR

Removal of existing partitions by others.

Please do not remove the Continuous Brackets on the back walls.

ALL MATERIAL TO BE PAID IN FULL AT TIME OF ORDER, IF YOU DO NOT HAVE A TERMS ACCOUNT.
ALL MATERIAL IS PROPERTY OF K D SCHOLTEN COMPANY UNTIL BALANCE DUE IS PAID IN FULL.
K D SCHOLTEN COMPANY RESERVES THE RIGHT TO **REMOVE** ANY MATERIAL THAT HAS NOT BEEN PAID IN FULL.

ACCEPTED : _____

by: Ray Mojica

by : _____

Ray Mojica

55

DATE : _____

K.D. SCHOLTEN CO.

Tornillo Independent School District

Maintenance Department

Memorandum

To: Board of Trustees

From: Rene Estrada, Maintenance/Transportation Director

Subject: RTU District Wide

Date:3/21/2022

History:

The district has a few roof top units that were not replaced with the last bond. These units are worn out and it would cost more to repair than to replace them. These units are located at the Administration Office, Elementary, Jr High, and Intermediate campuses.

Rationale:

District would like to purchase and replace the roof top units at all locations listed above.

Budget Impact:

The budget impact will be a total of \$180,604.01 taken from the account below:

282.51.6639.00.951.99.0.00

Administrative Recommendation:

The recommendation to the Board of Trustees is to approve the purchase of Roof Top units from Johnstone Supply.

El Paso
800 Tony Lama #B
El Paso, TX 79915
915-779-5736
915-772-0381 Fax

Las Cruces
2050 W. Amador
Las Cruces, NM, 88005
575-523-8898
575-523-8949 Fax

Page 1

Printed 03/14/22 ER

Quoted
TORNILLO I.S.D.
P.O. BOX 170
OCT '14 PO#141369
TORNILLO TX 79853
Buyer: RENE ESTRADA
Tel:915-765-3000 Fax:915-765-3099

Ship To
TORNILLO I.S.D.
19200 COBB ST.
TORNILLO TX 79853

Quote #	Quote Date	Exp Date	Customer #	Customer P/O #	Ship Via	Writer
Q126035	03/14/2022	12/22/2021	0003900	RTU REPLACEMENT	DROP SHIP	ER
Job ID	Customer Terms			Salesman		
RFP17-7263 REGION 19	NET 10TH FOLL PURCH			SALES COUNTER		
Product	Description	UM	Quant	Unit Price	Extension	
SPL-053	ZQG04EB1AE4A111A3 3TON G/E 208-23-3	EA	1	3881.80	3881.80	
SPL-022	2EE04706725 ECON DB VERT FLOW	EA	1	844.84	844.84	
X92-900	1HG0419 GUARD HAIL KIT	EA	1	119.85	119.85	
L48-014	1NP0456 CONVERSION KIT PROPAN E	EA	1	65.33	65.33	
SPL-054	ZXG12E2B3AE4A111A3 10TON 208-230-3	EA	3	7436.69	22310.07	
SPL-024	2EE04706825 ECON D VERT FLOW LARGE FOOTPRINT	EA	3	1039.14	3117.42	
S29-400	1HG0424 Hail Guard Kit, L526 Large Tall	EA	3	556.69	1670.07	
L48-015	1NP0457 CONVERSION KIT PROPAN E	EA	3	70.03	210.09	
SPL-055	ZXG09E2B3AE4A111A3 8.5TON 208-230-3	EA	2	6802.74	13605.48	
S29-400	1HG0424 Hail Guard Kit, L526 Large Tall	EA	2	556.69	1113.38	
L48-015	1NP0457 CONVERSION KIT PROPAN E	EA	2	79.43	158.86	
SPL-024	2EE04706825 ECON D VERT FLOW LARGE FOOTPRINT	EA	2	1039.14	2078.28	
SPL-056	ZXG08E2B3AE4A111A3 7.5TON 208-230-3	EA	4	6393.66	25574.64	
SPL-024	2EE04706825 ECON D VERT FLOW LARGE FOOTPRINT	EA	4	1039.14	4156.56	
X93-167	1HG0423 GUARD HAIL KIT	EA	4	265.55	1062.20	
L48-015	1NP0457 CONVERSION KIT PROPAN E	EA	4	70.03	280.12	
SPL-058	ZS-15N40B2C1LAA2A1 15TON 208-230-3	EA	1	16018.01	16018.01	
SPL-048	1HG0406 HAIL GUARD 15 TON	EA	1	511.13	511.13	
SPL-059	1NP0418 LP KIT 15 TON	EA	1	62.16	62.16	

Continue...

El Paso
800 Tony Lama #B
El Paso, TX 79915
915-779-5736
915-772-0381 Fax

Las Cruces
2050 W. Amador
Las Cruces, NM, 88005
575-523-8898
575-523-8949 Fax

Page 2

Printed 03/14/22 ER

Quoted

TORNILLO I.S.D.
P.O. BOX 170
OCT '14 PO#141369
TORNILLO TX 79853
Buyer: RENE ESTRADA
Tel:915-765-3000 Fax:915-765-3099

Ship To

TORNILLO I.S.D.
19200 COBB ST.
TORNILLO TX 79853

Quote #	Quote Date	Exp Date	Customer #	Customer P/O #	Ship Via	Writer
Q126035	03/14/2022	12/22/2021	0003900	RTU REPLACEMENT	DROP SHIP	ER
Job ID			Customer Terms		Salesman	
RFP17-7263 REGION 19			NET 10TH FOLL PURCH		SALES COUNTER	
Product	Description	UM	Quant	Unit Price	Extension	
X93-168	1WS0403 CRATE WOOD 15T	EA	1	180.95	180.95	
SPL-061	ZQE06A2B1AE4A111A4 5 TON ELECTRIC 208-230-3	EA	2	4125.18	8250.36	
SPL-022	2EE04706725 ECON DB VERT FLOW	EA	2	844.84	1689.68	
X92-901	1HG0420 GUARD HAIL KIT	EA	2	148.05	296.10	
SPL-062	ZXE12A2C3AE4A111A3 10TON ELECTRIC 208-230-3	EA	1	6860.08	6860.08	
SPL-024	2EE04706825 ECON D VERT FLOW LARGE FOOTPRINT	EA	1	1039.14	1039.14	
S29-400	1HG0424 Hail Guard Kit, L526 Large Tall	EA	1	556.69	556.69	
SPL-064	A1 1-3105-5105 CURB ADAPTER	EA	9	1092.68	9834.12	
SPL-065	A1-1-3015-5015 CURB ADAPTERS	EA	1	1378.28	1378.28	
SPL-066	A1-1-5005-5100 CURB ADAPTER	EA	1	1017.45	1017.45	
SPL-067	A1-1-5035-5105 CURB ADAPTER	EA	2	1092.68	2185.36	
SPL-068	A1-1-3100-5100 CURB ADAPTER	EA	1	937.13	937.13	
SPL-069	A1-1-5000-5100 CURB ADAPTER	EA	1	937.13	937.13	
SPL-146	ZXG08E4B3AE4A112A3 7.5 Ton, Coleman Point Core Single Packaged R-410A Air Conditioner, Two Stage Cooling, 11.0 EER, Gas Heat, 180 MBH Two Stage Input Medium Heat Aluminized Gas, 460-3-60	EA	1	7555.45	7555.45	
SPL-024	2EE04706825 ECON D VERT FLOW LARGE FOOTPRINT	EA	1	1039.14	1039.14	
X93-167	1HG0423 GUARD HAIL KIT	EA	1	246.75	246.75	
L48-015	1NP0457 CONVERSION KIT PROPAN E	EA	1	79.43	79.43	
B79-059	XYE08A2B1AA1A111A2 PACKAGE HEAT PUMP 7.5T	EA	4	5917.03	23668.12	
L81-927	2EK04513225 HEAT ELECTRIC 32K W	EA	4	563.53	2254.12	
B78-036	2EE04707224 ECONOMIZER	EA	4	1290.15	5160.60	

Continue...

El Paso
800 Tony Lama #B
El Paso, TX 79915
915-779-5736
915-772-0381 Fax

Las Cruces
2050 W. Amador
Las Cruces, NM, 88005
575-523-8898
575-523-8949 Fax

Page 3

Printed 03/14/22 ER

Quoted

TORNILLO I.S.D.
P.O. BOX 170
OCT '14 PO#141369
TORNILLO TX 79853
Buyer: RENE ESTRADA
Tel:915-765-3000 Fax:915-765-3099

Ship To

TORNILLO I.S.D.
19200 COBB ST.
TORNILLO TX 79853

Quote #	Quote Date	Exp Date	Customer #	Customer P/O #	Ship Via	Writer
Q126035	03/14/2022	12/22/2021	0003900	RTU REPLACEMENT	DROP SHIP	ER
Job ID			Customer Terms		Salesman	
RFP17-7263 REGION 19			NET 10TH FOLL PURCH		SALES COUNTER	

Product	Description	UM	Quant	Unit Price	Extension
X92-903	HORIZONTAL 1HG0422 GUARD HAIL KIT	EA	4	289.48	1157.92
B78-089	PHE4B3631 PACKAGE HEAT PUMP 3 T	EA	2	3344.33	6688.66
L82-057	S1-6HK36501825 HEATER ELECTRIC 18KW 3PH	EA	2	375.53	751.06
RFP17-7263	REGION 19 CONT# RFP-17-7263	EA	0	0.00	0.00

X: _____ (Accepted by)	Sub Total	\$180,604.01	T o t a l
	Freight	\$0.00	
	Misc Charges	\$0.00	
	Tax Amount	\$0.00	
			180,604.01

MESSAGE

PRICING ON QUOTES ARE GARANTEED FOR 30 DAYS

TERMS

ALL RETURNED MERCHANDISE IS SUBJECT TO A RESTOCK
CHARGE.NO RETURN ON SPECIAL ORDERED OR INSTALLED
PARTS.NO GOODS ACCEPTED AFTER 30 DAYS. ALL
RETURNS MUST HAVE INVOICE.

Tornillo Intermediate School

1. Library
2. Computer Lab
3. Office
4. Server room/teacher's lounge





- 1. JH Cafeteria
- 2. TES Office

1



2



Tornillo Elementary School

Tornillo Jr High School

Gaby

19200

62



New units

Old units

Tornillo Independent School District

Maintenance Department

Memorandum

To: Board of Trustees

From: Rene Estrada, Maintenance/Transportation Director

Subject: Air purifiers

Date: 3/25/2022

History:

COVID-19 made us aware of the lack of sanitized air in the campuses.

Rationale:

By supplying an air purifier in each classroom, we can increase student and staff attendance by preventing sick days from airborne illnesses.

Budget Impact:

The budget impact will be \$27,999.98 taken from the account below

COVID-19 Health Grant 289.33.6639.03.999.99.0.00

Administrative Recommendation:

The recommendation to the Board of Trustees is to approve the purchase of air purifiers, as presented.



27 Concord St. • El Paso, TX 79906
 ph 915.595.0020 • fax 915.595.3435

Quoted
 TORNILLO I.S.D.
 Attn: ACCOUNTS PAYABLE
 P.O. BOX 170
 TORNILLO TX 79853
 Tel:915-765-3000 Fax:

Ship To
 TORNILLO ISD
 19200 COBB GABY RD
 TORNILLO TX 79853

Quote # Q059133	Quote Date 03/22/2022	Exp Date 05/21/2022	Customer # 0001365	Customer P/O # AIR PURIFIER	Ship Via OUR TRUCK	Writer DB
Job ID			Customer Terms Net 30		Salesman DAVID BARRALES	

Product	Description	UM	Quant	Unit Price	Extension
	***** * CALL 10 MIN BEFORE DELIVERY * * HECTOR 820-5545GATE CODE #1245 * *****				
24791	BISSELL AIR400 PROFESSIONAL AIR PURIFIER 1200 SQ FT COVERAGE USES FILTERS 2520, 2521	EA	9	362.00	3258.00
2520	BISSELL REPLACEMENT CARBON FILTER FOR AIR400 10/CS	EA	9	33.52	301.68
2521	BISSELL REPLACEMENT HEPA AND PRE FILTER FOR AIR400 10/CS	EA	9	28.20	253.80
2609A	BISSELL AIR220 AIR PURIFIER 800 SQ FT COVERAGE	EA	85	245.00	20825.00
2677	BISSELL REPLACEMENT CARBON FILTER FOR AIR220 AIR320 6/CS	EA	81	18.00	1458.00
2678	BISSELL REPLACEMENT HIGH EFF & PRE FILTER FOR AIR220 6/CS	EA	81	23.50	1903.50

X: _____ (Accepted by)	Sub Total	\$27,999.98	T o t a l \$27,999.98
	Freight	\$0.00	
	Misc Charges	\$0.00	
	Tax Amount	\$0.00	

MESSAGE

TERMS
 *SALES ON GLOVES, FACE MASKS, DISINFECTANTS,
 WIPES, DISPENSERS, SOAP, HAND SANITIZER, TOWELS, &
 TISSUE ARE FINAL UNTIL FURTHER NOTICE*

BISSELL® Air Purifiers

Now Available Through Sanitaire®



air400 1.6 Air Changes Hour

Model # 24791 | 57EUR24791

Holistic, Reliable, Powerful Performance Air Purification

1,200 Square Feet of Coverage

Ideal for placement in large bedrooms, kitchens, basements and living areas

3 Levels of Filtration

Pre-Filter, Activated Carbon and a HEPA Filter which captures 99.97% at 0.3 micron particles

Automated CirQulate® System

Provides real-time, numerical and colored air quality feedback using intuitive sensor technology to monitor & respond to your indoor air needs

Filter Change Indicator

Filter life lasts about 6 months depending on frequency of use and environment

Warranty

Limited 2-year

Key Specifications	Detail
Square Footage Capability	1200 sq. ft.
Unit Weight	22.82 lbs.
Unit Dimensions	16 x 10 x 24
Cord Length	6 Ft.
Motor Type	DC
Amps	.90
Noise Levels	30-65 Decibels
CADR Ratings	Smoke (279) Pollen (206) Dust (307)
Warranty	Limited 2-Year

Carbon Filter # 2520
High Efficiency & Pre Filter # 2521



Sanitaire®

THE ULTIMATE TIME MACHINE™

BISSELL® Air Purifiers Now Available Through Sanitaire®



air 220
AIR PURIFIER

1.3 Air Changes Hour

Model # 2609A | 57EUR2609A

Where Form and Function Meet

800 Square Feet of Coverage

Ideal for placement in bedrooms, kitchens, and living areas

3 Levels of Filtration

Pre-Filter, Activated Carbon and a HEPA Filter which captures 99.97% at 0.3 micron particles

Automated CirQulate® System

Provides real-time air quality feedback and uses intuitive sensor technologies to monitor & respond to your indoor air needs

Filter Change Indicator

Filter life lasts about 6 months depending on frequency of use and environment

Warranty

Limited 3-year

Key Specifications	Detail
Square Footage Capability	800 sq. ft.
Unit Weight	18.7 lbs.
Unit Dimensions	14.5 x 8.5 x 24
Cord Length	6 Ft.
Motor Type	AC
Amps	.60
Noise Levels	34-51 Decibels
Warranty	Limited 3-Year

High Efficiency & Pre Filter # 2678



Carbon Filter # 2677



Sanitaire®

THE ULTIMATE TIME MACHINE™



Finance Department

19200 Cobb Street

Tornillo, TX 79853

Phone 915.765.3010

Fax 915.765.3099

MEMORANDUM

To: Members of the Board of Trustees
From: N. De La Rosa, Principal Tornillo Middle School
Subject: Purchase of library shelving 6-8 campus
Date: March 25, 2022

HISTORY: The library at our 6-8 campus is in need of updating. The shelving was all metal and had several books that were outdated and geared more for high school students because this was originally a high school library. We are uncertain of the purchase date of the shelves.

