



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

**Meeting Date:** Wednesday, June 22, 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](mailto:aguilarr@tisd.us): (1) your name, (2) contact information, and (3) specify the item(s) you would like to comment upon prior to the board's deliberation. For more information about public comment, see Policy BED.

**All voting will be done in open session.**

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

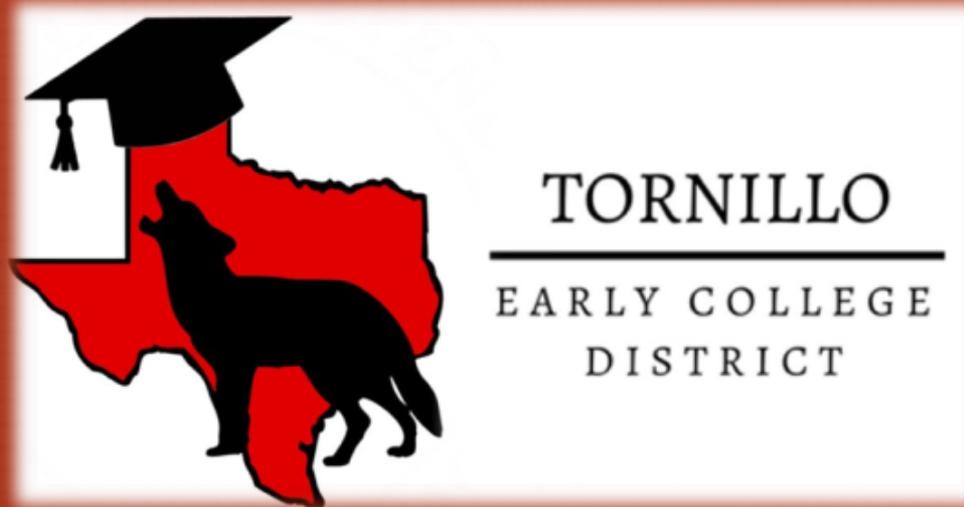
1. **(OTHER) First Order of Business**  
Ms. Marlene Bullard, Board President
  - A. Establish a quorum and call the meeting to order
  - B. Pledge of Allegiance to the United States
2. **(OTHER) Superintendent's Report**  
Mrs. Rosa Vega-Barrio, Superintendent
3. **(OTHER) Open Forum**  
Ms. Marlene Bullard, Board President
4. **Lone Star Governance**
  - A. **Student Outcome Monitoring: Goal 1 & Goal 2**
    1. Tornillo Middle School - GPM 1.1-1.2 & GPM 2.1-2.2 3  
Mrs. Nadia De La Rosa, TMS Principal
    2. Tornillo High School - GPM 1.3 & GPM 2.3 8  
Mr. Alejandro Olvera, THS Principal
5. **(ADVOCACY) Community Engagement on Student Outcome Goals**  
Ms. Marlene Bullard, Board President
6. **(VISION Y) Information / Reports / Presentations**
  - A. Financial Reports-Information Only 20  
Mr. Luis M. Guerra, Director of Finance
  - B. Annual Report for Student Screenings for the 2021-2022 School Year 49  
Ms. Linda Rivero, District Nurse
7. **(VISION Y) Board Items**
  - A. Purchases > \$25,000 threshold - Authorization
    1. Consider Approval to Purchase Sharon Wells Math Program  
Mrs. Nadia De La Rosa, TMS Principal
    2. Consider Approval of Construction to Convert TJH Gym to Cafeteria

- Mr. Rene Estrada, Maintenance/Transportation Director
- B. Discussion and Possible Action Regarding Security/Safety - School Resource Officer (SRO) 68  
Mr. Carlos Garcia, Technology Director
- C. Consider the Selection of a Delegate and an Alternate to Represent Tornillo ISD at the TASB Delegate Assembly on September 24, 2022, in San Antonio  
Ms. Marlene Bullard, Board President
- D. Consider Approval of 2022-2023 Allotment and TEKS Certification 70  
Mr. Rodrigo Portillo, District Academic Coordinator
- E. Consider Approval of Resolution to Convene the District's School Health Advisory Council (SHAC) ~~00~~  
Recommend Curriculum Materials for Health Instruction  
Mr. Rodrigo Portillo, District Academic Coordinator
- F. Discussion and Possible Action Regarding 2022-2023 Stipends 101  
Ms. Lizeth Carroll, HR / Compliance Director
- G. Consider Approval of Retention Stipend for Returning Employees 107  
Mr. Luis M. Guerra, Director of Finance
8. **(STRUCTURE) Consent Agenda**  
(All items on the Consent Agenda shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration)
- A. Consider Approval of Minutes from Previous Meetings:  
1. Regular Board Meeting Minutes - 05/25/2022 108
- B. Consider Approval of Disposal - Equipment and Other 114  
Mr. Carlos Garcia, Technology Director
- C. Consider Approval of 2022-2023 Organizational Chart 125  
Mrs. Rosa Vega-Barrio, Superintendent
- D. Consider Approval of Regular Board Meeting Dates for 2022-2023 126  
Mrs. Rosa Vega-Barrio, Superintendent
- E. Consider Approval of Budget Amendments 127  
Mr. Luis M. Guerra, Director of Finance
- F. Consider Approval of 2022-2023 Employee Handbook 128  
Ms. Lizeth Carroll, HR / Compliance Director
- G. Consider Approval of 2022-2023 T-TESS Manual 224  
Ms. Lizeth Carroll, HR / Compliance Director
9. **(OTHER) Executive Session. The Board will enter into a closed meeting to discuss personnel matters, to consult with attorney, under Sections 551.071 and 551.074, Texas Government Code. The Board will reconvene into open session to take any necessary action.**
- A. 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
10. **(STRUCTURE) Continuation of Board Items in Open Session**
- A. Discuss and Take Possible 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
11. **Next Meeting Tentative Date:** July 27, 2022

## Adjournment of the Meeting



Rosa Vega-Barrio  
Superintendent of Schools



# Tornillo Middle School

## Student Outcomes

# STAAR Reading

Grade	Approaches				Meets				Masters			
	2018	2019	2021	2022	2018	2019	2021	2022	2018	2019	2021	2022
3rd Grade	64%	75%	58%	<b>74%</b>	26%	31%	16%	<b>53%</b>	12%	18%	0%	<b>21%</b>
Spanish			63%	<b>52%</b>			23%	<b>26%</b>			17%	<b>19%</b>
4th Grade	56%	67%	32%	<b>75%</b>	26%	29%	15%	<b>41%</b>	7%	7%	6%	<b>16%</b>
Spanish			45%	<b>78%</b>			21%	<b>46%</b>			3%	<b>32%</b>
5th Grade	46%	62%	61%	<b>69%</b>	16%	30%	24%	<b>31%</b>	4%	11%	10%	<b>11%</b>
Spanish				<b>44%</b>				<b>24%</b>				<b>8%</b>
6th Grade	62%	35%	35%	<b>58%</b>	30%	9%	12%	<b>23%</b>	13%	4%	3%	<b>2%</b>
7th Grade	64%	68%	48%	<b>65%</b>	34%	40%	29%	<b>40%</b>	12%	22%	16%	<b>23%</b>
8th Grade	66%	65%	40%	<b>70%</b>	31%	35%	19%	<b>42%</b>	15%	8%	9%	<b>24%</b>

# STAAR Math

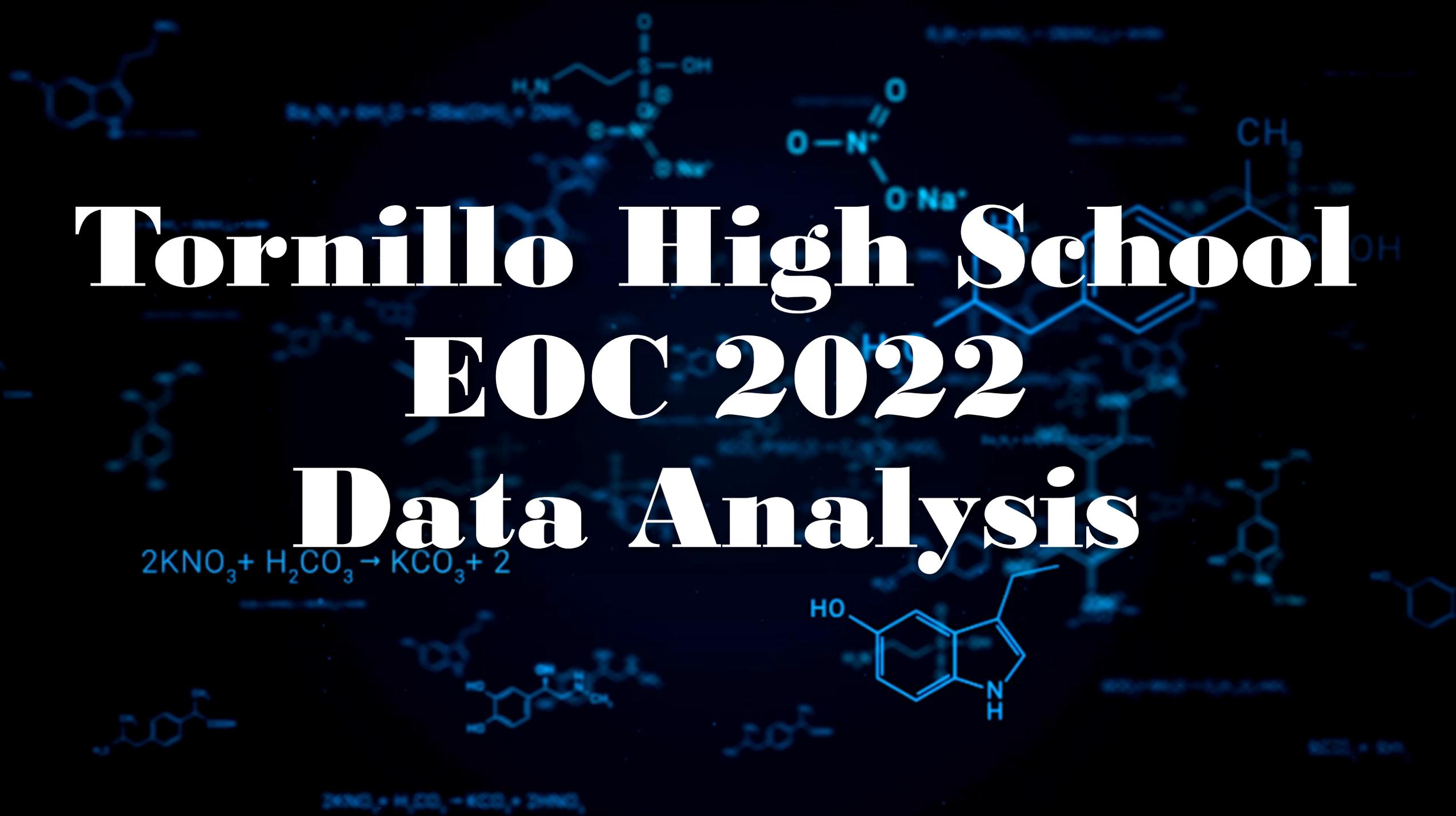
Grade	Approaches				Meets				Masters			
	2018	2019	2021	2022	2018	2019	2021	2022	2018	2019	2021	2022
3rd Grade	66%	76%	37%	<b>80%</b>	33%	45%	4%	<b>31%</b>	46%	15%	0%	<b>24%</b>
Spanish 10 sts			40%				0%				0%	
4th Grade	69%	60%	28%	<b>74%</b>	19%	32%	5%	<b>35%</b>	6%	13%	2%	<b>13%</b>
Spanish			33%				0%				0%	
5th Grade	75%	86%	36%	<b>66%</b>	28%	38%	15%	31%	8%	12%	2%	<b>9%</b>
Spanish 2 sts				<b>50%</b>				50%				<b>0%</b>
6th Grade	64%	59%	25%	<b>40%</b>	10%	23%	4%	<b>6%</b>	4%	3%	0%	<b>0%</b>
7th Grade	77%	53%	27%	<b>36%</b>	30%	22%	6%	<b>5%</b>	8%	7%	0%	<b>1%</b>
8th Grade	82%	89%	30%	<b>45%</b>	32%	56%	13%	<b>7%</b>	12%	19%	3%	<b>0%</b>
Algebra 2018- 22% 2019-22% 2021-19% 2022- 38%	100%	97%	79%	<b>88%</b>	95%	84%	26%	<b>50%</b>	50%	61%	16%	<b>10%</b>

# STAAR Growth Measure

Grade/Language	Limited	Expected	Accelerated
3rd Grade	***	***	***
3rd Grade	***	***	***
4th Grade(Reading/E)	1/32 = 3%	11/32 = 34%	15/32 = 47%
4th Grade (Reading/S)	7/22 = 32%	8/22 = 36%	5/22 = 23%
4th Grade (Math/E)	2/54 = 4%	13/54 = 24%	35/54 = 65%
5th Grade (Reading/E)	5/35 = 14%	8/35 = 23%	5/35 = 14%
5th Grade (Reading/S)	9/25 = 36%	12/25 = 48%	4/25 = 16%
5th Grade (Math)	6/58 = 10%	22/58 = 38%	28/58 = 48%
5th Grade (Math/S)	0	1/2 = 50%	1/2 = 50%
6th Grade (Reading)	19/48 = 40%	20/48 = 42%	4/48 = 8%
6th Grade (Math)	22/48 = 46%	22/48 = 46%	0
7th Grade(Reading)	3/75 = 4%	26/75 = 35%	37/75 = 49%
7th Grade (Math)	23/75 = 31%	34/75 = 45%	6/75 = 8%
8th Grade (Reading)	10/71 = 14%	25/71 = 35%	28/71 = 39%
8th Grade (Math)	12/44 = 27%	22/44 = 50%	3/44 = 7%

# QUESTIONS





**Tornillo High School**  
**EOC 2022**  
**Data Analysis**

$2\text{KNO}_3 + \text{H}_2\text{CO}_3 \rightarrow \text{KCO}_3 + 2$

$2\text{KNO}_3 + \text{H}_2\text{CO}_3 \rightarrow \text{KCO}_3 + 2\text{KNO}_2$

# Tornillo High School

## May 20 22 STAAR Algebra I EOC Preliminary

	Total Students	Approaches	Meets	Masters
All Students	83	32.53%	7.23%	2.41%
Economic Disadvantage	79	31.65%	7.59%	2.53%
Currently Emergent Bilingual	54	31.48%	7.41%	1.85%
Second Year of Monitoring	10	40 %	20 %	10 %
Special Ed Indicator	8	25%	0 %	0 %
2022 8th Grade Mathematics STAAR	79	30.38%	13.92%	2.53%
	<b>Does not meet</b>	Approaches	Meets	Masters
	$\frac{56 \text{ students}}{83 \text{ total}}$	$\frac{27 \text{ students}}{83 \text{ total}}$	$\frac{6 \text{ students}}{83 \text{ total}}$	$\frac{2 \text{ students}}{83 \text{ total}}$



Tornillo High School	May 2022 STAAR Algebra I EOC Preliminary			
	Total Students	Approaches	Meets	Masters
All Students	83	32.53%	7.23%	2.41%
Economic Disadvantage	79	31.65%	7.59%	2.53%
Currently Emergent Bilingual	54	31.48%	7.41%	1.85%
Second Year of Monitoring	10	40%	20%	10%
Special Ed Indicator	8	25%	0%	0%
2022 8th Grade Mathematics STAAR	79	30.38%	13.92%	2.53%
	Does not meet	Approaches	Meets	Masters
	$\frac{56 \text{ students}}{83 \text{ total}}$	$\frac{27 \text{ students}}{83 \text{ total}}$	$\frac{6 \text{ students}}{83 \text{ total}}$	$\frac{2 \text{ students}}{83 \text{ total}}$

- $\frac{35}{56}$  students currently attending Algebra Intervention Summer Camp
- *If at least  $\frac{17}{56}$  pass Summer EOC, it will change our approaches from 32.53% to 53%.*

Tornillo High School	April 20 22 STAAR <u>English I</u> EOC Preliminary			
	Total Students	Approaches	Meets	Masters
All Students	121	36.36%	20.66%	2.48%
Economic Disadvantage	114	36.84%	21.05%	2.63%
Currently Emergent Bilingual	75	14.67%	2.67%	0%
Second Year of Monitoring	16	87.50%	68.75%	0% <sup>11</sup>
Special Ed Indicator	9	11.11%	11.11%	0%
20 218th Grade Reading STAAR	74	43.24%	20.27%	9%
	<b>Does not meet</b>	Approaches	Meets	Masters
	$\frac{77\text{students}}{121\text{total}}$	$\frac{44\text{students}}{121\text{total}}$	$\frac{25\text{students}}{121\text{total}}$	$\frac{3\text{students}}{121\text{total}}$



Tornillo High School	April 20 22 STAAR English I EOC Preliminary			
	Total Students	Approaches	Meets	Masters
All Students	121	36.36%	20.66%	2.48%
Economic Disadvantage	114	36.84%	21.05%	2.63%
Currently Emergent Bilingual	75	14.67%	2.67%	0%
Second Year of Monitoring	16	87.50%	68.75%	0%
Special Ed Indicator	9	11.11%	11.11%	0%
20218th Grade Reading STAAR	74	43.24%	20.27%	9%
	<b>Does not meet</b>	Approaches	Meets	Masters
	$\frac{77 \text{ students}}{121 \text{ total}}$	$\frac{44 \text{ students}}{121 \text{ total}}$	$\frac{25 \text{ students}}{121 \text{ total}}$	$\frac{3 \text{ students}}{121 \text{ total}}$

- $\frac{28}{77}$  students currently attending English I Intervention Summer Camp
- *If at least  $\frac{14}{77}$  pass Summer EOC, it will change our approaches from **36.36% to 47.93%**.*

Tornillo High School	May 20 22 STAAR <u>Biology</u> EOC Preliminary			
	Total Students	Approaches	Meets	Masters
All Students	100	64%	27%	6%
Economic Disadvantage	94	64.89%	27.66%	6.38%
Currently Emergent Bilingual	58	50%	12.07%	0%
Second Year of Monitoring	16	87.50%	50%	18.75%
Special Ed Indicator	10	20%	0%	0%
2021 8th Grade Science STAAR	76	32.89%	11.84%	3.95%
	<b>Does not meet</b>	Approaches	Meets	Masters
	$\frac{36 \text{ students}}{100 \text{ total}}$	$\frac{64 \text{ students}}{100 \text{ total}}$	$\frac{27 \text{ students}}{100 \text{ total}}$	$\frac{6 \text{ students}}{100 \text{ total}}$



Tornillo High School	May 20 22 STAAR <u>Biology</u> EOC Preliminary			
	Total Students	Approaches	Meets	Masters
All Students	100	64%	27%	6%
Economic Disadvantage	94	64.89%	27.66%	6.38%
Currently Emergent Bilingual	58	50%	12.07%	0%
Second Year of Monitoring	16	87.50%	50%	18.75%
Special Ed Indicator	10	20%	0%	0%
20 218th Grade Science STAAR	76	32.89%	11.84%	3.95%
	Does not meet	Approaches	Meets	Masters
	$\frac{36 \text{ students}}{100 \text{ total}}$	$\frac{64 \text{ students}}{100 \text{ total}}$	$\frac{27 \text{ students}}{100 \text{ total}}$	$\frac{6 \text{ students}}{100 \text{ total}}$

- $\frac{16}{36}$  students currently attending Biology Intervention Summer Camp
- *If at least  $\frac{8}{36}$  pass Summer EOC, it will change our approaches from **64% to 72%**.*

Tornillo High School	April 20 22 STAAR <u>English II</u> EOC Preliminary			
	Total Students	Approaches	Meets	Masters
All Students	109	55.05%	34.86%	2.75%
Economic Disadvantage	103	52.43%	33.01%	1.94%
Currently Emergent Bilingual	52	23.08%	5.77%	0%
Second Year of Monitoring	11	72.73%	45.45%	0%
Special Ed Indicator	9	22.22%	11.11%	0%
20 21 English 1 STAAR	94	47.87%	28.72%	5%
	<b>Does not meet</b>	Approaches	Meets	Masters
	$\frac{49 \text{ students}}{109 \text{ total}}$	$\frac{60 \text{ students}}{109 \text{ total}}$	$\frac{35 \text{ students}}{109 \text{ total}}$	$\frac{3 \text{ students}}{109 \text{ total}}$

Prediction

Tornillo High School	April 2022 STAAR English II EOC Preliminary			
	Total Students	Approaches	Meets	Masters
All Students	109	55.05%	34.86%	2.75%
Economic Disadvantage	103	52.43%	33.01%	1.94%
Currently Emergent Bilingual	52	23.08%	5.77%	0%
Second Year of Monitoring	11	72.73%	45.45%	0%
Special Ed Indicator	9	22.22%	11.11%	0%
2021 English 1 STAAR	94	47.87%	28.72%	5%
	Does not meet	Approaches	Meets	Masters
	$\frac{49 \text{ students}}{109 \text{ total}}$	$\frac{60 \text{ students}}{109 \text{ total}}$	$\frac{35 \text{ students}}{109 \text{ total}}$	$\frac{3 \text{ students}}{109 \text{ total}}$

- $\frac{19}{49}$  students currently attending English II Intervention Summer Camp
- *If at least  $\frac{9}{49}$  pass Summer EOC, it will change our approaches from 55% to 63%.*

Tornillo High School	April 20 22 STAAR <u>US History</u> EOC Preliminary			
	Total Students	Approaches	Meets	Masters
All Students	76	82.89%	47.37%	19.74%
Economic Disadvantage	71	83.10%	46.48%	21.13%
Currently Emergent Bilingual	27	62.96%	18.52%	3.70%
Second Year of Monitoring	3	100%	0%	0%
Special Ed Indicator	6	66.67%	16.67%	0%
20 21 History STAAR	64	82.81%	42.19%	21.88%
	<b>Does not meet</b>	Approaches	Meets	Masters
	<i>13students</i> <hr/> <i>76total</i>	<i>63students</i> <hr/> <i>76total</i>	<i>36students</i> <hr/> <i>76total</i>	<i>15students</i> <hr/> <i>76total</i>



Tornillo High School	April 2022 STAAR US History EOC Preliminary			
	Total Students	Approaches	Meets	Masters
All Students	76	82.89%	47.37%	19.74%
Economic Disadvantage	71	83.10%	46.48%	21.13%
Currently Emergent Bilingual	27	62.96%	18.52%	3.70%
Second Year of Monitoring	3	100%	0%	0%
Special Ed Indicator	6	66.67%	16.67%	0%
2021 History STAAR	64	82.81%	42.19%	21.88%
	Does not meet	Approaches	Meets	Masters
	$\frac{13 \text{ students}}{76 \text{ total}}$	$\frac{63 \text{ students}}{76 \text{ total}}$	$\frac{36 \text{ students}}{76 \text{ total}}$	$\frac{15 \text{ students}}{76 \text{ total}}$

- $\frac{7}{13}$  students currently attending US History Intervention Summer Camp
- *If at least  $\frac{4}{13}$  pass Summer EOC, it will change our approaches from **82.89% to 88%**.*



# Tornillo High School December EOC Data 2021



EOC Subject	Does not Meet	Approaches	Meets	Masters
Algebra 1	<b>67.5%</b> 56 Re-Test	<b>32.5%</b>	<b>7%</b>	<b>2%</b>
English 1	<b>63.6%</b> 77 Re-test	<b>36.4%</b>	<b>15.5%</b>	<b>0%</b>
English 2	<b>72.7%</b> 24 Re-test	<b>27.3%</b>	<b>0%</b>	<b>0%</b>
Biology	<b>85%</b> 17 Re-test	<b>15%</b>	<b>0%</b>	<b>0%</b>
US History	<b>42.85%</b> 3 Re-test	<b>57.15%</b>	<b>0%</b>	<b>0%</b>



## **FINANCIAL REPORTS**

**FOR THE MONTH ENDING MAY, 2022**

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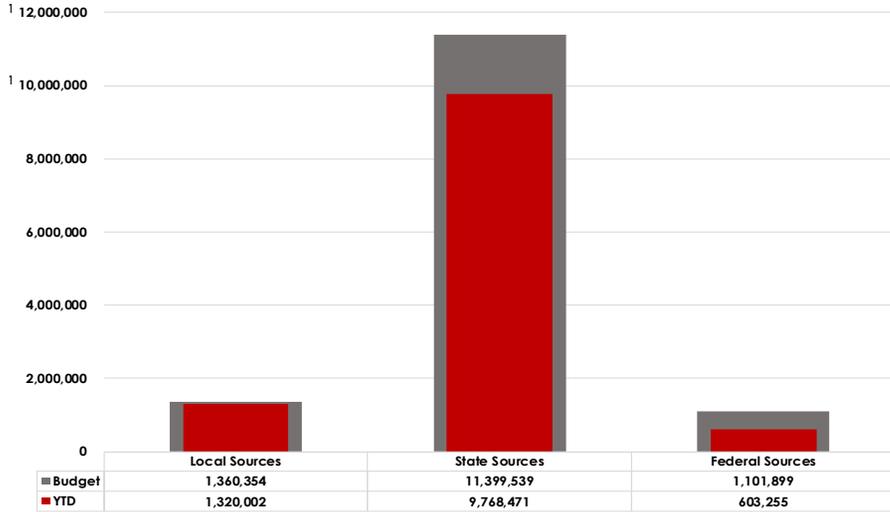
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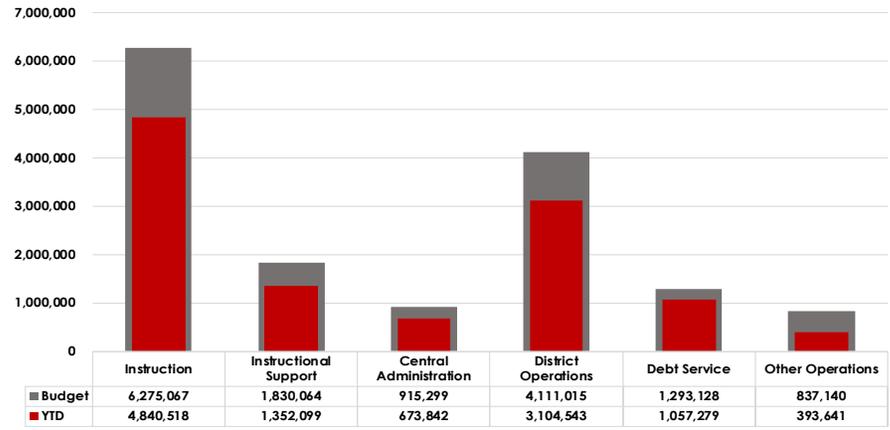
**TORNILLO INDEPENDENT SCHOOL DISTRICT**  
**BOARD FINANCIAL REPORT SUMMARY**  
 As of May 31, 2022