RATIONALE: Our goal is to provide all students at Tornillo ISD with beautiful spaces that will ignite student curiosity. We want to create an environment that is warm and welcoming. The shelving will house new books that appeal to our students and spark the love of reading.

BUDGET IMPACT: \$48,246.09 Account # 199.12.6399.07.041.11.0.FB

ADMINISTRATIVE RECOMMENDATION:

To approve the purchase as presented.

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

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



P.O. Box 7488
 Madison, WI 53707-7488
 PH 800-462-8709 FAX 888-329-4728

QUOTATION

Reference: T2076039
 Contract/Bid ID: V06175
 Today: 3/25/22
 Quote Expiration Date: 4/06/22

NAME: Tornillo Jr High School
 CONTACT: SANDI AGUIRRE
 PHONE:
 EMAIL: aquirres@tisd.us

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
1	3	W13596910	LibraCraft Wood SF Shelving Starter 72" x 37" x 12"	Wood finish RCM 008 Fruitwood on Red Oak	769.99	Net	2,309.97
PLEASE NOTE: This item may not be returned unless damaged or defective.							
2	18	W13596920	LibraCraft Wood SF Shelving Add-on 72" x 36" x 12"	Wood finish RCM 008 Fruitwood on Red Oak	649.99	Net	11,699.82
PLEASE NOTE: This item may not be returned unless damaged or defective.							
3	12	W13608440	DEMCO LibraCraft 48"H DF Mobile Starter w/Flat Shelves	Wood finish? RCM 008 Fruitwood on Red Oak Laminate top color? Matching Woodgrain	1,299.99	Net	15,599.88
PLEASE NOTE: This item may not be returned unless damaged or defective.							
4	8	W13702950	LibraCraft DF Curved Mobile Starter 42"Hx45"Wx24"D	Wood finish? RCM 008 Fruitwood on Red Oak Laminate top color? Matching Woodgrain	2,029.99	Net	16,239.92
PLEASE NOTE: This item may not be returned unless damaged or defective.							
Order Subtotal							45,849.59
*Shipping/Processing							2,396.50
Sales Tax							Exempt
Grand Total							48,246.09

*Delivery Provisions: This quote has been specifically prepared to deliver with:
 Tailgate Delivery : 2276.5
 Call Ahead - Delivery App: 0.00
 Inside Delivery : 45.00
 Power Lift Gate : 75.00



P.O. Box 7488
 Madison, WI 53707-7488
 PH 800-462-8709 FAX 888-329-4728

QUOTATION

Reference: T2076039
 Contract/Bid ID: V06175
 Today: 3/25/22
 Quote Expiration Date: 4/06/22

NAME: Tornillo Jr High School
 CONTACT: SANDI AGUIRRE
 PHONE:
 EMAIL: aquirres@tisd.us

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
------	-----	---------	---------------------	-------------------------	------------	----------	-----------

Additional Note: PRICING: No additional promotions or discounts may be combined with this bid/quote. Reductions in volume may affect the quoted pricing.
 ESTIMATED DELIVERY: 18-19 weeks after receipt of complete and accurate order. Lead times may vary depending on time of order and available products.
 SHIPPING AND PROCESSING: Standard shipping is for tailgate delivery. Liftgate truck and inside delivery are additional services and those charges are in addition to the tailgate delivery charge. See attached freight terms for explanation of delivery services.
 PAYMENT TERMS: Net/30 days subject to Accounting approval. Pre-payment may be required.
 REFER TO QUOTE: Please reference quote T2064001 when ordering to receive discounted pricing and shipping charges. Quote pricing may not be applied if quote number is not referenced.
 FURNITURE AND EQUIPMENT: Furniture and equipment items are non-returnable unless received damaged or defective
 RESTOCKING FEES: Products are non-returnable unless received damaged or defective. If returnable, restocking fees may apply.
 CANCELLATIONS: Once the order is placed and processing has started the order may not be cancelled without approval from Demco and/or manufacturer of product. Cancellation fees may apply.
 Pricing on is based on the BuyBoard contract 653-21 Inst Mtls & Classroom Supply and/o 584-19 Furniture using Demco contract code C81100
 Order Provisions: Please note the attached freight terms.

BILL TO:

 Tornillo Jr High School
 300 Oil Mill Rd
 Tornillo TX 79853

SHIP TO:

 Sandi Aguirre
 Tornillo Jr High School
 300 Oil Mill Rd
 Tornillo TX 79853

CONTACT:

 SANDI AGUIRRE
 TORNILLO JR HIGH SCHOOL
 300 OIL MILL RD
 TORNILLO TX 79853

SALES REP:

 Linda Buchholz
 Email: lindab@demco.com
 Phone:



Office of the Superintendent
19200 Cobb Ave. /PO Box 170
Tornillo, TX 79853
Phone 915.765.3005
Fax 915.765.3099

MEMORANDUM

To: Members of the Board of Trustees
From: Mr. Rodrigo Portillo, District Academic Coordinator
Subject: UTEP Part Time Tutor Compensation - TCLAS
Date: March 30th, 2022

HISTORY:

For the past 3 semesters, UTEP has been providing Tornillo ISD with Pre Service Teachers to serve as tutors. For the spring of 2022, we have been provided up to 28 tutors to work both face to face and online.

RATIONALE:

For Spring 2022, PST's were given a choice as to where they would like to complete their hours. As you know, proximity always plays a big challenge when making these types of decisions. As an incentive, the idea of using our TCLAS Decision 6 tutoring money to pay our part time tutors came about. UTEP has requested that the district follow all district protocols to compensate the tutors. Tornillo would like to open a position only for our Pre Service Teacher Tutors to be able to compensate them as part time tutors. The rate would be \$50 per hour for the minimum of 10 hours.

BUDGET IMPACT:

Funds are earmarked through TCLAS - Decision 6

ADMINISTRATIVE RECOMMENDATION:

In order to provide the support and accelerate student learning, it is our recommendation that the board approves the position of Part Time UTEP Pre Service Teacher Tutor.

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

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

TORNILLO

Independent School District

PO Box 170
Tornillo, Texas 79853
915-765-3000 P
915-765-3099 F

MEMORANDUM

To: Board of Trustees
From: Lizeth Carroll, HR Director
Subject: Technology New Position – Systems Administrator
Date: March 30, 2022

History:

The new SB 820 and HB 3834 legislation requires all Texas school districts to develop and adopt a cyber security framework plan which involves the development and implementation of new policies and procedures, create and maintain detailed documentation, coordinate or conduct regular vulnerability assessments and audits, ensure training and compliance reporting, design mitigation and recovery plans, and enhance security measures in all aspects of the network infrastructure, devices, and end-users. The state did not allocate funding for this requirement.

In addition, the district has also adopted numerous cloud-based instructional and operational applications that requires some form of data integration from multiple platforms, data queries, student/class rostering, account provisioning, access permissions, and report customizations, which generally requires on-demand support for students or employees to be able to utilize systems.

Rationale:

The existing Network/Systems Administrator is a district level position that encompasses both network and systems administrator responsibilities and duties as the job title indicates. With the additional need to support both cyber security and systems data management duties described above, the recommendation is to create a new position with the job title "Systems Administrator" under Pay Grade 106 for 226 days. See pay plan and job descriptions below to review separation of responsibilities and duties.

Budget Impact

New Position - Pay Grade 106

Administrative Recommendation

The recommendation to the Board of trustees is to approve the revision of the existing Network/Systems Administrator job description and the approval of the new Systems Administrator position as presented.



Tornillo Independent School District

Human Resources

Job Description

Job Title:	Systems Administrator	Wage/Hour Status:	Exempt
Reports To:	Executive Director of Technology	Schedule:	226 Days
Department/School:	Technology	Date Revised:	3/21/2022

Primary Purpose:

Administer and operate the district's application systems and databases. Support, maintain, and ensure functionality of all district programs, data integration tools, and customized reports. Responsible for deployment, testing, and ongoing support of all district or campus level systems and applications.

Qualifications:

Education/Certification:

- Bachelor's degree in computer science or information systems preferred.
- MCSA certification a plus
- MCSE certification a plus

Special Knowledge/Skills:

- Fundamental knowledge of system deployment concepts.
- Microsoft Windows Server and VMware environments
- Databases and database design.
- Video Image Production
- Web Programming, HTML, SQL, CSS, JavaScript
- Ability to work independently under minimal supervision.
- Exceptional critical thinking and problem-solving ability.
- Communicate effectively in both oral and written forms.
- Strong organizational, communication, and interpersonal skills.

Experience:

- Three years of experience performing systems maintenance, deployment of web/server-based systems, databases, troubleshooting and technical support, preferred.

Major Responsibilities and Duties:

Systems and Application Management

- Responsible for all aspects of software deployment, implementation, configuration, operation, monitoring, troubleshooting, support, maintenance, inventory, and backup of all application systems; mobile device management, single sign-on, rostering, provisioning, Active Directory/LDAP integration, educational platform management, student information system, enterprise resource planning system, learning management systems, and district/campus website.
- Assist with preparation and planning of state/federal grant or reimbursement program applications, request for proposals, walkthroughs, product/service evaluation, and project implementation.



Database

- Responsible for the creation, implementation, and maintenance of data integration systems, data queries, customization reports.
- Assist with development, planning, and implementation of training materials, instructions, guides, and videos.

Other

- Provide technical support & trainings.
- Prepare and edit publications, newsletters, press releases, and other media communications.
- Respond to after-hours emergencies as needed.
- Perform any other duties as assigned by supervisor.

Supervisory Responsibilities:

- Assist with supervision, mentoring, training, project oversight of technology support specialists as needed.

Working Conditions:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers and peripherals

Posture: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over)

Environment: Work is performed in an office environment; frequent on-call and after-hours work; occasional districtwide travel; may be required to be on-call 24 hours a day.

Mental Demands: Work with frequent interruptions; emotional control under stress

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

Approved By: (HR)

Date:

Board Approved Date:



PG 106

Daily	Minimum	Midpoint	Maximum
	\$291.61	\$340.28	\$383.23
187	\$54,531.23	\$63,632.52	\$71,664.17
207	\$60,363.45	\$70,438.14	\$79,328.79
226	\$65,904.05	\$76,903.47	\$86,610.17
Certified Speech Therapist (187) Counselor-ES/MS (207) CTE Coordinator (226) Systems Administrator (226) Counselor-HS (226) Nurse District (226) Diagnostician/SPED/504 Coord (226)			

PG 107

Daily	Minimum	Midpoint	Maximum
	\$306.13	\$355.79	\$399.61
226	\$69,184.36	\$80,407.52	\$90,310.84
Assistant Principal (226)			

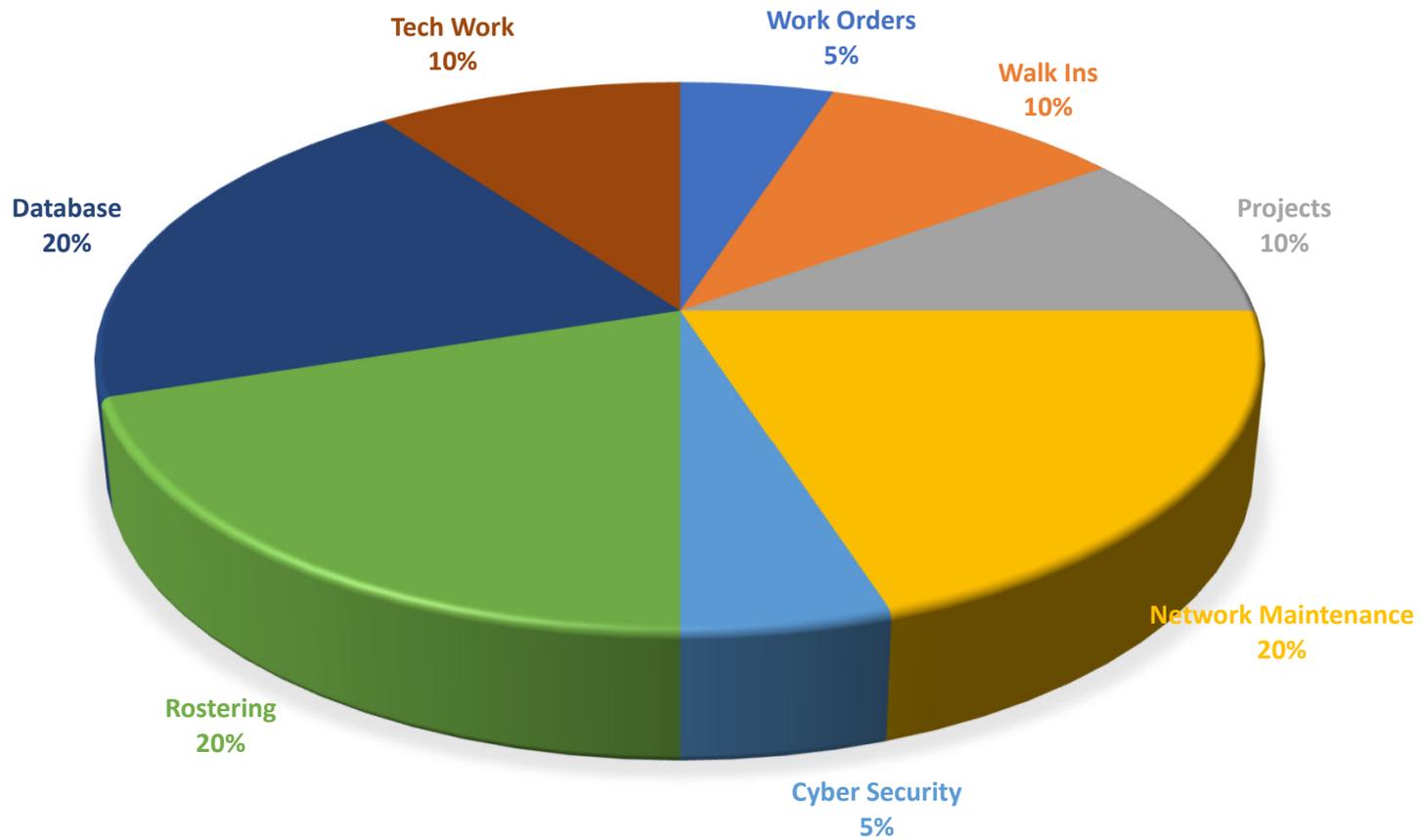
PG 108

Daily	Minimum	Midpoint	Maximum
	\$351.27	\$402.85	\$448.37
226	\$79,387.61	\$91,044.69	\$101,332.21
Principal -ES/MS (226)			