**Board Adopted Revenue and Expenditures**

**Revenue**

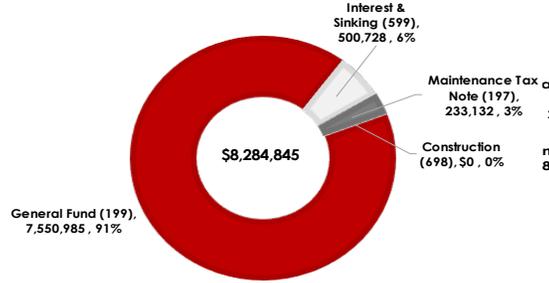


**Expenditures**

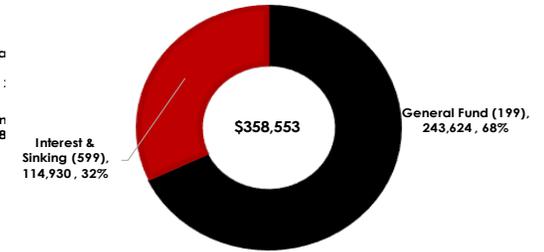


**Banking and Investment Pools**

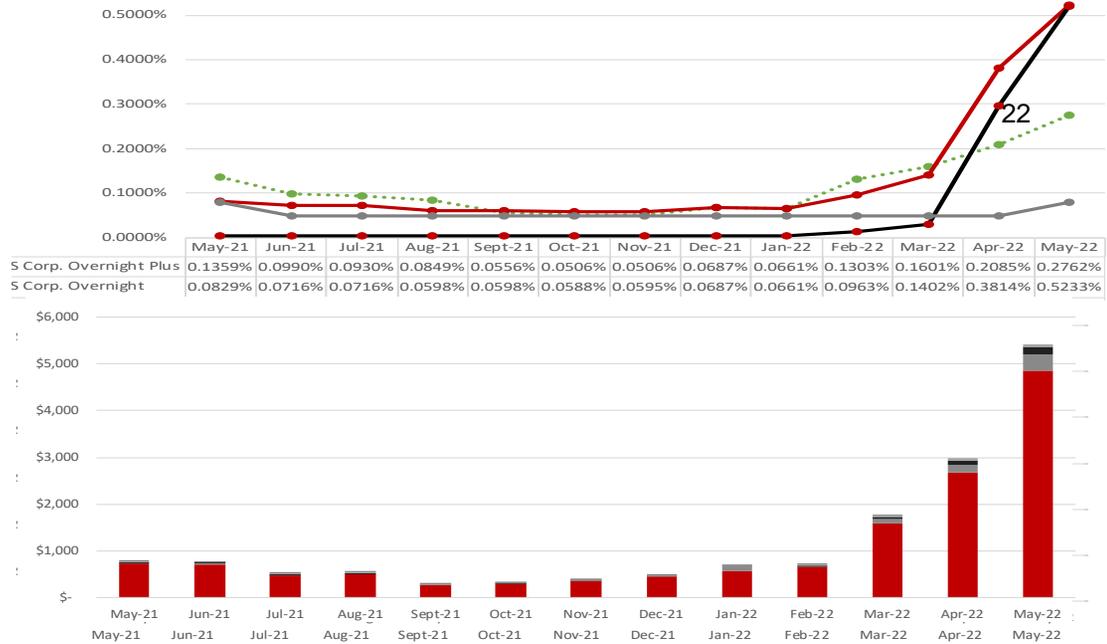
**LONE STAR INVESTMENTS**



**WESTSTAR BANK**

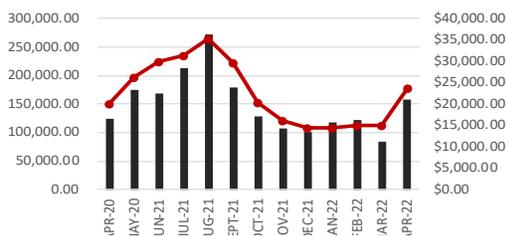


**Investment Rate and Interest Revenue Trends**

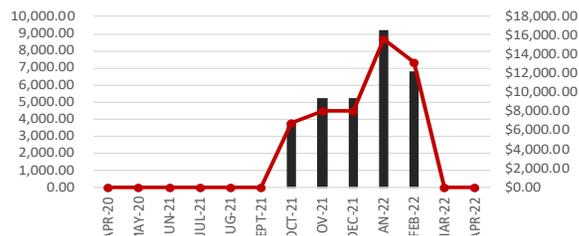


**Utilities**

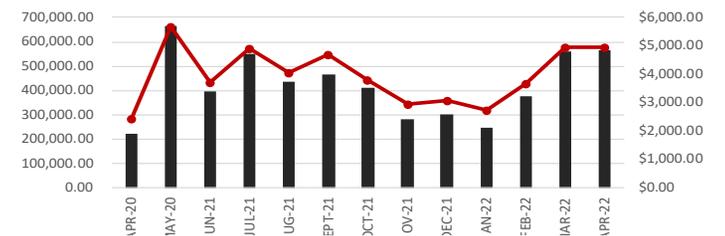
**ELECTRICITY**



**PROPANE**



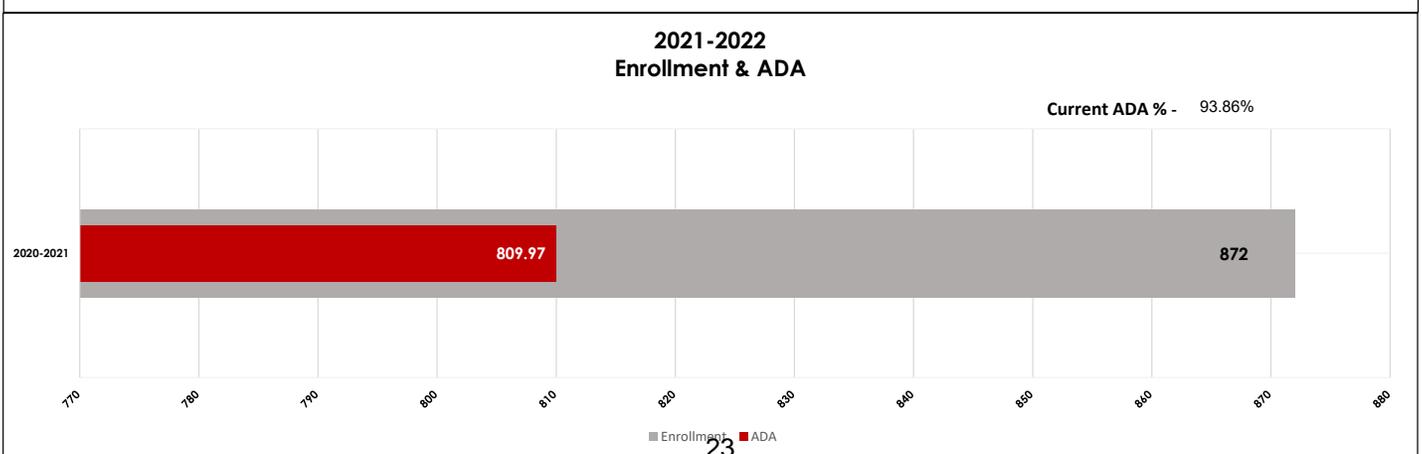
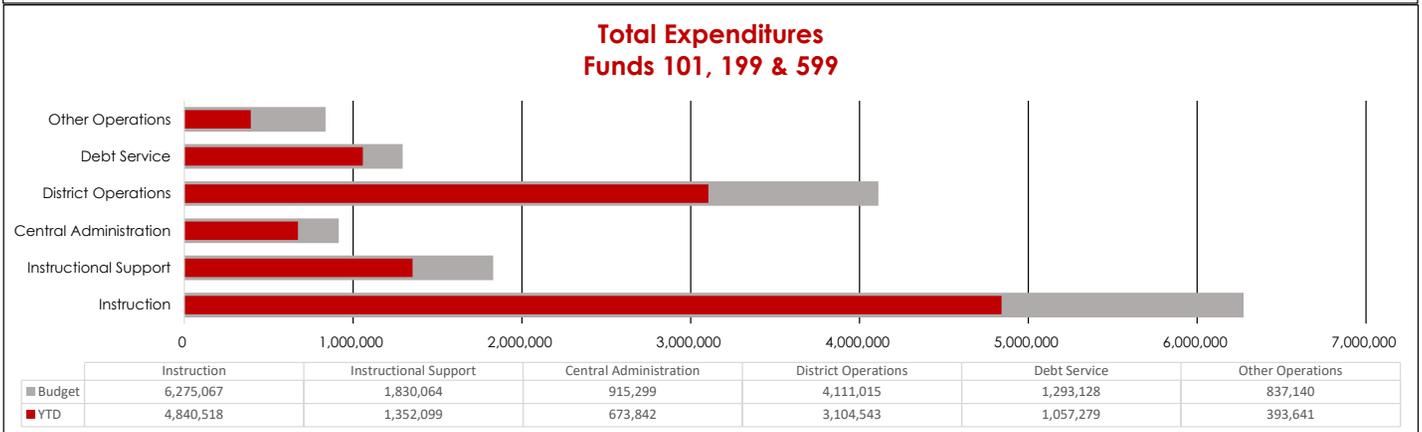
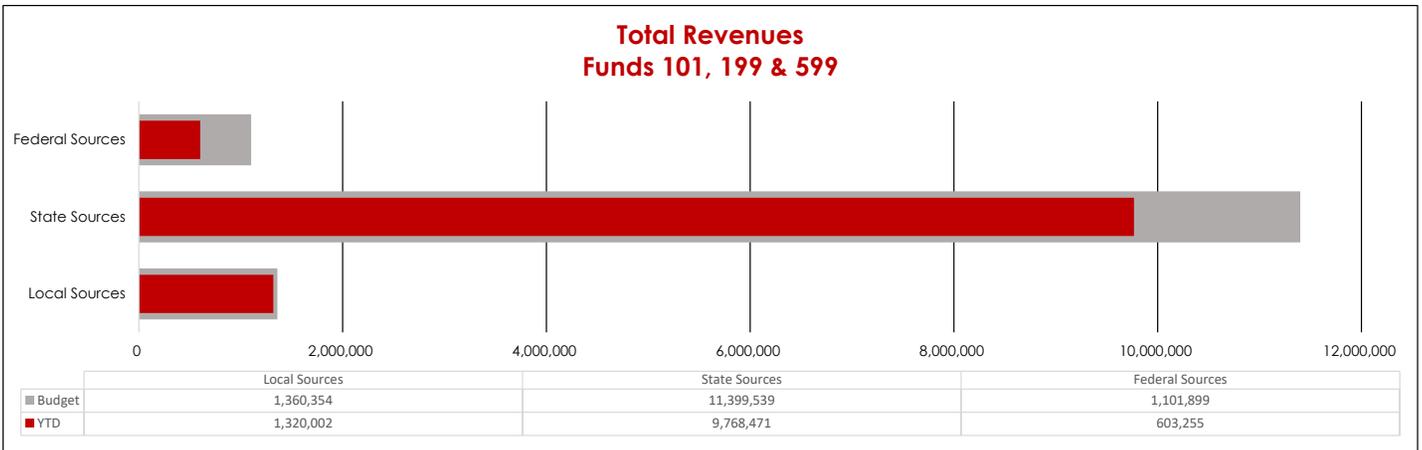
**WATER**



# TORNILLO INDEPENDENT SCHOOL DISTRICT

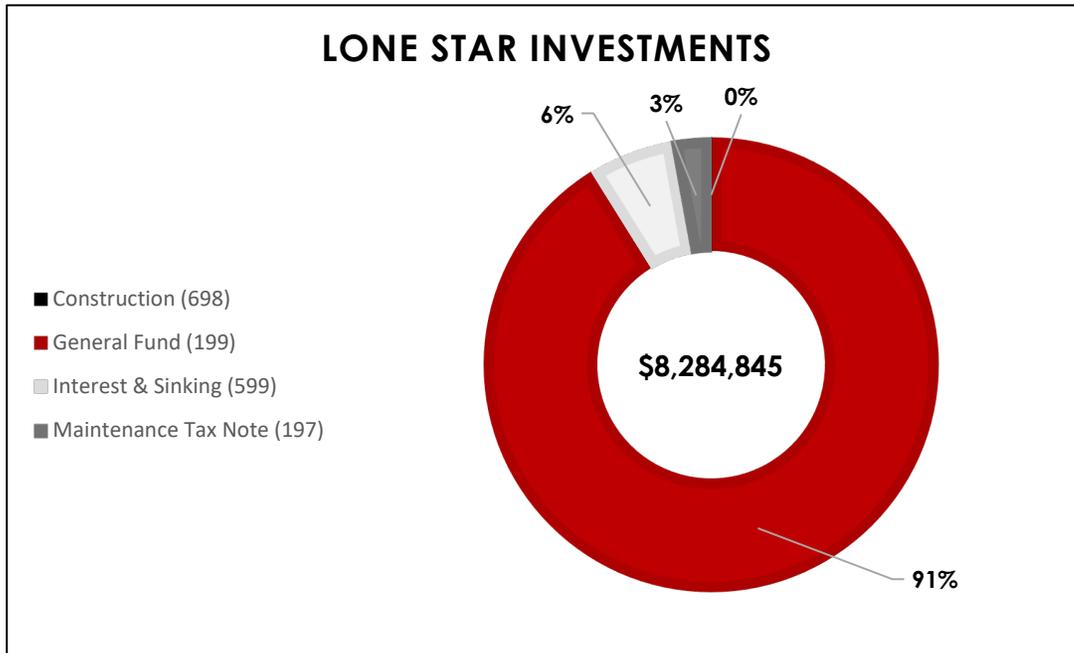
## Revenues & Expenditures As of May 31, 2022

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	37,308	12,692	891,000	869,214	21,786	419,354	413,480	5,874	1,360,354	1,320,002	40,352
State Sources	4,000	2,087	1,913	10,567,109	8,774,083	1,793,026	828,430	992,302	(163,872)	11,399,539	9,768,471	1,631,068
Federal Sources	926,899	555,512	371,387	175,000	47,742	127,258	0	0	0	1,101,899	603,255	498,644
<b>Total Revenue:</b>	<b>980,899</b>	<b>594,906</b>	<b>385,993</b>	<b>11,633,109</b>	<b>9,691,039</b>	<b>1,942,070</b>	<b>1,247,784</b>	<b>1,405,782</b>	<b>(157,998)</b>	<b>13,861,792</b>	<b>11,691,728</b>	<b>2,170,065</b>
<b>EXPENSES</b>												
Instruction	0	0	0	6,275,067	4,840,518	1,434,548	0	0	0	6,275,067	4,840,518	1,434,548
Instructional Support	0	0	0	1,830,064	1,352,099	477,965	0	0	0	1,830,064	1,352,099	477,965
Central Administration	0	0	0	915,299	673,842	241,457	0	0	0	915,299	673,842	241,457
District Operations	980,899	768,642	212,257	3,130,116	2,335,901	794,215	0	0	0	4,111,015	3,104,543	1,006,472
Debt Service	0	0	0	0	0	0	1,293,128	1,057,279	235,849	1,293,128	1,057,279	235,849
Other Operations	0	0	0	837,140	393,641	443,499	0	0	0	837,140	393,641	443,499
<b>Total Expenses:</b>	<b>980,899</b>	<b>768,642</b>	<b>212,257</b>	<b>12,987,686</b>	<b>9,596,001</b>	<b>3,391,685</b>	<b>1,293,128</b>	<b>1,057,279</b>	<b>235,849</b>	<b>15,261,713</b>	<b>11,421,922</b>	<b>3,839,791</b>

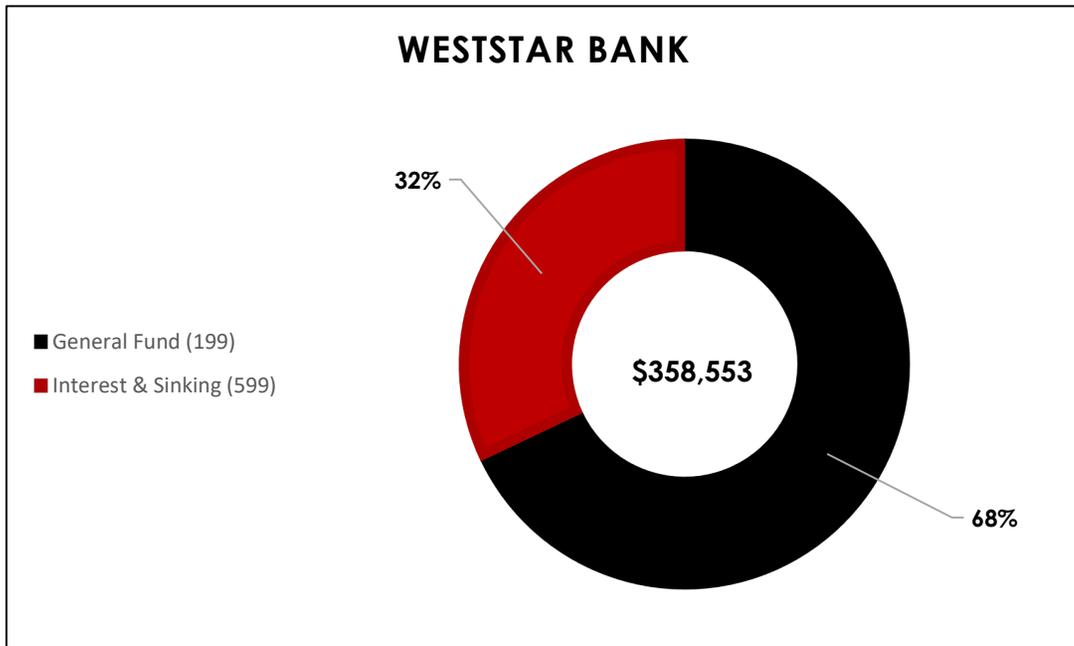


# TORNILLO INDEPENDENT SCHOOL DISTRICT

As of May 31, 2022



Account	Beg. Bal.	End. Bal.	Change
Construction (698)	\$0	\$0	\$0
General Fund (199)	6,999,626	7,550,985	551,359
Interest & Sinking (599)	500,379	500,728	348
Maintenance Tax Note (197)	232,970	233,132	162
<b>Lone Star Investment Pool</b>	<b>\$7,732,976</b>	<b>\$8,284,845</b>	<b>\$551,869</b>



Account	Beg. Bal.	End. Bal.	Change
General Fund (199)	272,133	243,624	(28,509)
Interest & Sinking (599)	108,460	114,930	6,470
<b>WestStar Bank</b>	<b>\$380,593</b>	<b>\$358,553</b>	<b>(\$22,039)</b>

# TORNILLO INDEPENDENT SCHOOL DISTRICT

## GENERAL FUND - CASH FLOW

### As of May 31, 2022

Beginning Balance \$ 272,133

Day	Taxes	Deposits	Interest	Transfers	IRS	TRS	Payroll	Checks Cleared	Fees	Balance
01			12							\$ 272,145
02		109						(2,955)		\$ 269,299
03	4,654				(13,233)			(851)		\$ 259,870
04		150						(21,480)		\$ 238,540
05								(1,279)		\$ 237,261
06		86		150,000		(103,084)		(38,345)		\$ 245,918
07										\$ 245,918
08										\$ 245,918
09		1,103						(7,733)		\$ 239,289
10	2,464	2,684						(37,465)		\$ 206,971
11		214						(5,020)		\$ 202,165
12		3,612		415,000			(301,431)	(3,164)		\$ 316,182
13		180			(39,203)		(1,260)	(1,604)	(545)	\$ 273,750
14										\$ 273,750
15										\$ 273,750
16		551				(49,545)		(25,987)		\$ 198,768
17	2,680	589		(601)			(1)	(22,535)		\$ 178,900
18		931				(7)		(601)		\$ 179,223
19								(13,987)		\$ 165,236
20				99,300				(25,676)		\$ 238,861
21										\$ 238,861
22										\$ 238,861
23		390						(69,153)		\$ 170,097
24		1,025						(33,998)		\$ 137,124
25	4,129	1,266						(44,915)		\$ 97,604
26		484		420,000			(301,082)	(3,172)		\$ 213,834
27		142		100,000				(31,028)		\$ 282,947
28										\$ 282,947
29										\$ 282,947
30										\$ 282,947
31		4,060	15		(38,729)		(1,260)	(3,398)		\$ 243,636
<b>Ending Balance</b>									<b>\$</b>	<b>243,636</b>

# Tornillo Independent School District

## Monthly Summary of Investments

As of May 31, 2022

Fnd-Obj	ACCOUNT NAME	BEGINNING	DEPOSITS	CHECKS	INTEREST	ENDING	INTEREST RATE
		BALANCE				BALANCE	
		5/1/2022				5/31/2022	
199-1110	General Operating	\$ 272,133.04	1,216,501.55	1,245,026.27	15.25	\$ 243,623.57	0.08%
197-1107	Maintenance Tax Note	\$ 232,970.02	0.00	0.00	162.12	\$ 233,132.14	0.5233%
199-1107	Lone Star Inv. Pool#1	\$ 6,999,626.02	1,731,496.59	1,185,000.00	4,862.48	\$ 7,550,985.09	0.5233%
698-1107	Lone Star Inv. Pool/Capital Projects	\$ -	0.00	0.00	0.00	\$ -	0.5233%
599-1110	Interest and Sinking	\$ 108,459.87	6,902.64	440.00	7.40	\$ 114,929.91	0.08%
599-1107	Lone Star Inv. Pool/Int.&Sinking	\$ 500,379.47	0.00	0.00	348.21	\$ 500,727.68	0.5233%
599-1107	Lone Star Inv. Pool/I&S Government	\$ 1.68	0.00	0.00	0.00	\$ 1.68	0.2762%
		\$ -				\$ -	
698-1107	Lone Star Inv. Pool/CP Government	\$ -	0.00	0.00	0.00	\$ -	0.2762%
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.

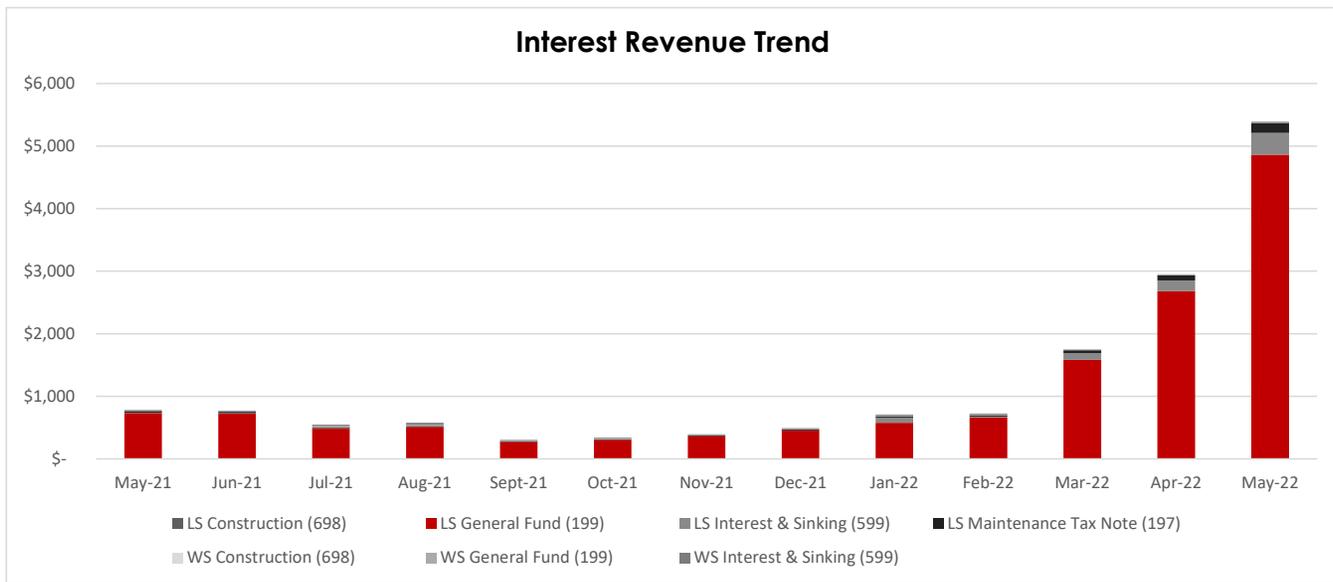
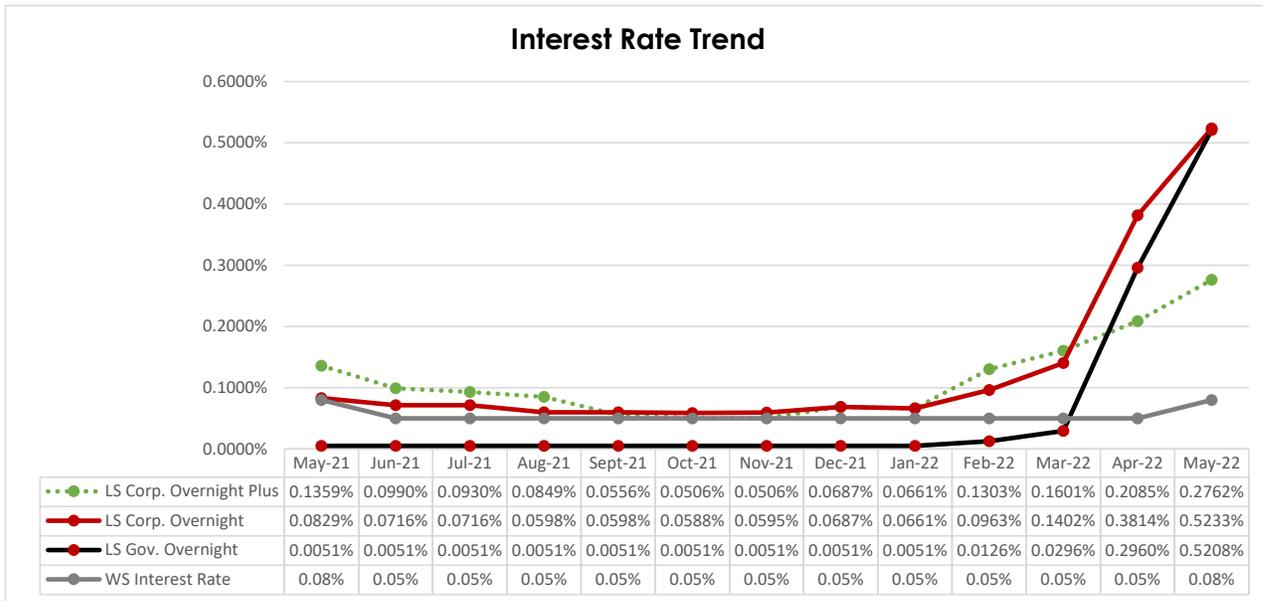


Luis Guerra, Director of Finance



# TORNILLO INDEPENDENT SCHOOL DISTRICT

## INTEREST RATE TRENDS



Participant #: 71908

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

Statement Period: 05/01/2022 to 05/31/2022

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	7,550,985.09	1.00	7,550,985.09	91.14%
<b>Totals:</b>				<b>7,550,985.09</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Interest & Sinking Account	Corporate Overnight Fund	500,727.68	1.00	500,727.68	6.04%
	Government Overnight Fund	1.68	1.00	1.68	0.00%
<b>Totals:</b>				<b>500,729.36</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Maintenance Tax Note 2008 - Fund 197	Corporate Overnight Fund	233,132.14	1.00	233,132.14	2.82%
<b>Totals:</b>				<b>233,132.14</b>	

**Totals**

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	0.82 %	8,284,844.91	1.00	8,284,844.91	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 %
<b>Total Value:</b>				<b>8,284,846.59</b>	<b>100.00 %</b>

**Portfolio Transactions**

**General Fund - Corporate Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2022	Starting Balance	6,999,626.02			6,999,626.02
05/02/2022	Deposit	7,047,763.02	48,137.00	1.00	48,137.00
05/03/2022	Deposit	7,050,387.89	2,624.87	1.00	2,624.87
05/06/2022	Withdrawal	6,900,387.89	-150,000.00	1.00	-150,000.00
05/12/2022	Withdrawal	6,485,387.89	-415,000.00	1.00	-415,000.00
05/16/2022	Deposit	6,503,711.98	18,324.07	1.00	18,324.07
05/16/2022	Deposit	6,520,953.80	17,241.84	1.00	17,241.84

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

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/16/2022	Deposit	6,534,794.73	13,840.93	1.00	13,840.93
05/16/2022	Deposit	6,655,549.13	120,754.40	1.00	120,754.40
05/16/2022	Deposit	6,658,231.23	2,682.10	1.00	2,682.10
05/16/2022	Deposit	6,661,115.11	2,883.88	1.00	2,883.88
05/16/2022	Deposit	6,777,080.50	115,965.39	1.00	115,965.39
05/16/2022	Deposit	6,777,676.71	596.21	1.00	596.21
05/16/2022	Deposit	6,788,807.02	11,130.31	1.00	11,130.31
05/17/2022	Deposit	6,833,851.89	45,044.87	1.00	45,044.87
05/20/2022	Withdrawal	6,733,851.89	-100,000.00	1.00	-100,000.00
05/24/2022	Deposit	6,810,091.98	76,240.09	1.00	76,240.09
05/25/2022	Deposit	7,835,477.98	1,025,386.00	1.00	1,025,386.00
05/26/2022	Deposit	7,835,811.82	333.84	1.00	333.84
05/26/2022	Withdrawal	7,415,811.82	-420,000.00	1.00	-420,000.00
05/27/2022	Deposit	7,646,122.61	230,310.79	1.00	230,310.79
05/27/2022	Withdrawal	7,546,122.61	-100,000.00	1.00	-100,000.00
05/31/2022	Interest	7,550,985.09	4,862.48	1.00	4,862.48
05/31/2022	Ending Balance	7,550,985.09			7,550,985.09

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

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2022	Starting Balance	500,379.47			500,379.47
05/31/2022	Interest	500,727.68	348.21	1.00	348.21
05/31/2022	Ending Balance	500,727.68			500,727.68

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

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2022	Starting Balance	1.68			1.68
05/31/2022	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)
05/01/2022	Starting Balance	232,970.02			232,970.02
05/31/2022	Interest	233,132.14	162.12	1.00	162.12
05/31/2022	Ending Balance	233,132.14			233,132.14

**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

31

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

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## \$25K AND ABOVE PAYMENTS

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

<b>Check #</b>	<b>Amount</b>	<b>Vendor</b>	<b>Comments</b>
156569	\$28,158.98	Spectrum Paper Co	Board Approved
156597	\$38,875.75	Prime Irrigation & Landscape	Board Approved
156658	\$30,739.71	First Financial Group of America	Consisted of Various Invoices

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

Account#: 100003379  
Date Range: 05-01-2022 to 05-31-2022

# Check Register

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**VendorID : WestStar Bank - 100003379**

393	05/05/2022	500459	Jesus Garcia	Issued	\$748.00	Employee Reimbursement Direct Deposit
394	05/11/2022	501232	Raymond Bonilla	Issued	\$991.00	Employee Reimbursement Direct Deposit
395	05/11/2022	500837	Lizeth Carroll	Issued	\$35.00	Employee Reimbursement Direct Deposit
396	05/11/2022	501226	Luis Garcia	Issued	\$191.00	Employee Reimbursement Direct Deposit
397	05/11/2022	501156	Cesar Martinez	Issued	\$486.00	Employee Reimbursement Direct Deposit
398	05/11/2022	501206	Alejandro Olvera	Issued	\$1,120.00	Employee Reimbursement Direct Deposit
399	05/11/2022	501061	Rodrigo Portillo	Issued	\$341.00	Employee Reimbursement Direct Deposit
400	05/13/2022	501005	Adriana Gonzales	Issued	\$351.00	Employee Reimbursement Direct Deposit
401	05/13/2022	500899	Aimee Granados	Issued	\$90.02	Employee Reimbursement Direct Deposit
402	05/13/2022	500878	Lou Ann Laffler	Issued	\$88.27	Employee Reimbursement Direct Deposit
403	05/13/2022	500021	Dania Sotelo	Issued	\$15.00	Employee Reimbursement Direct Deposit
404	05/26/2022	501026	Nadia De La Rosa	Issued	\$2,240.46	Employee Reimbursement Direct Deposit
405	05/26/2022	500987	Alonso Delgado	Issued	\$15.00	Employee Reimbursement Direct Deposit
406	05/26/2022	501157	Luis Guerra	Issued	\$60.18	Employee Reimbursement Direct Deposit
407	05/26/2022	500699	Maria Morales	Issued	\$42.68	Employee Reimbursement Direct Deposit
408	05/26/2022	501099	Jorge Torres	Issued	\$126.00	Employee Reimbursement Direct Deposit
156441	05/05/2022	10045	Baker Glass	Issued	\$226.67	Paper Check
156442	05/05/2022	10050	Barnes & Noble	Issued	\$161.40	Paper Check
156443	05/05/2022	10138	El Paso Disposal, LP	Issued	\$1,720.56	Paper Check
156444	05/05/2022	10190	Fabens Oil Co.	Issued	\$149.50	Paper Check
156445	05/05/2022	10224	Flowers Baking Co.	Issued	\$119.05	Paper Check
156446	05/05/2022	10543	Labatt Food Service	Issued	\$5,208.95	Paper Check
156447	05/05/2022	10592	National Restaurant Supply	Issued	\$9,957.50	Paper Check