PG 109

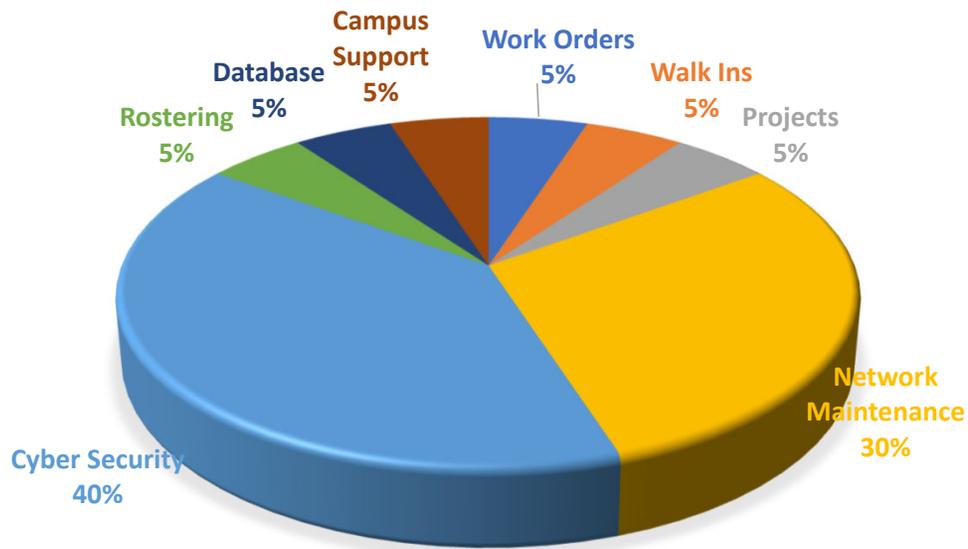
Daily	Minimum	Midpoint	Maximum
	\$372.07	\$426.98	\$475.43
227	\$84,087.56	\$96,497.22	\$107,446.92
Director-Finance (226) Director-Information Technology (226) Director-HR/Compliance (226) Principal-High School (226) District Academic Coordinator (226)			

Existing Network/Systems Administrator

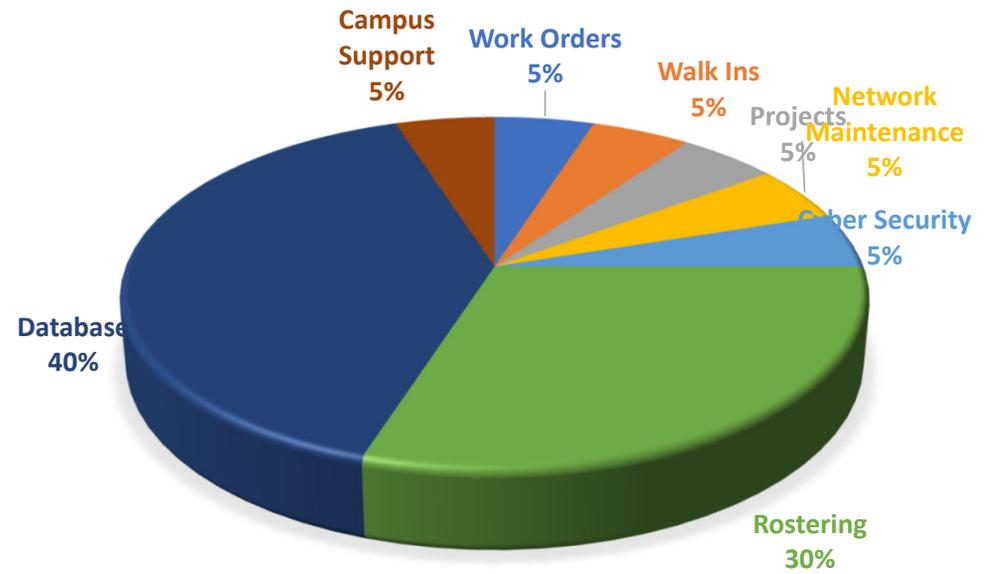


Recommended

Network Administrator



Systems Administrator





TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

MINUTES OF REGULAR BOARD MEETING

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

Wednesday, February 23, 2022

- 6:01PM –
6:02PM
- 1. (OTHER) First Order of Business**
- A. Establish a quorum and call the meeting to order
The meeting was called to order at 6:00 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
Hector Lopez
Enrique Vega
- MEMBERS ABSENT:
Daniel Dozal
Maria Saldaña
- SUPERINTENDENT
Rosa Isela Vega-Barrio, Superintendent
- 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.
- 6:02PM –
6:05PM
- 2. (OTHER) Superintendent’s Report**
Mrs. Rosa Vega-Barrio, Superintendent, provided the Board of Trustees with the Superintendent’s report.
No Action Necessary.
- 6:05PM –
6:13PM
- 3. (OTHER) District Recognitions**
- A. Career and Technical Education Month
LSG students read proclamation for Career and Technical Education Month.
No Action Necessary.
- 6:13PM –
6:18PM
- B. Boys Basketball Team
Mr. Luis Vega, Interim Athletic Director, recognized THS Varsity Boys Basketball for being 3-A District and Bi-District Champions.
No Action Necessary.
- 6:18PM –
6:22PM
- C. Employee Recognition
Mr. Alejandro Olvera, THS Principal, recognized THS employees for their hard work at the campus.
No Action Necessary.
- 6:22PM –
6:27PM
- D. CNS Recognition for Annual Health Inspection
Ms. Norma Aguirre, District CNS Manager, recognized campus CNS staff for receiving a perfect score on their annual health inspection.

No Action Necessary.

E. Introduction of New Tornillo ISD Staff

LSG students presented new employees to the Board of Trustees.

- Raymond Bonilla, CTE Coordinator
- Sandra Aguirre, Librarian

6:27PM –
6:37PM

4. (ADVOCACY) Community Engagement on Student Outcome Goals

Mrs. Angie Morales, At-Risk Coordinator, participated in the Community Engagement on Student Outcome Goals. Mrs. Morales recognized students who completed the eight week Girls Program at Tornillo Middle School.

5. Lone Star Governance

A. Student Outcome Goals:

6:37PM –
6:54PM

1. Goal 1: GPM 1.1 – Middle of Year PK-3 Reading

2. Goal 2: GPM 2.1 – Middle of Year K-3 Math

a. Tornillo Elementary School

Mrs. Myrna Lopez, TES Principal, presented GPM 1.1 and GPM 2.1 to the Board of Trustees.

No Action Necessary.

b. Tornillo Intermediate School

Mrs. Nadia De La Rosa, TMS Principal, presented GPM 1.1. and GPM 2.1 to the Board of Trustees.

No Action Necessary.

6:54PM –
7:08PM

B. (Accountability 1) Review, Discussion, and Possible Action Regarding Board's Time Use Tracker

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

Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the Board's Time Use Tracker, as presented.

Motion Passed Unanimously.

7:08PM –
7:11PM

C. (Unity) Discussion, Review, and Possible Action Regarding the Board's Quarterly Progress Tracker through January 31, 2022

Ms. Marlene Bullard, Board President, facilitated the review of the Board's Quarterly Progress Tracker through January 31, 2022.

Ofelia Bosquez made the motion and Enrique Vega seconded the motion to approve the Board's Quarterly Progress Tracker through January 31, 2022, as presented.

Motion Passed Unanimously.

7:11PM –
7:22PM

6. (OTHER) Open Forum

Mrs. Iris Delgado, TISD Parent, participated in Open Forum. Mrs. Delgado thanked the Board and administration for their support towards student athletes.

7:22PM –
7:26PM

7. (VISION Y) Information / Reports / Presentations

7:26PM –
7:28 PM

- A. Financial Reports - Information Only
Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Financial Reports for January 2022.
No Action Necessary.

8. (VISION Y) Board Items

A. Purchases > \$25,000 threshold – Authorization

1. Consider Approval to Purchase Shelves for Elementary Library

Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Purchase of Shelves for Elementary Library.

Ofelia Bosquez made the motion and Enrique Vega seconded the motion to approve the purchase of Shelves for Elementary Library, as presented.

Motion Passed Unanimously.

2. Consider Approval to Purchase Musical Instruments for Tornillo High School

Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Purchase of Musical Instruments for Tornillo High School.

Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the purchase of Musical Instruments for Tornillo High School, as presented.

Motion Passed Unanimously.

7:28PM –
7:30PM

7:30PM –
7:33PM

9. (STRUCTURE) Consent Agenda

A. Consider Approval of Minutes from Previous Meetings:

1. Regular Board Meeting Minutes – 01/26/2022

B. Consider Approval of Donations

C. Consider Approval of Interlocal Agreement with El Paso Regional Day School Program for the Deaf

D. Consider Approval of Action for Healthy Kids “Healthy Schools Project Grant”

E. Consider Approval of Budget Amendments

F. Consider Approval of Board Constraint Progress Monitoring #2: The Board shall not make decisions based upon adult conveniences over student needs.

G. Consider Approval of Revisions to Policy DC (LOCAL)(Second Reading)

Ofelia Bosquez made the motion and Enrique Vega seconded the motion to approve ALL consent agenda items, as presented.

Motion Passed Unanimously.

7:33PM –
7:34PM

10. (OTHER) Executive Session. The Board will enter into a closed meeting to discuss personnel matters, to consult with attorney, under Sections 551.071 and 551.074, Texas Government Code. The Board will reconvene into open session to take any necessary action.

A. Discussion Regarding Information Resource Technology Security, to include Security Assessment, Certain Network Security Information and Security Devices under Section 551.089 of the Texas Government Code

B. Consultation with Legal Counsel Regarding Intervention in Public Utility Commission of Texas (PUC) Proceeding PUC Docket No. 52195, SOAH Docket No. 473-21-2606, Application of El Paso Electric Company to Change Rates; Pursuant to Texas Government Code Section 551.071

7:34PM –
8:25PM

No Action was taken during Executive Session.

The Board of Trustees reconvened from Executive Session at 8:25 PM.

- 8:25PM – **11. (STRUCTURE) Continuation of Board Items in Open Session**
8:26PM A. Discuss and Take Appropriate Action Related to Intervention in Public Utility
Commission of Texas (PUC) Proceeding PUC Docket No. 52195, SOAH Docket No.
473-21-2606, Application of El Paso Electric Company to Change Rates

- 12. Next Meeting Tentative Date:** Board Workshop – March 24, 2022
8:26PM – *There being no further business, Ofelia Bosquez made the motion and Enrique Vega seconded*
8:27PM *the motion to adjourn meeting. Motion passed unanimously. Meeting adjourned at 8:27PM.*

Marlene Bullard _____ Date
President, Board of Trustees

Ofelia Bosquez _____ Date
Secretary, Board of Trustees



Technology Department

19200 Cobb Avenue

Tornillo, TX 79853

Phone 915.765.3035

Fax 915.765.3099

MEMORANDUM

To:

From:

Subject:

Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

Garcia, Carlos

From: Andres Rodriguez <andres.rodriguez@connection.com>
Sent: Thursday, March 03, 2022 9:56 AM
To: Garcia, Carlos
Cc: Saucedo, Emily; Escarsega, Christopher
Subject: RE: Main Fiber Run

CAUTION: This email originated from outside TISD organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Carlos,

I talked and reviewed with the bosses and they cannot lower the price. Price increase was due to fiber being more expensive and freight charge being higher since it will be made and shipped to us from manufacture. We went through a few manufactures to get the fiber down from 2 years to 15 to 20 weeks. The current price of \$38,000 is a set price and will not change. If we have to we will update the date in the SOW for you guys so price is valid. Let me know if you need anything else.

Thanks,

Andres Rodriguez
Cable Technician Lead
Solutions and Services Division
andres.rodriguez@connection.com
Mobile: 915.493.1848 Fax: 603.683.0780
www.connection.com



[LINKEDIN](#) | [TWITTER](#) | [FACEBOOK](#) | [INSTAGRAM](#) | [YOUTUBE](#) | [BLOG](#)

From: Garcia, Carlos <GarciaC@tisd.us>
Sent: Tuesday, March 1, 2022 2:46 PM
To: Andres Rodriguez <andres.rodriguez@connection.com>
Cc: Saucedo, Emily <SaucedoE@tisd.us>; Escarsega, Christopher <EscarsegaC@tisd.us>
Subject: FW: Main Fiber Run

EXTERNAL Email: Only open links from TRUSTED sources.

Please advise.

Carlos

From: Guerra, Luis <GuerraL@tisd.us>
Sent: Tuesday, March 01, 2022 12:51 PM
To: Garcia, Carlos <GarciaC@tisd.us>; 06 Finance Accounting Team <FA@tisd.us>

83

Section 4.0 Pricing

Qty	Description	Unit Price	Extended Price
1	Single Mode Fiber Installation	\$38,000.00	\$38,000.00
Total:			\$38,000.00

Pricing Assumptions

1. Unless otherwise agreed to by Client and Service Provider, this quote for Services is valid for 30 days from the date delivered to the Client.
2. Terms under OMNI/Region 4 ESC Contract # R210402 take precedence.
3. Unless otherwise noted, pricing included within this SOW does not include any applicable taxes.
4. Pricing above assumes all project tasks will be performed contiguously unless otherwise agreed to by Client and Service Provider.
5. In an effort to control costs and maximize value, travel expenses included in pricing above assumes timely advance scheduling.
 - a. Projects scheduled less than 21 days in advance or rescheduled within 21 days of the start date may result in increased travel expenses.
 - b. The Client agrees to be invoiced for any travel expenses and related fees, including any related cancellation fees, incurred due to project cancellation after such travel has been coordinated, booked and purchased.
6. Service Provider reserves the right to request a milestone billing for the project if an unanticipated delay (outside of the control of Service Provider) causes a work stoppage of two weeks or greater.
7. Unless otherwise set forth in an Exhibit or Statement of Work, Service Provider agrees to provide services during local service hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. Local legal holidays will apply.
8. Unless previously agreed to, Service activities scheduled for non-standard working hours require additional charges. As set forth below, Non - standard working hours are defined as follows:
 - a. Monday through Friday, before 8AM or after 5PM local service activity location time.
 - b. Saturday & Sunday (all day).
 - c. Legal Local Holidays.
 - d. Service Provider recognized Holidays, schedule available upon request for all non-standard working hours as defined above and for any hours billed by a Service Provider employee or contractor in excess of the hours required under local law such that they may be considered overtime hours, Client will pay Service Provider an hourly rate equal to the greater of time and a half of the then current hourly charges billed by Service Provider for such employee or contractor, or such multiple of the hourly rate as required under local law.

NEW QUOTE
February 2022

Anticipated Pricing

Qty	Description	Unit Price	Extended Price
1	TornilloISD Main Fiber Install	\$ 35,500.00	\$ 35,500.00
Total:			\$ 35,500.00

- ✓ Unit Price listed is based on quantity listed and in the event of a quantity change the Unit Price may change as well
- ✓ Pricing in this document is estimated based on Service Provider understanding of the Service Tasks to be performed
- ✓ Unless otherwise stated, pricing is based on the project tasks being provided on a Time & Material basis with separate expenses and monthly invoicing
- ✓ Unless otherwise stated, the project work to be performed will be completed during normally scheduled working hours (8:00 a.m. to 5:00 p.m. local time Monday through Friday), excluding Service Provider observed holidays

Next Steps

If Tornillo Independent School District would like to move forward with the Services estimated within this PSE, please contact your Account Manager listed below to schedule a follow up call to further develop a detailed Statement of Work to contractually describe all aspects of the project to be presented to Tornillo Independent School District for approval in order to commence project Services.

GovConnection, Inc. dba Connection is excited for the opportunity to assist Tornillo Independent School District meet their technology needs and we look forward to hearing from you soon.

Brian Massey
 Account Manager
 GovConnection, Inc. dba Connection
 800-800-0019 Ext. 78074
 brain.massey@connection.com

Ernesto Saucedo
 Project Manager
 GovConnection, Inc. dba Connection
 603-683-2000 Ext. 77623
 ernesto.saucedo@connection.com

**OLD QUOTE
 November 2021**

WARRANTY

The PermaLink® Warranty provides that any indoor Superior Essex Category 5e, 6 and 6A premises copper cables and premises fiber optic network installations will conform substantially to the ANSI/TIA-568 series industry specifications in force at the time of purchase for a period of (i) twenty-five (25) years from the delivery date if the approved connectivity manufacturer is Legrand/Ortronics, or (ii) twenty (20) years from the delivery date for any other approved connectivity manufacturer (the "PermaLink Warranty").

The same warranty will also be provided for CMP/CMX and CMP/Indoor Outdoor* rated products (cables having FEP, PVDF, or similar jacket materials approved by Superior Essex) even if exposed to water or moisture (see exclusion #5) so long as Technical Guideline TG114 *Installation of CMP/CMX & CMP/Indoor Outdoor Rated Cables in Conduit* special installation instructions are followed to avoid the ingress of water via the cable end and to avoid cable jacket damage. Superior Essex retains the sole right to determine whether a cable is covered by the extended warranty. Please see product data sheet to see if special installation instructions apply.

The same warranty will also be provided for PowerWise® Extended Distance applications so long as the limitations as seen in TG115 PowerWise® Extended Distance Frequently Asked Questions (FAQs) tables "PowerWise® Extended Distance Maximum Supported Lengths" are not exceeded and the installation passes the extended distance electrical performance test.

*These cables are not intended as a substitute for Outside Plant (OSP) cables nor for direct burial.

SCOPE

The PermaLink Warranty covers the Cabling Subsystem(s) of the network as defined by the ANSI/TIA-568, which includes the qualifying premises cable and connecting hardware. The PermaLink Warranty does not cover other elements of the cabling, such as patch cords and workstation cords. The PermaLink Warranty does not cover inter-building premises cables.

QUALIFICATION

To qualify for the PermaLink Warranty, customer must meet the following conditions:

- The connectivity components used in the network must be supplied by one or more of the approved connectivity manufacturers AND each component must be manufactured, tested, and independently verified by UL, ITS/ETL, or any approved independent testing agency to meet the ANSI/TIA-568 series industry standard in force at the time of purchase. The approved connectivity manufacturers are subject to change at any time. Please contact Superior Essex at Warranties@spsx.com for an up-to-date list. The companies currently recognized as approved connectivity manufacturers are:

• 3M	• Leviton	• Superior Modular (OCC)
• AllenTel	• Molex	• Systemax/CommScope
• Belden IBDN	• OFS	• TE Connectivity
• Bell Stewart	• Panduit	• Uniprise/CommScope
• Corning	• Platinum Tools	• US Conec Ltd.
• Hellermann Tyton	• Sentinel	
• Hubbell	• Siemon	
• Legrand/Ortronics	• Sumitomo Electric	
- The network system must be designed and installed by "BICSI Certified" or Superior Essex approved designers and installers;
- For CMP/CMX and CMP/Indoor Outdoor* rated products, Technical Guideline TG114 *Installation of CMP/CMX & CMP/Indoor Outdoor Rated Cables in Conduit* special installation instructions must be followed to avoid the ingress of water via the cable end. Please see product data sheet to see if special installation instructions apply.
- Each link in the network must be field tested in accordance with the ANSI/TIA-568 series industry standard in force at the time of purchase AND the installed network links must have passed all ANSI/TIA-568 requirements unless the cable is being used in a direct attach (2-connector Permanent Link) extended distance application, in which case it must meet the corresponding extended distance electrical test such as Fluke's "Superior Essex PowerWise Perm Link";
- The PermaLink Warranty application form must be properly completed and submitted to Superior Essex within 10 days of installation completion;

- Copies of all test reports must be submitted along with the warranty application form and the Bill of Materials (BOM) to Superior Essex and be kept on file by the customer for submission to Superior Essex in the event of a warranty claim. Data must be submitted in the original native file format of the tester (see below) used in the installation and submitted via CD or electronically with the warranty application form. Text or spreadsheet files will not be accepted;
- The following field testers are acceptable for use to certify installations for warranty coverage:

FLUKE NETWORKS:	IDEAL INDUSTRIES:	AGILENT:
• DSP-4000 Series	• LANTEK® 6, 6a, 7, 7g Series	• WireScope 350
• DSX Series	• LT 8000 Series	JDSU:
• DTX Series	• LANTEK II 350, 500, 1000 and LANTEK II FiberTEK FDX	• Certifier40G
• OMNIScanner 2		• NGC-4500-FA
PSIBER DATA SYSTEMS:		• T-BERD® Optical Fiber OTDR and LTS
• WireXpert		

Utilized test equipment must have valid certificate of calibration at time of testing. The acceptable field testers are subject to change at any time. Please contact Superior Essex at Warranties@spsx.com for an up-to-date list; and

- Superior Essex has issued a registered warranty certificate to the customer for the PermaLink Warranty.

The PermaLink Warranty will be void unless the system is maintained in accordance with industry standards and no changes are made after warranty issuance and acceptance date, unless Superior Essex grants written consent.

WARRANTY EXCLUSIONS

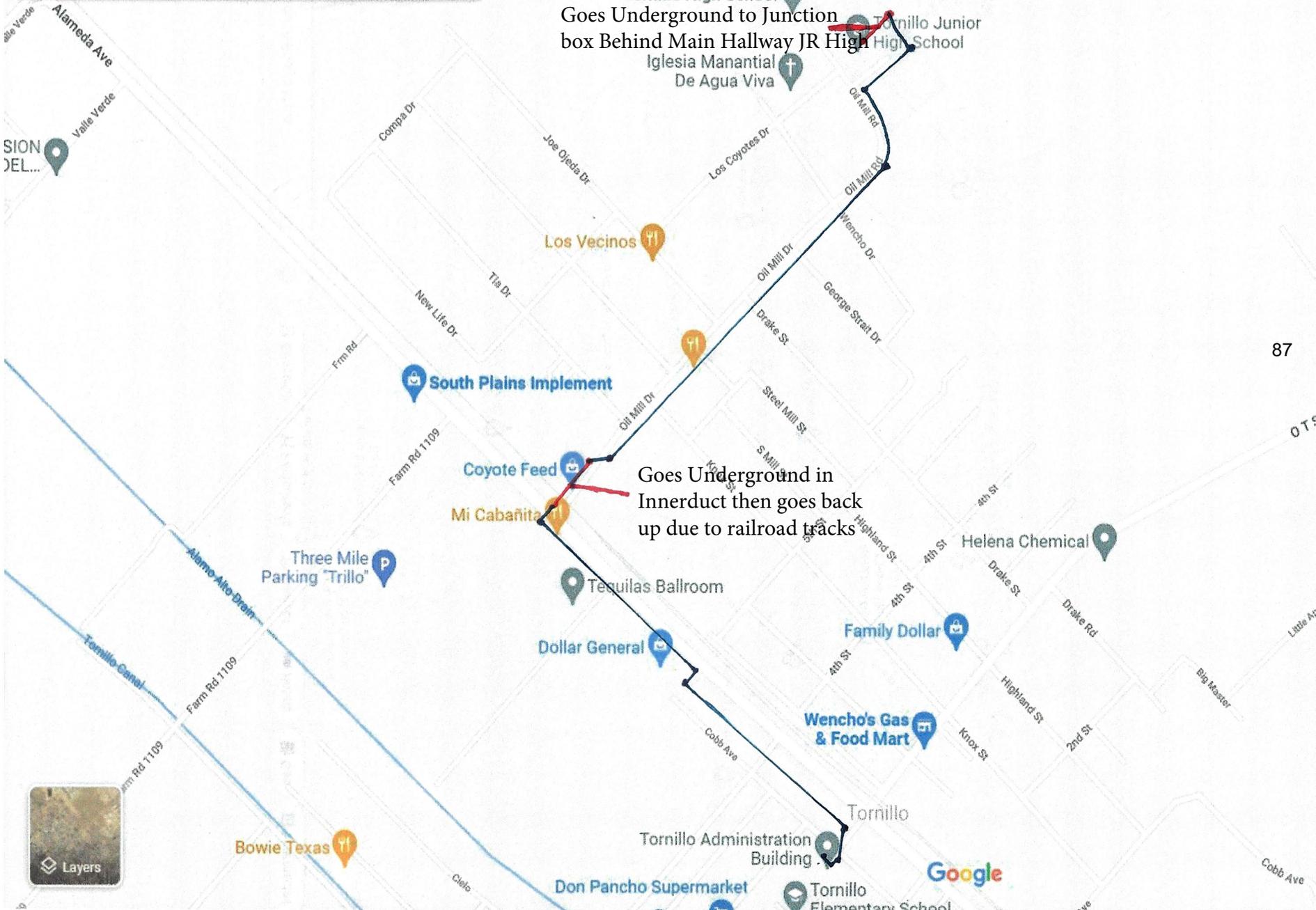
The PermaLink Warranty does not cover:

- The installation and maintenance of any other non-performing portions of the Cabling Subsystem(s);
- Products not specifically designated as being eligible for the PermaLink Warranty coverage;
- Products not supplied directly by Superior Essex or obtained through unapproved channels;
- Products which were falsely represented as being in compliance with the PermaLink Warranty registration requirements and procedures;
- Products that are exposed to moisture, liquids (such as paint), or water except as outlined under the Warranty section for CMP/CMX and CMP/Indoor Outdoor* rated products;
- Defects resulting from environmental or third party materials, including but not limited to work areas, patching or equipment cords, or from moves, additions and changes by parties other than a Certified Contractor;
- Defects resulting from a noncompliant or improper system design, installation, use, repair, or any system alterations, misuse, neglect, accident or abuse; or
- Damage caused by persons, machinery, foreign objects, animals, chemicals, acts of God, or by other means that are beyond normal use.

ADMINISTRATION

Warranty applications will be approved or disapproved with a response sent to the applicant. Warranty applications and supporting documentation may be sent using one of the following below:

- PermaLink Warranty Superior Essex
5770 Powers Ferry Road, Suite 300
Atlanta, GA 30327
- E-mail: Warranties@spsx.com
- Fax: 800.249.9938





Map data ©2021 200 ft

Measure distance
Total distance: 3,138.71 ft (956.68 m)

February 24, 2022

Board of Trustees and Management
Tornillo Independent School District
P.O. Box 170
El Paso, Texas 79853

We are pleased to confirm our understanding of the services we are to provide for Tornillo Independent School District for the year ended August 31, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Tornillo Independent School District as of and for the year ended August 31, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Tornillo Independent School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Tornillo's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Revenues, Expenditures and Changes in Fund Balance Budget and Actual – General Fund, along with the related notes;
3. Schedule of the District's Proportionate Share of the Net Pension Liability (Teacher Retirement System of Texas) and the related notes;

4. Schedule of District Contributions for Pensions (Teacher Retirement System of Texas) and related notes;
5. Schedule of the District's Proportionate Share of the Net OPEB Liability (Teacher Retirement System of Texas) and related notes; and
6. Schedule of District Contributions for Other Post-Employment Benefits (OPEB) (Teacher Retirement System of Texas) and related notes.

We have also been engaged to report on supplementary information other than RSI that accompanies Tornillo Independent School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards and related notes; and
2. Combining fund statements.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1. Required TEA schedules

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statement and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an

audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Improper revenue recognition due to fraud

However, planning has not concluded, and modifications may be made to our risk assessment. Those modifications will be communicated to those charged with governance in a timely manner in writing.

Audit Procedures— Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Tornillo Independent School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures

described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Tornillo Independent School District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Tornillo Independent School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Tornillo Independent School District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. We will also assist with the submission of the data collection form and required TEA Annual Financial Report submission. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, and all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on,

the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule

of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Tornillo Independent School district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Gibson Ruddock Patterson LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Texas Education Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gibson Ruddock Patterson LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Texas Education Agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Shelly J. Ruddock is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We

expect to begin our audit in August 2022 and to issue our reports no later than January 2023.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates except that we agree that our gross fee will not exceed \$49,900. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

As part of this engagement, and for no additional fee, we will prepare and submit the electronic submissions of the annual financial and compliance report and the related GASB audit data feed. This is an additional service we will provide to assist district personnel in satisfying the audit submission requirements dictated by the Division of Financial Compliance of the Texas Education Agency. However, District personnel will be required to review and perform the necessary finalization procedures required by the submission process.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Trustees of Tornillo Independent School District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that

testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2019 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Tornillo Independent School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Gibson Ruddock Patterson LLC

Gibson Ruddock Patterson LLC

RESPONSE:

This letter correctly sets forth the understanding of Tornillo Independent School District.

Management signature:  _____

Title: Finance Director _____

Date: 3/31/2022 _____

Governance signature: _____

Title: _____

Date: _____



Report on the Firm's System of Quality Control

October 18, 2019

To the Owners of Gibson, Ruddock, Patterson LLC
and the Peer Review Committee of the TSCPA

We have reviewed the system of quality control for the accounting and auditing practice of Gibson, Ruddock, Patterson LLC (the firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Gibson, Ruddock, Patterson LLC in effect for the year ended June 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Gibson, Ruddock, Patterson LLC has received a peer review rating of *pass*.

A handwritten signature in cursive script that reads "Briggs & Veselka Co." is written over a horizontal line.

Briggs & Veselka Co.
Austin, Texas



MEMORANDUM

To: Members of the Board of Trustees
From: Luis M Guerra, Director of Finance
Subject: Budget Amendment - Administration
Date: March 24, 2022

Budget Amendment Request

- 1. Requesting a one-sided budget amendment to allocate through function 51-Plant Maintenance utilizing assigned fund balance for various projects districtwide.

199.81.6629.04.951.99.0.18	\$80,000	Upper Campus curb and sidewalk
199.51.6299.00.101.99.0.18	\$9,702	Restroom partitions price increase
199.51.6299.00.044.99.0.18	\$9,525	Restroom partitions price increase
199.51.6299.00.041.99.0.18	\$22,737	Restroom Partition Price increase Restroom partitions price increase

- 2. Requesting a budget amendment to allocate for assigned fund balance projects 51-Plant Maintenance to 81-Capital Outlay.

Decrease

199.51.6639.00.101.99.0.18	\$36,000	Playground Equipment Elementary
199.51.6299.00.951.99.0.18	\$250,000	Upper campus rock wall
199.51.6299.00.951.99.0.18	\$250,000	Elementary Parking lot

Increase

199.81.6629.00.101.99.0.18	\$36,000	Playground Equipment Elementary
199.81.6629.01.951.99.0.18	\$250,000	Upper campus rock wall
199.81.6629.02.951.99.0.18	\$250,000	Elementary Parking lot

Board President: _____ Date: _____

Board Secretary: _____ Date: _____



Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3050

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

TASB RISK MANAGEMENT FUND INTERLOCAL PARTICIPATION AGREEMENT

Pursuant to the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, this Interlocal Participation Agreement (Agreement) is entered into by and between the Texas Association of School Boards Risk Management Fund (Fund) and the undersigned local government of the State of Texas (Fund Member). The Fund is an administrative agency of local governments (Fund Members) that cooperate in performing administrative services and governmental functions relative to risk management.