Account#: 100003379  
Date Range: 05-01-2022 to 05-31-2022

# Check Register

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156448	05/05/2022	10601	Office Depot	Issued	\$2,395.62	Paper Check
156449	05/05/2022	10657	Segovia'S Distributing, Inc.	Issued	\$1,337.90	Paper Check
156450	05/05/2022	20022	Citibank	Issued	\$505.96	Paper Check
156451	05/05/2022	20022	Citibank	Issued	\$350.00	Paper Check
156452	05/05/2022	20022	Citibank	Issued	\$1,900.00	Paper Check
156453	05/05/2022	20022	Citibank	Issued	\$515.96	Paper Check
156454	05/05/2022	20022	Citibank	Issued	\$215.98	Paper Check
156455	05/05/2022	20022	Citibank	Issued	\$526.96	Paper Check
156456	05/05/2022	20215	Spectrum Paper Co, Inc.	Issued	\$3,185.00	Paper Check
156457	05/05/2022	20389	Mountain Desert Water LLC	Issued	\$198.57	Paper Check
156458	05/05/2022	20408	UTEP -College of Education	Issued	\$250.00	Paper Check
156459	05/05/2022	20662	Citibank	Issued	\$147.98	Paper Check
156460	05/05/2022	20718	SHI International	Issued	\$25.80	Paper Check
156461	05/05/2022	20876	GH Dairy El Paso	Issued	\$360.00	Paper Check
156462	05/05/2022	501156	Cesar Martinez	Issued	\$486.00	Paper Check
156463	05/06/2022	10054	Bernie Del Hierro	Issued	\$2,037.00	Paper Check
156464	05/06/2022	10190	Fabens Oil Co.	Issued	\$3,265.63	Paper Check
156465	05/06/2022	10224	Flowers Baking Co.	Issued	\$55.58	Paper Check
156466	05/06/2022	10279	Govconnection, Inc.	Issued	\$796.92	Paper Check
156467	05/06/2022	10543	Labatt Food Service	Issued	\$8,135.38	Paper Check
156468	05/06/2022	10592	National Restaurant Supply	Issued	\$1,642.94	Paper Check
156469	05/06/2022	10601	Office Depot	Issued	\$465.33	Paper Check
156470	05/06/2022	10657	Segovia'S Distributing, Inc.	Issued	\$1,348.93	Paper Check
156471	05/06/2022	20022	Citibank	Issued	\$52.97	Paper Check
156472	05/06/2022	20022	Citibank	Issued	\$331.20	Paper Check
156473	05/06/2022	20022	Citibank	Issued	\$544.11	Paper Check

Account#: 100003379  
Date Range: 05-01-2022 to 05-31-2022

# Check Register

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156474	05/06/2022	20022	Citibank	Issued	\$105.93	Paper Check
156475	05/06/2022	20022	Citibank	Issued	\$209.17	Paper Check
156476	05/06/2022	20022	Citibank	Issued	\$52.97	Paper Check
156477	05/06/2022	20022	Citibank	Issued	\$262.25	Paper Check
156478	05/06/2022	20022	Citibank	Issued	\$217.96	Paper Check
156479	05/06/2022	20022	Citibank	Issued	\$105.93	Paper Check
156480	05/06/2022	20022	Citibank	Issued	\$105.93	Paper Check
156481	05/06/2022	20169	El Paso County Water Improvement	Issued	\$4,951.77	Paper Check
156482	05/06/2022	20180	ACET	Issued	\$395.00	Paper Check
156483	05/06/2022	20736	Denver City ISD	Issued	\$96.00	Paper Check
156484	05/06/2022	20810	T-Mobile USA Inc.	Issued	\$500.00	Paper Check
156485	05/06/2022	20876	GH Dairy El Paso	Issued	\$1,080.00	Paper Check
156486	05/06/2022	20915	El Paso Stadium Operations Company	Issued	\$1,008.00	Paper Check
156488	05/11/2022	10056	Best Buy For Business	Issued	\$2,288.98	Paper Check
156489	05/11/2022	10073	Career & Technology Association Tx	Issued	\$920.00	Paper Check
156490	05/11/2022	10475	Jose Trinidad Vazquez	Issued	\$10.00	Paper Check
156491	05/11/2022	10543	Labatt Food Service	Issued	\$12,497.79	Paper Check
156492	05/11/2022	10601	Office Depot	Issued	\$2,368.27	Paper Check
156493	05/11/2022	10617	Pitneybowes	Issued	\$402.50	Paper Check
156494	05/11/2022	10630	Region 19 Education Service Center	Issued	\$60.00	Paper Check
156495	05/11/2022	10657	Segovia'S Distributing, Inc.	Issued	\$957.35	Paper Check
156496	05/11/2022	10864	Walmart Community/Capital One	Issued	\$72.90	Paper Check
156497	05/11/2022	20022	Citibank	Issued	\$335.11	Paper Check
156498	05/11/2022	20022	Citibank	Issued	\$484.96	Paper Check
156499	05/11/2022	20022	Citibank	Issued	\$55.24	Paper Check
156500	05/11/2022	20022	Citibank	Issued	\$626.72	Paper Check

Account#: 100003379  
Date Range: 05-01-2022 to 05-31-2022

# Check Register

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156501	05/11/2022	20022	Citibank	Issued	\$335.11	Paper Check
156502	05/11/2022	20022	Citibank	Issued	\$55.24	Paper Check
156503	05/11/2022	20022	Citibank	Issued	\$335.11	Paper Check
156504	05/11/2022	20196	Enrique Esparza	Issued	\$240.00	Paper Check
156505	05/11/2022	20206	Texas Excavation Safety System,	Issued	\$50.00	Paper Check
156506	05/11/2022	20215	Spectrum Paper Co, Inc.	Issued	\$610.00	Paper Check
156507	05/11/2022	20447	Super Chef Inc.	Issued	\$185.00	Paper Check
156508	05/11/2022	20662	Citibank	Issued	\$255.20	Paper Check
156509	05/11/2022	20662	Citibank	Issued	\$49.63	Paper Check
156510	05/11/2022	20749	Young Rembrandts	Issued	\$680.00	Paper Check
156511	05/11/2022	20804	EP Techworks LLC	Issued	\$725.06	Paper Check
156512	05/11/2022	20852	Craze	Issued	\$1,543.00	Paper Check
156513	05/11/2022	20876	GH Dairy El Paso	Issued	\$1,352.10	Paper Check
156514	05/11/2022	20889	Distractions, Inc.	Issued	\$1,632.00	Paper Check
156515	05/11/2022	20919	Bob-O's Family Fun Center	Issued	\$925.00	Paper Check
156516	05/13/2022	10013	Texas Department of Public Safety	Issued	\$14.00	Paper Check
156517	05/13/2022	10543	Labatt Food Service	Issued	\$864.94	Paper Check
156518	05/13/2022	10601	Office Depot	Issued	\$359.70	Paper Check
156519	05/13/2022	10808	Tornillo I.S.D. Cafeteria	Issued	\$164.00	Paper Check
156520	05/13/2022	20022	Citibank	Issued	\$10.00	Paper Check
156521	05/13/2022	20022	Citibank	Issued	\$1,178.49	Paper Check
156522	05/13/2022	20022	Citibank	Issued	\$161.90	Paper Check
156523	05/13/2022	20022	Citibank	Issued	\$336.00	Paper Check
156524	05/13/2022	20022	Citibank	Issued	\$17.28	Paper Check
156525	05/13/2022	20022	Citibank	Issued	\$221.64	Paper Check
156526	05/13/2022	20022	Citibank	Issued	\$630.39	Paper Check

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156527	05/13/2022	20022	Citibank	Issued	\$1,177.62	Paper Check
156528	05/13/2022	20022	Citibank	Issued	\$121.98	Paper Check
156529	05/13/2022	20022	Citibank	Issued	\$217.38	Paper Check
156530	05/13/2022	20022	Citibank	Issued	\$132.11	Paper Check
156531	05/13/2022	20022	Citibank	Issued	\$630.39	Paper Check
156532	05/13/2022	20022	Citibank	Issued	\$367.85	Paper Check
156533	05/13/2022	20196	Enrique Esparza	Issued	\$242.00	Paper Check
156534	05/13/2022	20215	Spectrum Paper Co, Inc.	Issued	\$909.00	Paper Check
156535	05/13/2022	20459	David Gonzalez	Issued	\$120.00	Paper Check
156536	05/13/2022	20471	Professional Systems, Software &	Issued	\$1,092.00	Paper Check
156537	05/13/2022	20564	Nothing Bundt Cakes	Issued	\$141.00	Paper Check
156538	05/13/2022	20611	Frontline Technologies	Issued	\$45.73	Paper Check
156539	05/13/2022	20662	Citibank	Issued	\$80.94	Paper Check
156540	05/13/2022	20718	SHI International	Issued	\$2,787.00	Paper Check
156541	05/13/2022	20808	RC Concrete	Issued	\$18,000.00	Paper Check
156542	05/13/2022	20812	Western States Fire Protection Co	Issued	\$5,138.00	Paper Check
156543	05/13/2022	20894	J.W. Pepper & Son, Inc.	Issued	\$55.00	Paper Check
156544	05/13/2022	20923	Diversified Communications	Void with Cancel	\$1,190.00	Paper Check
156547	05/17/2022	10080	Ced-Triangle Electric -El Paso	Issued	\$1,112.78	Paper Check
156548	05/17/2022	10139	El Paso Electric Co.	Issued	\$23,798.46	Paper Check
156549	05/17/2022	10190	Fabens Oil Co.	Issued	\$1,190.29	Paper Check
156550	05/17/2022	10361	Home Depot Credit Services	Issued	\$289.40	Paper Check
156551	05/17/2022	10601	Office Depot	Issued	\$1,883.48	Paper Check
156552	05/17/2022	10617	Pitneybowes	Issued	\$51.87	Paper Check
156553	05/17/2022	10864	Walmart Community/Capital One	Issued	\$116.39	Paper Check
156554	05/17/2022	20022	Citibank	Issued	\$6.88	Paper Check

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156555	05/17/2022	20022	Citibank	Issued	\$4,644.00	Paper Check	
156556	05/17/2022	20196	Enrique Esparza	Issued	\$477.00	Paper Check	
156557	05/17/2022	20821	Winsupply of West El Paso	Issued	\$790.91	Paper Check	
156558	05/17/2022	20933	Clay and Fun LLC	Issued	\$780.00	Paper Check	
156561	05/19/2022	10033	Apple, Inc.	Issued	\$1,575.00	Paper Check	
156562	05/19/2022	10279	Govconnection, Inc.	Issued	\$304.80	Paper Check	
156563	05/19/2022	20022	Citibank	Issued	\$279.63	Paper Check	
156564	05/19/2022	20022	Citibank	Issued	\$209.76	Paper Check	
156565	05/19/2022	20022	Citibank	Issued	\$279.63	Paper Check	
156566	05/19/2022	20022	Citibank	Issued	\$377.04	Paper Check	
156567	05/19/2022	20022	Citibank	Issued	\$312.10	Paper Check	
156568	05/19/2022	20060	Nasco Education LLC	Issued	\$849.92	Paper Check	
156569	05/19/2022	20215	Spectrum Paper Co, Inc.	Issued	\$28,158.98	Paper Check	
156570	05/19/2022	20739	Riverside Assessments, LLC	Void with Cancel	\$936.00	Paper Check	05/25/2022
156571	05/19/2022	20758	FLRA VAZQUEZ, LLC dba DIAMOND CATERING	Issued	\$2,650.00	Paper Check	
156572	05/19/2022	20764	Brady Industries of Tx, LLC	Void with Cancel	\$6,471.31	Paper Check	05/27/2022
156573	05/19/2022	500544	Luis Vega	Issued	\$1,700.00	Paper Check	
156577	05/20/2022	10150	El Paso Softball Umpires Association	Issued	\$360.00	Paper Check	
156578	05/20/2022	20022	Citibank	Issued	\$180.90	Paper Check	
156579	05/20/2022	20022	Citibank	Issued	\$180.89	Paper Check	
156580	05/20/2022	20022	Citibank	Issued	\$55.24	Paper Check	
156581	05/20/2022	20022	Citibank	Issued	\$647.94	Paper Check	
156582	05/20/2022	20022	Citibank	Issued	\$1,622.50	Paper Check	
156583	05/20/2022	20022	Citibank	Issued	\$284.82	Paper Check	
156584	05/20/2022	20022	Citibank	38	Issued	\$519.75	Paper Check
156585	05/20/2022	20022	Citibank	Issued	\$284.82	Paper Check	

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156586	05/20/2022	20215	Spectrum Paper Co, Inc.	Issued	\$2,662.07	Paper Check	
156587	05/20/2022	20662	Citibank	Issued	\$147.90	Paper Check	
156588	05/20/2022	20662	Citibank	Issued	\$388.54	Paper Check	
156589	05/20/2022	20662	Citibank	Issued	\$27.30	Paper Check	
156590	05/20/2022	20821	Winsupply of West El Paso	Issued	\$3,527.59	Paper Check	
156591	05/20/2022	20869	Rhema Cont	Issued	\$642.00	Paper Check	
156592	05/20/2022	20902	El paso Vacuum	Issued	\$1,405.00	Paper Check	
156593	05/20/2022	20929	War Eagles Air Museum	Issued	\$170.00	Paper Check	
156594	05/20/2022	20932	Ashley Rodriguez	Issued	\$6,000.00	Paper Check	
156597	05/20/2022	20543	Prime Irrigation & Landscape, In	Issued	\$38,875.75	Paper Check	
156598	05/23/2022	10601	Office Depot	Issued	\$260.90	Paper Check	
156599	05/23/2022	10808	Tornillo I.S.D. Cafeteria	Issued	\$780.00	Paper Check	
156600	05/23/2022	20022	Citibank	Issued	\$623.88	Paper Check	
156601	05/23/2022	20022	Citibank	Issued	\$1,900.00	Paper Check	
156602	05/23/2022	20022	Citibank	Issued	\$792.51	Paper Check	
156603	05/23/2022	20022	Citibank	Issued	\$1,076.88	Paper Check	
156604	05/23/2022	20022	Citibank	Issued	\$98.98	Paper Check	
156605	05/23/2022	20022	Citibank	Issued	\$195.00	Paper Check	
156606	05/23/2022	20022	Citibank	Issued	\$255.46	Paper Check	
156607	05/23/2022	20022	Citibank	Issued	\$81.75	Paper Check	
156608	05/23/2022	20022	Citibank	Issued	\$1,447.92	Paper Check	
156609	05/23/2022	20733	West Texas Pond Inc.	Void with Cancel	\$216.91	Paper Check	05/27/2022
156611	05/25/2022	10220	Flick's	Issued	\$130.39	Paper Check	
156612	05/25/2022	10187	Fabens Flowers	Issued	\$59.50	Paper Check	
156613	05/25/2022	20613	Texas Department of State Health	39 Issued	\$157.00	Paper Check	
156614	05/25/2022	10220	Flick's	Issued	\$30.00	Paper Check	

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156615	05/26/2022	10050	Barnes & Noble	Issued	\$374.14	Paper Check
156616	05/26/2022	10279	Govconnection, Inc.	Issued	\$3,048.00	Paper Check
156617	05/26/2022	10601	Office Depot	Issued	\$1,702.24	Paper Check
156618	05/26/2022	10635	Roll-N-Enterprise	Issued	\$365.00	Paper Check
156619	05/26/2022	10808	Tornillo I.S.D. Cafeteria	Issued	\$227.00	Paper Check
156620	05/26/2022	10864	Walmart Community/Capital One	Issued	\$1,093.22	Paper Check
156621	05/26/2022	10870	Windstream	Issued	\$1,902.89	Paper Check
156622	05/26/2022	20022	Citibank	Issued	\$216.91	Paper Check
156623	05/26/2022	20022	Citibank	Issued	\$36.47	Paper Check
156624	05/26/2022	20022	Citibank	Issued	\$595.00	Paper Check
156625	05/26/2022	20022	Citibank	Issued	\$1,350.00	Paper Check
156626	05/26/2022	20022	Citibank	Issued	\$129.72	Paper Check
156627	05/26/2022	20022	Citibank	Issued	\$370.95	Paper Check
156628	05/26/2022	20022	Citibank	Issued	\$37.96	Paper Check
156629	05/26/2022	20022	Citibank	Issued	\$804.72	Paper Check
156630	05/26/2022	20022	Citibank	Issued	\$171.70	Paper Check
156631	05/26/2022	20022	Citibank	Issued	\$804.72	Paper Check
156632	05/26/2022	20022	Citibank	Issued	\$116.96	Paper Check
156633	05/26/2022	20022	Citibank	Issued	\$53.17	Paper Check
156634	05/26/2022	20022	Citibank	Issued	\$630.39	Paper Check
156635	05/26/2022	20022	Citibank	Issued	\$172.95	Paper Check
156636	05/26/2022	20022	Citibank	Issued	\$832.19	Paper Check
156637	05/26/2022	20022	Citibank	Issued	\$864.00	Paper Check
156638	05/26/2022	20060	Nasco Education LLC	Issued	\$113.68	Paper Check
156639	05/26/2022	20301	El Paso County Tax Assessor-Coll	Issued	\$7.50	Paper Check
156640	05/26/2022	20301	El Paso County Tax Assessor-Coll	Issued	\$7.50	Paper Check

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156641	05/26/2022	20301	El Paso County Tax Assessor-Coll	Issued	\$8.25	Paper Check
156642	05/26/2022	20301	El Paso County Tax Assessor-Coll	Issued	\$8.25	Paper Check
156643	05/26/2022	20301	El Paso County Tax Assessor-Coll	Issued	\$8.25	Paper Check
156644	05/26/2022	20662	Citibank	Issued	\$614.57	Paper Check
156645	05/26/2022	20662	Citibank	Issued	\$72.58	Paper Check
156646	05/26/2022	20735	Caldwell Automotive Partners, LLC	Issued	\$21,190.00	Paper Check
156647	05/26/2022	20745	Blackboard Inc.	Issued	\$167.77	Paper Check
156648	05/26/2022	20810	T-Mobile USA Inc.	Issued	\$302.20	Paper Check
156649	05/26/2022	20820	Empire signs and graphics	Issued	\$288.00	Paper Check
156651	05/26/2022	10724	Texas AFT- Associate Membership Program	Issued	\$210.00	Paper Check
156652	05/26/2022	10848	United Way Of El Paso County	Issued	\$15.00	Paper Check
156653	05/26/2022	20007	Stuart C. Cox	Issued	\$1,379.00	Paper Check
156654	05/26/2022	20008	Texas State Teacher Association	Issued	\$138.24	Paper Check
156655	05/26/2022	20009	Association of Texas Professional Educator	Issued	\$102.35	Paper Check
156656	05/26/2022	20009	Association of Texas Professional Educator	Issued	\$102.35	Paper Check
156657	05/26/2022	20010	LegalShield	Issued	\$135.52	Paper Check
156658	05/26/2022	20011	First Financial Group of America	Issued	\$30,739.71	Paper Check
156659	05/26/2022	20447	Super Chef Inc.	Issued	\$2,136.75	Paper Check
200000631	05/05/2022	10027	Amerigas Propane, L.P.	Issued	\$864.78	Vendor Credit Card
200000632	05/05/2022	20294	Gandy Ink	Issued	\$550.00	Vendor Credit Card
200000633	05/05/2022	20470	O'Reilly Auto Enterprises LLC	Issued	\$162.46	Vendor Credit Card
200000634	05/05/2022	20490	Blanco Ordonez Mata & Wallace P.	Issued	\$1,382.50	Vendor Credit Card
200000635	05/05/2022	20490	Blanco Ordonez Mata & Wallace P.	Issued	\$805.00	Vendor Credit Card
200000636	05/06/2022	20199	the prophet corporation	Issued	\$3,949.19	Vendor Credit Card
200000637	05/11/2022	10221	Flinn Scientific, Inc.	Issued	\$646.88	Vendor Credit Card
200000638	05/11/2022	10342	Herff Jones	Issued	\$1,434.65	Vendor Credit Card

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200000639	05/11/2022	10546	Lakeshore Learning Materials	Issued	\$346.66	Vendor Credit Card
200000640	05/11/2022	10679	Spectrum Imaging	Issued	\$4,151.30	Vendor Credit Card
200000641	05/11/2022	20099	Raymond Geddes Company Inc	Issued	\$245.60	Vendor Credit Card
200000642	05/11/2022	20265	4imprint, Inc.	Issued	\$2,428.74	Vendor Credit Card
200000643	05/11/2022	20470	O'Reilly Auto Enterprises LLC	Issued	\$125.04	Vendor Credit Card
200000644	05/11/2022	20775	American Refrigeration Supplies, Inc	Issued	\$118.00	Vendor Credit Card
200000645	05/13/2022	10034	Arspec, Inc.	Issued	\$85.00	Vendor Credit Card
200000646	05/13/2022	10105	Continental Termite & Pest Control,	Issued	\$950.00	Vendor Credit Card
200000647	05/13/2022	10308	Guitar Center	Issued	\$2,974.00	Vendor Credit Card
200000648	05/13/2022	10620	Positive Promotions	Issued	\$675.29	Vendor Credit Card
200000649	05/13/2022	10706	TASB, Inc.	Issued	\$1,714.12	Vendor Credit Card
200000650	05/13/2022	20270	Texas Association for the Gifted	Issued	\$1,000.00	Vendor Credit Card
200000651	05/13/2022	20470	O'Reilly Auto Enterprises LLC	Issued	\$935.84	Vendor Credit Card
200000652	05/13/2022	20637	LEGO Education	Issued	\$1,319.40	Vendor Credit Card
200000654	05/17/2022	10068	Bsn Sports Collegiate	Issued	\$123.00	Vendor Credit Card
200000655	05/17/2022	20017	School Specialty Inc.	Issued	\$228.45	Vendor Credit Card
200000656	05/17/2022	20199	the prophet corporation	Issued	\$232.51	Vendor Credit Card
200000657	05/17/2022	20265	4imprint, Inc.	Issued	\$565.37	Vendor Credit Card
200000658	05/17/2022	20470	O'Reilly Auto Enterprises LLC	Issued	\$20.67	Vendor Credit Card
200000660	05/19/2022	10068	Bsn Sports Collegiate	Issued	\$396.00	Vendor Credit Card
200000661	05/19/2022	10308	Guitar Center	Issued	\$12,878.18	Vendor Credit Card
200000662	05/19/2022	10603	Oriental Trading Co., Inc.	Issued	\$187.48	Vendor Credit Card
200000663	05/20/2022	20626	School Outfitters LLC	Issued	\$10,386.32	Vendor Credit Card
200000664	05/23/2022	10308	Guitar Center	Issued	\$1,184.00	Vendor Credit Card
200000665	05/23/2022	20577	L & W Supply	Issued	\$20,755.20	Vendor Credit Card
200000666	05/26/2022	10068	Bsn Sports Collegiate	Issued	\$1,496.66	Vendor Credit Card

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200000667	05/26/2022	10070	C & M Plaque & Trophy Inc.	Issued	\$698.40	Vendor Credit Card
200000668	05/26/2022	10546	Lakeshore Learning Materials	Issued	\$474.05	Vendor Credit Card
200000669	05/26/2022	10620	Positive Promotions	Issued	\$332.95	Vendor Credit Card
200000670	05/26/2022	10669	Sonitrol Of El Paso	Issued	\$1,914.00	Vendor Credit Card
200000671	05/26/2022	10859	Verizon Wireless	Issued	\$2,394.69	Vendor Credit Card
200000672	05/26/2022	20199	the prophet corporation	Issued	\$4,194.32	Vendor Credit Card
200000673	05/26/2022	20263	TCEA	Issued	\$379.00	Vendor Credit Card

**Total Checks:** 264

**Total Amount:** 435,800.67

<u>Payee Name</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Check Number</u>	<u>Check Date</u>	<u>Invoice Description</u>	<u>Account Number</u>	<u>Pgm Year</u>	<u>Invoice Amount</u>	<u>Doc ID</u>
Citibank	3RZDVK	04/07/2022	156450	05/05/2022	Flights to attend Raise Your Hand Texas Session - Austin, TX	199-41-6419-06-702-99-0-00		137.99	151760
Citibank	3RZDVK	04/07/2022	156450	05/05/2022	Flights to attend Raise Your Hand Texas Session - Austin, TX	199-41-6411-00-701-99-0-00		229.98	151760
Citibank	3RZDVK	04/07/2022	156450	05/05/2022	Flights to attend Raise Your Hand Texas Session - Austin, TX	199-41-6419-02-702-99-0-00		137.99	151760
Citibank	3rA2	05/04/2022	156451	05/05/2022	Lunch for Teacher Appreciation Week. (Barbacoa Food Truck)	461-11-6499-00-044-11-0-00		350.00	151851
Citibank	62421555	03/28/2022	156452	05/05/2022	Travel for District Academic Coordinator and District Data Analyst	279-13-6411-01-916-11-0-00	2022	1,900.00	151713
Citibank	3RWP8A	04/07/2022	156453	05/05/2022	Flights to attend Raise Your Hand Texas Session - Austin, TX	199-41-6411-00-701-99-0-00		234.53	151760
Citibank	3RWP8A	04/07/2022	156453	05/05/2022	Flights to attend Raise Your Hand Texas Session - Austin, TX	199-41-6419-06-702-99-0-00		140.71	151760
Citibank	3RWP8A	04/07/2022	156453	05/05/2022	Flights to attend Raise Your Hand Texas Session - Austin, TX	199-41-6419-02-702-99-0-00		140.72	151760
Citibank	3APAKO	04/24/2022	156454	05/05/2022	TLA Conference 2022	199-41-6411-00-701-99-0-00		66.21	151763
Citibank	3APAKO	04/24/2022	156454	05/05/2022	TLA Conference 2022	281-13-6411-00-044-30-0-00	2021	16.79	151763
Citibank	3APAKO	04/24/2022	156454	05/05/2022	TLA Conference 2022	281-13-6411-00-001-30-0-00	2021	10.01	151763 <sup>44</sup>
Citibank	3APAKO	04/24/2022	156454	05/05/2022	TLA Conference 2022	281-13-6411-00-041-30-0-00	2021	16.80	151763
Citibank	3APAKO	04/24/2022	156454	05/05/2022	TLA Conference 2022	281-13-6411-00-999-30-0-00	2021	106.17	151763
Citibank	3RWUKE	04/07/2022	156455	05/05/2022	Flights to attend Raise Your Hand Texas Session - Austin, TX	199-41-6411-00-701-99-0-00		239.53	151760
Citibank	3RWUKE	04/07/2022	156455	05/05/2022	Flights to attend Raise Your Hand Texas Session - Austin, TX	199-41-6419-02-702-99-0-00		143.72	151760
Citibank	3RWUKE	04/07/2022	156455	05/05/2022	Flights to attend Raise Your Hand Texas Session - Austin, TX	199-41-6419-06-702-99-0-00		143.71	151760
Citibank	107512	04/20/2022	156471	05/06/2022	Regional Track Meet	181-36-6412-00-001-91-0-00		52.97	76972
Citibank	528TQBN	04/26/2022	156472	05/06/2022	Hotel/flight and rental for ACET Conference 2022	199-41-6411-00-750-99-0-00		331.20	151761
Citibank	219	04/25/2022	156473	05/06/2022	Spring 2022 ACET Conference - HR Director	199-41-6411-00-727-99-0-00		544.11	151826
Citibank	107209	04/20/2022	156474	05/06/2022	Regional Track Meet	181-36-6412-00-001-91-0-00		105.93	76968
Citibank	292099474	04/26/2022	156475	05/06/2022	Hotel/flight and rental for ACET Conference 2022	199-41-6411-00-750-99-0-00		209.17	151761
Citibank	107511	04/20/2022	156476	05/06/2022	Regional Track Meet	181-36-6412-00-001-91-0-00		52.97	76971
Citibank	292099091	04/26/2022	156477	05/06/2022	Spring 2022 ACET Conference - HR Director	199-41-6411-00-727-99-0-00		262.25	151826
Citibank	3DS8SM	04/26/2022	156478	05/06/2022	Hotel/flight and rental for ACET Conference 2022	199-41-6411-00-750-99-0-00		217.96	151761
Citibank	107210	04/20/2022	156479	05/06/2022	Regional Track Meet	181-36-6412-00-001-91-0-00		105.93	76970