TERMS AND CONDITIONS

In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, including, without limitation, the agreement of the Fund and Fund Members to provide risk management programs as detailed in this Agreement, the receipt and sufficiency of which are hereby acknowledged, Fund Member and the Fund, intending to be legally bound, and subject to the terms, conditions, and provisions of this Agreement, agree as follows:

1. **Authority.** Fund Member hereby approves and adopts the Restatement of Interlocal Agreement, dated May 20, 1997, which restated the Interlocal Agreement dated July 2, 1974, establishing the predecessor of the Fund. The Restatement of Interlocal Agreement is incorporated into this Agreement by reference and is available from the Fund upon request. This Agreement serves to outline the relationship between the Fund and Fund Member. While the Texas Interlocal Cooperation Act provides the overarching basis for the Fund, certain Fund programs are further authorized pursuant to various statutes, such as Chapter 504 of the Texas Labor Code, pertaining to workers' compensation; and Chapter 2259, Subchapter B, of the Texas Government Code, pertaining to other risks or hazards.
2. **Program Participation.** This Agreement enables Fund Member to participate in one or more of the Fund's available programs. Because this is an enabling Agreement, Fund Member must also execute a separate Contribution and Coverage Summary (CCS) for each Fund program from which it seeks coverage and/or administrative services. Only a valid CCS will confer the right to participate in a specific program and each CCS shall be incorporated into this Agreement. Through participation in any Fund program, Fund Member waives none of its immunities and authorizes the Fund, or its designee, to assert such immunities on its behalf and on behalf of the Fund or its designee.
3. **Term of Agreement.** This Agreement shall be effective from the date of the last signature below and shall remain in effect unless terminated as provided in this Agreement. This Agreement will automatically terminate if Fund Member ceases to participate in at least one of the Fund's programs (due to the expiration of a CCS participation term or the valid termination of same) or fails to meet the membership qualifications of the Fund as provided in this Agreement and as determined by the Fund in writing.
4. **Termination.** Unless this Agreement is automatically terminated as described above, this Agreement, and/or any component CCS applicable to Fund Member, can be terminated as set forth below. However, unless specifically required in a CCS, the termination of any single Fund program under a CCS shall not also result in the automatic termination of another pending CCS, or this enabling Agreement if any other CCS is still in force for Fund Member. Rather, each Fund program can only be terminated as provided in this Agreement.
 - a. **By Either Party with 30 Days Notice before Renewal.** Any CCS may be terminated by either party with termination to be effective on any successive renewal date by giving written notice to the other party no later than 30 days prior to automatic renewal.
 - b. **By Fund Member upon Payment of Late Notice Fee.** If Fund Member fails to terminate a CCS as provided above, it may still terminate participation in any Fund program prior to the renewal date by paying a late notice fee as herein provided. If Fund Member terminates the CCS before the renewal date, but with fewer than 30 days' advance written notice, Fund Member agrees to pay the Fund a late notice fee in the amount of 25% of the annual contribution for the expiring participation term. Fund Member expressly acknowledges that the late notice fee is not a penalty, but a reasonable approximation of the Fund's damages for the Fund Member's untimely withdrawal from the program identified in the CCS. However, once the renewal term of a CCS commences, Fund Member can no longer terminate the CCS by paying a late notice fee; the CCS shall renew and Fund Member must pay 100% of the annual contribution for the renewal period.
 - c. **By the Fund upon Breach by Fund Member.** The Fund may terminate this Agreement or any CCS based on breach of any of the following obligations, by giving 10 days' written notice to Fund Member of the breach; and Fund Member's failure to cure the breach within said 10 days (or other time period allowed by the Fund):
 - 1) Fund Member fails or refuses to make the payments or contributions required by this Agreement;
 - 2) Fund Member fails to cooperate and comply with any reasonable requests for information and/or records made by the Fund;

- 3) Fund Member fails or refuses to follow loss prevention or statutory compliance requirements of the Fund, as provided in this Agreement; or
- 4) Fund Member otherwise breaches this Agreement.

If the Fund terminates this Agreement, or any CCS, based on breach as described above, Fund Member agrees that the Fund will have no responsibility of any kind or nature to provide coverage on the terminated Fund program post-termination. Further, Fund Member shall bear the full financial responsibility for any unpaid open claim and expense related to any claim, asserted or unasserted and reported or unreported, against the Fund or Fund Member, or incurred by the agents or representatives of Fund Member.

In addition to the foregoing, if termination is due to Fund Member's failure to make required payments or contributions, Fund Member agrees that it shall pay the Fund liquidated damages in the amount of 50% of the annual contribution for the participation term identified in the terminated CCS.

5. Contributions.

- a. **Agreement to Pay Contribution.** Fund Member agrees to pay its contribution for each Fund program in which it participates based on a plan developed by the Fund. The amount of contribution will be stated in the relevant CCS and will be payable upon receipt of an invoice from the Fund. Late fees amounting to the maximum interest allowed by law, but not less than the rate of interest authorized under Chapter 2251, Texas Government Code, shall begin to accrue daily on the first day following the due date and continue until the contribution and late fees are paid in full. If Fund Member fails to pay the amounts due under this Agreement, including any CCS, the Fund may redirect other amounts due to the Fund Member, payments received from Fund Member, or amounts held by the Fund for Fund Member's benefit, to offset the amount owed. Any offset will not extinguish Fund Member's obligation for any and all payments due under this Agreement, including any CCS.
- b. **Other Payments Due to the Fund.** In addition to contributions, if the Fund Member owes other payments to the Fund, such as deductibles or claim overpayments, and Fund Member fails to timely pay the amounts due, the Fund may redirect other amounts due to the Fund Member, payments received from Fund Member, or amounts held by the Fund for the Fund Member's benefit to offset the amounts owed.
- c. **Estimated Contribution and Contribution Adjustment.** In specified situations, the amount of contribution shown in the CCS will be identified as an estimate. The Fund reserves the right to request an audit of updated exposure information at the end of the CCS participation term and adjust contributions if Fund Member's exposure changes during the CCS participation term. As a result of the exposure review, any additional contribution payable to the Fund shall be paid by Fund Member, and any overpayment of contribution by Fund Member shall be returned or credited by the Fund. The Fund reserves the right to audit the relevant records of Fund Member in order to conduct this exposure review.

Upon expiration of each participation period, Fund Member may request a contribution adjustment due to exposure changes. Such request must be made in writing within 60 days after the end of the participation period. Fund Member must provide documentation as requested by the Fund to demonstrate that the exposure change warrants a contribution adjustment.

The annual contribution may be adjusted due to an exposure change or audit as presented in the CCS. The Fund may also request a contribution adjustment should the Fund's underwriting income for any program within a given program year be inadequate to pay the ultimate cost of claims incurred for that year, the Fund may collect an adjusted contribution from any current or former Fund Member if that Fund Member's contribution is inadequate to pay the Fund Member's claims incurred during that year.

6. **Contribution and Coverage Summary.** Fund Member agrees to abide by each CCS that governs its participation. A CCS will incorporate the program specific coverage document, if any, which sets forth the scope of coverage and/or services from the Fund. This Agreement will be construed to incorporate the CCS, Coverage Agreements, Endorsements, and Addenda, if any, whether or not physically attached. A CCS for a Fund program will state the participation term. After Fund Member's execution of a CCS, the CCS will automatically renew annually, unless terminated in accordance with this Agreement. Any renewal containing a change in the amount of contribution or other terms will be subject to the Amendment by Notice process described in this Agreement.
7. **Loss Prevention.** The Fund may provide loss prevention services to Fund Member. Fund Member agrees to adopt the Fund's reasonable and customary standards for loss prevention and to cooperate in implementing any and all reasonable loss prevention and statutory compliance recommendations or requirements. The Fund makes no warranty on Fund loss prevention recommendations.

8. Other Duties of Fund Member.

- a. **Standards of Performance.** Time shall be of the essence in Fund Member's reporting of any and all claims to the Fund, payment of any contributions or monies due to the Fund, and delivery of any written notices under this Agreement.
- b. **Claims Reporting.** Notice of any claim must be provided to the Fund as required by law or the applicable Coverage Agreement. Failure by Fund Member to timely report a claim may result in denial of coverage or payment of fines or penalties imposed by law or regulatory agencies. If the Fund advances payment of any fine or penalty arising from Fund Member's late claim reporting, Fund Member will reimburse the Fund for all such costs.
- c. **Cooperation and Access.** Fund Member agrees to cooperate and to comply in a timely manner with all reasonable requests for access, information and/or records made by the Fund or by a third-party acting for the Fund. Fund Member further agrees to provide complete and accurate statements of material facts, to not misrepresent or omit such facts, or make false statements to the Fund. The Fund Member agrees that any information held by the Fund's Administrator, or its' affiliated entities may be provided to the Fund. The Fund reserves the right to audit the relevant records of Fund Member to determine compliance with this Agreement.

9. **Administration of Claims.** The Fund or its designee agrees to administer all claims for which Fund Member has coverage after Fund Member provides timely written notice to the Fund. Fund Member hereby authorizes the Fund or its designee to act in all matters pertaining to handling of claims for which Fund Member has coverage pursuant to this Agreement. Fund Member expressly agrees that the Fund has sole authority in all matters pertaining to the administration of claims and grants the Fund or its designee full decision-making authority in all matters, including without limitation, discussions with claimants and their attorneys or other duly authorized representatives. Fund Member further agrees to be fully cooperative in supplying any information reasonably requested by the Fund in the handling of claims. All decisions on individual claims shall be made by the Fund or its designee, including, without limitation, decisions concerning claim values, payment due on the claim, settlement, subrogation, litigation, or appeals.

10. **Excess Coverage/Reinsurance.** The Fund, in its sole discretion, may purchase excess coverage or reinsurance for any or all Fund programs. In the event of a substantial change in terms or cost of such coverage, the Fund reserves the right to make adjustments to the terms and conditions of a CCS as allowed by the Amendment by Notice process under this Agreement. If any reinsurer, stop loss carrier, and/or excess coverage provider fails to meet its obligations to the Fund or any Fund Member, the Fund is not responsible for any payment or any obligations to Fund Member from any reinsurer, stop loss carrier, or excess coverage provider.

11. Subrogation and Assignment of Rights.

- a. Fund Member, on its own behalf and on behalf of any person entitled to benefits under this Agreement, assigns all subrogation rights to the Fund. The Fund has the right, in its sole discretion, without notice to Fund Member, to bring all claims and lawsuits in the name of Fund Member or the Fund. Fund Member agrees that all subrogation rights and recoveries belong first to the Fund, up to the amount of benefits, expenses, and attorneys' fees incurred by the Fund, with the balance, if any, being paid to Fund Member, unless otherwise specifically stated in the Agreement. Award of funds to any person entitled to coverage, whether by judgment or settlement, shall be conclusive proof that the injured party has been made whole. Fund Member's right to be made whole is expressly superseded by the Fund's subrogation rights. If Fund Member procures alternate coverage for a risk covered by the Fund, the latter acquired coverage shall be deemed primary coverage concerning that risk.
- b. Fund Member shall do nothing to prejudice or waive the Fund's existing or prospective subrogation rights under this Agreement. If Fund Member has waived any subrogation right without first obtaining the Fund's written approval, the Fund shall be entitled to recover from Fund Member any sums that it would have been able to recover absent such waiver. Recoverable amounts include attorneys' fees, costs, and expenses.

12. **Appeals.** Fund Member shall have the right to appeal any written decision or recommendation to the Fund's Board of Trustees, and the Board's determination will be final. Any appeal shall be made in writing to the Board Chair within 30 days of the decision or recommendation.

13. **Bylaws, Policies, and Procedures.** Fund Member agrees to abide by the Bylaws of the Fund, as they may be amended from time to time, and any and all written policies and procedures established by the Fund (which are available from the Fund upon written request). If a change is made to the Fund's Bylaws, written policies or procedures which conflicts with or impairs a CCS, such change will not apply to Fund Member until the renewal of such CCS, unless Fund Member specifically agrees otherwise.

14. **Payments.** Fund Member represents and warrants that all payments required under this Agreement of Fund Member shall be made from its available current revenues.

15. **Fund Member's Designation of Coordinator.** Fund Member agrees to designate an employee with appropriate authority as coordinator (Program Coordinator) for Fund Member on this Agreement or any CCS executed by Fund Member. Fund Member's Program Coordinator shall have express authority to represent and to bind Fund Member, shall fully communicate with the Fund regarding Fund business, and shall not delegate this communication to a third party. The Fund will not be required to contact any other individual regarding matters arising from or related to this Agreement. Fund Member reserves the right to change its Program Coordinator as needed, by giving written notice to the Fund; such notice is not effective until actually received by the Fund. Notice provided to the Chief Executive Officer of Fund Member shall also serve as notice to the Program Coordinator.
16. **Risk Sharing Agreement.** This Agreement is a risk sharing and risk participation agreement and should not be construed to be a contract of insurance. If any ambiguity exists in this Agreement, including any CCS or specific coverage document, the provision shall not be construed against the Fund as drafter of this Agreement. The Fund is not an insurance company nor is any member an insured. The Fund is a self-insured risk pool through which its members agree to share risk and actively participate in their contractual obligations to lessen risk and cost for all members. Any reference in this Agreement to an insurance term or concept is coincidental, is not intended to characterize the Fund as "insurance" as defined by law, shall be deemed to apply to self-insurance, and is not to be construed as being contrary to the self-insurance concept.
17. **Representation.** Fund Member authorizes the Fund to represent Fund Member in any lawsuit, dispute, or proceeding arising under or relating to any Fund program and/or coverage in which Fund Member participates. The Fund may exercise this right in its sole discretion and to the fullest extent permitted or authorized by law. Fund Member shall fully cooperate with the Fund, its designee, and the Fund's chosen counsel, including, without limitation, supplying any information necessary or relevant to the lawsuit, dispute, or proceeding in a timely fashion. Subject to specific revocation, Fund Member designates the Fund to act as a class representative on its behalf in matters arising out of this Agreement.
18. **Members' Equity.** The Fund Board, in its sole discretion, may declare a distribution of the Fund's members' equity to Fund Members. Members' equity belongs to the Fund. No current or former individual Fund Member is entitled to an individual allocation or portion of members' equity.
19. **Entire Agreement.** This Agreement, together with the Restated Interlocal Agreement, Bylaws, CCSs, and Coverage Agreements that are in effect as to Fund Member from time to time, represent and contain the complete understanding and agreement of the Fund and Fund Member, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the Fund and Fund Member other than those set forth in this Agreement duly executed in writing. In the event of conflict between the terms of this Agreement and the Restated Interlocal Agreement, Bylaws, CCS, or any Coverage Agreement, the specific terms of the later adopted agreement shall prevail to the extent necessary to resolve the conflict. This Agreement replaces all previous Interlocal Participation Agreements between the Fund and Fund Member. Notwithstanding the foregoing, this Agreement does not supersede any unexpired participation term or pending claim under an existing agreement between Fund Member and Fund.
20. **Amendment by Notice.** This Agreement, including any of its component CCSs or coverage documents, may be amended by the Fund, in writing, by providing Fund Member with written notice before the earlier of (i) the effective date of the amendment or (ii) the date by which Fund Member can terminate without payment of late notice fees or liquidated damages. Unless this Agreement expressly provides otherwise, an amendment shall only apply prospectively and Fund Member shall have the right to terminate this Agreement, or a component CCS to which the amendment applies, before the amendment becomes effective, as provided in this Agreement. If Fund Member fails to give the Fund timely written notice of termination, Fund Member shall be deemed to have consented to the Fund's amendment and agrees to abide by and be bound by the amendment, without necessity of obtaining Fund Member's signature.