Citibank	107208	04/20/2022	156480	05/06/2022	Regional Track Meet	181-36-6412-00-001-91-0-00		105.93	76969
Citibank	292387314	04/28/2022	156497	05/11/2022	12 Passenger Vans	282-11-6499-00-041-30-0-00	2021	335.11	151841
Citibank	47UFF8	05/09/2022	156498	05/11/2022	Travel expenses for CTAT Summer Conference - Fort Worth, TX	199-13-6411-00-916-22-0-00		484.96	151934
Citibank	INV140685720	03/30/2022	156499	05/11/2022	Monthly fee for Zoom Subscription	199-41-6499-00-701-99-0-00		55.24	150847
Citibank	050322-TORN	05/03/2022	156500	05/11/2022	Staff Incentive - Employee Appreciation	461-41-6499-00-750-99-0-00		626.72	151930
Citibank	292387303	04/28/2022	156501	05/11/2022	12 Passenger Vans	282-11-6499-00-041-30-0-00	2021	335.11	151841
Citibank	INV145718965	04/30/2022	156502	05/11/2022	Monthly fee for Zoom Subscription	199-41-6499-00-701-99-0-00		55.24	150847
Citibank	292387292	04/28/2022	156503	05/11/2022	12 Passenger Vans	282-11-6499-00-041-30-0-00	2021	335.11	151841
Citibank	00002097	02/01/2022	156520	05/13/2022	HS Boys Basketball Van Horn	181-36-6412-00-001-91-0-73		10.00	77280
Citibank	113-4715543-9036269	05/05/2022	156521	05/13/2022	Items for Teacher Appreciation Week	461-23-6499-00-044-11-0-00		1,178.49	151933
Citibank	81	12/10/2022	156522	05/13/2022	HS boys basketball Van Horn	181-36-6412-00-001-91-0-73		161.90	77284
Citibank	502TQBN	04/25/2022	156523	05/13/2022	TLA Conference 2022	199-41-6411-00-701-99-0-00		103.00	151765
Citibank	502TQBN	04/25/2022	156523	05/13/2022	TLA Conference 2022	281-13-6411-00-044-30-0-00	2021	26.13	151763
Citibank	502TQBN	04/25/2022	156523	05/13/2022	TLA Conference 2022	281-13-6411-00-999-30-0-00	2021	165.17	151763
Citibank	502TQBN	04/25/2022	156523	05/13/2022	TLA Conference 2022	281-13-6411-00-001-30-0-00	2021	15.57	151763
Citibank	502TQBN	04/25/2022	156523	05/13/2022	TLA Conference 2022	281-13-6411-00-041-30-0-00	2021	26.13	151763
Citibank	96	12/09/2022	156524	05/13/2022	HS boys basketball Van Horn	181-36-6412-00-001-91-0-73		17.28	77283
Citibank	101	04/20/2022	156525	05/13/2022	To purchase Nothing Bundt Cake for administrative day.	199-41-6499-00-750-99-0-00		221.64	151895
Citibank	946856	04/25/2022	156526	05/13/2022	Travel arrangements for Mr. Reyes to attend the TLA 2022 Annual Conference	281-13-6411-00-001-30-0-00	2021	630.39	151610
Citibank	982503	02/02/2022	156527	05/13/2022	Chairs for District Academic Coordinator and District Data Analyst	279-13-6399-01-916-11-0-00	2022	1,177.62	151465
Citibank	79	12/09/2021	156528	05/13/2022	HS Boys basketball Van Horn	181-36-6412-00-001-91-0-73		121.98	77282
Citibank	93	12/11/2021	156529	05/13/2022	HS Boys Basketball Van Horn	181-36-6412-00-001-91-0-73		217.38	77281
Citibank	190705121042	05/12/2022	156530	05/13/2022	Partners in Education and Volunteers Recognition May 6, 2022	211-61-6499-00-999-30-0-00	2022	132.11	151860
Citibank	946885	04/25/2022	156531	05/13/2022	TLA 2022 Annual Conference travel for Mrs. Vega and Mrs. Aguirre.	281-13-6411-00-041-30-0-00	2021	326.45	151648
Citibank	946885	04/25/2022	156531	05/13/2022	TLA 2022 Annual Conference travel for Mrs. Vega and Mrs. Aguirre.	281-13-6411-00-044-30-0-00	2021	303.94	151648
Citibank	CEV-00082	03/31/2022	156532	05/13/2022	Registration fee for Superintendent	199-41-6411-00-701-99-0-00		367.85	151718

Citibank	T88649172-04292022	04/29/2022	156554	05/17/2022	Ms. Carroll e-toll	199-41-6411-00-727-99-0-00		6.88	77340
Citibank	2106 -Best Western	04/29/2022	156555	05/17/2022	Best Western Plus Austin	282-11-6412-00-041-30-0-00	2021	4,644.00	151849
Citibank	88783ED087218	05/04/2022	156563	05/19/2022	TDA 2022 Conference attendees Norma Aguirre, Alejandra De Leon, Luis Guerra and Sandra Cruz-flight, hotel and rental	101-35-6411-00-903-99-0-00		279.63	151941
Citibank	292124162	05/01/2022	156564	05/19/2022	TDA 2022 Conference attendees Norma Aguirre, Alejandra De Leon, Luis Guerra and Sandra Cruz-flight, hotel and rental	101-35-6411-00-903-99-0-00		209.76	151941
Citibank	88783ED087216	05/04/2022	156565	05/19/2022	TDA 2022 Conference attendees Norma Aguirre, Alejandra De Leon, Luis Guerra and Sandra Cruz-flight, hotel and rental	101-35-6411-00-903-99-0-00		279.63	151941
Citibank	88783ED087217	05/04/2022	156566	05/19/2022	TDA 2022 Conference attendees Norma Aguirre, Alejandra De Leon, Luis Guerra and Sandra Cruz-flight, hotel and rental	101-35-6411-00-903-99-0-00		377.04	151941
Citibank	88783ED087215	05/04/2022	156567	05/19/2022	TDA 2022 Conference attendees Norma Aguirre, Alejandra De Leon, Luis Guerra and Sandra Cruz-flight, hotel and rental	101-35-6411-00-903-99-0-00		312.10	151941
Citibank	262SPOS460258	05/13/2022	156574	05/19/2022	For tickets to Schlitter Barn for Senior Trip	865-00-2191-01-001-01-0-00		960.00	151819
Citibank	262SPOS460258	05/13/2022	156574	05/19/2022	2022	865-00-2191-01-001-01-0-00			
Citibank	3195306898	10/04/2021	156578	05/20/2022	Hotel for LSSSCA Conference	282-21-6411-00-999-30-0-00	2021	180.90	151031
Citibank	3195306898-1	10/04/2021	156579	05/20/2022	Hilton Garden Inn Frisco LSSSCA Conference	281-31-6411-00-101-30-0-00	2021	180.89	151104
Citibank	INV120506651	11/30/2021	156580	05/20/2022	Monthly fee for Zoom Subscription	199-41-6499-00-701-99-0-00		55.24	150847 <sup>46</sup>
Citibank	3ASTBN	04/25/2022	156581	05/20/2022	TLA Conference 2022	199-41-6411-00-701-99-0-00		198.62	151763
Citibank	3ASTBN	04/25/2022	156581	05/20/2022	TLA Conference 2022	281-13-6411-00-041-30-0-00	2021	50.40	151763
Citibank	3ASTBN	04/25/2022	156581	05/20/2022	TLA Conference 2022	281-13-6411-00-044-30-0-00	2021	50.38	151763
Citibank	3ASTBN	04/25/2022	156581	05/20/2022	TLA Conference 2022	281-13-6411-00-999-30-0-00	2021	318.51	151763
Citibank	3ASTBN	04/25/2022	156581	05/20/2022	TLA Conference 2022	281-13-6411-00-001-30-0-00	2021	30.03	151763
Citibank	SSL Certificate-2022	09/01/2021	156582	05/20/2022	SSL Certificate (Wildcard) Service term of (3 years)	199-53-6399-01-953-99-0-00		1,622.50	150827
Citibank	0510	09/30/2021	156583	05/20/2022	TUG Conference Hotel Stay Expense	199-53-6411-00-953-99-0-00		284.82	150820
Citibank	15197475	05/17/2022	156584	05/20/2022	Movie Ticket	282-11-6499-00-101-30-0-00	2021	519.75	151947
Citibank	0720	09/30/2021	156585	05/20/2022	TUG Conference Hotel Stay Expense	199-53-6411-00-953-99-0-00		284.82	150820
Citibank	2YH32J	01/07/2022	156600	05/23/2022	TCEA 2022 Flight Expense	199-53-6411-00-953-99-0-00		623.88	151343
Citibank	1335 EVC TC2022 PRO	03/28/2022	156601	05/23/2022	Travel for District Academic Coordinator and District Data Analyst	279-13-6411-01-916-11-0-00	2022	1,900.00	151713
Citibank	19133	05/16/2022	156602	05/23/2022	Registration and Travel expenses for Tableau Conference 2022	199-13-6411-00-916-22-0-00		792.51	151799
Citibank	2UIHWM	04/19/2022	156603	05/23/2022	TDA 2022 Conference attendees Norma Aguirre, Alejandra De Leon, Luis Guerra and Sandra Cruz-flight, hotel and rental	101-35-6411-00-903-99-0-00		1,076.88	151941
Citibank	2UMU8O	04/19/2022	156604	05/23/2022	TDA 2022 Conference attendees Norma Aguirre, Alejandra De Leon, Luis Guerra and Sandra Cruz-flight, hotel and rental	101-35-6411-00-903-99-0-00		98.98	151941

Citibank	11292021	11/19/2021	156605	05/23/2022	Greenvelope Membership Renewal for District Invitations/Announcements	199-41-6499-00-701-99-0-00		195.00	151254
Citibank	292162474	05/10/2022	156606	05/23/2022	Travel Expenses for Track State Meet	181-36-6412-00-001-91-0-00		255.46	151911
Citibank	NK-KPOC	09/29/2021	156607	05/23/2022	Hotel Expense - Nutri Expo	101-35-6411-00-902-99-0-00		81.75	150898
Citibank	3O5QFK	03/11/2022	156608	05/23/2022	Travel arrangements for FBLA students to attend the 2022 SLC State Conference	244-11-6412-00-001-22-0-00	2022	1,447.92	151662
Citibank	15792	04/05/2022	156622	05/26/2022	White Dye Sublimation T-shirt	181-36-6412-00-001-91-0-78		216.91	77441
Citibank	0106580-02282022	02/28/2022	156623	05/26/2022	HS Basketball Monahans Chevron	181-36-6412-00-001-91-0-73		36.47	77670
Citibank	0522-626ffd6ba2ab2	05/02/2022	156624	05/26/2022	PACE+ Certification	199-41-6499-00-701-99-0-00		595.00	151957
Citibank	11	05/25/2022	156625	05/26/2022	4th grade field trip. 54 students	282-11-6499-00-044-30-0-00	2021	1,350.00	151986
Citibank	113-1270745-1411408	05/19/2022	156626	05/26/2022	GT Summer Camp Items	199-11-6399-00-999-21-0-00		129.72	152021
Citibank	3UUTOM	09/14/2021	156627	05/26/2022	Flight Expense - Nutri Expo	101-35-6411-00-902-99-0-00		370.95	150898
Citibank	F7259-02222022	02/22/2022	156628	05/26/2022	HS Basketball Ft. Stockton Mcds	181-36-6412-00-001-91-0-73		37.96	77666
Citibank	NQQU461	03/10/2022	156629	05/26/2022	Travel Expenses for Track State Meet	181-36-6412-00-001-91-0-00		804.72	151911 <sup>A7</sup>
Citibank	113-0749129-9041831	05/19/2022	156630	05/26/2022	To purchase specimen for science class	281-11-6399-00-041-30-1-00	2021	171.70	152020
Citibank	NQQU455	03/10/2022	156631	05/26/2022	Travel Expenses for Track State Meet	181-36-6412-00-001-91-0-00		804.72	151911
Citibank	113-4036941-0321865	05/19/2022	156632	05/26/2022	Items for 8th grade end of year dance.	461-11-6499-00-041-11-0-00		116.96	152018
Citibank	F10144-02282022	02/28/2022	156633	05/26/2022	HS Basketball Monahans Mcds	181-36-6412-00-001-91-0-73		53.17	77669
Citibank	946578	04/25/2022	156634	05/26/2022	TLA 2022 Annual Conference travel for Mrs. Vega and Mrs. Aguirre.	281-13-6411-00-044-30-0-00	2021	303.94	151648
Citibank	946578	04/25/2022	156634	05/26/2022	TLA 2022 Annual Conference travel for Mrs. Vega and Mrs. Aguirre.	281-13-6411-00-041-30-0-00	2021	326.45	151648
Citibank	5261427783333	09/03/2021	156635	05/26/2022	TUG Conference-Flight	199-41-6411-00-750-99-0-00		172.95	150889
Citibank	11122	05/16/2022	156636	05/26/2022	Travel for District Academic Coordinator and District Data Analyst	279-13-6411-01-916-11-0-00	2022	832.19	151713
Citibank	11102021	11/10/2021	156637	05/26/2022	Learn + Eat + Play - Field Trip	282-11-6499-00-044-30-0-00	2021	864.00	151208
Citibank Sams Club	637004363678849972954	04/29/2022	156459	05/05/2022	To purchase food items/Teacher Appreciation week	461-23-6499-00-101-11-0-00		147.98	151846
Citibank Sams Club	215132984617626720732	04/06/2022	156508	05/11/2022	Needed for Special Olympics event and EOY student/teacher use	224-11-6399-01-918-23-0-00	2022	255.20	151732
Citibank Sams Club	7121365477620750782	05/11/2022	156509	05/11/2022	Breakfast/snacks for Transcend site visit	480-13-6499-02-999-99-0-00	2022	49.63	77006
Citibank Sams Club	9851404694	05/05/2022	156539	05/13/2022	Picnic Time Grilling Master Apron & Tools	461-11-6499-00-044-11-0-00		80.94	151904
Citibank Sams Club	247230360024424865870	10/24/2021	156587	05/20/2022	To purchase coffee supplies and snacks for Coffee with the Principal events.	199-61-6499-00-101-99-0-00		147.90	151024

Citibank Sams Club	88271728191357614911 7	05/16/2022	156588	05/20/2022	Used to support all campuses during the Career Day event on 05/13/2022	199-11-6499-00-001-22-0-00	388.54	151910
Citibank Sams Club	83696296687787540536	10/24/2022	156589	05/20/2022	To purchase coffee supplies and snacks for Coffee with the Principal events.	199-61-6499-00-101-99-0-00	27.30	151024
Citibank Sams Club	09229020124440789181 0	05/01/2022	156595	05/20/2022	purchase items for Teacher Appreciation day	865-00-2191-01-999-01-0-00	263.67	151847
Citibank Sams Club	17940363112003443344 3	05/04/2022	156596	05/20/2022	purchase items for Teacher Appreciation day	865-00-2191-01-999-01-0-00	108.28	151847
Citibank Sams Club	49465998055039206708 9	05/26/2022	156644	05/26/2022	Items for end of year luncheon.	461-11-6499-00-044-11-0-00	614.57	152031
Citibank Sams Club	14077963501571148177	02/14/2022	156645	05/26/2022	Nestle Pure Life Purified Water	199-41-6499-00-727-99-0-00	16.72	151492
Citibank Sams Club	14077963501571148177	02/14/2022	156645	05/26/2022	Nabisco Classic Mix Variety Pack (40pk)	199-41-6499-00-727-99-0-00	19.92	151492
Citibank Sams Club	14077963501571148177	02/14/2022	156645	05/26/2022	Welch's Mixed Fruit Fruit Snack (90 ct.)	199-41-6499-00-727-99-0-00	35.94	151492

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40,096.48



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

# MEMORANDUM

To:  
From:  
Subject:  
Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

Texas Department of State Health Services  
 Annual Spinal Screening Report - Facility Summary by Grade  
**TORNILLO ISD**  
 for school year 2021 - 2022, submitted on 6/7/2022

\*\*\*\*\* Results of Referrals \*\*\*\*\*

Group	Under Prior Treatment		Screened		Rescreened		Referred		Normal		Scoliosis		Kyphosis		Other		Observation		Orthosis Bracing		Operation Surgery		Treatment Other		Results Unavailable		
	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	
G5F	1	2.9	34	3	8.8	3	8.8	0	0.0	0	0.0	0	0.0	1	2.9	1	2.9	0	0.0	0	0.0	0	0.0	0	0.0	2	5.9
G7F	0	0.0	42	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
G8M	0	0.0	33	2	6.1	3	9.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3	9.1
A10F	0		0	0		0		0		0		0		0		0		0		0		0		0		0	
A12F	0		0	0		0		0		0		0		0		0		0		0		0		0		0	
A13M	0		0	0		0		0		0		0		0		0		0		0		0		0		0	
A14M	0		0	0		0		0		0		0		0		0		0		0		0		0		0	50
<b>Total</b>	<b>1</b>		<b>109</b>	<b>5</b>		<b>6</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>1</b>		<b>1</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>5</b>	

Texas Department of State Health Services  
 Annual Spinal Screening Report - Facility Summary by Grade  
**TORNILLO ISD**  
 for school year 2021 - 2022, submitted on 6/7/2022

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

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

**Texas Department of State Health Services  
Annual Vision Screening Report - Facility Summary by Grade  
TORNILLO ISD  
for school year 2021 - 2022, submitted on 6/7/2022**

Grade	Number Screened	Screened With Glass	Screened With AD	Number Passed	***** FAILED *****							***** EXAMINED BY PHYSICIAN *****										
					Number Failed	% Failed	Number Failed With AD	Number Referred	Number Referred With AD	Number Transferred	Number Transferred With AD	Number Examined	% Examined	Examined No Problem	Examined No Problem With AD	Examined Treated	% Treated	Examined Treated With AD	Number Not Examined	Not Examined With AD	Late Examined	Late Examined No Problem
PK	28	0	26	19	9	32.1	9	9	9	0	0	5	55.6	2	2	3	60.0	3	4	4	0	0
K	59	0	53	42	17	28.8	17	17	17	0	0	5	29.4	0	0	5	100.0	5	12	12	0	0
01	67	7	3	65	2	3.0	1	2	1	0	0	0	0.0	0	0	0		0	2	1	0	0
02	62	10	1	61	1	1.6	0	1	0	0	0	0	0.0	0	0	0		0	1	0	0	0
03	49	6	1	44	5	10.2	1	2	1	1	0	1	50.0	0	0	1	100.0	1	0	0	0	0
04	6	1	3	4	2	33.3	2	2	2	0	0	1	50.0	0	0	1	100.0	1	1	1	0	0
05	65	16	2	57	8	12.3	1	2	0	0	0	0	0.0	0	0	0		0	2	0	0	0
06	6	2	0	5	1	16.7	0	1	0	0	0	1	100.0	0	0	1	100.0	0	0	0	0	0
07	76	23	0	67	9	11.8	0	9	0	1	0	2	22.2	0	0	2	100.0	0	6	0	0	52 0
08	0	0	0	0	0		0	0	0	0	0	0		0	0	0		0	0	0	0	0
09	8	0	0	6	2	25.0	0	2	0	0	0	0	0.0	0	0	0		0	2	0	0	0
10	3	1	0	3	0	0.0	0	0	0	0	0	0		0	0	0		0	0	0	0	0
11	5	3	0	4	1	20.0	0	1	0	0	0	0	0.0	0	0	0		0	1	0	0	0
12	1	1	0	1	0	0.0	0	0	0	0	0	0		0	0	0		0	0	0	0	0
<b>Total</b>	<b>435</b>	<b>70</b>	<b>89</b>	<b>378</b>	<b>57</b>		<b>31</b>	<b>48</b>	<b>30</b>	<b>2</b>	<b>30</b>			<b>2</b>	<b>2</b>	<b>13</b>		<b>10</b>	<b>31</b>	<b>18</b>	<b>0</b>	<b>0</b>

Texas Department of State Health Services  
 Annual Hearing Screening Report - Facility Summary by Grade  
 TORNILLO ISD  
 for school year 2021 - 2022, submitted on 6/7/2022

Grade	Number Screened	Number Passed	FAILED		EXAMINED BY PHYSICIAN						Number Not Examined	Late Exam No Problem	Late Exam Treated	
			Number Failed	% Failed	Number Referred	Number Transferred	Number Examined	% Examined	Exam No Problem	Examined Treated				% Treated
PK	27	27	0	0.0	0	0	0	0	0	0	0	0	0	0
K	59	59	0	0.0	0	0	0	0	0	0	0	0	0	0
01	64	64	0	0.0	0	0	0	0	0	0	0	0	0	0
02	61	61	0	0.0	0	0	0	0	0	0	0	0	0	0
03	48	48	0	0.0	0	0	0	0	0	0	0	0	0	0
04	3	3	0	0.0	0	0	0	0	0	0	0	0	0	0
05	63	63	0	0.0	0	0	0	0	0	0	0	0	0	0
06	5	5	0	0.0	0	0	0	0	0	0	0	0	0	0
07	76	76	0	0.0	0	0	0	0	0	0	0	0	0	0
08	0	0	0		0	0	0	0	0	0	0	0	0	0
09	7	7	0	0.0	0	0	0	0	0	0	0	0	0	0
10	3	3	0	0.0	0	0	0	0	0	0	0	0	0	0
11	4	4	0	0.0	0	0	0	0	0	0	0	0	0	0
12	1	1	0	0.0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	421	421	0		0	0	0	0	0	0	0	0	0	0

**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 math program grades 3-5  
Date: June 13, 2022

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**HISTORY:** We have seen a need for teacher training and support over the last few years in the area of math. There is a gap in foundational skills. Teachers have received some math training, but it has been difficult to get a company or find a comprehensive program that supports teachers from training, planning and curriculum. This past year of using the program has demonstrated a great deal of growth in our teachers and students.

**RATIONALE:** Our goal is to provide all students all students with the best instruction in math and in order to provide that support, we have identified teacher training and development is the key. Sharon Wells math provides teachers training every 6 weeks to address what teachers will teach for those 6 weeks. The program also comes with assessments for 3<sup>rd</sup> through 5<sup>th</sup> grade.

**BUDGET IMPACT:** \$33,680 from ESSER II funds

**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.*

**SHARON WELLS MATHEMATICS CURRICULUM INC.**

P.O. Box 689 Edinburg, Texas 78539

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

SHARONWELLS.COM

EIN #71-0881334 CPE PROVIDER # 500252

**2022-2023 COMPREHENSIVE CORE / FULL DAY CURRICULUM PROPOSAL  
TORNILLO ISD**

**Comprehensive Core Curriculum Fee and Printing/Shipping Fees are due by October 1, 2022**

**Comprehensive Core Curriculum Fee**

6 Grade-Level training sessions per contract, 5.5 hour sessions (1st / 3rd / 6th) Six Weeks

3.0 hour sessions (2nd / 4th / 5th) Six Weeks

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

					\$	-
Grade 3	1 Contract	@	\$ 8,475.00		\$	8,475.00
Grade 4	1 Contract	@	\$ 8,475.00		\$	8,475.00
Grade 5	1 Contract	@	\$ 8,475.00		\$	8,475.00

**PRINTING / SHIPPING ANNUAL GRADE LEVEL FEE**

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

**Professional Development Expenses**

Total Daily Expenses \$ 450.00 x 14 Total Days (of instruction) \$ 6,300.00  
(This amount includes Airfare, Hotel & Rental Car)

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

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

**TOTAL \$ 33,680.00**

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## Memorandum

To: Board of Trustees

From: Rene Estrada, Maintenance/Transportation Director

Subject: Construction of New Cafeteria

Date: 6/22/2022

### History:

The two campuses have been sharing the cafeteria which does not allow staff enough time to sanitize and disinfect between each lunch period.

### Rationale:

District would like to have the construction of the new cafeteria

### Budget Impact:

The budget impact will be \$36,000 taken from account 281.81.6639.00.999.99.0.00

### Administrative Recommendation:

The recommendation to the Board of trustees is to approve the construction of a new cafeteria with Countryman & Co.

Tornillo Independent School District

April 5, 2022

19200 Cobb Ave. | Tornillo, Texas 79853 | 915.497.4203 | EstradaRe@tisd.us

**TISD GYM CONVERSION TO CAFETERIA**

Dear Mr. Estrada -

Thank you for considering Countryman & Co. We appreciate it. Based on our recent conversation and walk-through, we understand the scope of work for this fee proposal to be as follows:

**Scope of Services** Countryman & Co. shall provide architectural, mechanical, plumbing and electrical engineering services as needed to design a renovation to convert as much of the building as needed into a commercial kitchen large enough to serve the intended population – with 2, to possibly 3 serving lines. To plan and design this, prior to working with, and releasing the project to engineers, Countryman & Co. will be working with Harder Structural Engineering and TISD's food service equipment vendor, to open up spaces, review number of emergency exits needed, and to see if 1 corridor which interrupts the proposed kitchen area can be eliminated, and planning the kitchen equipment layout – and of course, working with you, and your food service personnel to make sure its what you need.

**Information Needed from Owner** TISD probably has a food service equipment vendor they will be working with. This fee proposal is based on working closely with them, and for that vendor to provide equipment schedules, cut sheets, and equipment layouts, working cooperatively with our design team.

**Compensation & Consultants** Countryman & Co. calculated our fees for this project based on hourly rates, time anticipated to be expended, and consultant proposals. This fee proposal excludes any other services and consultants not explicitly mentioned in our fee proposal. Based on our current understanding of the scope of work, and our calculations, we respectfully request compensation of a Total Proposed Lump Sum (Not to Exceed) Fee, for the services as described, as broken down below:

**DESIGN | PERMITTING | BIDDING SERVICES**

Structural Engineering <i>Harder Structural</i>	\$ 2,700.00
Mechanical   Plumbing Engineering <i>AEG, LLC</i>	\$ 10,500.00
Electrical Engineering <i>Alpha Engineering</i>	\$ 7,000.00
<b>Consultant Sub-Total</b>	<b>\$ 20,200.00</b>

Architectural Design   Consultant Coordination and	\$ 13,000.00
Construction Administration - 8 Visits	\$ 2,800.00

**TOTAL FEE \$ 36,000.00**

**Compensation Schedule** Countryman & Co. respectfully requests payment in the following manner to continue work:

- 20% Submittal of Schematic Design | Approval to Release to Engineering
- 30% Submittal of Design Development
- 50% Completion of Construction Documents | Submittal for Permitting

**Additional Expenses** Reimbursable such as hard copies, and processing fees, are billed to the client at cost plus 10%. All submittals are anticipated to be electronic. Some typical Additional Expenses are billed at a flat | fixed fee. Additional expenses Countryman & Co. anticipates expending on your behalf, and billing you for, include:

- TDLR Plan Review & Inspection Fees. \$1,500.00
- County permitting may require hard copies, which we would invoice you, and provide receipt for.
- Any permitting fees required by the applicable Authorities Having Jurisdiction.

We hope that you find this fee proposal acceptable and its attachments acceptable. If you'd like to continue visiting about the proposal, or have any questions, just give us a call. We look forward to working with you.

Kind regards,



Jennifer Countryman, AIA, LEED AP, MA Sociology  
Attachment 1 – Potential Scope of Work Area



June 1, 2022

Mr. Rene Estrada, Transportation/Maintenance Director  
19200 Cobb Ave.  
Tornillo, Texas 79853

Re: Tornillo Middle School Gym Remodel into a Kitchen and Dining Building

Dear Mr. Estrada:

Carl Daniel Architects, CDA is pleased to submit this fee proposal to provide Architectural/Engineering Services for design of Remodel of existing Middle School Gym into a Kitchen and Dining Building

Scope of work:

The following is our proposed scope of work and the needs for this project. Our Engineers and CDA will survey the existing Gym to record mechanical, electrical and plumbing systems and Building layout/conditions. We will create CAD files for the design of the new Kitchen and Dining Area. The New Kitchen is approximately 4,150 sq. ft. The current gym basketball space will be the new dining area. This area will only receive paint and the current light fixtures will be replaced with LED lighting. Two openings will be provided, one on the south wall of the Gym for a small stage and the other one on north side of the Gym wall for the entrance and exit of the Kitchen two serving lines. We will coordinate with the Kitchen Director for the proposed kitchen equipment. **We are proposing a new paved service access road, (please see attached picture). For the design of the access road, we will request a soils report to include pavement recommendations.**

<u>Project Phase:</u>	<u>Description of Services</u>
Schematic Design:	Conceptual Design will be based on Tornillo School District Proposed Kitchen layout and serving lines. A floor plan and interior elevations will be provided for Owner's review and comments. Once the schematic design phase is approved, then we will move to the next phase.
Design Development:	After Acceptance of Schematic Design, we will introduce Mechanical, Plumbing, and Electrical Consultants.
Construction Documents:	This phase of work will have complete architectural Mechanical, plumbing, and Electrical construction drawings. We are proposing a paved serving access road. If the District wants to proceed with this design, we will have the Civil engineer to start the design the road. At this point we are not including any Landscape design. The drawings will include information and details required for ADA review and inspection and construction of project.
Bidding/Negotiations:	We will assist the District with the bidding process of the project if needed, If required we will assist the district with negotiation of the selected contractor.