The Fund may amend this Agreement or any CCS effective upon renewal. Amendments may be for any reason including changes to the terms or contribution amount.

The Fund may also amend this Agreement or any CCS, effective during the term of a CCS, for any reason including but not limited to the following:

- a. State or federal governments, including any court, regulatory body, or agency thereof, adopt a statute, rule, decision, or take any action that would substantially impact the rights or financial obligations of the Fund as it pertains to this Agreement, or any Fund program or CCS.
- b. The terms of the Fund's stop-loss or excess coverage or reinsurance change substantially.

If the Fund exercises the option to amend the Agreement or any CCS during the term of a CCS and prior to renewal, the Fund shall give Fund Member 30 days advance written notice. Fund Member will then have the right during the 30-day period to give the Fund written notice of termination of the applicable Fund program, effective upon the expiration of the 30-day notice period (or longer period if so provided by the Fund in writing).

21. **Severability; Interpretation.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect. Any questions of particular interpretation shall not be interpreted against the drafter of this Agreement, but rather in accordance with the fair meaning thereof.
22. **Dispute Resolution.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to conflict of law principles that would require the application of the laws of another state. The Fund retains its governmental immunity except to the extent it is waived by the legislature. The parties agree that the following adjudication procedures apply to any legal dispute, and that the Fund Member's right to file suit against the Fund is contingent upon compliance with these procedures pursuant to Texas Local Government Code section 271.154:
- Prior to filing suit, the Fund Member must comply with all of its obligations under this Agreement and any specific Coverage Agreement including an appeal to the Fund Board as described by Section 12 of this Agreement. A good-faith appeal to the Fund Board is a pre-suit adjudication procedure that is required before litigation by a Fund Member against the Fund.
 - Prior to filing suit, the Fund Member will participate in good faith in mediation in Travis County, Texas before a mediator approved by both parties; and
 - Any suit against the Fund must be brought in Travis County, Texas.

In the event of a lawsuit or formal adjudication between Fund Member and the Fund, the prevailing party is entitled to recover reasonable and necessary attorneys' fees and expenses, including expert fees, that are equitable and just.

Waiver and Estoppel. No provision of this Agreement will be deemed waived by either party unless expressly waived in writing by the waiving party. No waiver shall be implied by delay or any other act or omission. No waiver by either party of any provision of this Agreement shall be deemed a waiver of such provision with respect to any subsequent matter relating to such provision. Estoppel may not be asserted against either party so as to prevent that party from enforcing or insisting on the other party's compliance with any provision of this Agreement.

Assignment. This Agreement or any duties or obligations imposed by this Agreement shall not be assignable by Fund Member without the prior written consent of the Fund. Fund Member shall not transfer any interest in Fund claim related payments to any third party, including, but not limited to litigation finance companies, attorneys, banks, public adjusters, architects, engineers, or contractors. Any action by the Fund Member which grants or attempts to grant to any third party an interest in or control over any claim payment, including, but not limited to, the Member's entry into a contingent fee contract, will immediately suspend any obligation by the Fund to make any claim payment under this Agreement. The obligation of the Fund to make any such claim payments shall not be restored unless and until the Fund Member provides the Fund with evidence reasonably satisfactory to the Fund that any such transfer or attempt to transfer an interest in or control over such claim payment to a third party has effectively been terminated.

23. **Authorization.** By the execution of this Agreement, the undersigned individuals warrant that they have been authorized by all requisite governance action to enter into and to perform the terms and conditions of this Agreement and that the Fund Member authorizes the Program Coordinator or Chief Executive Officer to approve and bind the Fund Member to any current or future CCS entered into under this Agreement
24. **Notice.** Unless expressly stated otherwise in this Agreement, any notice required or provided under this Agreement by either party to the other party shall be in writing and shall be sent by first class mail, postage prepaid or by a carrier for overnight service or by electronic means typically used in commerce. Notice to the Fund shall be sufficient if made or addressed as follows: TASB Risk Management Fund, P.O. Box 301, Austin, Texas 78767-0301, or tasbrmf@tasbrmf.org. The Fund's required notice address may be updated through explicit written or electronic notice to Fund Members. Notice to a Fund Member shall be sufficient if addressed to the Program Coordinator or Fund Member's Chief Executive Officer and mailed to Fund Member's physical or electronic address of record on file with the Fund.
25. **Miscellaneous.** These provisions apply throughout this Agreement:
- Fund reference.** Any reference to the Fund in this Agreement includes reference to its designees.
 - CCS reference.** References to a Contribution and Coverage Summary (CCS) includes a reference to all separate coverage portions of a CCS and/or any similar service agreement between the Fund and a Fund Member.
 - "Including."** Unless the context requires otherwise, the term "including" means "including but not limited to."
 - Successors.** This Agreement binds and inures to the benefit of the parties and their successors.
 - Headings.** The headings are for convenience only and do not affect the interpretation of this Agreement.

26. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party shall not affect the validity or enforceability of this Agreement. Either party may rely upon a facsimile or imaged signature as if it were an original. This Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

WHEREFORE, the parties agree to be bound by this Agreement by signing below.

For FUND MEMBER: **Tornillo ISD**

By: _____

Date: _____

Signature of Fund Member's Authorized Representative

Printed Name of Fund Member's Authorized Representative

Date approved by Fund Member's Board of Trustees: _____

For TASB Risk Management Fund Use Only

For TASB RISK MANAGEMENT FUND:

By: _____

Date: _____

Chair, TASB Risk Management Fund Board of Trustees



March 1, 2022

Mrs. Rosa Vega-Barrio
Tornillo ISD
rvegab@tisd.us

Participation in TASB Risk Management Fund Coverage Programs

Dear Mrs. Vega-Barrio:

Please accept this letter as formal written notice that the Interlocal Participation Agreement (IPA) between Tornillo ISD and the TASB Risk Management Fund (Fund) is amended by the Fund effective May 1, 2022. The IPA is the foundational agreement by which eligible organizations join the Fund.

The amended IPA will replace your current IPA with the Fund. A copy of the new IPA is included for review and execution. It was last amended in 2012. Pursuant to Chapter 791 of the Texas Government Code, the new IPA must be authorized and approved by your Board of Trustees.

Along with the new IPA, a Frequently Asked Questions document with more information and a summary of changes is included to assist you in executing the agreement. The updates to the IPA focus on three areas: 1) clarity of purpose and meaning, 2) updates to Fund Member duties and obligations, and 3) revisions to the dispute resolution provisions.

The IPA must be approved through Board action and returned to the Fund. Your organization may take one of following approaches related to the new IPA:

- Seek authorization from your Board of Trustees and return the executed IPA to the TASB Risk Management Fund at tasbrmf@tasbrmf.org no later than May 13, 2022. A countersigned copy will be returned to you for your records.
- Take no action. The IPA will go into effect May 1, 2022, and your current coverage will continue under the terms of the new IPA. However, your next renewal proposal for Fund coverage will require a board-approved executed IPA unless you terminate coverage at that time.
- Terminate coverage in all Fund programs effective April 30, 2022, by providing written notice of termination to the Fund by April 29, 2022.

Please reach out to your TASB Risk Management Marketing Consultant for assistance with this process. We thank you for your membership in the TASB Risk Management Fund. We are very proud of our 48-year record of proven strength, stability, and service to Texas public school districts and other educational entities and look forward to our continued partnership.



Sincerely,

A handwritten signature in black ink that reads "Dubravka H. Romano".

Dubravka H. Romano
Associate Executive Director
Risk Management Services
Texas Association of School Boards, Inc.

CC: Luis Guerra
Jacqueline Spencer (Jacqueline.Spencer@tasb.org)

Attachments: Frequently Asked Questions and Explanation of Changes, Amended Interlocal Participation Agreement

TASB Risk Management Fund Interlocal Participation Agreement Frequently Asked Questions

What is the IPA?

The Interlocal Participation Agreement (IPA) is the foundational agreement of the TASB Risk Management Fund (Fund). The Fund is a self-funded risk pool, and the IPA is the agreement through which Fund Members participate in the Fund. The IPA sets out the basic terms, conditions, and requirements of Fund membership.

Through an executed IPA, Fund Members may participate in the various lines of coverage offered by the Fund. Membership in each specific Fund program is created and controlled through a Contribution and Coverage Summary (CCS).

The IPA is approved once by each Fund Member's board. It remains in effect until the Fund Member ceases to participate in at least one Fund coverage program or the Fund terminates the IPA.

Does the IPA require Board approval?

Yes. The Fund is an interlocal entity formed under the provisions of Chapter 791 of the Texas Government Code. This law requires that an interlocal agreement be authorized by the governing body of each party to the agreement.

What is the effective date of the IPA?

The amended IPA is effective on May 1, 2022, for all Fund Members. Members should return a board-approved IPA prior to May 13, 2022. If the Fund Member takes no action, the IPA will still go into effect.

For Members who take no action, renewal proposals for coverage on or after May 1, 2022, will be contingent on the member returning a board-approved IPA. Coverage effective on or after May 1, 2022, will not be renewed without a properly executed IPA.

Members may also terminate coverage in all Fund programs effective April 30, 2022, by providing written notice to the Fund by April 29, 2022.

Why is the IPA Changing?

The IPA was last approved by the Fund Board in April 2012 as a universal IPA covering all Fund programs. It has not been modified since 2012. The Fund reviews and updates its IPA at least once every ten years or more frequently, as needed.

The amendments to the IPA focus on three separate areas: 1) clarity of purpose and meaning, 2) updating Fund Member duties and obligations, and 3) revising the dispute resolution provisions.

What are the specific changes to the IPA?

A thorough explanation of the changes is included in this document on the following page.

Can my organization make changes to the IPA?

No. This IPA was approved by the TASB Risk Management Fund Board on November 12, 2021, and is effective on May 1, 2022. The IPA is a Board-approved agreement and is universal. All members of the Fund agree to the same terms of participation.

What if my organization doesn't agree to the terms of the new IPA?

Fund Members who do not agree to the terms of the new IPA may terminate coverage in all Fund programs effective April 30, 2022, by providing written notice to the Fund by April 29, 2022, prior to the IPA going into effect on May 1, 2022.

Who can I contact for additional information?

General questions can be directed to your Risk Management Marketing Consultant. If your questions are specific to the terms of the IPA, please contact Paul Taylor, Director of Legal and Regulatory Affairs in TASB Risk Management Services, at paul.taylor@tasb.org.

What are the steps for signing and returning the IPA?

As part of the Board approval process, the Board may authorize an administrator to sign the IPA. Electronic signatures are acceptable. The date of Board approval must be recorded on the signature page.

Please return the executed IPA to tasbrmf@tasbrmf.org no later than May 13th, 2022. Once the executed IPA is received, it will be countersigned by the Fund and a copy will be provided for your records.

Explanation of Changes to the IPA

The amendments to the IPA focus on three separate areas: 1) clarity of purpose and meaning, 2) updating Fund Member duties and obligations, and 3) revising the dispute resolution provisions.

Clarity:

- Section 2, **Program Participation**, removes references to the original Fund programs to allow expansion of programs and services by the Fund.
- Section 5, **Agreement to Pay Contributions**, now separately addresses situations where Fund Members fail to pay contributions or fail to repay the Fund any other amounts owed. The adjusted contribution provision is also moved to this section.
- Section 6, **Contribution and Coverage Summary**, states the CCS, Coverage Agreements, Endorsements, and Addenda are incorporated into the IPA as one agreement.
- Section 8, **Other Duties of Fund Member**, is expanded to address Cooperation and Access and authorizes the Fund access to member data held by the Fund's administrator and its other affiliated entities.
- Section 11, **Subrogation and Assignment of Rights**, combines the two former sections on Subrogation into one section.

Updates to Member Duties and Obligations:

- Section 4, **Termination**, specifies that a Fund Member attempting to terminate the agreement after their renewal term begins still owes the full contribution amount.
- Section 7, **Loss Prevention**, states that loss prevention recommendations are given without warranty.
- Section 15, **Fund Member's Designation of Coordinator**, states the Fund Member must appoint an employee with appropriate authority as Program Coordinator and may not delegate communication to a third-party.
- Section 16, **Risk Sharing Agreement**, states the IPA is a risk sharing and risk participation agreement and is not a contract of insurance. This section also provides that any ambiguity in the agreement will not be construed against the Fund.
- Section 23, **Authorization**, states the Fund Member authorizes the Program Coordinator or CEO to approve and bind current and future agreements with the Fund.
- In addition to the authorized signature, the new IPA requires entry of the date of approval of the IPA by the Fund Member's Board of Trustees.

Revisions to Dispute Resolution provisions:

- Section 22, **Dispute Resolution**, requires an appeal to the Fund Board and mediation in Travis County, before pursuing litigation. The IPA requires that a suit against the Fund be filed in Travis County.
- A **Waiver and Estoppel** provision is added to the IPA to ensure that the parties to the agreement can enforce the contractual provisions in the IPA.
- The **Assignment** clause is updated and moved to Section 22 and states that a Fund Member may not transfer any interest in claim-related payments from the Fund to a third party. Action by the Fund Member which grants or attempts to grant interest or control over any claim payments suspends the Fund's obligation to make any claim payments under the agreement. This provision prohibits assignments to a third-party under a contingency fee contract or similar agreement.

TORNILLO INDEPENDENT

SCHOOL DISTRICT

Educating children today to be the leaders of tomorrow.



DONATION REQUEST FORM

My name is Mario A. Ayala. I would like to make a

Monetary Donation of \$ 250⁰⁰

Non-monetary donation of _____

(Please check one)

Please indicate the campus and campus organization, to which you would like to designate this donation to:

Campus: High School Campus Organization: Seniors 2022

***If no program or club is selected the Administrator will decide what student or campus activity fund will receive the donation.**

Please indicate if you would like to designate this donation for a specific project Yes No

***If the answer is no the District will use the funds as necessary for the club or program of your choice.**

***If the answer is yes, please briefly explain how you would like the funds to be spent:**

Help pay for the Senior Trip 2022 bus

Donor Printed Name: Mario A. Ayala

Donor Signature: *Mario A. Ayala* Date: 3/22/22

Recipient Printed Name Eddie Reyes

Recipient Signature: *E. Reyes* Date: 3-22-22

Indicate the following if donation is monetary: Cash: Check: Check Number: 1227

***Please make checks payable to Tornillo ISD**

TORNILLO INDEPENDENT

SCHOOL DISTRICT

Educating children today to be the leaders of tomorrow.



Tornillo Independent School District Donation Acknowledgement Form

Date of Request: 03/22/2022

School/Department: High School Seniors 2022

On behalf of Tornillo Independent School District, I am asking that the Board of Trustees approves the acceptance of the following items:

Donation Description	Quantity	Value
Check by Mr. Mario Antonio Photography	1	250.00

Purpose of donation:

Help raise money to cover Senior Trip bus

Donor or Donor Organization Name: Mario Antonio Photography

Address, City, State & Zip Code:

13228 Walker Post Ave

El Paso, Texas 79928-2510

Check one

Non-monetary donation

This donation will be recorded in the campus/department activity account

This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in

Club Name: Tornillo Seniors 2022

Account Number: 865-00-2191-01-001-01-0-00

Sponsor Signature: E. Reyes Date: 3-22-22

Requestor's Signature: E. Reyes Date: 3-22-22

Board President Signature: _____ Date: _____

Copy to Finance Department & Requestor

Original to be kept by Executive Secretary

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

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



MEMORANDUM

To: Members of the Board of Trustees
From: Norma Aguirre, CNS District Manager
Subject: West Texas Co-Op Interlocal Agreement SY 2022-2023
Date: March 30, 2022

History:

The West Texas Food Service Cooperative (WTFSC) is an organization that was established to facilitate procurement for school districts. This cooperative allows the district to reduce the burden of time spent on the bidding process by doing all the procurement bidding and allowing participating districts to utilize their approved vendors. Thus, reducing the cost of advertising, paperwork and time spent on the bidding process, which facilitates the purchasing process.

Rationale:

Remains as is to assist and benefit the district with food items. Tornillo ISD has been part of the WTFSC for many years and has benefited from this program. Some of the local vendors are as follows:

- Labatt is our main food distributor.
- Quintero's is a local meat company that is resourceful to us whenever there might be special events.
- Quality Produce provides us with our daily fruits and vegetables.
- Flowers is our bread source.

Budget Impact:

The budget impact depends on the amount of food purchased every year.

Administrative Recommendation:

The Administrative recommendation is for the Board of Trustees to approve the WTFSC for the use of the Food Service Department since it has already been previously reviewed and approved by the Texas Department of Agriculture.

Region 17 Education Service Center 2022-2023 West Texas Food Service Cooperative Interlocal Agreement

SERVICE ABSTRACT

Child Nutrition and Purchasing

Description:

The goal of the Cooperative is to obtain substantial savings on specific food service items for member districts through volume purchasing. The highest quality products for the best possible prices will be sought. The district should benefit through cost savings, meeting federal and state procurement regulations, and receiving items meeting federal Child Nutrition program requirements. Participating Education Service Centers will organize and administer The West Texas Food Service Cooperative (Cooperative) with Region 17 Education Service Center acting as the fiscal agent (Coordinating Center).

This agreement is entered into pursuant to the authority granted by Title 7 (Agriculture) of the Code of Federal Regulations, Chapter 791 of the Texas Government Code, and Chapter 8 of the Texas Education Code.

EDGAR COMPLIANCE

CONTRACTS INVOLVING FEDERAL FUNDS: Region 17 ESC may be unable to determine which of its agreements/contracts will be used by cooperative members using federal funds at the time of the procurement process. Therefore, Region 17 ESC intends to competitively procure each contract awarded by Region 17 ESC under Section 44.031 of the Texas Education Code and intends to comply with EDGAR for every procurement action. To comply with EDGAR, Region 17 ESC will make an independent estimate of the value of goods or services in the current market before receiving bids or proposals. After Region 17 ESC receives bids and proposals, but before awarding a contract, Region 17 ESC will also conduct a price or cost analysis and document its findings. For contracts at or above \$50,000 cooperative members must verify that Region 17 ESC fulfilled its requirement to conduct a cost or price analysis in order to benefit from the ability to purchase goods and services from its purchasing cooperatives directly without the need for additional procurement activities or documentation. Region 17 ESC will provide its *Independent Estimate Determination Form* and *Determination of Cost or Price Reasonableness Form* to a cooperative member upon request, but Region 17 ESC recommends that when circumstances necessitate separate evaluation of lump-sum pricing, cooperative members also conduct an independent evaluation of cost or price reasonableness tailored to the cooperative member's specific purchases so that the cooperative member can independently determine the reasonableness of the cost/price of the particular purchase. Stated differently, if the cooperative member's verification of Region 17 ESC's compliance with EDGAR reveals that the lump-sum price includes goods or services for which Region 17 ESC could not have performed a cost or price analysis, the cooperative member should conduct an independent cost or price analysis.

I. Term of Contract

The term of this contract shall be from the date of acceptance by authorized District personnel through July 31, 2023. The participating party(ies) may with mutual agreement among all other participating parties, rescind the Commercial and/or Full-Service Purchasing component of this contract with a thirty (30) day written notice. If participating in the Commodity Processing component of this contract, the participating party is required to fulfill the contractual obligation until all processed commodity commitments are received. For general termination information, see Section VII.

A signed agreement or at least a verbal commitment from district must be received by the WTFSC by March 7, 2022 for district to participate in commodity processing for contract year.

II. General Provisions

In accordance with United States Department of Agriculture (USDA) regulation and Texas Department of Agriculture (TDA) guidance in the Administrator's Reference Manual Section 17c, the Cooperative is a Child Nutrition Program (CNP) Operator-Only Cooperative that is categorized as a "for profit cooperative". Consequently, at the end of the contract year, the Cooperative must return all profit in excess of the profit margin as described in the contract to the participating Cooperative's members, i.e., Contracting Entities. The Cooperative's "profit margin", for purposes of this Agreement, shall be the revenue received by the Cooperative through the charging of the vendor fee set forth in "Fee" section below minus the expenses to the Coordinating Center to operate the Cooperative. The Coordinating Center shall retain the profit margin; however, revenue received in excess of the profit margin ("unanticipated profit"), if any, shall be distributed to the Cooperative's members.

III. Fee

No fee shall be charged to members of the Cooperative.

The USDA does not allow federal funds received by ESC Child Nutrition components to be used to support purchasing cooperatives. Therefore, the Cooperative is a totally self-funded entity. To provide this revenue, a fee of .85% of each district Commercial Purchase is charged to the vendor through a Vendor Participation Fee. Through the Commodity Processing bids, a per-truckload fee of \$500.00 is charged to the processor as an Administrative Processing Fee. All fees are used to cover expenses related to the administration and direct operation of the Cooperative. Districts, even though they may incur these fees indirectly, pay no direct fee to the Cooperative for participation.

IV. ESC 17 (Coordinating Center) will be responsible for the following:

- Provide for the organizational and administrative structure of the cooperative.
- Provide for staff time necessary for efficient operation of the cooperative.
- Host Regional Advisory Board meetings for commercial bid purchasing and commodity processing components.
- Provide onsite and/or technology based regional and/or area trainings as requested/necessary.
- Initiate and implement activities related to the bidding and vendor selection process, in accordance with formal procurement procedures for Texas public schools.
- Review annual fiscal report with member districts at a Fall Advisory Board Meeting.
- Provide districts with Service Report/Product Comment Forms to address quality assurance and vendor complaint issues consistently.
- The Cooperative will not be held responsible for product warranties, product qualities, failure to deliver by vendor(s), or failure of payment to vendor(s) by participating members.
- Manage awarded contracts including:
 - Utilizing cost/price analysis
 - Maintaining awarded catalog(s)
 - Monitoring addition of new goods and/or services
 - Monitoring value of contract(s), i.e., Material Change
 - Material change means a modification that exceeds and/or alters the terms of the original contract between WTFSC, its cooperative members, and Vendor in the amount of 10% of total contract value.

V. Role of the participating district:

- Commit to participate in the Cooperative by resolution of the governing body.
- Designate a contact person for the Cooperative.
- Return all necessary forms to the Cooperative in a timely fashion with appropriate signatures.
- Abide by directives and decisions of the Regional Advisory Boards and Coordinating Center.
- Abide by Texas Department of Agriculture Roles and Responsibilities for Further Processing of USDA Foods as per the Contract Packet via TX-UNPS.
- Prepare purchase orders issued to the appropriate vendor(s)/processor(s) from the official award list provided by the Cooperative.
- Accept shipments of products in accordance with standard HACCP delivery procedures and the Cooperative delivery agreements.
- Pay vendor(s) as per awarded terms and conditions unless prior arrangements have been made between the participating member and the vendor(s). All deliveries will be made in accordance with the specified delivery schedule in each bid document.
- Manage awarded contracts including:
 - Notifying WTFSC of issues regarding vendors and product quality by submitting the Service Report/Product Comment Forms as necessary
 - Following proper procedures to request additional items to be added to bid catalog
 - Verify accuracy of invoices and authorizing payments consistent with contract terms
 - Monitor any changes to the contract through the amendment process allowed by the terms of the contract

VI. Amendments

This agreement may be amended only by agreement of both parties. Amendments may include:

- Change in Contract Options
- Change in Designee

VII. Termination of Contract

This agreement may be terminated for any of the following reasons: 121

- The Cooperative member submits a written thirty (30) day notice to the ESC terminating the Agreement.

- The Coordinating Center gives the district thirty (30) days written notice that the district has failed to uphold outlined roles of the agreement.
- The Coordinating Center gives the district thirty (30) days written notice of regulation changes that void the contract

VIII. **Additional Info**

- Compensation. The parties agree that the contractual payments under this Agreement and any related exhibits and documents are amounts that fairly compensate ESC 17 for the services or functions performed under the Agreement.
- Severability. If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect.
- Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, and venue shall lie in Lubbock County, Texas, unless otherwise mandated by law.
- Warranty. By the execution and delivery of this Agreement, the undersigned individuals warrant that they have been duly authorized by all requisite administrative action required to enter into and perform the terms of this Agreement.
- Commercial Food Purchasing (Through awarded distributor. Example: Labatt)
- Commodity Processing (Must participate in the USDA/TDA commodity processing program)
- Full Service Delivery (Milk, Bread, Novelties, etc. shipped direct to CE. Example: Gandy's)
- Designee (click here to enter designee information)

___[Agency]___ desires to participate in Region 17 Education Service Center's Contract.

Name of Contact Person: _[ContactName]_ , Phone Number _[ContactNum]_

 [Signec]
Signature of [SignerJobTitle]

 [SubmissionDate]
Date

 [RegionCeoName]
Signature of Executive Director

 [SubmissionDate]
Date



Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3050

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

TORNILLO ISD
2022-2023 Contract List

Employee #	Name	School Year 2022-2023
501147	Aguirre, Norma	Contract - Noncertified
501203	Cruz, Sandra	Contract - Noncertified
500964	Escarsega, Christopher	Contract - Noncertified
501012	Estrada, Rene	Contract - Noncertified
500205	Garcia, Imelda	Contract - Noncertified
500033	Garcia, Roberto	Contract - Noncertified
501157	Guerra, Luis	Contract - Noncertified
501048	Heras, Jorge	Contract - Noncertified
501182	Sierra, Yvette	Contract - Noncertified
500020	Aguilar, Loretta	Contract - Probationary
501235	Aguirre, Sandra	Contract - Probationary
500409	Alvarado, Alicia	Contract - Probationary
501146	Baeza, Cleoni	Contract - Probationary
501221	Bautista Ramon	Contract - Probationary
501232	Bonilla, Raymond	Contract - Probationary
501065	Bouche, Jacqueline	Contract - Probationary
500987	Delgado, Alonso	Contract - Probationary
501220	Espinoza, Maria	Contract - Probationary
501226	Garcia, Luis	Contract - Probationary
501119	Gomez, Irma	Contract - Probationary
500828	Hernandez, Joanna	Contract - Probationary
501000	Ledford, Kimberly	Contract - Probationary
500699	Morales, Maria	Contract - Probationary
501206	Olvera, Alejandro	Contract - Probationary
500519	Otero, Elizabeth	Contract - Probationary
501033	Ramos, Valeria	Contract - Probationary
501136	Telles, Amanda	Contract - Probationary
501099	Torres, Jorge	Contract - Probationary
501197	Aguina, Arcy	Contract - Probationary with Certification Addendum
501183	Contreras, Jacob	Contract - Probationary with Certification Addendum
501100	Elias, Jordi	Contract - Probationary with Certification Addendum
501160	Realyvasquez, Albert	Contract - Probationary with Certification Addendum
501173	Rodriguez, Elena	Contract - Probationary with Certification Addendum
501167	James, Ilisha	Contract - Probationary with Certification Addendum **
501109	Pineda, Maria	Contract - Probationary with Certification Addendum**
500783	Alvarez, Angel	Contract - Term
501087	Alvidrez, Isela	Contract - Term
501056	Anaya Garcia, Claudia	Contract - Term
500268	Anguiano, Peter	Contract - Term
501145	Ayala, Mario	Contract - Term
500767	Carrasco, Shannon	Contract - Term
500837	Carroll, Lizeth	Contract - Term
501058	Collins, Martina	Contract - Term
501026	De La Rosa, Nadia	Contract - Term
501088	Del Valle, Claudia	Contract - Term

TORNILLO ISD
2022-2023 Contract List

Employee #	Name	School Year 2022-2023
500832	Duran, Damaris	Contract - Term
500732	Erives, Alma	Contract - Term
500851	Espinoza, Luis	Contract - Term
501053	Ford, Michael	Contract - Term
500459	Garcia, Jesus	Contract - Term
500150	Garcia, Paula	Contract - Term
500047	Garcia, Rosalinda	Contract - Term
501005	Gonzales, Adriana	Contract - Term
500899	Granados, Aimee	Contract - Term
500537	Hernandez, Maria	Contract - Term
500769	Herrera-Soto, Claudia	Contract - Term
500878	Laffler, Lou Ann	Contract - Term
501082	Lopez, Myrna	Contract - Term
500891	Mendez, Stephanie	Contract - Term
501081	Miramontes, Georgina	Contract - Term
501089	Montez, Steven	Contract - Term
500223	Morales, Sergio	Contract - Term
500469	Moreno, Demetrio	Contract - Term
500135	Nelson, Teresa	Contract - Term
500772	Nevarez, Gabriela	Contract - Term
500889	Palafox, Monica	Contract - Term
501092	Perales, Brianna	Contract - Term
500405	Pinon, Albert	Contract - Term
500648	Portillo Castro, Arlene	Contract - Term
501061	Portillo, Rodrigo	Contract - Term
500456	Puente, Omar	Contract - Term
500859	Rivero, Linda	Contract - Term
500985	Rodriguez, Irma	Contract - Term
500547	Salcido, Maria	Contract - Term
500276	Sanetra, Blanca	Contract - Term
501057	Santillana, Paloma	Contract - Term
501114	Soltero, Jessica	Contract - Term
500776	Uribe, Olivia	Contract - Term
500777	Vega, Azeneth	Contract - Term
500544	Vega, Luis	Contract - Term
501141	Corral, David	Contract - Term with Certification Addendum
500814	Delgado, Lilia	Contract - Term with Certification Addendum
500093	Delgado, Marissa	Contract - Term with Certification Addendum
500069	Hernandez, Elvia	Contract - Term with Certification Addendum
500030	Mendez, Sandra	Contract - Term with Certification Addendum
500983	Roa, Laura	Contract - Term with Certification Addendum
500168	Ruiz, Nora	Contract - Term with Certification Addendum
500256	Santillan-Marroquin, Mauricio	Contract - Term with Certification Addendum
500128	Silva-Smith, Jose	Contract - Term with Certification Addendum
500021	Sotelo, Dania	Contract - Term with Certification Addendum

TORNILLO ISD
2022-2023 Contract List

Employee #	Name	School Year 2022-2023
500280	Trujillo, Virginia	Contract - Term with Certification Addendum

**Contract contingent to passing TExES certification



MEMORANDUM

To: Board of Trustees
From: Rosy Vega-Barrio, Superintendent
Subject: Change Date for April Board Meeting
Date: March 30, 2022

HISTORY:

District leaders including Superintendent will be out of town will be out of town the last week of April. This was the original date set for the regular board meeting.