Construction Administration:

For the duration of the construction of the project, we will answer questions from the General Contractor and make visits once a week to make sure the project is being constructed as per plans. The project will take approximately 6 months for construction

**Fees:**

Our proposed Architectural and Engineering Services Fee for the above project is based on a lump sum fee of: **Thirty-Seven Thousand Nine Hundred Eighty (\$37,980.00)**. This fee is based on the proposed scope of work and on design efforts only and NOT on a percentage of the construction Budget.

Below is a breakdown of the phases with the associated amounts of the fee, for the ease of invoicing and advancement of the project. This Fee is for the Remodel of the Gym into a Kitchen and Dining area:

Survey of Existing Conditions	\$ 1,899.00
Schematic Design	\$ 5,697.00
Design Development	\$ 7,596.00
Construction Documents	\$ 17,091.00
Bidding & Negotiations	\$ 1,899.00
Construction Administration	\$ 3,798.00
<b>Total Architectural/Engineering Fee:</b>	<b>\$ 37,980.00</b>

Since we do not know if the other architects are proposing a pave access road, (Please see attached pictures) we are indicating the design of the access road as a separate Fee, if the Districts decides to proceed with this design. The Fee for this work is a lump sum Fee of \$3,300.00.

Mr. Estrada, once again thank you and we hope that we have structured our proposal to your satisfaction. We always strive to provide our clients with our best possible service. We feel that our relationships with the Tornillo School District and our participation with the Kitchen design at the Tornillo High School, that your project will benefit from our knowledge and experience with this type of projects. If you would like to discuss this proposal further, please feel free to give us a call.

Respectfully submitted,

Hugo Saldaña, AIA , NCARB, CNU-a  
Principal

\_\_\_\_\_  
Accepted: print and signature

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



Construction Administration;

For the duration of the construction of the project, we will answer questions from the General Contractor and make visits once a week to make sure the project is being constructed as per plans. The project will take approximately 6 months for construction

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Respectfully submitted,

Hugo Saldaña, AIA , NCARB, CNU-a  
Principal

\_\_\_\_\_  
Accepted: print and signature

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



ADM Group, Inc.  
2100 West 15<sup>th</sup> Street  
Tempe, Arizona 85281  
480.285.3800

admgroupinc.com

office, washing, and cooler/freezer area. A new exit door will be added in the new cafeteria space to comply with code required exiting.

3 – The west side of the kitchen will utilize the existing coach office and restroom for the new kitchen manager’s office and restroom. The locker room area will be remodeled to accommodate an open area for washing and access to the new cooler/freezer. A room will also be created to include the washer/dryer, mop sink, water heaters and water softeners needed for the kitchen.

4 – A table storage room will be created and accessed from the cafeteria space.

Please see the attached drawings for the concept plan described above. Note that this is a concept only based on the job walk. Upon Notice to Proceed for the project, ADM Group and our Food Service consultant will meet with the District to perform an in-depth programming meeting for the kitchen design to ensure that your goals are being met.

\* Note that drawings for fire alarm and fire sprinklers are not included in this scope of work. These shall be deferred drawings prepared by the contractor.

**PROJECT FEES**

Based on the estimated budget the fees for these modifications will be:

Base Fee	(\$1,000,000 x 5.5%) =	\$ 55,000**
Reimbursable Fees (billed as used)		\$ 10,000
<b>Total</b>		<b>\$ 65,000</b>

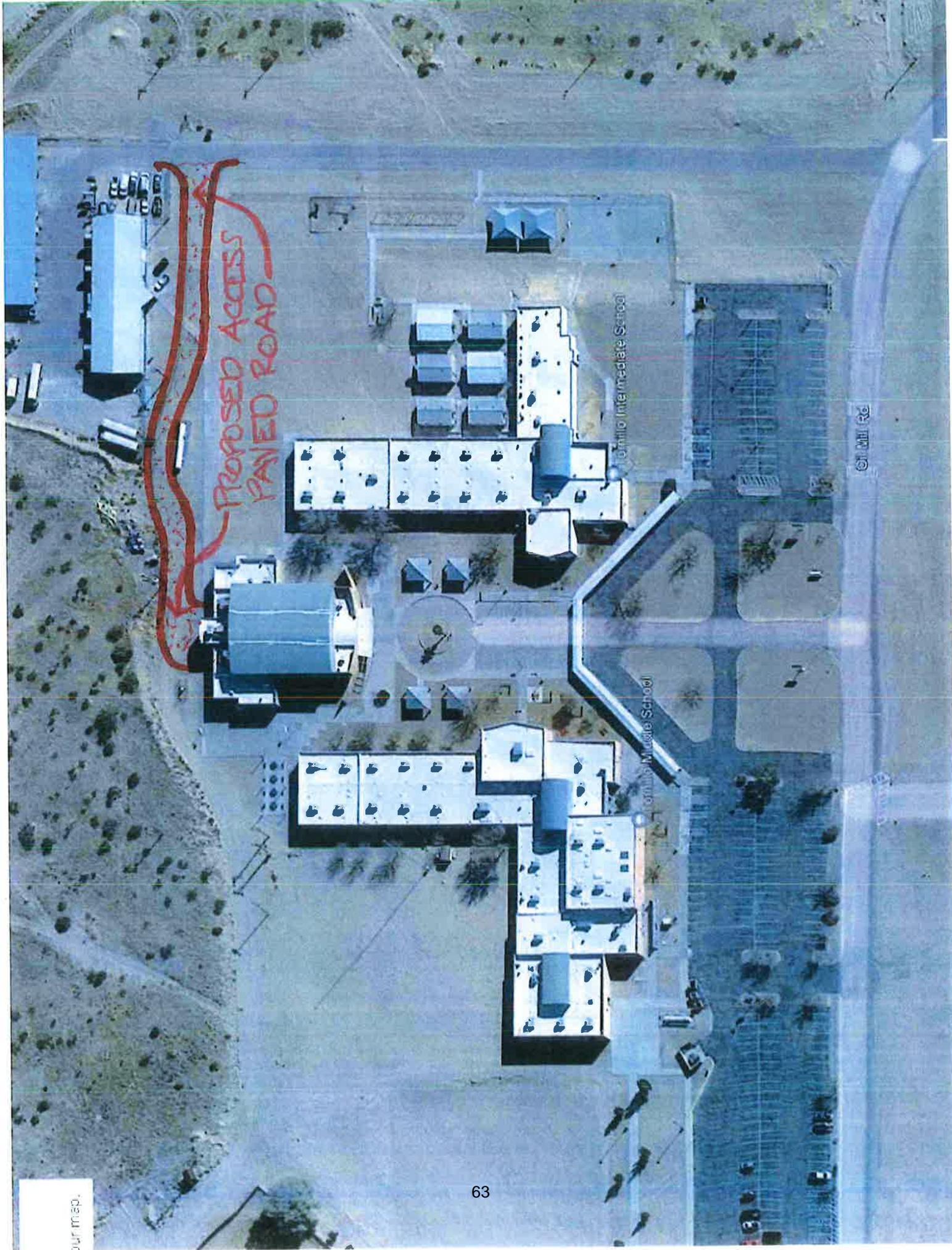
\*\*Note that this fee will be adjusted according to the actual cost of the work based on the fee percentage stated above.

**Reimbursable Expenses** are in addition to compensation for Basic and Additional Services and include expenses incurred by ADM Group and ADM Group's employees and consultants in the interest of the Project, as identified in the following clauses. Payments for reimbursable expenses shall be billed at cost times a factor of 1.15 for administration and handling unless noted otherwise.

- Fees and reimbursables paid to specialty consultants above and beyond the normal structural, mechanical, plumbing, and electrical, civil, landscape, and food service authorized by the Owner.
- Expenses, mileage, and time charges in connection with authorized local or out-of-town travel.
- Project related long distance communications.
- Fees paid for securing approval of governmental authorities having jurisdiction over the Project.

PROPOSED REMODEL  
AREA INTO A KITCHEN  
APPROX. 4,150 SQ. FT.

NEW LED  
LIGHT FIXTURES



PROPOSED ACCESS  
PAVED ROAD

Oranillo Intermediate School

Oranillo Middle School

CHURCH

ESSER II Allocation 21-22 & 22-23 SY  
 Planned by Focus Groups & Approved District Improvement Team  
 Board Approval of Budget Allocations 8/30/21  
 Last TEA. Approval 5/17/22

Wrap Around Services (SEL, Parent Outreach, Enrichment, Special Programs)		\$30,000/\$60,000 + Music \$209,324 (Completed) Fine Arts \$ P.E \$ Parent Outreach \$ After School Enrichment \$ (\$130,676)
Infrastructure Open Learning Environments	Grass/Playgrounds/Shade Structures Cafetorium \$600,000 & Retention Stipends \$400,000	SY 22-23 \$1,000,000
Curriculum & PD (Sub Pops)		\$400,000
Tier 1		
Tier 2		
Tier 3		
		\$1,800,000

## Aguilar, Rachel

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**Subject:** FW: Approved: ESSER Prior Approval Request

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**From:** Guerra, Luis <[Guerral@tisd.us](mailto:Guerral@tisd.us)>

**Sent:** Tuesday, May 17, 2022 3:30 PM

**To:** Estrada, Rene <[EstradaRe@tisd.us](mailto:EstradaRe@tisd.us)>; Vega-Barrio, Rosa <[RvegaB@tisd.us](mailto:RvegaB@tisd.us)>; Aguirre, Norma <[AguirreN@tisd.us](mailto:AguirreN@tisd.us)>

**Subject:** FW: Approved: ESSER Prior Approval Request

GREEN LIGHT to proceed with gym cafeteria transformation...

---

**From:** Davis, Nick <[Nick.Davis@tea.texas.gov](mailto:Nick.Davis@tea.texas.gov)>

**Sent:** Tuesday, May 17, 2022 1:56 PM

**To:** Guerra, Luis <[Guerral@tisd.us](mailto:Guerral@tisd.us)>

**Subject:** Approved: ESSER Prior Approval Request

**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.



-  
Hi Luis Guerra,  
Email: [guerral@tisd.us](mailto:guerral@tisd.us)

This is to notify you that your request for ESSER Costs -  
Prior Approval has been approved.

Disclaimer: This approval does not constitute that your use of  
funds is allowable or an effective use of ESSER funds. This  
approval only certifies that you have met the minimum  
requirement for prior approval. Ultimately, allowable uses of  
ESSER funds will be determined by your auditor(s).

CDN: 071908

Name of LEA: TORNILLO ISD (071-908) - ESC 19

ESC Region: 19.0

ESC Contact:

ID: ESSERPR-1492

Description of Project: Tornillo ISD, previously had submitted a smart sheet allocation for the installation of an outdoor gazebo, however, has decided to use ESSER II funding for the re-purpose of the junior high gym and transform it into the Food Service cafeteria. The reasoning, is that our junior high school and intermediate share the junior high school cafeteria. It serves over 480 students and was designed for 300. The cafeteria has decided to break it down to four lunch shifts but is interrupting instruction and the availability of monitors, cafeteria staff not sanitizing between shifts thus the spread of Covid-19 and other illnesses. The costs of \$1,000,000 and other costs will be shared with Food Service fund balance. We are planning on hiring an architect to draw the specification before going out to bid for the alteration of the gym to cafeteria.

Cost of Project: \$1,000,000.00

How the Project Meets the Intent of ESSER: With this project Tornillo IS is able to comply with the cost principals of "necessary and reasonable", meets statute :(13) School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs. (17). School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs. This alteration will ensure continuity of food services, address students' academic needs and students' and staff social, emotional, mental health, student health. These costs will be allowable use of funds under the ESSER grant as they are reasonable and necessary, which is to prevent, prepare for, or respond to the COVID-19 pandemic, including its impact on the social, emotional, mental health, and academic needs of students.

Type of Project: Alterations

Start Date of Planned Project: 05/01/22

End Date of Planned Project: 09/30/23

Green Comment: This request replaces the previous request re: outdoor gazebo learning center

Created Date: 05/11/22, 1:18 PM

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Ts{ ivih\$}Wq ewwliix\$rg2\$Tuzeg}\$Tspg}\$Witsw\$fywi3Wteq \$

Thanks,



**Nick Davis, MPSA, CTCM**  
Stimulus Funding Project Manager  
Department of Grant Compliance and Administration



(512) 463-8992



[Nick.davis@tea.texas.gov](mailto:Nick.davis@tea.texas.gov)



<https://tea.texas.gov/finance-and-grants/grants/elementary-and-secondary-school-emergency-relief-esser-grant-programs>

*“When we help ourselves, we find moments of happiness. When we help others, we find lasting fulfillment.” – Simon Sinek*

For more information and guidance, TEA staff can explore [Finance Administration](#). This message contains information which may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy, or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply E-mail and delete the message.

\$



***Technology Department***

19200 Cobb Avenue

Tornillo, TX 79853

Phone 915.765.3035

Fax 915.765.3099

# MEMORANDUM

To:

From:

Subject:

Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

**FY22 COPS Hiring Grant Application Budget  
El Paso County Sheriff's Office  
Grant Opportunity No. O-COPS-2022-171229  
10/1/2022 – 09/30/2025**

Grant for 4 Officers – 1 designated to Tornillo ISD

<b>Budget Category</b>	<b>Description</b>	<b>Cost</b>
Personnel  (El Paso County Sheriff's Office Deputies Salaries and Fringes)	Entry-level Deputy	First year: \$77,853.00 Second year: \$81,931.00 Third year: \$86,254.00
	Entry-level Deputy	First year: \$77,853.00 Second year: \$81,931.00 Third year: \$86,254.00
	Entry-level Deputy	First year: \$77,853.00 Second year: \$81,931.00 Third year: \$86,254.00
	Entry-level Deputy	First year: \$77,853.00 Second year: \$81,931.00 Third year: \$86,254.00
	<b>Total</b>	<b>\$984,152.00</b>

Salary Breakdown

	7.65%	18.9000%	14	9871	0.0047	0.0038	
0	0	0	0	0	0	0	0
<b>Salary</b>	<b>Social Security</b>	<b>Ret.</b>	<b>Ins-Life</b>	<b>Ins-Health</b>	<b>Ins - WC</b>	<b>Ins-Unemp</b>	<b>Total</b>
53,350	4,081	10,083	14	9,871	251	203	77,853
56,551	4,326	10,688	14	9,871	266	215	81,931
59,944	4,586	11,329	14	9,871	282	228	86,254

Tornillo ISD Matching Fund

<b>Year</b>	<b>Totals</b>
<b>Year 1 per officer</b>	\$ 77,853.00
<b>Year 2 per officer</b>	\$ 81,931.00
<b>Year 3 per officer</b>	\$ 86,254.00
<b>3 Year Grand Total</b>	<b>\$ 246,038.00</b>
<b>TISD 25% Match Requirement</b>	<b>\$ 61,509.50</b>



**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, Assistant Superintendent  
Subject: Allotment and TEKS Certification  
Date: June 22, 2022

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## **HISTORY:**

School districts are required to certify annually to the State Board of Education and the commissioner that, for each subject in the required curriculum other than physical education, students have access to instructional materials that cover 100% of the Texas Essential Knowledge and Skills (TEKS).

## **RATIONALE:**

The district superintendent, along with the president and secretary of the local board of trustees, or officers of the governing body of the charter school, certify the following:

- 1) This district's instructional materials and technology allotment is used only for expenses allowed by the Texas Education Code (TEC), §31.0211.
- 2) For the current school year, this district has instructional materials that collectively cover all elements of the Texas Essential Knowledge and Skills of the required curriculum identified in the TEC, §28.002, other than physical education, for each subject and grade level (TEC §31.004).
- 3) Upon request, this district will provide to the State Board of Education the title and publication information for any instructional materials requisitioned or purchased by the district with the district's allotment (TEC §31.101).

## **BUDGET IMPACT:**

N/A

## **ADMINISTRATIVE RECOMMENDATION:**

We are recommending that the Board of Trustees certifies that Tornillo ISD is providing materials that cover the Texas Essential Knowledge and Skills (TEKS)

***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.*

This document can be downloaded as a PDF to be brought to the board meeting. Once this survey is submitted by clicking "Next" at the bottom of this page, an Approval link with a response summary will be sent to the Superintendent email address provided in the survey.

Below is a summary of your responses

[Download PDF](#)

## 2022–2023 Allotment & TEKS Certification Form

In accordance with [TEC 31.04](#), school districts and charter schools are required to certify annually to the State Board of Education and the commissioner that, for each subject in the required curriculum other than physical education, students have access to instructional materials that cover all the Texas Essential Knowledge and Skills (TEKS). Districts and charters will be unable to order 2022–23 instructional materials through EMAT until the certification has been received by the Texas Education Agency (TEA).

Complete the form below, indicating the instructional materials the district has adopted or plans to adopt for the 2022–23 school year for each grade level and core subject or core course.

### Form Instructions:

The certification must be ratified by the LEA's board of trustees or governing body in an open, public-noticed meeting. The recommended steps are included below:

**1. Gather information** – Start by downloading a sample copy of the online survey to assist with collecting the information needed to complete the form. This can be found on the [Instructional Materials and Implementation](#) website. The form asks LEAs to indicate the instructional materials the LEA has adopted or plans to adopt for the 2022–23 school year for each grade level and core subject or core course, and some additional questions about instructional materials and local adoption procedures.

**2. Complete online form for approval** - The superintendent may identify a district representative to complete this survey. This may be the instructional materials coordinator or another district representative.<sup>71</sup> *Note: the form will not be considered finalized until the superintendent submits final approval.*

- At the end of the survey, click *Generate Response Summary* to download and print



## District Information

Enter the superintendent's name below.

First and Last  
Name

Rosy Vega-Barrio

Enter the superintendent's email address below.

Email

rvegab@tisd.us

Enter the school board president's name below.

First and Last  
Name

Marlene Bullard

Enter the school board president's email address below.

Email

marlene@tisd.us

Enter the date of the school board meeting at which the TEKS Certification Form will be presented and approved.

Date  
(MM/DD/YYYY)

06/22/2022

## Reading Language Arts TEKS Certification

Does your district have materials to cover 100% of the English K-5 RLA TEKS?

**Yes**

No

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for **K-5 English RLA** instruction to ensure coverage of 100% of the TEKS.

**Note:** Materials are in alphabetical order

Select the K-5 English RLA materials for each section

	Curriculum	Instructional Materials	Supplemental
<b>N/A -</b> We do not use RLA materials for these grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Achieve3000</b>	<input type="checkbox"/> 73	<input type="checkbox"/>	<input type="checkbox"/>
<b>American Reading Company -</b> American Reading Company (ARC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Amira</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the K-5 English RLA materials for each section

	Curriculum	Instructional Materials	Supplemental
<b>Amplify -</b> Amplify Texas Elementary Literacy Program (TEA Available Materials)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Amplify -</b> Amplify Education CKLA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Amplify Reading Texas</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>BookNook</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Center for the Collaborative Classroom -</b> Collaborative Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>District Created Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Edmentum</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Education Galaxy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HMH -</b> Texas Houghton Mifflin Harcourt Into Reading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Imagination Station, Inc./istation -</b> Istation Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Imagine Learning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>iStation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Learning A-Z, LLC. -</b> Raz-Plus ELL Edition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lexia</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>McGraw-Hill School Division -</b> Texas Wonders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reading Plus</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Renaissance Learning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education) -</b> Texas myView Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>StrongMind -</b> Texas English Language Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The College Board -</b> SpringBoard, English Language Arts, 2020 Texas Edition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ThinkCERCA -</b> ThinkCERCA, Texas Edition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your district have materials to cover 100% of the **Spanish K-5 RLA TEKS**?

**Yes**

**No**

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for **K-5 Spanish RLA** instruction to ensure coverage of 100% of the TEKS.

**Note:** Materials are in alphabetical order

Select the K-5 Spanish RLA materials for each section

	Curriculum	Instructional Materials	Supplemental
<b>N/A -</b> We do not use Spanish RLA materials for these grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>American Reading Company -</b> ARC Core en Espanol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Amplify -</b> Amplify Texas Lectoescritura en Espanol (TEA Available Materials)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Amplify Reading Texas</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Amira</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BookNook</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>District Created Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Edmentum</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Education Galaxy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EDUSPARK, INC. -</b> Lengua, Ritmo y Cultura KIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HMH -</b> Texas Houghton Mifflin Harcourt ¡Arriba la lectura!	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Imagination Station, Inc./Istation -</b> Istation Reading en Espanol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Imagine Learning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>iStation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lexia</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>McGraw-Hill School Division -</b> Texas Maravillas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reading Plus</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Renaissance Learning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education) -</b> Texas miVisión Lectura	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Vista Higher Learning -</b> Listos! + Antologias	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other**  
(Enter as "Publisher - Title")

Select the K-5 Spanish RLA materials for each section




Curriculum

Instructional  
Materials

Supplemental

Does your district have materials to cover 100% of the **6–8 RLA** TEKS?

**Yes**

No

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for **Grades 6-8 RLA** instruction to ensure coverage of 100% of the TEKS.

**Note:** Materials are in alphabetical order

Select the Grades 6-8 RLA materials for each section

	Curriculum	Instructional Materials	Supplemental
<b>N/A -</b> We do not use RLA materials for these grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Achieve3000</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Amplify -</b> Amplify ELAR Texas (TEA Available Materials)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Amplify Reading Texas</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>District Created Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Edmentum</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Education Galaxy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EMC Publishing, LLC. -</b> Mirrors & Windows: Connecting with Literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HMH -</b> Texas Houghton Mifflin Harcourt Into Literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Imagination Station, Inc./iStation -</b> Istation Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Imagine Learning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>iStation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lexia</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>McGraw-Hill School Division -</b> Texas StudySync	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Perfection Learning Corporation -</b> Texas Connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reading Plus</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Renaissance Learning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education) -</b> myPerspectives Texas English Language Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>StrongMind -</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Texas English Language Arts

Select the Grades 6-8 RLA materials for each section

Teacher Developed Materials

TEKS Resource System (TRS)

Curriculum

Instructional  
Materials

Supplemental

The College Board -

SpringBoard, English Language Arts, 2020  
Texas Edition

ThinkCERCA -

ThinkCERCA, Texas Edition

Other

(Enter as "Publisher - Title")

Other

(Enter as "Publisher - Title")

Other

(Enter as "Publisher - Title")

Does your district have materials to cover 100% of the **Grades 9–12 RLA** TEKS?

**Yes**

No

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for **Grades 9-12 RLA** instruction to ensure coverage of 100% of the TEKS.

**Note:** Materials are in alphabetical order

Select the Grades 9-12 RLA materials for each section

Curriculum

Instructional  
Materials

Supplemental

N/A -

We do not use RLA materials for these grades

Achieve3000

Bedford, Freeman and Worth Publishing  
Group -

Foundations of Language and Literature

BetterRhetor Resources, LLC. -

College-Ready Writing Essentials

District Created Materials

Edmentum

EMC Publishing, LLC. -

Mirrors & Windows: Connecting with Literature

HMH -

HMH Into Literature Texas

Imagine Learning

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McGraw-Hill School Division -

StudySync Texas

Odell Education-

	Select the Grades 9-12 RLA materials for each section		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Curriculum</b>	<b>Instructional Materials</b>	<b>Supplemental</b>
Odell Texas High School Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Perfection Learning Corporation - Texas Connections</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reading Plus</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Renaissance Learning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education, Inc.) - myPerspectives Texas English Language Arts</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shmoop University, Inc. - ELA: Introduction to Literature</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Strong Mind - Texas English Language Arts</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>The College Board - SpringBoard, English Language Arts, Texas Edition</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>			
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>			
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>			

Would you request all RLA products listed previously and/or other products used by Texas educators be reviewed for quality?

- Request that all RLA materials listed above receive quality reviews
- Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"
- Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"
- Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"
- Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

Does your district have materials to cover 100% of the **grades K-5 mathematics** TEKS?

Yes

No

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for **Grades K-5 mathematics** instruction to ensure coverage of 100% of the TEKS.

*Note: Materials are in alphabetical order*

Select the Grades K-5 mathematics materials for each section

	Curriculum	Instructional Materials	Supplemental
<b>N/A -</b> We do not use Math materials for this grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accelerate Learning -</b> STEMscopes Texas Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Achieve3000</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>District Created Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DreamBox Math</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Great Minds-</b> Eureka Math TEKS Edition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>HMH -</b> Texas Go Math!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HMH -</b> Texas Go Math! (Spanish)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Imagine Math</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>i-Ready</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>iStation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>IXL Math</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Origo Education -</b> Stepping Stones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Origo Education -</b> Stepping Stones (Spanish)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Person Education, Inc.)</b> - enVisionMATH Texas 2.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Person Education, Inc.)</b> - enVisionMATH Texas 2.0 en español	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ST Math</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teach to One</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TPS Publishing -</b> Creative Mathematics Curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Zearn</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the Grades K-5 mathematics materials for each section

Other

(Enter as "Publisher - Title")

Curriculum

Instructional  
Materials

Supplemental

Other

(Enter as "Publisher - Title")

Does your district have materials to cover 100% of the **grades 6–8 math** TEKS?

**Yes**

No, we use supplemental materials to cover the TEKS.

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for **Grades 6-8 mathematics** instruction to ensure coverage of 100% of the TEKS.

*Note: Materials are in alphabetical order*

Select the grades 6-8 mathematics materials for each section

Curriculum

Instructional  
Materials

Supplemental

N/A -

We do not use Math materials for this grade

**Achieve3000**

**Agile Mind -**

Agile Mind Mathematics

**Carnegie Learning -**

Texas Middle School Math

**Carnegie Learning-**

MATHia

**District Created Materials**

**DreamBox Math**

**Edusmart -**

Math Texas

**HMH -**

Texas Go Math!

**Imagine Math**

**i-Ready**

**iStation**

**IXL Math**

**McGraw-Hill -**

Texas Math

**Savvas (formerly Pearson Education, Inc.) -**  
digits, Texas Edition

**ST Math**

**Teacher Developed Materials**

**Teach to One**

**TEKS Resource System (TRS)**

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	Select the grades 6-8 mathematics materials for each section		
	Curriculum	Instructional Materials	Supplemental
<b>Texas State University -</b> Math Explorations Part 1–3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The College Board -</b> SpringBoard Mathematics, Course 1–3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TPS Publishing -</b> Creative Mathematics Curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Zearn</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>			
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>			
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>			

Does your district have materials to cover 100% of the **grades 9–12 math** TEKS?

- Yes**
- No

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for **Grades 9-12 mathematics** instruction to ensure coverage of 100% of the TEKS.

*Note: Materials are in alphabetical order*

	Select the grades 9-12 mathematics materials for each section		
	Curriculum	Instructional Materials	Supplemental
<b>N/A -</b> We do not use Math materials for this grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Achieve3000</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Agile Mind -</b> Algebra 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BFW Publishing -</b> Sapling Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Big Ideas Learning -</b> Big Ideas Learning Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carnegie Learning -</b> Texas Algebra 1/Algebra 2/Geometry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Cengage Learning -</b> PreCalculus + Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CORD Communications -</b> Algebra 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>District Created Materials</b>	<input type="checkbox"/> 81	<input type="checkbox"/>	<input type="checkbox"/>
<b>HMH -</b> HMH Algebra 1/Algebra 2/Geometry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Imagine Math</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Select the grades 9-12 mathematics materials for each section		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Curriculum	Instructional Materials	Supplemental
<b>IXL Math</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kendall/Hunt Publishing Company</b> - Precalculus with Trigonometry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carnegie Learning</b> - MATHia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>McGraw-Hill</b> - Texas Algebra 1/Algebra 2/Geometry/Precalculus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sapling Learning</b> - Algebra 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education, Inc.)</b> - Texas Algebra 1/Algebra 2/Geometry/Precalculus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>The College Board</b> - SpringBoard Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you request all math products listed previously and/or other products used by Texas educators be reviewed for quality?

Request that all math materials listed above receive quality reviews

Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

Does your district have materials to cover 100% of the **grades K–5 social studies TEKS**?

- Yes**
- No**

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for **Grades K-5 social studies** instruction to ensure coverage of 100% of the TEKS.

*Note: Materials are in alphabetical order*

Select the grades K-5 social studies materials for each section

	Curriculum	Instructional Materials
<b>N/A -</b> We do not use social studies materials for this grade	<input type="checkbox"/>	<input type="checkbox"/>
<b>American Legacy Publishing dba Studies Weekly -</b> Texas/USA Studies Weekly	<input type="checkbox"/>	<input type="checkbox"/>
<b>American Legacy Publishing dba Studies Weekly -</b> Texas/USA Studies Weekly (Spanish)	<input type="checkbox"/>	<input type="checkbox"/>
<b>District Created Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Newsela</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Nystrom Education   Social Studies School Service -</b> Exploring Where and Why; Stratologica	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education, Inc.) -</b> Texas MyWorld Social Studies	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education, Inc.) -</b> Texas MyWorld Social Studies en español (Spanish)	<input type="checkbox"/>	<input type="checkbox"/>
<b>TCI-</b> Social Studies Alive!	<input type="checkbox"/>	<input type="checkbox"/>
<b>Studies Weekly</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

N/A -

We do not use social studies materials for this grade

Select the grades K-5 social studies materials for each section

American Legacy Publishing dba Studies Weekly - Texas/USA Studies Weekly

Supplemental

American Legacy Publishing dba Studies Weekly - Texas/USA Studies Weekly (Spanish)

District Created Materials

Newsela

Nystrom Education | Social Studies School Service - Exploring Where and Why; Stratalogica

Savvas (formerly Pearson Education, Inc.) - Texas MyWorld Social Studies

Savvas (formerly Pearson Education, Inc.) - Texas MyWorld Social Studies en español (Spanish)

TCI- Social Studies Alive!