RATIONALE:

The April board meeting date would be moved to April 19, 2022.

BUDGET IMPACT:

None

ADMINISTRATIVE RECOMMENDATION:

Administration is recommending the Board of Trustees approve moving the April board meeting from Wednesday, April 27, 2022 to Tuesday, April 19, 2022.



Technology Department

19200 Cobb Avenue

Tornillo, TX 79853

Phone 915.765.3035

Fax 915.765.3099

MEMORANDUM

To:

From:

Subject:

Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

Asset Class	Campus	Room Number	Model	Serial Number	Barcode
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA4410P9V	0
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA45125MV	8370
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA45125MW	7941
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA51125WV	6115
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA51125WY	11501
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA51125WZ	6214
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA51125X6	6215
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA51125X7	7940
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA51125X9	6218
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA51125XG	8301
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA5162PNX	0
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA5162PSP	6084
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA5162PSV	0
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G1 SFF	2UA5162PT5	0
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G2.5 SFF	2UA5272FQJ	6034
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G2.5 SFF	2UA54817DR	7413
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G2.5 SFF	2UA54817FH	7423
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G2.5 SFF	2UA54817H0	7421
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA65024J5	9145
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA65024KZ	11513
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA65024L4	9144
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA65024LG	7632
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA65024M7	7630
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA65024MY	7631
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA65024N3	7634
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA65024NP	9146
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA65024PD	7639
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA65024PR	7635
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA65024PT	7866
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA6502F70	7619
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	2UA6502F7J	7618
Computer	Building - Technology Service Center	105 - Storage Room 3	Pro 3500 MT	MXL3020CN7	5795
Computer	Building - Technology Service Center	105 - Storage Room 3	Pro 3500 MT	MXL3371QR3	5794
Computer	Building - Technology Service Center	105 - Storage Room 3	Pro 3500 MT	MXL5020N2D	6311
Computer	Building - Technology Service Center	105 - Storage Room 3	Pro 3500 MT	MXL5020N3N	6309
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	MXL630138K	7621
Computer	Building - Technology Service Center	105 - Storage Room 3	ProDesk 400 G3 SFF	MXL630139Y	9147
Computer	Building - Technology Service Center	105 - Storage Room 3		NV690CKWN21103800036	4952
Computer	Building - Technology Service Center	105 - Storage Room 3	AIO-24-GL	ZW47420517	7989
Computer	Building - Technology Service Center	105 - Storage Room 3	AIO-24-GL	ZW47420540	7990
Document Camera	Building - Technology Service Center	105 - Storage Room 3	Document Camera 450	A102HW16A0237	6570
Document Camera	Building - Technology Service Center	105 - Storage Room 3	Document Camera 450	A102HW48A0745	0
Document Camera	Building - Technology Service Center	105 - Storage Room 3	HD Pro		10261
Laptop	Building - Technology Service Center	105 - Storage Room 3	Surface Laptop 3	001701500957	7083
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	13KKM72	7429
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	1j7hm72	6617
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	1N0CM72	6739
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	27kkm72	6796
Laptop	Building - Technology Service Center	105 - Storage Room 3	ProBook 4540s	2CE3390H9Z	5872
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	2mhn72	6600
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	2vvgm72	6737
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	32vnm72	6762
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	32zhm72	6761
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	35shm72	6707
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	38shm72	6719
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	3hllm72	6723
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	3KHNM72	6729
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	41WGM72	6720
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	45JUM72	6706
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	4FSHM72	6751
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	4hnm72	6624
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	53zhm72	7431
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	591fm72	6599
Laptop	Building - Technology Service Center	105 - Storage Room 3	ProBook 655 G1	5CG516173B	6140
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	5f8km72	6616
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	5fkkm72	6621
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	5p4jm72	6732
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	5tvgm72	6629
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3390	614VBL	7950
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	63vnm72	6721
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	6bshm72	6755
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	6dshm72	6714

Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	6dvn72	6602
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	6r0cm72	6754
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3390	6s17cl2	7914
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	76vnm72	6620
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	77bjm72	6727
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	7j4jm72	6765
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	85kkm72	6623
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3189	8FQNPQ2	8512
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	8qdhm72	6598
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3390	8s17cl2	7916
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3190 2-in-1	8V7QVT2	8778
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	9csh72	6728
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	9JKCM72	6752
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	9k0cm72	7427
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3390	9s17cl2	8495
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	9xqkm72	6655
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	b1j1m72	8416
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	bbkkm72	6731
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3189	BKB5PQ2	8550
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3390	bs17cl2	7918
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3190 2-in-1	BSPLVT2	8809
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3390	BV3VBL2	7917
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	CFOCM72	6735
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	CNHN72	7449
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3390	cs17cl2	7952
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	csqkm72	6615
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	d0bnm72	6651
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	D2ZHM72	6797
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	d91fm72	6753
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	dcckm72	6794
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	dd7hm72	7440
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	dd8km72	6622
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	dnlhm72	6711
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	dzghm72	6627
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	f1jjm72	6745
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	f7vnm72	6726
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	FHHNM72	6759
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	FJOCM72	6708
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	fp4jm72	6746
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	fy9nm72	6724
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	g4kkm72	6791
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	gs4jm72	6619
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	h8kkm72	6730
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	HHBJM72	6718
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	joffm72	6713
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	j3zhm72	7430
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	jb5bm72	6715
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	JLLHM72	7439
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	JL2KM72	6799
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	jxnm72	6733
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	3gbjm72	6601
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3189	GS45PQ2	11009
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3189	7PS4PQ2	8410
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3189	HOJ5PQ2	8541
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3189	55MLPQ2	8564
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3189	D9SLPQ2	8893
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3189	31PJPQ2	8561
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3189	FFZ4PQ2	8534
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	2hbjm72	6795
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	7nhm72	6716
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	9plhm72	6760
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude 3189	4FB5PQ2	10929
Laptop	Building - Technology Service Center	105 - Storage Room 3	Latitude E5450	JM1HM72	6626
Network Camera	Building - Technology Service Center	105 - Storage Room 3	211	00408C8B5A86	0
Network Server	Building - Technology Service Center	105 - Storage Room 3	HSTNS-3170	469814-011	5353
Printer	Building - Technology Service Center	105 - Storage Room 3	Officejet Pro 8600	CN26DBS257	5680
Printer	Building - Technology Service Center	105 - Storage Room 3	DCP-8110DN	U63084E4N742245	7317
Projector	Building - Technology Service Center	105 - Storage Room 3	PowerLite 98H	VTAK7100965	0
Projector	Building - Technology Service Center	105 - Storage Room 3	VS240	WDQK6X03216	7869
Tablet	Building - Technology Service Center	105 - Storage Room 3	Surface Pro 4	037576754953	8023
Tablet	Building - Technology Service Center	105 - Storage Room 3	Surface Pro	043310352153	10856

Memorandum of Understanding for Participation in the UTeach Computer Science A Study

This memorandum of understanding (MOU) is between the UTeach Institute at the University of Texas at Austin (“UT Austin” and “UTeach Institute”) and

Tornillo ISD

19200 Cobb Avenue/PO Box 170, Tornillo, TX 79853

(“District”), and outlines project activities and responsibilities of the parties for the period between July 1, 2022 and September 30, 2023.

The purpose of this project is to study the efficacy of a project-based curriculum and educative teacher materials compared with those same curriculum and materials augmented with additional teacher professional development and access to key student engagement metrics .

Project Scope of Work

The UTeach Institute will provide:

1. Complete AP CSA student curriculum, comprehensive teacher materials, and built-in programming environments on the cloud-based Codio platform, free of charge for the 2022–2023 and 2023–24 school years. Curriculum materials are being provided free of charge for an additional year beyond the research study period. Costs to continue access to the curriculum and teacher materials beyond the two years of free access will be at the published program costs, which is currently \$800 for one teacher and up to 50 students. Schools and districts are under no obligation to continue using the curriculum after the project period.
2. Ongoing, on-demand teacher implementation support provided by the UTeach CS Teacher Support Specialist.
3. Online teacher professional development to prepare for course implementation.
4. Teacher stipends of up to \$2,000.
5. Project point-of-contact to answer questions, address concerns, and provide support.

The American Institutes for Research (AIR), our research partners, will provide:

1. Data summaries and reports to participating districts at the conclusion of the study, which will include findings from the evaluation and recommendations to improve implementation of CSA courses.
2. Opportunities for teachers to provide valuable feedback and insight into the CSA curriculum.

3. Institutional review board (IRB) oversight for this project, ensuring that all aspects of this project comply with all federal regulations and research best-practices in regards to recruitment, obtaining appropriate consents and assents, conducting data collection activities, data privacy and security, and engaging in data transfer with the school or district.

Tornillo ISD

1. ***Ensure High Levels of UTeach CSA Program Implementation.***

- a. Ensure that the AP Computer Science A course is offered and that students are enrolled in at least one section during the 2022–2023 school year.
- b. Commit to utilizing the UTeach CSA curriculum during the 2022–2023 school year.
- c. Identify teacher(s) who are able to participate in 30 hours of online professional development during summer 2022 (Teachers with extensive experience teaching AP CSA or Java programming may opt out of the 30-hour training and instead attend a short training to become familiar with the platform and curricular approach).
- d. Encourage participating teachers to participate in all data collection activities.

2. ***Support All Data Collection Requirements.*** The District, participating schools, and participating teachers will support the UTeach SEED project and all of the AIR study team’s data collection activities from 2022 to 2023.¹ These activities include granting approval for the study team to conduct research in schools, assisting with data collection, and helping to provide access to the schools and staff for data collection purposes. This may involve helping to obtain or waiving study approval from the district’s institutional review board or board of education if that is required in your district.

- a. The UTeach CSA study is an experimental study, in which approximately 160 teachers from different districts will be randomly assigned to one of two groups:
 - i. ***Control Group:*** Teachers randomly assigned to this group will receive the complete UTeach CSA curriculum, teaching materials, course implementation support, and access to approximately 30 hours of online AP CSA course training. Teachers in this group will not receive supplemental content or professional development throughout the school year.
 - ii. ***Test Group:*** Teachers randomly assigned to this group will receive the complete UTeach CSA curriculum, teaching materials, implementation support, and access to approximately 30 hours of online AP CSA course training. Teachers in this group will

¹ All data collection activities will be conducted in compliance with U.S. Department of Education (ED) regulations and the Institutional Review Board (IRB) requirements of the American Institutes for Research to maintain the confidentiality of data obtained about private persons and to protect the rights and welfare of human research subjects as contained in ED regulations. These activities also will be conducted in compliance with other federal regulations, in particular with The Privacy Act of 1974, P.L. 93-579, 5 USC 552 a; the “Buckley Amendment,” Family Educational and Privacy Act of 1974, 20 USC 1232 g; The Freedom of Information Act, 5 USC 522; and related regulations, including but not limited to: 41 CFR Part 1-1 and 45 CFR Part 5b and, as appropriate, the Federal common rule or ED’s final regulations on the protection of human research participants.

receive additional data and information on student engagement as well as approximately 10 additional hours of professional development throughout the school year covering student belonging in CS, making use of student engagement data, and adapting instruction through culturally responsive pedagogies.

- b. Districts with multiple participating teachers agree to maintain the contrast between Control Group teachers and teachers assigned to the Test Group. If a District has only one participating teacher, that teacher will be assigned to either the Test or Control group, and the District will adhere to the responsibilities associated with that group. The District agrees to the following during the period of study:
 - i. Teachers assigned to the Test Group will avoid sharing any materials they have received as part of the ongoing training related to the CSA curriculum, particularly with Control Group teachers.
 - ii. District personnel will refrain from collecting or sharing information about the UTeach CSA program that might affect the contrast between the Test Group and Control Group teachers.
- c. The District and participating schools will support the collection of data necessary for the project, including:
 - i. Teacher and parent consent forms
 - ii. Teacher surveys (not to exceed 1 hour total across the year)
 - iii. Interviews with a sample of Test teachers
 - iv. Student surveys
 - v. Teacher and class rosters including teacher and student names, subjects, and class period information
- d. At the end of the year, the district will share with and disclose to AIR in secure electronic form the necessary student and teacher data from administrative records and data systems:
 - i. Student data (2022–23)
 - 1) Unique student ID (AIR will send a crosswalk of IDs and student names to link student data and surveys)
 - 2) School attended by student
 - 3) Student grade level
 - 4) Gender
 - 5) Federal free and reduced-price lunch eligibility status
 - 6) Race/ethnicity
 - 7) English language development status
 - 8) Individualized Education Program status
 - 9) Number of school days attended

- 10) Number of school days in school year
 - 11) AP CSA exam scores for each student (“subject score rosters”) - please send score breakdowns and overall score if available
 - 12) Teacher instructional planning reports provided by College Board, showing results aggregated at the classroom level (requires teachers to specify class sections if they teach multiple sections)
- ii. Teacher data (2022–23)
 - 1) Teacher names and a unique study ID (AIR can send a crosswalk for this as well)
 - 2) School of employment
 - 3) Gender
 - 4) Race/Ethnicity
 - 5) Years of experience teaching
 - 6) Subject area(s) and grade levels taught
 - 7) Certification area(s)
 - 8) Email address
 - e. Districts and schools who participate in this study will provide administrative data to AIR **no later than 4 weeks after receiving AP CSA scores from College Board**. Districts and schools may upload other administrative data prior to uploading test scores, but all data must be received by AIR within 4 weeks of the release of AP CSA test scores.
3. **Assign a School-level Project Contact.** The district will assign a project contact from each school that is participating. The project contact will be the primary point of contact for UTeach or the AIR research team.
 - a. The project contact will work with UTeach to assure that all local project activities are carried out as outlined in section 1, “Ensure High Levels of UTeach CSA Program Implementation.”
 - b. The project contact will support/coordinate with AIR staff in scheduling interviews/classroom observations, teacher surveys, student surveys, and other data collection activities that take place at the school.
 - c. If only one or two teachers from a school are participating, the assigned project contact can be the teachers themselves.
 4. **Assign a Data Contact.** Assign a data contact that can provide data from each building that you have in the project. If you have multiple buildings, you may provide one district data contact responsible for all buildings or you may assign a contact at each building. The data contact should be able to work with each building they are assigned. The data contact will be the primary point of contact with AIR for administrative data collection.

- a. The data contact will assure that the study procedures are consistent with the district’s policies on research and assist in any gathering approvals necessary to conduct research.
 - b. The data contact will arrange for the authorization of teachers to spend sufficient time during the study to administer student surveys and assessments and complete teacher surveys and other required data collection activities.
 - c. The data contact will arrange for school, teacher, and student records data to be released to AIR, and will coordinate with AIR in order to give AIR deidentified data.
5. **Amendments/Modifications.** Any changes to this document will be in writing.

DocuSigned by:

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Signature of Authorized District Official

2022-03-12 | 16:24:06 PST

Date

Rosy Vega-Bario

Printed Name of Authorized District Official

Signature of Authorized UT Austin Official

Date

Printed Name of Authorized UT Austin Official

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