Studies Weekly

Teacher Developed Materials

TEKS Resource System (TRS)

Other (Enter as "Publisher - Title")

Other (Enter as "Publisher - Title")

Other (Enter as "Publisher - Title")

Does your district have materials to cover 100% of the grades 6-8 social studies TEKS?

Yes

No

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for Grades 6-8 social studies instruction to ensure coverage of 100% of the TEKS.

Note: Materials are in alphabetical order

Select the grades 6-8 social studies materials for each section

Curriculum

Instructional Materials

N/A -

We do not use social studies materials for this grade

Cengage Learning, Inc./National Geographic Learning - World Cultures and Geography, MYNGCONNECT

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Discovery Education, Inc. - Discovery Education Social Studies Techbook

**District Created Materials**  Select the grades 6-8 social studies materials for each section

<b>HMH -</b> World Studies/Texas History/US History	<b>Curriculum</b>	<b>Instructional Materials</b>
<b>McGraw-Hill School Education LLC -</b> World Cultures and Geography/Texas History/US History	<input type="checkbox"/>	<input type="checkbox"/>
<b>Newsela</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education, Inc.) -</b> Texas Contemporary World Cultures/Texas History/US History	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social Studies School Service -</b> Active Classroom: Global Studies; Geography/US History	<input type="checkbox"/>	<input type="checkbox"/>
<b>Studies Weekly</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title")	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="Exploros"/>		
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		

Select the grades 6-8 social studies materials for each section

**Supplemental**

<b>N/A -</b> We do not use social studies materials for this grade	<input type="checkbox"/>
<b>Cengage Learning, Inc./National Geographic Learning -</b> World Cultures and Geography, MYNGCONNECT	<input type="checkbox"/>
<b>Discovery Education, Inc. -</b> Discovery Education Social Studies Techbook	<input type="checkbox"/>
<b>District Created Materials</b>	<input type="checkbox"/>
<b>HMH -</b> World Studies/Texas History/US History	<input type="checkbox"/>
<b>McGraw-Hill School Education LLC -</b> World Cultures and Geography/Texas History/US History	<input type="checkbox"/>
<b>Newsela</b>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education, Inc.) -</b> Texas Contemporary World Cultures/Texas History/US History	<input type="checkbox"/>
<b>Social Studies School Service -</b> Active Classroom: Global Studies; Geography/US History	<input type="checkbox"/>
<b>Studies Weekly</b>	<input checked="" type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input checked="" type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title")	<input checked="" type="checkbox"/>
<input type="text" value="Exploros"/>	

Explore

**Other**  
(Enter as "Publisher - Title")

**Other**  
(Enter as "Publisher - Title")

Select the grades 6-8 social studies materials for each section

**Supplemental**

Does your district have materials to cover 100% of the **grades 9–12 social studies** TEKS?

- Yes**
- No

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for **Grades 9-12 social studies** instruction to ensure coverage of 100% of the TEKS.

**Note:** Materials are in alphabetical order

Select the grades 9-12 social studies materials for each section

**Curriculum**

**Instructional Materials**

<b>N/A -</b> We do not use social studies materials for this grade	<input type="checkbox"/>	<input type="checkbox"/>
<b>Discovery Education, Inc. -</b> Discovery Education Social Studies Techbook	<input type="checkbox"/>	<input type="checkbox"/>
<b>District Created Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HMH -</b> HMH The Americans/World Geography/World History	<input type="checkbox"/>	<input type="checkbox"/>
<b>McGraw-Hill School Education LLC -</b> United States Government/US History/World Geography/World History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Newsela</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education, Inc.) -</b> Texas Magruder's American Government/US History/World History	<input type="checkbox"/>	<input type="checkbox"/>
<b>Perfection Learning -</b> Basic Principles of American Government	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social Studies School Service -</b> Active Classroom: Government/Civics/US History/Global Studies/Geography/World History	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>WorldView Software -</b> U.S. Government: An Interactive Approach	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	86	
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		

Other  
(Enter as "Publisher - Title")

Select the grades 9-12 social studies materials for each section

Curriculum

Instructional Materials

Select the grades 9-12 social studies materials for each section

Supplemental

N/A -

We do not use social studies materials for this grade

Discovery Education, Inc. -

Discovery Education Social Studies Techbook

District Created Materials

HMH -

HMH The Americans/World Geography/World History

McGraw-Hill School Education LLC -

United States Government/US History/World Geography/World History

Newsela

Savvas (formerly Pearson Education, Inc.) -

Texas Magruder's American Government/US History/World History

Perfection Learning -

Basic Principles of American Government

Social Studies School Service -

Active Classroom: Government/Civics/US History/Global Studies/Geography/World History

Teacher Developed Materials

TEKS Resource System (TRS)

WorldView Software -

U.S. Government: An Interactive Approach

Other

(Enter as "Publisher - Title")

Other

(Enter as "Publisher - Title")

Other

(Enter as "Publisher - Title")

Would you request all social studies products listed previously and/or other products used by Texas educators be reviewed for quality?

Request that all social studies materials listed above receive quality reviews

Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

- Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

- Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

## Science TEKS Certification

Does your district have materials to cover 100% of the **grades K–5 science** TEKS?

- Yes**  
 No

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for **Grades K-5 science** instruction to ensure coverage of 100% of the TEKS.

*Note: Materials are in alphabetical order*

Select the grades K-5 science materials for each section

	Curriculum	Instructional Materials
<b>N/A -</b> We do not use science materials for these grades	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptive Curriculum -</b> AC Science	<input type="checkbox"/>	<input type="checkbox"/>
<b>Delta Education LLC -</b> FOSS Texas Edition	<input type="checkbox"/>	<input type="checkbox"/>
<b>Delta Education LLC -</b> FOSS Texas Edition (Spanish)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Discovery Education, Inc. -</b> Discovery Education Science Techbook	<input type="checkbox"/>	<input type="checkbox"/>
<b>District Created Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Edumatics Corporation -</b> Edusmart Science Texas	<input type="checkbox"/>	<input type="checkbox"/>
<b>Edumatics Corporation -</b> Edusmart Science Texas (Spanish)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Great Minds-</b> PhD Science TEKS Edition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>HMH -</b> Texas ScienceFusion	<input type="checkbox"/>	<input type="checkbox"/>
<b>HMH -</b> Texas ScienceFusion (Spanish)	88 <input type="checkbox"/>	<input type="checkbox"/>
<b>Imagine Learning</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Knowing Science LLC -</b> Core Science Curriculum	<input type="checkbox"/>	<input type="checkbox"/>

Select the grades K-5 science materials for each section

	Curriculum	Instructional Materials
<b>L.J. Create -</b> SciTEX Living With Science	<input type="checkbox"/>	<input type="checkbox"/>
<b>LAZEL, Inc. dba ExploreLearning -</b> ExploreLearning Science Gizmos	<input type="checkbox"/>	<input type="checkbox"/>
<b>Millmark Education Corporation, Inc. -</b> CL Digital Online Curriculum	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education, Inc.) -</b> Texas Interactive Science	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education, Inc.) -</b> Texas Interactive Science en español	<input type="checkbox"/>	<input type="checkbox"/>
<b>SciTex Learning</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STEMscopes, Incorporated -</b> STEMscopes 2.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>TPS Publishing Inc -</b> Creative Science Curriculum with STEM, Literacy and Arts Texas Edition	<input type="checkbox"/>	<input type="checkbox"/>
<b>VSCHOOLZ, Inc. -</b> VSCHOOLZ	<input type="checkbox"/>	<input type="checkbox"/>
<b>Zingy Learning -</b> Zingy Science Texas	<input type="checkbox"/>	<input type="checkbox"/>
<b>Zingy Learning -</b> Zingy Science Texas (Spanish)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input style="width: 100%; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input style="width: 100%; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input style="width: 100%; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the grades K-5 science materials for each section

**Supplemental**

<b>N/A -</b> We do not use science materials for these grades	<input type="checkbox"/>
<b>Adaptive Curriculum -</b> AC Science	<input type="checkbox"/>
<b>Delta Education LLC -</b> FOSS Texas Edition	<input type="checkbox"/>
<b>Delta Education LLC -</b> FOSS Texas Edition (Spanish)	<input type="checkbox"/>
<b>Discovery Education, Inc. -</b> Discovery Education Science Techbook	<input type="checkbox"/>
<b>District Created Materials</b>	<input type="checkbox"/>
<b>Edumatics Corporation -</b> Edusmart Science Texas	<input type="checkbox"/>
<b>Edumatics Corporation -</b> Edusmart Science Texas (Spanish)	<input type="checkbox"/>

	Select the grades K-5 science materials for each section
<b>Great Minds-</b> PhD Science TEKS Edition	<input checked="" type="checkbox"/>
<b>HMH -</b> Texas ScienceFusion	<input checked="" type="checkbox"/> Supplemental
<b>HMH -</b> Texas ScienceFusion (Spanish)	<input type="checkbox"/>
<b>Imagine Learning</b>	<input type="checkbox"/>
<b>Knowing Science LLC -</b> Core Science Curriculum	<input type="checkbox"/>
<b>L.J. Create -</b> SciTEX Living With Science	<input type="checkbox"/>
<b>LAZEL, Inc. dba ExploreLearning -</b> ExploreLearning Science Gizmos	<input type="checkbox"/>
<b>Millmark Education Corporation, Inc. -</b> CL Digital Online Curriculum	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education, Inc.) -</b> Texas Interactive Science	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education, Inc.) -</b> Texas Interactive Science en español	<input type="checkbox"/>
<b>SciTex Learning</b>	<input type="checkbox"/>
<b>STEMscopes, Incorporated -</b> STEMscopes 2.0	<input checked="" type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input checked="" type="checkbox"/>
<b>TPS Publishing Inc -</b> Creative Science Curriculum with STEM, Literacy and Arts Texas Edition	<input type="checkbox"/>
<b>VSCHOOLZ, Inc. -</b> VSCHOOLZ	<input type="checkbox"/>
<b>Zingy Learning -</b> Zingy Science Texas	<input type="checkbox"/>
<b>Zingy Learning -</b> Zingy Science Texas (Spanish)	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>
<input type="text"/>	
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>
<input type="text"/>	
<b>Other</b> (Enter as "Publisher - Title")	<input type="checkbox"/>
<input type="text"/>	

Does your district have materials to cover 100% of the **grades 6–8 science** TEKS?

- Yes**
- No

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for **Grades 6-8 science** instruction to ensure coverage of 100% of the TEKS.

**Note:** Materials are in alphabetical order

Select the grades 6-8 science materials for each section

	Curriculum	Instructional Materials
<b>N/A -</b> We do not use science materials for these grades	<input type="checkbox"/>	<input type="checkbox"/>
<b>Achieve3000, Inc -</b> eScience3000	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptive Curriculum -</b> AC Science	<input type="checkbox"/>	<input type="checkbox"/>
<b>CPO Science -</b> CPO Science Texas	<input type="checkbox"/>	<input type="checkbox"/>
<b>Discovery Education, Inc. -</b> Discovery Education Science Techbook	<input type="checkbox"/>	<input type="checkbox"/>
<b>District Created Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Edumatics Corporation -</b> Edusmart Science Texas	<input type="checkbox"/>	<input type="checkbox"/>
<b>HMH -</b> Texas ScienceFusion	<input type="checkbox"/>	<input type="checkbox"/>
<b>Imagine Learning</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>L.J. Create -</b> SciTEX	<input type="checkbox"/>	<input type="checkbox"/>
<b>LAB-AIDS Inc -</b> Science Texas Edition	<input type="checkbox"/>	<input type="checkbox"/>
<b>LAZEL, Inc. dba ExploreLearning -</b> ExploreLearning Science Gizmos	<input type="checkbox"/>	<input type="checkbox"/>
<b>McGraw-Hill Education -</b> Texas Glencoe iScience	<input type="checkbox"/>	<input type="checkbox"/>
<b>Millmark Education Corporation, Inc. -</b> CL Curriculum	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (formerly Pearson Education, Inc.) -</b> Texas Interactive Science	<input type="checkbox"/>	<input type="checkbox"/>
<b>SciTex Learning</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STEMscopes, Incorporated -</b> STEMscopes 2.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>TPS Publishing Inc -</b> Creative Science Curriculum with STEM, Literacy and Arts Texas Edition	<input type="checkbox"/>	<input type="checkbox"/>
<b>VSCHOOLZ, Inc. -</b> VSCHOOLZ	<input type="checkbox"/>	<input type="checkbox"/>
<b>Zingy Learning -</b> Zingy Science Texas	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	91 <input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Curriculum

Instructional Materials

Select the grades 6-8 science materials for each section

Supplemental

N/A -

We do not use science materials for these grades

Achieve3000, Inc -

eScience3000

Adaptive Curriculum -

AC Science

CPO Science -

CPO Science Texas

Discovery Education, Inc. -

Discovery Education Science Techbook

District Created Materials

Edumatics Corporation -

Edusmart Science Texas

HMH -

Texas ScienceFusion

Imagine Learning

L.J. Create -

SciTEX

LAB-AIDS Inc -

Science Texas Edition

LAZEL, Inc. dba ExploreLearning -

ExploreLearning Science Gizmos

McGraw-Hill Education -

Texas Glencoe iScience

Millmark Education Corporation, Inc. -

CL Curriculum

Savvas (formerly Pearson Education, Inc.) -

Texas Interactive Science

SciTex Learning

STEMscopes, Incorporated -

STEMscopes 2.0

Teacher Developed Materials

TEKS Resource System (TRS)

TPS Publishing Inc -

Creative Science Curriculum with STEM, Literacy and Arts Texas Edition

VSCHOOLZ, Inc. -

VSCHOOLZ

Zingy Learning -

Zingy Science Texas

Other

(Enter as "Publisher - Title")

Other

(Enter as "Publisher - Title")

Other  
(Enter as "Publisher - Title")

Select the grades 6-8 science materials for each section

Supplemental

Does your district have materials to cover 100% of the grades 9–12 science TEKS?

- Yes
- No

Select all curriculum, materials, and supplemental materials that teachers in your district or charter will regularly use (once a week or more, on average) for **Grades 9-12 science** instruction to ensure coverage of 100% of the TEKS.

*Note: Materials are in alphabetical order*

Select the grades 9-12 science materials for each section

	Curriculum	Instructional Materials	Supplemental
<b>N/A -</b> We do not use science materials for these grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptive Curriculum -</b> AC Science Biology/Chemistry/IPC/Physics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bedford, Freeman and Worth Publishing Group -</b> Living by Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Agile Mind Educational Holdings, Inc. -</b> Agile Mind Biology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Discovery Education, Inc. -</b> Discovery Education Science Techbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>District Created Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Edumatics Corporation -</b> Edusmart Science Texas - Biology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ergopedia, Inc. -</b> Essential Physics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HMH -</b> Texas Biology/Modern Chemistry/Physics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>L.J. Create -</b> SciTEX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LAB-AIDS Inc -</b> Science and Global Issues, Biology Units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LAB-AIDS Inc -</b> A Natural Approach to Chemistry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LAZEL, Inc. dba ExploreLearning -</b> ExploreLearning Science Gizmos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>McGraw-Hill Education -</b> Texas Glencoe Biology/Texas Chemistry/IPC/Physics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Perfection Learning -</b> Kinetic First-Person Physics	<input type="checkbox"/> 93	<input type="checkbox"/>	<input type="checkbox"/>
<b>Savvas (Pearson Education, Inc.) -</b> Pearson/Savvas Biology/Chemistry, Texas Edition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Select the grades 9-12 science materials for each section		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Curriculum	Instructional Materials	Supplemental
<b>Sapling Systems, Inc. dba Sapling Learning</b> - Dynamic Biology/Chemistry/Physics Texas Edition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Scientific Minds, LLC</b> - Biology/Chemistry Science Starters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SciTex Learning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STEMscopes, Incorporated</b> - STEMscopes 2.0, Biology/Chemistry/Physics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teacher Developed Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TEKS Resource System (TRS)</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>VSCHOOLZ, Inc.</b> - VSCHOOLZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter as "Publisher - Title") <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you request all science products listed previously and/or other products used by Texas educators be reviewed for quality?

- Request that all science materials listed above receive quality reviews
- Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"
- Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"
- Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"
- Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

## Phonics Informational Questions

[House Bill \(HB\) 3](#), 86th Texas Legislature, 2019, requires all Texas school districts provide phonics curriculum that uses systematic, direct instruction in kindergarten through third grade to ensure all students obtain necessary early-literacy skills. The commissioner of education is in the process of

developing a recommended list of phonics programs in accordance with [House Bill 3, 86<sup>th</sup> Texas Legislature, 2019](#), to ensure all students obtain necessary early literacy skills and that districts have access to phonics materials that include systematic direct instruction and integrated reading instruments. Phonics programs will undergo the [Texas Resource Review process](#) to determine inclusion on the commissioner’s recommended list in accordance with 19 Texas Administrative Code §74.2001.

This section of the form is not evaluative and data will be used to help inform TEA on what additional resources or services are needed to support LEAs in providing students direct, systematic phonics instruction.

Select the statement that best describes how phonics materials are selected for use within your district.

- We select phonics material at the district-level, and all campuses are required to use the same phonics curriculum.
- We select phonics material at the district-level. These materials are available as a resource but is not required for use at each campus.
- We recommend a list of specific phonics material at the district-level. Campus leaders can select from this recommended list.
- Campus leaders determine use of phonics material.**
- Teachers determine use of phonics material and create or source their own materials.
- We do not currently have phonics material in our district.
- Other

Select the statement(s) that reflect(s) the type of phonics material used in your district.

*Select all that apply*

	For English Phonics Check all that apply	For Spanish Phonics Check all that apply
Our district covers phonics as part of our core RLA approach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Our district uses additional supplemental products to support phonics instruction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select all materials that teachers in your district or charter will regularly use (once a week or more, on average) for **Grades K-3 phonics** instruction.

If your district or charter does not use the materials listed, select "Other" and enter the Publisher and Title, separated by a dash, in the text box below.

	Curriculum	Instructional Materials	Supplemental
95% Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Reading Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amplify - Amplify Texas Skills Unit (TEA Available Materials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amplify - Amplify Texas Core Product	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Amplify Education CKLA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benchmark Education Company - Benchmark Phonics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catawaba Press - Puzzle Piece Phonics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Center for the Collaborative Classroom - Collaborative Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EDUSPARK - Lengua, Ritmo, y Cultura	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Esperanza/Valley Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estrellita, Inc. - Accelerated Spanish Reading Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Express Readers Foundational Reading Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FlyLeaf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Go Phonics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heinemann - Fountas & Pinnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heinemann - Units of Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HMH - Arriba la lectura	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HMH - Into Reading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HMH - Saxon Phonics & Spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
InterEthnic, LLC - Alphabet Harbor Phonics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IStation - Istation Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IStation - Istation Reading en Español	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jolly Learning - Jolly Phonics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jossey-Bass - Phonics Pathways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kinestemus - Kinestem Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning A–Z - Raz Plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Dynamics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letterland International Ltd. - Letterland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lexia Learning Systems, LLC - Lexia® Core5® Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LifeLong Readers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lucy Calkins - Units of Study for Teaching Phonics Grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
McGraw Hill - Open Court Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
McGraw Hill - Reading Mastery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
McGraw Hill - Texas Maravillas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
McGraw Hill - Texas Wonders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mondo (Carnegie) - Bookshop Fonetica	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nessy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Norhaus Education Center - Basic Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Curriculum	Instructional Materials	Supplemental
Neuhaus Education Center - Basic Language Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neuhaus Education Center - Reading Readiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neuhaus Education Center - Scientific Spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NINE Enterprises - Johnny Can Spell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open Up Resources - Differentiated Instruction Block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open Up Resources - EL Education Foundational Skills Block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paradigm - Alpha Phonics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phyllis Schlafly - Turbo Reader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Play and Talk International - Play and Talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Puzzle Piece Phonics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading Horizons - Discovery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Really Great Reading Company, LLC - Phonics Suite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosen - LevelUP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Savvas Learning Company - Savvas Essentials: Foundational Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Savvas Learning Company - Texas mi Vision Lectura	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Savvas Learning Company - Texas myView Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Savvas Learning Company - Words Their Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Specialty - Alphabetic Phonics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wilson - Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zaner-Bloser - SuperKids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoo Phonics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>N/A</b>			
Our district does not use phonics materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>			
Enter the product as " <i>Publisher - Title</i> "	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>			
<b>Other</b>			
Enter the product as " <i>Publisher - Title</i> "	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>			
<b>Other</b>			
Enter the product as " <i>Publisher - Title</i> "	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>			

Would you request all phonics products listed previously and/or other products used by Texas educators be reviewed for quality?

Select all that apply.

Request that all phonics materials listed previously receive quality reviews

Request that all phonics materials listed previously be reviewed for quality

Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

Request that a specific product receive a review:  
Enter the product below as "Publisher - Title"

## Additional Informational Questions

Has your district or charter ever used the Texas Resource Review (TRR) to make decisions about which instructional materials to use?

- Yes
- No
- I am not familiar with the Texas Resource Review (TRR)**

Select the assessment platform (if any) your district leverages for unit/module, diagnostic, or interim, and for which type of assessments.

	Select the assessment(s) your district requires or encourages in the platform(s) below.				
	Interim	Diagnostic	Unit/Module Formatives	Other Formatives	Other
<b>Eduphoria</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>DMAC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Texas Formative Assessment Resource</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STAAR Interim</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (Enter platform below)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="MClass"/>					
<b>Other</b> (Enter platform below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>					
<b>Other</b> (Enter platform below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>					

## The Children's Internet Protection Act

The **Children's Internet Protection Act** (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. (You may find more information on the [FCC website](#).)

It is the intent of the Legislature that the State Board of Education ensure that any instructional materials and technology purchased using funds disbursed from the State Instructional Materials and Technology Fund meet the requirements for certification under 47 U.S.C. Sections 254(h)(5)(B) and (C) to the extent the certification is applicable to those materials. (See [S.B. No. 1, General Appropriations Act, Eighty-seventh Legislature](#))

Does your district or charter have a filter or a monitor in place to ensure that students accessing digital instructional materials do not have access to obscene or harmful content?

- No
- Yes**

What resources and/or PD would you like for TEA to provide to LEAs to support adoption purchasing and/or implementation of instructional materials?

On going, quarterly Pd on implementation as it applies to developing lessons.

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**Exhibit A – Resolution of Board to Convene the District’s School Health Advisory Council (SHAC) to Recommend Curriculum Materials for Health**

WHEREAS, Section 28.004(e-1)(1) of the Texas Education Code requires the Board of Trustees to adopt a resolution convening the local school health advisory council (SHAC) for the purpose of making recommendations regarding curriculum materials for the school District’s Health instruction;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Tornillo ISD hereby calls for the convening of the District SHAC to:

1. Hold at least two public meetings on the curriculum before adopting recommendations to present to the Board.
2. Recommend curriculum materials that comply with the instructional content requirements in law, are suitable for the subject and grade level for which the materials are intended and are reviewed by academic experts in the subject and grade level for which the materials are intended.
3. Present the SHAC’s recommendations to the Board at a public meeting.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the Board of Turstees.

Presiding officer’s signature: \_\_\_\_\_

Secretary’s signature: \_\_\_\_\_



***Human Resources Department***

19200 Cobb Street  
Tornillo, TX 79853  
Phone 915.765.3050

# MEMORANDUM

To:  
From:  
Subject:  
Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

## TORNILLO HIGH SCHOOL - ATHLETICS

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

**Note:** Athletic Stipends will be annualized and pay will be divided in 24 equal payments.

Proration applies if the contract is not completed.

## TORNILLO JUNIOR HIGH SCHOOL - ATHLETICS

Sport	# Positions	Amount
Football	3	\$2,000
7th Volleyball	1	\$2,000
8th Volleyball	1	\$2,000
Boys Cross Country	1	\$1,500
Girls Cross Country	1	\$1,500
Track	3	\$1,500
7th Boys Basketball	1	\$2,000

8th Boys Basketball	1	\$2,000
7th Girls Basketball	1	\$2,000
8th Girls Basketball	1	\$2,000
7th Baseball	1	\$1,500
8th Baseball	1	\$1,500
7th Softball	1	\$1,500
8th Softball	1	\$1,500
Boys Tennis	1	\$2,000
Girls Tennis	1	\$2,000
Cheerleading	1	\$1,500
7th Boys Soccer	1	\$1,500
7th Girls Soccer	1	\$1,500
8th Boys Soccer	1	\$1,500
8th Girls Soccer	1	\$1,500

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

<b>DISTRICT</b>		
<b>Extra Curricular Duties</b>	<b># Positions</b>	<b>Amount</b>
GT District Coordinator	1	\$750
Special Olympics District Coordinator	1	\$750
<b>TORNILLO ELEMENTARY SCHOOL</b>		
<b>Extra Curricular Duties</b>	<b># Positions</b>	<b>Amount</b>
UIL Campus Coordinator	1	\$450
UIL Events Coaches	14	\$400
Host Site Coordinator (Only when school is the actual site}	1	\$500
GT Campus Coordinator	1	\$375
Science Fair Campus Coordinator	1	\$375
Reading/Writing Bee Campus Coordinator	1	\$375
Math Bee Campus Coordinator	1	\$375
Engineering, Robotics and Coding Campus Coordinator	1	\$375
<b>TORNILLO INTERMEDIATE</b>		
<b>Extra Curricular Duties</b>	<b># Positions</b>	<b>Amount</b>
UIL Campus Coordinator	1	\$450
UIL Events Coaches	28	\$400
Host Site Coordinator (Only when school is the actual site}	1	\$500
GT Campus Coordinator	1	\$375
Science Fair Campus Coordinator	1	\$375
Reading/Writing Bee Campus Coordinator	1	\$375
Math Bee Campus Coordinator	1	\$375
Engineering, Robotics and Coding Campus Coordinator	1	\$375
Cheerleading - Head Coach	1	\$1500
<b>TORNILLO JUNIOR HIGH</b>		
<b>Extra Curricular Duties</b>	<b># Positions</b>	<b>Amount</b>
National Junior Honor Society (NJHS)	1	\$500
Student Council	1	\$500

UIL Campus Coordinator	1	\$450
UIL Event Coach	28	\$400
UIL Host Site Coordinator (Only when school is the actual site)	1	\$500
GT Campus Coordinator	1	\$375
Yearbook	1	\$1,000
Science Fair Campus Coordinator	1	\$375
Destination Imagination	1	\$750
Reading/Writing Bee Campus Coordinator	1	\$375
Math Bee Campus Coordinator	1	\$375
Engineering, Robotics and Coding Campus Coordinator	1	\$500

**Note:**

Compensation will be in a lump sum no later than the last day of May.

<b>TORNILLO HIGH SCHOOL</b>		
Extra Curricular Duties	# Positions	Amount
Class Sponsor - Sr	1	\$500
Class Sponsor - Jr	1	\$500
Class Sponsor - So	1	\$250
Class Sponsor - Fr	1	\$250
Homecoming Activities	1	\$500
Yearbook Sponsor	1	\$1,500
Graduation Coordinator	1	\$500
Future Business Leaders of America (FBLA)	4	\$375
National Technical Honor Society (NTHS)	2	\$375
Technology Students Association (TSA)	1	\$750
Texas Association of Future Educators (TAFE)	1	\$750
Engineering, Robotics and Coding Campus Coordinator	1	\$500
UIL Campus Coordinator	1	\$450
UIL Event Coaches	8	\$400
UIL Host Site Coordinator (Only when school is the actual site)	1	\$500
One Act Play	1	\$1,500
GT Campus Coordinator	1	\$375
Student Council	1	\$500
National Honor Society (NHS)	1	\$500
Science Fair Campus Coordinator	1	\$375
Reading/Writing Bee Campus Coordinator	1	\$375
Math Bee Campus Coordinator	1	\$375
<b>TORNILLO MIDDLE SCHOOL / HIGH SCHOOL</b>		
Extra Curricular Duties	# Positions	Amount
Music Director	1	\$5,000
Secondary Folkloric Sponsor	1	\$750
Flags Coordinator	1	\$750

**Note:**

Compensation will be in a lump sum no later than the last day of May.

<b>TEACHER-ADVANCED DEGREES</b>	
Stinend	Rate

Masters*	\$1,500
Doctorate*	\$2,000

\* If degree is NOT required for position.

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

<b>CAMPUS ADMINISTRATORS</b>	
Stipend	Rate
Campus Principal	\$2,000
Campus Assistant Principal	\$1,500
Interim Administrator Professional	\$1,000 per month
<b>ASSIGNMENTS STIPENDS</b>	
Stipend	Rate
Bilingual	\$3,000
Special Education	From \$3,000 to \$5,000
7-12 Math Certified	\$3,000
7-12 Science Certified	From \$3,000 to \$5,000
7-12 ELAR Certified	From \$3,000 to \$5,000
Career and Technical Education	\$425 per section   \$3,000 full load
Career and Technical Education Special Teaching Assignment	\$3,500
Dual Credit Credential	\$3,000
Diagnostician	\$5,000
Special Education Counselor	\$8,500
Speech Therapist	\$5,000

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

<b>TEACHER</b>	
Stipend	Hourly Rate
Intersession/Extended School Year/Summer School	\$50
After School Tutorial - 22-23, 23-24 TCLAS Decision 11*	\$50

<b>TEACHER</b>		
Stipend	Half Day (3 hours min.)	Full Day (6 hours min.)
District Staff Development to include Reading Academies	\$50	\$100

<b>SUBSTITUTE TEACHER PAY SCHEDULE</b>	
Position	Daily Rate
Substitute-No Degree	\$90
Substitute-Associates	\$105
Substitute-Degreed	\$125
Substitute-Certified	\$150
Substitute-Retired Teacher	\$170
Long Term Substitute	\$10 extra daily

<b>EMPLOYEE ALLOWANCES</b>	
Position	Monthly Rate
Cell Phone	\$25

### OTHER SUBSTITUTES

Position	Daily Rate	Hourly
Bus Driver	\$96	\$12
Campus Clerical	\$68	\$8.50
Custodial	\$68	\$8.50
Food Service Helper	\$68	\$8.50

### OTHER INCENTIVES

Position	Amount
Campus Teacher of the Year	\$500
District Elementary Teacher of the Year	\$1,000
District Secondary Teacher of the Year	\$1,000
District Paraprofessional Employee of the Year	\$500
District Auxiliary Employee of the Year	\$500
New Teacher Mentor	\$500

### Grant Funded Stipends

Grant	# Positions	Amount
TCLAS Decision 11-After School Program	1	\$20,000
TCLAS Decision 7-Extended School Year	2	\$20,000
TCLAS Decision 2 Teachers - High Quality Inst. Materials/ELAR	25	\$1,000
TCLAS Decision 2 Teachers - High Quality Inst. Materials/Math	25	\$1,000
TCLAS Decision 2 Coaches - High Quality Instr. Materials	4	\$2,000
TCLAS Decision 4b Education and Training/Educator Teaching Course	1	\$5,500
TCLAS Decision 5 - Resident Mentor Teachers	20	\$3,500
Team Leads		\$1,000

**Notes:**

CTE Funding

New Stipend

Increased Stipend Amount

Removed



***Human Resources Department***

19200 Cobb Street  
Tornillo, TX 79853  
Phone 915.765.3050  
Fax 915.765.3099

# MEMORANDUM

To:  
From:  
Subject:  
Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:



# TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

## MINUTES OF REGULAR BOARD MEETING

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

Tuesday, May 25, 2022

- 6:00PM –  
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  
Maria Saldana  
Enrique Vega

MEMBERS ABSENT:  
Daniel Dozal  
Hector Lopez

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 –  
6:12PM
- 2. (OTHER) Superintendent’s Report**
- Mrs. Rosa Vega-Barrio, Superintendent, provided the Board of Trustees with the Superintendent’s report.  
*No Action Necessary.*

**3. (OTHER) District Recognitions**

- 6:12PM –  
6:19PM
- A. **Athletic Recognitions**
- 1.High School Baseball  
Mr. Luis Vega, Athletic Director, recognized the Varsity High School Baseball team.  
*No Action Necessary.*
- 2.High School Track  
Mr. Luis Vega, Athletic Director, recognized the Varsity High School track team.  
*No Action Necessary.*

- 6:19PM –  
6:26PM
- B. Perfect Attendance – Students and Staff  
LSG students presented students and staff with perfect attendance for the year to the Board of Trustees.  
*No Action Necessary.*

- 6:26PM –  
6:28PM
- C. Employee Recognition  
Mr. Jorge Heras, Security Manager, recognized Raul Hernandez, Crossing Guard, for

being a good samaritan.  
No Action Necessary.

6:28PM –  
6:29PM

- D. Employee Retirement  
LSG students recognized Elizabeth Carreto, Teacher, for her years at Tornillo ISD.  
No Action Necessary.

6:29PM –  
6:35PM

**4. (OTHER) Open Forum**

Mrs. Estela Pacheco, Parent at TISD, participated in Open Forum. Mrs. Pacheco shared her concerns regarding teacher retention, school safety and communication issues.

7:40PM –  
7:41PM

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

*Marlene Bullard made the motion and Ofelia Bosquez seconded the motion to move item after item 6. Lone Star Governance.  
Motion Passed Unanimously.*

**6. Lone Star Governance**

**A. Student Outcome Goals**

6:36PM –  
6:56PM

1. Goal 1: GPM 1.1 & GPM 1.2

a. EOY PK-2<sup>nd</sup> Reading

Mrs. Myrna Lopez, TES Prinicpal, presented the Board of Trustees with EOY PK-2<sup>nd</sup> Reading.  
No Action Necessary.

2. Goal 2: GPM 2.1 & GPM 2.2

a. EOY PK-2<sup>nd</sup> Math

Mrs. Myrna Lopez, TES Prinicpal, presented the Board of Trustees with EOY PK-2<sup>nd</sup> Math.  
No Action Necessary.

b. 8<sup>th</sup> Grade Algebra 1 Results

Mrs. Loretta Aguilar, TMS Assistant Principal, presented the Board of Trustees with 8<sup>th</sup> Grade Algebra 1 Results.  
No Action Necessary.

6:56PM –  
7:01PM

**B. End of Year Staff & Student Climate Survey**

7:01PM –  
7:16PM

1. Tornillo Elementary School

Mrs. Myrna Lopez, TES Principal, presented the Board of Trustees with the EOY Staff & Student Climate Survey results.  
No Action Necessary.

2. Tornillo Middle School: 3<sup>rd</sup>-5<sup>th</sup>

Mrs. Loretta Aguilar, TMS Principal, presented the Board of Trustees with the EOY Staff & Student Climate Survey results.  
No Action Necessary.

7:16PM –  
7:26PM

3. Tornillo Middle School: 6<sup>th</sup>-8<sup>th</sup>

Mrs. Loretta Aguilar, TMS Principal, presented the Board of Trustees with the EOY Staff & Student Climate Survey results.  
No Action Necessary.

7:26PM –  
7:38PM

4. Tornillo High School

Mr. Alejandro Olvera, THS Principal, presented the Board of Trustees with the EOY Staf & Student Climate Survey results.  
No Action Necessary.

7:38PM –  
7:39PM

C. (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 Trackers.

*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the Board’s Time Use Trackers, as presented.*

Motion Passed Unanimously.

7:39PM –  
7:40PM

D. (Accountability 2) Discussion, Review, and Possible Action Regarding Board’s Quarterly Progress Tracker from February 1, 2022 through April 30, 2022

Marlene Bullard suggested to table item as integrity instrument was unavailable.

*Marlene Bullard made the motion and Ofelia Bosquez seconded the motion to table item.*

Motion to Table Item Passed Unanimously.

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

7:41PM –  
7:42PM

A. Financial Reports - Information Only

Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Financial Reports for May 2022.

No Action Necessary.

7:42PM –  
7:48PM

B. Committed Fund Balance and Assigned Fund Balance Status Report

Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Committed Fund Balance and Assigned Fund Balance Status Report.

No Action Necessary.

**8. (VISION Y) Board Items**

7:48PM –  
7:54PM

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

1. Consider Approval of PA System Coverage Expansion and Repairs

Mr. Carlos Garcia, Technology Director, presented the Board of Trustees with the PA System Coverage Expansion and Repairs.

*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the purchase of PA System Coverage Expansion and Repairs, as presented.*

Motion Passed Unanimously.

7:54PM –  
7:58PM

2. Consider Approval of Roof Renovations

Mr. Rene Estrada, Maintenance/Transportation Director, presented the Board of Trustees with Roof Renovations.

*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve*

*the roof renovations for the W.E. Neil Community Center, as presented.  
Motion Passed Unanimously.*

*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the roof renovations for the Technology Service Center, as presented.  
Motion Passed Unanimously.*

7:58PM –  
8:26PM

- B. 2022-2023 Budget Workshop  
Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the 2022-2023 Budget Workshop.  
*Ofelia Bosquez made the motion and Marlene Bullard seconded the motion to approve the 2022-2023 Budget Workshop, as presented.  
Motion Passed Unanimously.*

8:26PM –  
8:29PM

- C. Consider the Submission of a Resolution to be included in the 2022-24 TASB Advocacy Agenda  
Mrs. Rosa Vega-Barrio, Superintendent, presented the Board of Trustees with Resolutions to be included in the 2022-24 TASB Advocacy Agenda.  
*Marlene Bullard made the motion and Enrique Vega seconded the motion to approve the Submission of Resolution to be included in the 2022-24 TASB Advocacy Agenda, as presented.  
Motion Passed Unanimously.*

8:29PM –  
8:31PM

- D. Consider Approval of 2022-2023 Resolution to Reassign Committed Fund Balance  
Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the 2022-2023 Resolution to Reassign Committed Fund Balance.  
*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the 2022-23 Resolution to Reassign Committed Fund Balance, as presented.  
Motion Passed Unanimously.*

8:31PM –  
8:34PM

- E. Consider Approval of Effective Schools Framework MOU with Region 19  
Mrs. Rosa Vega-Barrio, Superintendent, presented the Board of Trustees with the Effective Schools Framework MOU with Region 19.  
*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the Effective Schools Framework MOU with Region 19, as presented.  
Motion Passed Unanimously.*

8:34PM –  
8:38PM;  
8:56PM –  
8:58PM

- F. Discussion and Possible Action Regarding 2022-2023 Proposed Teacher Salary  
Ms. Lizeth Carroll, HR / Compliance Director, presented the Board of Trustees with the 2022-2023 Proposed Teacher Salary.  
*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the 2022-2023 Proposed Teacher Salary, as presented.  
Motion Passed Unanimously.*

8:38PM –  
8:40PM;  
8:58PM –  
8:59PM

- G. Discussion and Possible Action Regarding 2022-2023 Proposed Pay Structure  
Ms. Lizeth Carroll, HR / Compliance Director, presented the Board of Trustees with the 2022-2023 Proposed Pay Structure.

*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the 2022-2023 Proposed Pay Structure, as presented.*  
Motion Passed Unanimously.

8:40PM –  
8:41PM

- H. Discussion and Possible Action Regarding 2022-2023 Stipends  
Ms. Lizeth Carroll, HR / Compliance Director, suggested to table item.  
*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to table item.*  
Motion to Table Item Passed Unanimously.

8:41PM –  
8:50PM

- I. Consider Approval of New Job Descriptions  
Ms. Lizeth Carroll, HR / Compliance Director, presented the Board of Trustees with the New Job Descriptions.  
*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the New Job Descriptions, as presented.*  
Motion Passed Unanimously.

8:50PM –  
8:56PM

- J. Consider Approval of Revisions to District and Campus Clerk Job Descriptions/Salary  
Ms. Lizeth Carroll, HR / Compliance Director, presented the Board of Trustees with the Revisions to District and Campus Clerk Job Descriptions/Salary.  
*Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the Revisions to District and Campus Clerk Job Descriptions/Salary, as presented.*

8:59PM –  
9:04PM

**9. (STRUCTURE) Consent Agenda**

- A. Consider Approval of Minutes from Previous Meetings:  
1.Regular Board Meeting Minutes - 04/19/2022
- B. Consider Approval of Donations
- C. Consider Approval of Region 19 Interlocal Agreement for USDA/TDA Products and Services
- D. Consider Approval of Budget Amendments
- E. Consider Approval of Revised 2022-2023 Academic Calendar
- 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 Agreement with Workforce Solutions Borderplex  
*Maria Saldana requested consent agenda item 9.E be removed from consent agenda for separate consideration. With consent agenda item 9.E removed, Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve consent agenda items, as presented.*  
Motion Passed Unanimously.

9.E. – Consider Approval of Revised 2022-2023 Academic Calendar  
Mrs. Rosa Vega-Barrío, Superintendent, provided clarification on the Revised 2022-2023 Academic Calendar.  
*Ofelia Bosquez made the motion and Enrique Vega seconded the motion to approve the Revised 2022-2023 Academic Calendar, as presented.*  
Motion Passed Unanimously.

9:04PM **10. Next Meeting Tentative Date:** June 29, 2022

*There being no further business, Ofelia Bosquez made the motion and Enrique Vega seconded the motion to adjourn meeting. Motion passed unanimously. Meeting adjourned at 9:04PM.*

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Marlene Bullard Date  
President, Board of Trustees

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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:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

Asset Class	Room Number	Manufacturer	Model	Serial Number	Barcode
Computer	104 - Storage Room 2	Dell	Optiplex 3050 AIO	HYH3RP2	7922
Computer	104 - Storage Room 2	Dell	Optiplex 3050 AIO	HYH4RP2	7920
Computer	104 - Storage Room 2	Dell	Optiplex 3050 AIO	HYH7RP2	7919
Computer	104 - Storage Room 2	Dell	Optiplex 3050 AIO	HYJ3RP2	7921
Computer	104 - Storage Room 2	HP	EliteDesk 800 G2 DM	MXL6251C8R	6779
Laptop	104 - Storage Room 2	Dell	Latitude 3390	3TQ58L2	7959
Laptop	104 - Storage Room 2	Dell	Latitude 3390	4TQ58L2	7966
Laptop	104 - Storage Room 2	Dell	Latitude 3390	5TQ58L2	7972
Laptop	104 - Storage Room 2	Dell	Latitude 3390	6TQ58L2	7967
Laptop	104 - Storage Room 2	Dell	Latitude 3390	8TQ58L2	7958
Laptop	104 - Storage Room 2	Dell	Latitude 3390	9SQ58L2	7962
Laptop	104 - Storage Room 2	Dell	Latitude 3390	CSQ58L2	7965
Laptop	104 - Storage Room 2	Dell	Latitude 3390	D4SFWN2	7938
Laptop	104 - Storage Room 2	Dell	Latitude 3390	DSQ58L2	7974
Laptop	104 - Storage Room 2	Dell	Latitude 3390	h617cl2	7949
Laptop	104 - Storage Room 2	Dell	Latitude 3390	HTQ58L2	7973
Laptop	104 - Storage Room 2	Dell	Latitude 3390	JSQ58L2	7961
Laptop	104 - Storage Room 2	HP	ProBook 450 G2	CND452424S	6396
Laptop	104 - Storage Room 2	HP	ProBook 450 G2	CND4524285	6393
Network Camera	104 - Storage Room 2	Avdiia	B-5360	B5360-006011	0
Network Camera	104 - Storage Room 2	Avdiia	A-28-F	247035274	0
Network Camera	104 - Storage Room 2	Avdiia	A-45-F	E54060151	0
Network Camera	104 - Storage Room 2	Avdiia	A-45-F	E54060268	0
Computer	105 - Storage Room 3	HP	ProDesk 400 G1 SFF	2UA45125MR	6229
Computer	105 - Storage Room 3	HP	ProDesk 400 G1 SFF	2UA45125NF	6225
Computer	105 - Storage Room 3	HP	ProDesk 400 G1 SFF	2UA51125XF	6211
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2UA5471V35	7374
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2UA5471V40	7371
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2UA5471V4G	7372
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2ua54817ch	7409
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2UA54817DL	7382
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2UA54817DW	7363
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2UA54817DY	7384
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2UA54817F1	7383
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2UA54817F2	8894
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2UA54817F6	7417
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2UA54817G1	7381
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2UA54817G6	7385
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	2UA54817HD	7415
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	MXL5501QRD	7379
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	MXL5501QSB	0
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	MXL5501QSH	7375
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	MXL5501QSK	7380
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	MXL5501QV6	7376
Computer	105 - Storage Room 3	HP	ProDesk 400 G2.5 SFF	MXL5501QW5	7373
Computer	105 - Storage Room 3	HP	EliteDesk 800 G2 DM	MXL6421N2H	9039
Interactive Board	105 - Storage Room 3	SMART Technologies	SB 680	SBB885-M2-A006842	5729
Laptop	105 - Storage Room 3	Dell	Latitude 3189	13KLPQ2	11007
Laptop	105 - Storage Room 3	Dell	Latitude 3189	16KLPQ2	10922
Laptop	105 - Storage Room 3	Dell	Latitude 3189	16Z4PQ2	10901
Laptop	105 - Storage Room 3	Dell	Latitude 3189	18klpq2	8460
Laptop	105 - Storage Room 3	Dell	Latitude 3189	19HLPQ2	11008
Laptop	105 - Storage Room 3	Dell	Latitude 3189	1LF4PQ2	8323
Laptop	105 - Storage Room 3	Dell	Latitude 3189	1PF4PQ2	8353
Laptop	105 - Storage Room 3	Dell	Latitude 3189	1ss4ppq2	8429
Laptop	105 - Storage Room 3	Dell	Latitude 3189	1VH5PQ2	7287
Laptop	105 - Storage Room 3	Dell	Latitude 3189	1w45ppq2	9166
Laptop	105 - Storage Room 3	Dell	Latitude 3189	20j5pq2	8434
Laptop	105 - Storage Room 3	Dell	Latitude 3189	2155PQ2	8566
Laptop	105 - Storage Room 3	Dell	Latitude 3189	25MLPQ2	8330
Laptop	105 - Storage Room 3	Dell	Latitude 3189	28HLPQ2	8573
Laptop	105 - Storage Room 3	Dell	Latitude 3189	28jspq2	8462
Laptop	105 - Storage Room 3	Dell	Latitude 3189	29m4ppq2	8480
Laptop	105 - Storage Room 3	Dell	Latitude 3189	2BP5PQ2	8535
Laptop	105 - Storage Room 3	HP	ProBook 450	2CE4131S68	5802
Laptop	105 - Storage Room 3	HP	ProBook 450	2CE4131S6B	8912

Laptop	105 - Storage Room 3	Dell	Latitude 3189	2dp5ppq2	8467
Laptop	105 - Storage Room 3	Dell	Latitude 3189	2GB5PQ2	8510
Laptop	105 - Storage Room 3	Dell	Latitude 3189	2hb5ppq2	8475
Laptop	105 - Storage Room 3	Dell	Latitude 3189	2jqnppq2	8438
Laptop	105 - Storage Room 3	Dell	Latitude 3189	2sf4ppq2	10873
Laptop	105 - Storage Room 3	Dell	Latitude 3189	2YH5PQ2	8585
Laptop	105 - Storage Room 3	Dell	Latitude 3189	31J5PQ2	10877
Laptop	105 - Storage Room 3	Dell	Latitude 3189	35KLPQ2	8664
Laptop	105 - Storage Room 3	Dell	Latitude 3189	38J5PQ2	8574
Laptop	105 - Storage Room 3	Dell	Latitude 3189	39B5PQ2	8347
Laptop	105 - Storage Room 3	Dell	Latitude 3189	3DM4PQ2	8528
Laptop	105 - Storage Room 3	Dell	Latitude 3189	3ns4ppq2	8484
Laptop	105 - Storage Room 3	Dell	Latitude 3189	3rf4ppq2	8486
Laptop	105 - Storage Room 3	Dell	Latitude 3189	3wh5ppq2	8473
Laptop	105 - Storage Room 3	Dell	Latitude 3189	49hlpq2	8461
Laptop	105 - Storage Room 3	Dell	Latitude 3189	49m4ppq2	8428
Laptop	105 - Storage Room 3	Dell	Latitude 3189	4GZ4PQ2	8569
Laptop	105 - Storage Room 3	Dell	Latitude 3189	4r45ppq2	8444
Laptop	105 - Storage Room 3	Dell	Latitude 3189	4TH5PQ2	8562
Laptop	105 - Storage Room 3	Dell	Latitude 3189	4VS4PQ2	8543
Laptop	105 - Storage Room 3	Dell	Latitude 3189	52M4PQ2	8358
Laptop	105 - Storage Room 3	Dell	Latitude 3189	57mlppq2	8433
Laptop	105 - Storage Room 3	Dell	Latitude 3189	57Z4PQ2	8367
Laptop	105 - Storage Room 3	Dell	Latitude 3189	58b5ppq2	8466
Laptop	105 - Storage Room 3	Dell	Latitude 3189	58P5PQ2	8318
Laptop	105 - Storage Room 3	Dell	Latitude 3190 2-in-1	5BCDVT2	8753
Laptop	105 - Storage Room 3	Dell	Latitude 3189	5bm4ppq2	8427
Laptop	105 - Storage Room 3	HP	ProBook 655 G1	5CB2390LDV	0
Laptop	105 - Storage Room 3	HP	ProBook 655 G2	5CG6310G9T	7682
Laptop	105 - Storage Room 3	HP	ProBook 655 G2	5CG6310GHL	7680
Laptop	105 - Storage Room 3	Dell	Latitude 3189	5cp5ppq2	8455
Laptop	105 - Storage Room 3	Dell	Latitude 3189	5KB5PQ2	10880
Laptop	105 - Storage Room 3	Dell	Latitude 3189	5SH5PQ2	8572
Laptop	105 - Storage Room 3	Dell	Latitude 3189	5XS4PQ2	0
Laptop	105 - Storage Room 3	Dell	Latitude 3189	66glppq2	10868
Laptop	105 - Storage Room 3	Dell	Latitude 3189	6gb5ppq2	10869
Laptop	105 - Storage Room 3	Dell	Latitude 3189	6ZH5PQ2	8517
Laptop	105 - Storage Room 3	Dell	Latitude 3189	71J5PQ2	8522
Laptop	105 - Storage Room 3	Dell	Latitude 3189	74GLPQ2	10974
Laptop	105 - Storage Room 3	Dell	Latitude 3189	77crrq2	8424
Laptop	105 - Storage Room 3	Dell	Latitude 3189	78b5ppq2	9167
Laptop	105 - Storage Room 3	Dell	Latitude 3189	79P5PQ2	8524
Laptop	105 - Storage Room 3	Dell	Latitude 3189	79Z4PQ2	8439
Laptop	105 - Storage Room 3	Dell	Latitude 3189	7CB5PQ2	8333
Laptop	105 - Storage Room 3	Dell	Latitude 3189	7CM4PQ2	8352
Laptop	105 - Storage Room 3	Dell	Latitude 3190 2-in-1	7K7QVT2	8686
Laptop	105 - Storage Room 3	Dell	Latitude 3189	7KB5PQ2	10883
Laptop	105 - Storage Room 3	Dell	Latitude 3189	8055PQ2	10926
Laptop	105 - Storage Room 3	Dell	Latitude 3189	85GLPQ2	8339
Laptop	105 - Storage Room 3	Dell	Latitude 3189	85J5PQ2	11003
Laptop	105 - Storage Room 3	Dell	Latitude 3189	88Z4PQ2	8340
Laptop	105 - Storage Room 3	Dell	Latitude 3189	89m4ppq2	8451
Laptop	105 - Storage Room 3	Dell	Latitude 3189	89P5PQ2	10899
Laptop	105 - Storage Room 3	Dell	Latitude 3189	8CP5PQ2	8326
Laptop	105 - Storage Room 3	Dell	Latitude 3189	8LB5PQ2	8518
Laptop	105 - Storage Room 3	Dell	Latitude 3189	8nf4ppq2	8437
Laptop	105 - Storage Room 3	Dell	Latitude 3189	8rf4ppq2	8454
Laptop	105 - Storage Room 3	Dell	Latitude 3189	8VF4PQ2	8547
Laptop	105 - Storage Room 3	Dell	Latitude 3189	8VH5PQ2	8549
Laptop	105 - Storage Room 3	Dell	Latitude 3189	91J5PQ2	8557
Laptop	105 - Storage Room 3	Dell	Latitude 3189	96KLPQ2	8346
Laptop	105 - Storage Room 3	Dell	Latitude 3189	98KLPQ2	8521
Laptop	105 - Storage Room 3	Dell	Latitude 3189	9dm4ppq2	8469
Laptop	105 - Storage Room 3	Dell	Latitude 3189	9Q45PQ2	8322
Laptop	105 - Storage Room 3	Dell	Latitude 3189	9QH5PQ2	8343
Laptop	105 - Storage Room 3	Dell	Latitude 3190 2-in-1	9SPJ433	9185
Laptop	105 - Storage Room 3	Dell	Latitude 3189	B0KNPQ2	8331

Laptop	105 - Storage Room 3	Dell	Latitude 3189	B1KNPQ2	8357
Laptop	105 - Storage Room 3	Dell	Latitude 3189	B2MLPQ2	10999
Laptop	105 - Storage Room 3	Dell	Latitude 3189	B4GLPQ2	8545
Laptop	105 - Storage Room 3	Dell	Latitude 3189	B7GLPQ2	8531
Laptop	105 - Storage Room 3	Dell	Latitude 3189	B7Z4PQ2	10872
Laptop	105 - Storage Room 3	Dell	Latitude 3189	B8GLPQ2	8548
Laptop	105 - Storage Room 3	Dell	Latitude 3189	b9fsrq2	8425
Laptop	105 - Storage Room 3	Dell	Latitude 3189	b9z4ppq2	8476
Laptop	105 - Storage Room 3	Dell	Latitude 3189	bgz4ppq2	8436
Laptop	105 - Storage Room 3	Dell	Latitude 3189	BHHLPQ2	8351
Laptop	105 - Storage Room 3	Dell	Latitude 3189	BRH5PQ2	8520
Laptop	105 - Storage Room 3	Dell	Latitude 3189	BRS4PQ2	8661
Laptop	105 - Storage Room 3	Dell	Latitude 3189	BXH5PQ2	10882
Laptop	105 - Storage Room 3	Dell	Latitude 3189	C155PQ2	8478
Laptop	105 - Storage Room 3	Dell	Latitude 3189	c4klppq2	8493
Laptop	105 - Storage Room 3	Dell	Latitude 3189	C7KLPQ2	8482
Laptop	105 - Storage Room 3	Dell	Latitude 3189	C9B5PQ2	8540
Laptop	105 - Storage Room 3	Dell	Latitude 3189	c9p5ppq2	9165
Laptop	105 - Storage Room 3	Dell	Latitude 3189	CBZ4PQ2	0
Laptop	105 - Storage Room 3	Dell	Latitude 3190 2-in-1	CM7QVT2	8687
Laptop	105 - Storage Room 3	Dell	Latitude 3189	cnf4ppq2	8492
Laptop	105 - Storage Room 3	Dell	Latitude 3189	cqf4ppq2	8441
Laptop	105 - Storage Room 3	Dell	Latitude 3189	CWH5PQ2	8360
Laptop	105 - Storage Room 3	Dell	Latitude 3189	CY45PQ2	8364
Laptop	105 - Storage Room 3	Dell	Latitude 3189	CZH5PQ2	8519
Laptop	105 - Storage Room 3	Dell	Latitude 3189	D0J5PQ2	8525
Laptop	105 - Storage Room 3	Dell	Latitude 3189	D1J5PQ2	8563
Laptop	105 - Storage Room 3	Dell	Latitude 3190 2-in-1	d4hgv2	8889
Laptop	105 - Storage Room 3	Dell	Latitude 3189	D8GLPQ2	8891
Laptop	105 - Storage Room 3	Dell	Latitude 3189	D8KLPQ2	8325
Laptop	105 - Storage Room 3	Dell	Latitude 3189	D9HLPQ2	8514
Laptop	105 - Storage Room 3	Dell	Latitude 3189	dbm4ppq2	8488
Laptop	105 - Storage Room 3	Dell	Latitude 3189	DNS4PQ2	8366
Laptop	105 - Storage Room 3	Dell	Latitude 3189	DR45PQ2	8315
Laptop	105 - Storage Room 3	Dell	Latitude 3189	DRH5PQ2	0
Laptop	105 - Storage Room 3	Dell	Latitude 3189	dsh5ppq2	8435
Laptop	105 - Storage Room 3	Dell	Latitude 3189	DVH5PQ2	10879
Laptop	105 - Storage Room 3	Dell	Latitude 3189	DZH5PQ2	8559
Laptop	105 - Storage Room 3	Dell	Latitude 3189	f7hlpq2	8449
Laptop	105 - Storage Room 3	Dell	Latitude 3189	F8P5PQ2	8663
Laptop	105 - Storage Room 3	Dell	Latitude 3189	fbm4ppq2	8443
Laptop	105 - Storage Room 3	Dell	Latitude 3189	FPS4PQ2	8565
Laptop	105 - Storage Room 3	Dell	Latitude 3189	FW45PQ2	8537
Laptop	105 - Storage Room 3	Dell	Latitude 3189	FWH5PQ2	8555
Laptop	105 - Storage Room 3	Dell	Latitude 3189	g6jsspq2	8440
Laptop	105 - Storage Room 3	Dell	Latitude 3189	g8z4ppq2	10903
Laptop	105 - Storage Room 3	Dell	Latitude 3189	G9P5PQ2	8554
Laptop	105 - Storage Room 3	Dell	Latitude 3189	gcp5ppq2	8458
Laptop	105 - Storage Room 3	Dell	Latitude 3190 2-in-1	GG8LVT2	8798
Laptop	105 - Storage Room 3	Dell	Latitude 3189	ghz4ppq2	8445
Laptop	105 - Storage Room 3	Dell	Latitude 3189	gkb5ppq2	8494
Laptop	105 - Storage Room 3	Dell	Latitude 3189	GQF4PQ2	8553
Laptop	105 - Storage Room 3	Dell	Latitude 3189	grjrrq2	8491
Laptop	105 - Storage Room 3	Dell	Latitude 3189	GWS4PQ2	8558
Laptop	105 - Storage Room 3	Dell	Latitude 3189	h1mlppq2	8474
Laptop	105 - Storage Room 3	Dell	Latitude 3189	H7JSPQ2	8356
Laptop	105 - Storage Room 3	Dell	Latitude 3189	H9P5PQ2	8532
Laptop	105 - Storage Room 3	Dell	Latitude 3189	HJB5PQ2	8341
Laptop	105 - Storage Room 3	Dell	Latitude 3189	HSH5PQ2	8309
Laptop	105 - Storage Room 3	Dell	Latitude 3189	HSPLPQ2	8319
Laptop	105 - Storage Room 3	Dell	Latitude 3189	j8glppq2	8468
Laptop	105 - Storage Room 3	Dell	Latitude 3189	j8qnpq2	8465
Laptop	105 - Storage Room 3	Dell	Latitude 3189	J9HLPQ2	8529
Laptop	105 - Storage Room 3	Dell	Latitude 3189	jbm4ppq2	8453
Laptop	105 - Storage Room 3	Dell	Latitude 3189	JDZ4PQ2	10896
Laptop	105 - Storage Room 3	Dell	Latitude 3190 2-in-1	JFCDVT2	8767
Laptop	105 - Storage Room 3	Dell	Latitude 3189	jr45ppq2	8448

Laptop	105 - Storage Room 3	Dell	Latitude 3189	JRH5PQ2	8489
Laptop	105 - Storage Room 3	Dell	Latitude 3189	JSF4PQ2	8527
Laptop	105 - Storage Room 3	Dell	Latitude 3189	JVH5PQ2	10891
Laptop	105 - Storage Room 3	Dell	Latitude 3189	4RH5PQ2	8538
Laptop	105 - Storage Room 3	Dell	Latitude 3189	48MLPQ2	8568
Laptop	105 - Storage Room 3	Dell	Latitude 3189	68GLPQ2	10878
Laptop	105 - Storage Room 3	Dell	Latitude 3189	c0j5pq2	10905
Laptop	105 - Storage Room 3	Dell	Latitude 3189	7NPLPQ2	10893
Laptop	105 - Storage Room 3	Dell	Latitude 3189	9rwnpq2	10366
Laptop	105 - Storage Room 3	Dell	Latitude 3189	3GQNPQ2	10431
Laptop	105 - Storage Room 3	Dell	Latitude 3189	GYS4PQ2	10105
Laptop	105 - Storage Room 3	Dell	Latitude 3189	CCP5PQ2	10990
Laptop	105 - Storage Room 3	Dell	Latitude 3189	3hb5pq2	10825
Laptop	105 - Storage Room 3	Dell	Latitude 3189	97m4pq2	10847
Laptop	105 - Storage Room 3	Dell	Latitude 3189	39glpq2	10848
Laptop	105 - Storage Room 3	Dell	Latitude 3189	80j5pq2	10859
Laptop	105 - Storage Room 3	Dell	Latitude 3189	h7p5pq2	10849
Laptop	105 - Storage Room 3	Dell	Latitude 3189	G4GLPQ2	10881
Laptop	105 - Storage Room 3	Dell	Latitude 3189	1WH5PQ2	10834
Laptop	105 - Storage Room 3	Dell	Latitude 3189	28P5PQ2	11484
Laptop	105 - Storage Room 3	Dell	Latitude 3189	4WH5PQ2	10928
Laptop	105 - Storage Room 3	Dell	Latitude 3189	48P5PQ2	10419
Laptop	105 - Storage Room 3	Dell	Latitude 3189	FCZ4PQ2	10884
Laptop	105 - Storage Room 3	Dell	Latitude 3189	JCB5PQ2	10858
Network Camera	105 - Storage Room 3	Advidia	B-5360	B5360-006010	0
Projector	105 - Storage Room 3	InFocus	IN2114	BEHB00402623	8378
Computer	xNot Found	HP	ProDesk 400 G1 SFF	2UA4410P9F	6043
Conference Phone	xNot Found	Polycom	SoundStation IP 6000	64167F34B26C	9139
Laptop	xNot Found	Dell	Latitude 3189	46Z4PQ2	8334
Laptop	xNot Found	Dell	Latitude 3189	52KLPQ2	8320
Laptop	xNot Found	Dell	Latitude 3190 2-in-1	6P7V733	9401
Mobile Hotspot	xNot Found	T-Mobile	T9	359785285384684	10523
Mobile Hotspot	xNot Found	T-Mobile	T9	359785285391754	10755
Mobile Hotspot	xNot Found	T-Mobile	T9	359785285392778	10817
Mobile Hotspot	xNot Found	T-Mobile	T9	359785285391838	10763
Network Switch	xNot Found	Cisco	WS-C3850-48P	FCW1950C05R	0
Network Switch	xNot Found	Cisco	WS-C3850-48P	FOC1950X0S1	0
Network Wireless Access Point	xNot Found	Aerohive	AP230	2301806050055	0
Network Wireless Access Point	xNot Found	Aerohive	AP230	2301806050464	0
Tablet	xNot Found	Apple	iPad (7th Generation)	F9FCKX1TMF3M	7131
Tablet	xNot Found	Apple	iPad (7th Generation)	F9FZW5EUMF3M	7063
Tablet	xNot Found	Apple	iPad (7th Generation)	F9FZXW4MF3M	6918
Tablet	xNot Found	Apple	iPad (6th Generation)	DMRXVA4TJFJ8J	0
Tablet	xNot Found	Apple	iPad (6th Generation)	DMRXVA72JF8J	0
Tablet	xNot Found	Apple	iPad (6th Generation)	DMRXVAN1JFJ8J	0
Tablet	xNot Found	Apple	iPad (6th Generation)	DMRXVC5FJF8J	0
Wireless Headset	xNot Found	Logitech	H820e	2022TF082318	10037
Wireless Headset	xNot Found	Logitech	H820e	2022TF082358	10038

Asset Class	Manufacturer	Model	Serial Number	Barcode
Laptop	Dell	Latitude 3189	1QS4PQ2	0
Laptop	Dell	Latitude 3189	25m4pq2	8463
Laptop	Dell	Latitude 3189	2R45PQ2	8324
Laptop	Dell	Latitude 3189	2vf4pq2	10900
Laptop	Dell	Latitude 3189	30j5pq2	8477
Laptop	Dell	Latitude 3189	3bp5pq2	8490
Laptop	Dell	Latitude 3189	3RS4PQ2	8515
Laptop	Dell	Latitude 3189	3XH5PQ2	8542
Laptop	Dell	Latitude 3189	46Z4PQ2	8334
Laptop	Dell	Latitude 3189	4pjrrq2	8471
Laptop	Dell	Latitude 3189	4W45PQ2	8328
Laptop	Dell	Latitude 3189	50J5PQ2	0
Laptop	Dell	Latitude 3189	52KLPQ2	8320
Laptop	Dell	Latitude 3189	58HLPQ2	8662
Laptop	Dell	Latitude 3189	59B5PQ2	11001
Laptop	Dell	Latitude 3189	59P5PQ2	8546
Laptop	Dell	Latitude 3189	5BSLPQ2	0
Laptop	Dell	Latitude 3189	5DB5PQ2	8350
Laptop	Dell	Latitude 3189	5yh5pq2	10973
Laptop	Dell	Latitude 3189	6155PQ2	7085
Laptop	Dell	Latitude 3189	62MLPQ2	8338
Laptop	Dell	Latitude 3189	6bb5pq2	8456
Laptop	Dell	Latitude 3189	6BQNPQ2	11012
Laptop	Dell	Latitude 3189	6BZ4PQ2	11000
Laptop	Dell	Latitude 3189	6KF4PQ2	7084
Laptop	Dell	Latitude 3189	7BMLPQ2	0
Laptop	Dell	Latitude 3189	7DMLPQ2	8570
Laptop	Dell	Latitude 3189	7JB5PQ2	8345
Laptop	Dell	Latitude 3189	7xh5pq2	8479
Laptop	Dell	Latitude 3189	86j5pq2	8464
Laptop	Dell	Latitude 3189	89B5PQ2	8513
Laptop	Dell	Latitude 3189	89HLPQ2	8329
Laptop	Dell	Latitude 3189	8HPLPQ2	0
Laptop	Dell	Latitude 3189	9HB5PQ2	0
Laptop	Dell	Latitude 3189	9TS4PQ2	0
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Laptop	Dell	Latitude 3189	C0KLPQ2	10902
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Laptop	Dell	Latitude 3189	DXH5PQ2	10892
Laptop	Dell	Latitude 3189	F5MLPQ2	11002
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Laptop	Dell	Latitude 3189	h7klpq2	8426
Laptop	Dell	Latitude 3189	hbb5pq2	8459
Laptop	Dell	Latitude 3189	hvh5pq2	8487
Laptop	Dell	Latitude 3189	HXS4PQ2	10886
Laptop	Dell	Latitude 3189	JSPLPQ2	8409
Laptop	Dell	Latitude 3189	JWH5PQ2	0
Laptop	Dell	Latitude 3189	JQH5PQ2	8327
Laptop	Dell	Latitude 3189	bcm1pq2	10927
Laptop	Dell	Latitude 3189	5bp5pq2	10906
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Laptop	Dell	Latitude 3189	H7GLPQ2	11011
Laptop	Dell	Latitude 3189	CPPLPQ2	10857
Laptop	Dell	Latitude 3189	5T45PQ2	10871
Laptop	Dell	Latitude 3189	JW45PQ2	8363
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Laptop	Dell	Latitude 3190 2-in-1	15wjvt2	8857
Laptop	Dell	Latitude 3190 2-in-1	19ckvt2	8618
Laptop	Dell	Latitude 3190 2-in-1	19mpvt2	8832
Laptop	Dell	Latitude 3190 2-in-1	1gwkvt2	8884
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Laptop	Dell	Latitude 3190 2-in-1	1LYGVT2	8698
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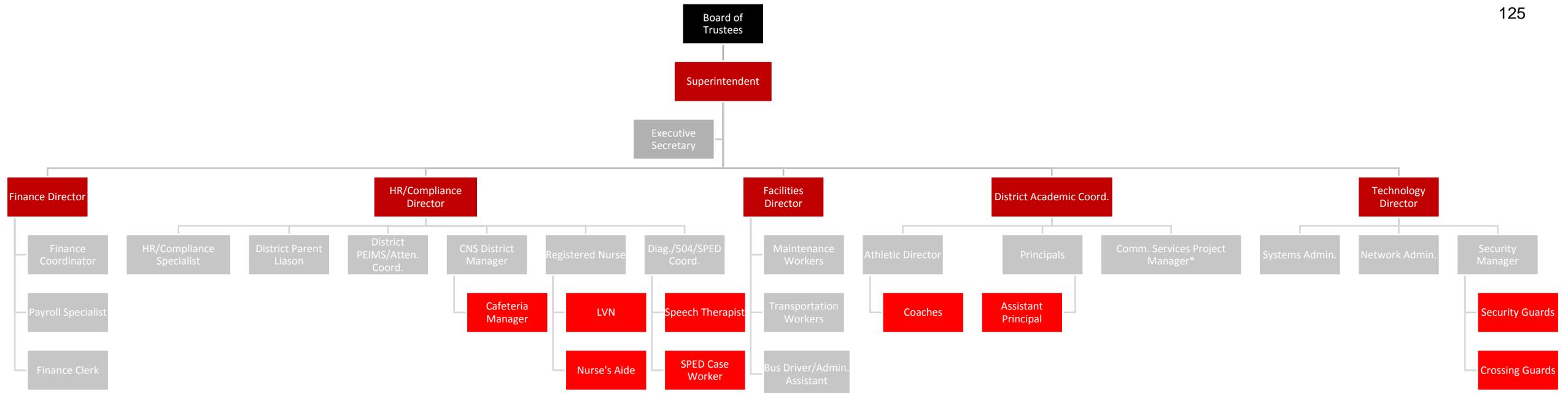
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Laptop	Dell	Latitude 3190 2-in-1	jlygvt2	8823
Laptop	Dell	Latitude 3190 2-in-1	js7qvt2	8615
Laptop	Dell	Latitude 3190 2-in-1	2dnhvt2	8858
Laptop	Dell	Latitude 3190 2-in-1	4ZSFVT2	8751
Laptop	Dell	Latitude 3190 2-in-1	9YGKVT2	8816
Laptop	Dell	Latitude 3190 2-in-1	fcbrvt2	8840
Laptop	Dell	Latitude 3190 2-in-1	H5PNVT2	8669
Laptop	Dell	Latitude 3190 2-in-1	HZJJVT2	8706
Laptop	Dell	Latitude 3190 2-in-1	453LVT2	8819
Laptop	Dell	Latitude 3190 2-in-1	5L6QVT2	8674
Laptop	Dell	Latitude 3190 2-in-1	5G8LVT2	8804
Laptop	Dell	Latitude 3190 2-in-1	8RSFVT2	8802
Laptop	Dell	Latitude 3190 2-in-1	DZ7QVT2	8716
Laptop	Dell	Latitude 3190 2-in-1	GM8QVT2	8700
Laptop	Dell	Latitude 3190 2-in-1	c9yfv2	8877
Laptop	Dell	Latitude 3190 2-in-1	d418st2	8887
Laptop	Dell	Latitude 3190 2-in-1	jwggvt2	8855
Laptop	Dell	Latitude 3190 2-in-1	dy5jvt2	12627
Laptop	Dell	Latitude 3190 2-in-1	1bckvt2	10930
Laptop	Dell	Latitude 3190 2-in-1	FPTMVT2	10876
Laptop	Dell	Latitude 3190 2-in-1	3VTLVT2	11016
Laptop	Dell	Latitude 3190 2-in-1	21hkvt2	11135
Laptop	Dell	Latitude 3190 2-in-1	fbhhvt2	10420
Laptop	Dell	Latitude 3190 2-in-1	F3RPVT2	11120
Laptop	Dell	Latitude 3190 2-in-1	49WPVT2	10867
Laptop	Dell	Latitude 3190 2-in-1	DQ7QVT2	11157
Laptop	Dell	Latitude 3190 2-in-1	J3BHVT2	11136
Laptop	Dell	Latitude 3190 2-in-1	C58QVT2	10921
Laptop	Dell	Latitude 3190 2-in-1	6YRMVT2	11158
Laptop	Dell	Latitude 3190 2-in-1	BMWMVT2	10854
Laptop	Dell	Latitude 3190 2-in-1	41JGVT2	10923
Laptop	Dell	Latitude 3190 2-in-1	5Y8QVT2	10998
Laptop	Dell	Latitude 3190 2-in-1	3Z5JVT2	10924
Laptop	Dell	Latitude 3190 2-in-1	CPQDVT2	11119
Laptop	Dell	Latitude 3190 2-in-1	CD8LVT2	10846
Laptop	Dell	Latitude 3190 2-in-1	j1rpvt2	10861
Laptop	Dell	Latitude 3190 2-in-1	6hpjvt2	10863
Laptop	Dell	Latitude 3190 2-in-1	gimpvt2	10864
Laptop	Dell	Latitude 3190 2-in-1	hw8hvt2	11845
Laptop	Dell	Latitude 3190 2-in-1	28lmvt2	10860
Laptop	Dell	Latitude 3190 2-in-1	7s3hvt2	12628
Laptop	Dell	Latitude 3190 2-in-1	CWRMVT2	10836
Laptop	Dell	Latitude 3190 2-in-1	1cbrvt2	10925
Laptop	Dell	Latitude 3190 2-in-1	JJGNVT2	11138
Laptop	Dell	Latitude 3190 2-in-1	BNTLVT2	11121
Laptop	Dell	Latitude 3190 2-in-1	6SSFVT2	10894
Laptop	Dell	Latitude 3190 2-in-1	1fyfv2	10895
Laptop	Dell	Latitude 3190 2-in-1	12378G3	11123
Laptop	Dell	Latitude 3190 2-in-1	9D0VP73	10232



\*Grant Funded Positions





**Board of Trustees Calendar of Meetings Dates  
 2022-2023**

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Type</b>	<b>Notes</b>
Wednesday, August 17, 2022	W.E. Neil Building	5:30 PM	Regular	
Wednesday, September 28, 2022	W.E. Neil Building	5:30 PM	Regular	
Wednesday, October 26, 2022	W.E. Neil Building	5:30 PM	Regular	
Wednesday, November 30, 2022	W.E. Neil Building	5:30 PM	Regular	
Wednesday, December 14, 2022	W.E. Neil Building	5:30 PM	Regular	
Wednesday, January 25, 2023	W.E. Neil Building	5:30 PM	Regular	
Wednesday, February 22, 2023	W.E. Neil Building	5:30 PM	Regular	
Wednesday, March 29, 2023	W.E. Neil Building	5:30 PM	Regular	
Wednesday, April 26, 2023	W.E. Neil Building	5:30 PM	Regular	Formative Evaluation of Superintendent
Wednesday, May 31, 2023	W.E. Neil Building	5:30 PM	Regular	
Wednesday, June 21, 2023	W.E. Neil Building	5:30 PM	Regular	
Wednesday, July 26, 2023	W.E. Neil Building	5:30 PM	Regular	

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



# MEMORANDUM

To: Members of the Board of Trustees  
From: Luis M Guerra, Director of Finance  
Subject: Budget Amendment - Administration  
Date: June 22, 2022

---

Budget Amendment Request

1. Requesting a budget amendment to allocate to function 41- General Administration to function 99 Governmental charges due to higher Central Appraisal Department costs.

Increase

199.99.6213.00.703.99.0.00                      \$4,000

Decrease

199.41.6499.00.750.99.0.RS                      \$4,000

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:



2022-2023  
Employee Handbook

# TORNILLO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES



**Marlene Bullard**  
*President*



**Ida Estrada**  
*Vice-President*



**Ofelia Bosquez**  
*Secretary*



**Daniel Dozal**  
*Trustee*



**Hector Lopez**  
*Trustee*



**Maria Kika  
Saldana**  
*Trustee*



**Enrique Vega**  
*Trustee*



**Rosy Vega-Barrio**  
*Superintendent*

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

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

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

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# TORNILLO INDEPENDENT SCHOOL DISTRICT

*Educating Children Today to be the Leaders of Tomorrow.*

## EMPLOYEE HANDBOOK RECEIPT

Employee Name:

Campus / Department:

Position:

I hereby acknowledge the receipt of the electronic and/or hard copy of the 2022-2023 Tornillo ISD Employee Handbook. I agree to abide by the standards, policies, and procedures defined or referenced in this document.

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

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

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

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

### Identification Badge

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

### Building Key

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

### **Instructions to report lost or stolen item(s):**

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

### **Instructions to request a replacement:**

1. After item(s) has been reported lost or stolen, make payment at Technology Service

Center. Replacement cost for each item listed below.

- a. Employee ID Badge \$20.00
- b. Single room/office key \$20.00

*Note a building section, building master, or grand master key may incur an additional cost.*

2. You will be issued a receipt and you will be contacted once the replacement item is ready for pickup.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

# Introduction

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

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

## District Information

### Description of the District

Tornillo Independent School District is located approximately 35 miles southeast of El Paso. Our District is one of 12 school districts in the Region 19 Education Service Center area. Our students are taught in four campuses: Tornillo Elementary (Pre-K through 2<sup>nd</sup> grade), Tornillo Intermediate (3<sup>rd</sup> through 5<sup>th</sup> grade) Tornillo Middle School (6<sup>th</sup> through 8<sup>th</sup> grade) and Tornillo High School(9<sup>th</sup> through 12<sup>th</sup> grade), as well as the Alternative Education Program HOPE.

### Mission Statement, Goals, and Objectives

#### *Policy AE*

- Tornillo ISD’s mission is to empower our learning community to live their purpose by honoring values and beliefs for a holistic postsecondary journey.
- Tornillo’s ISD vision is “Believe We Can Succeed; With Pride We Will Achieve”.
- Goals
  - Students performing at the Meets Grade Level Standard on STAAR Reading grades 3<sup>rd</sup> to 8<sup>th</sup>, EOC English I and English II will increase from 28% to 60% by June 2024.
  - Students performing at the Meets Grade Level Standard on STAAR Math grades 3<sup>rd</sup> to 8<sup>th</sup> and EOC Algebra I will increase from 35% in 2019 to 60% by June 2024.
  - Students graduating college, career and military ready will increase from 78% in June 2019 to 100% by June 2024.

## **Board of Trustees**

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

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

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

Current board members include:

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

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

## **Board Meeting Schedule**

The board usually meets at 6:00 p.m. at the W.E. Neill Building, 19210 Cobb Avenue, Tornillo, TX 79853 on the last Wednesday of each month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Central Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice. Board meeting notices can also be found at [www.tisd.us](http://www.tisd.us).

## Administration

Rosa Vega-Barrio .....	Superintendent
Luis Guerra .....	Director of Finance
Lizeth Carroll .....	Human Resources/Compliance Director
Carlos Garcia .....	Director of Technology
Rene Estrada .....	Transportation/Facilities Director
Luis Vega .....	Athletics Director
Rodrigo Portillo .....	District Academic Coordinator
Linda Rivero .....	Registered Nurse
Georgina Miramontes .....	Diagnostician/ SPED/504 Coordinator
Sandra Cruz .....	Finance Coordinator
Imelda Garcia .....	District PEIMS Data Coordinator
Norma Aguirre .....	District Food Services Manager
Alejandro Olvera .....	High School Principal
Nadia De La Rosa .....	Middle School Principal
Myrna Lopez-Patti .....	Elementary Principal
Elizabeth Otero .....	High School Assistant Principal
Loretta Aguilar .....	Middle School Assistant Principal
Raymond Bonilla .....	CTE Coordinator
Christopher Escarsega .....	Network Administrator
Hugo Fuentes .....	Systems Administrator
Claudia Beanes .....	High School Counselor
Arlene Portillo-Castro .....	Middle School Counselor
Alicia Alvarado .....	Middle School Counselor
Maria Hernandez .....	Elementary School Counselor
Ruth Gonzalez .....	Payroll Specialist
Rachel Aguilar .....	Superintendent's Secretary
Sandra Garcia .....	Human Resources/Compliance Specialist
Claudia Castro .....	Parent Liaison

## Helpful Contacts and Directory

Superintendent.....	765-3005
Director of Finance .....	765-3010
Finance Coordinator .....	765-3015
Payroll Specialist.....	765-3020
Human Resources/Compliance Director .....	765-3050
Human Resources Specialist.....	765-3051
Transportation/Facilities Director.....	765-3060
Athletics .....	765-3550
Academic Coordinator .....	765-3006
Nurse .....	765-3565
Security .....	765-4885
Custodial .....	765-3060
Transportation .....	765-3060
Special Education Coordinator .....	765-3040
Director of Technology .....	765-3035
High School Cafeteria .....	765-3575
Junior High School Cafeteria .....	765-3475
Elementary School Cafeteria .....	765-3175
Elementary School .....	765-3150
Intermediate School .....	765-3350
Junior High School.....	765-3450
High School .....	765-3550

# Academic Calendar

## TISD 2022-2023 Academic Calendar TEA Option 2 HB3

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<b>JULY</b>	07/04 - 07/08	.....District Closed
	07/11 - 07/15	.....Student Registration
	07/25 - 07/28	.....District Staff Development
	07/29	.....P/T Conference
<b>AUGUST</b>	08/01	.....1st Semester Begins / Classes Begin
<b>SEPTEMBER</b>	09/05	.....Holiday - Labor Day
<b>OCTOBER</b>	10/03 - 10/07	.....Extended Year/COVID Makeup Days
	10/10 - 10/14	.....District Closed
<b>NOVEMBER</b>	11/21 - 11/25	.....Holiday - Thanksgiving
<b>DECEMBER</b>	12/06 - 12/09	.....Testing - STAAR
	12/16	.....1st Semester Ends, Early Release for Students/Teachers
	12/19 - 12/30	.....Holiday - District Closed
<b>JANUARY</b>	01/02 - 01/05	.....Holiday - District Closed
	01/06	.....Teacher Planning / No School for Students
	01/09	.....2nd Semester Begins / Classes Begin
	01/16	.....Holiday - MLK/COVID-Weather Makeup Days
<b>FEBRUARY</b>	02/28	.....P/T Conference for EL
<b>MARCH</b>	03/01	.....P/T Conference for MS
	03/02	.....P/T Conference for HS
	03/06 - 03/10	.....Extended Year/COVID Makeup Days
	03/13 - 03/17	.....Holiday - Spring Break
<b>APRIL</b>	04/04 - 04/14	.....Testing - STAAR
	04/07	.....Holiday - Good Friday
<b>MAY</b>	05/02 - 05/12	.....Testing - STAAR
	05/29	.....Holiday - Memorial Day/COVID-Weather Makeup Days
<b>JUNE</b>	06/08	.....2nd Semester Ends, Early Release for Student only
	06/20 - 06/30	.....Testing

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**KEY**

- State Testing
- Parent/Teacher Conference
- Staff Development / Teacher Planning
- Holiday
- Extended Year

Instructional Minutes : 75,600 (K-12th), 37,800 (Pre-K)

Weeks Days Minutes

1st	1	44	HS:20010 MS 6th-8th:20010 MS 3rd-5th:20228 EL:20228
2nd	2	40	HS:17940 MS 6th-8th:17940 MS 3rd-5th:18135 EL:18135
3rd	2	39	HS:17480 MS 6th-8th:17480 MS 3rd-5th:17670 EL:17670
4th	3	57	HS:25530 MS 6th-8th:25530 MS 3rd-5th:25808 EL:25808
	8	180	HS:80960 MS 6th-8th:80960 MS 3rd-5th:81840 EL:81840

- ★ Open House
- [ ] 9 Weeks Begins/Ends
- Teacher Work Day
- ◇ New Employee Orientation
- Student Academy/Teacher Planning
- \$ Pay Day
- / Early Release Students & Teachers
- / Early Release Students Only

Board Approved: 5/25/2022  
Revised: 5/20/2022

# Employment

## Equal Employment Opportunity

### *Policies DAA, DIA*

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

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

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

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

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

## Job Vacancy Announcements

### *Policy DC*

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

## Employment after Retirement

### *Policy DC*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can

contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website ([www.trs.texas.gov](http://www.trs.texas.gov)).

## **Contract and Noncontract Employment**

### *Policy DC series*

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

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

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

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

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

## **Certification and Licenses**

### *Policies DBA, DF*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources Department in a timely manner. Employees licensed by the

Texas Department of Licensing and Regulations (TDLR) must notify Human Resources when there is action against, or revocation of their license.

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

## **Recertification of Employment Authorization**

### *Policy DC*

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

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

## **Searches and Alcohol and Drug Testing**

### *Policy CQ, DHE*

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

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

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

employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

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

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

## **Health Safety Training**

### *Policies DBA, DMA*

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

## **Reassignments and Transfers**

### *Policy DK*

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

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

## **Workload and Work Schedules**

### *Policies DEAB, DK, DL*

**Professional Employees.** Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work

schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

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

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

## **Breaks for Expression of Breast Milk**

*Policies DEAB, DG*

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

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

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

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

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

## **Outside Employment and Tutoring**

*Policy DBD*

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

## **Performance Evaluation**

*Policy DN series*

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

## **Employee Involvement**

*Policies BQA, BQB*

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

## **Staff Development**

*Policy DMA*

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

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

# **Compensation and Benefits**

## **Salaries, Wages, and Stipends**

*Policies DEA, DEAA, DEAB*

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

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

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

## **Automatic Payroll Deposit**

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

## **Payroll Deductions**

*Policy CFEA*

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

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

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

## **Paychecks**

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

The schedule of pay dates for the 2022-2023 school year follows:

## Tornillo Independent School District 2022 - 2023 Payroll Schedule

Pay Period Start	Pay Period End	Payroll Due-Date	Pay Date
<b>6/16/2022</b>	<b>6/30/2022</b>	<b>Fri, 7/1/2022</b>	<b>Fri, 7/15/2022</b>
7/1/2022	7/15/2022	Tue, 7/19/2022	Fri, 7/29/2022
7/16/2022	7/31/2022	Tue, 8/2/2022	Mon, 8/15/2022
8/1/2022	8/15/2022	Wed, 8/17/2022	Wed, 8/31/2022
8/16/2022	8/31/2022	Fri, 9/2/2022	Thu, 9/15/2022
9/1/2022	9/15/2022	Tue, 9/20/2022	Fri, 9/30/2022
9/16/2022	9/30/2022	Tue, 10/4/2022	Fri, 10/14/2022
10/1/2022	10/15/2022	Tue, 10/18/2022	Mon, 10/31/2022
10/16/2022	10/31/2022	Wed, 11/2/2022	Tue, 11/15/2022
11/1/2022	11/15/2022	Thu, 11/17/2022	Wed, 11/30/2022
11/16/2022	11/30/2022	Fri, 12/2/2022	Thu, 12/15/2022
12/1/2022	12/15/2022	Fri, 12/16/2022	Fri, 12/30/2022
12/16/2022	12/31/2022	Mon, 1/2/2023	Fri, 1/13/2023
1/1/2023	1/15/2023	Tue, 1/17/2023	Tue, 1/31/2023
1/16/2023	1/31/2023	Thu, 2/2/2023	Wed, 2/15/2023
2/1/2023	2/15/2023	Fri, 2/17/2023	Tue, 2/28/2023
2/16/2023	2/28/2023	Thu, 3/2/2023	Wed, 3/15/2023
3/1/2023	3/15/2023	Mon, 3/20/2023	Fri, 3/31/2023
3/16/2023	3/31/2023	Tue, 4/4/2023	Fri, 4/14/2023
4/1/2023	4/15/2023	Mon, 4/17/2023	Fri, 4/28/2023
4/16/2023	4/30/2023	Tue, 5/2/2023	Mon, 5/15/2023
5/1/2023	5/15/2023	Wed, 5/17/2023	Wed, 5/31/2023
5/16/2023	5/31/2023	Fri, 6/2/2023	Thu, 6/15/2023
6/1/2023	6/15/2023	Tue, 6/20/2023	Fri, 6/30/2023
6/16/2023	6/30/2023	Tue, 7/4/2023	Fri, 7/14/2023

*Revised 06/15/2022*

## **Overtime Compensation**

### *Policies DEAB, DEC*

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

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

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

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

## **Travel Expense Reimbursement**

### *Policy DEE*

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

## **Health, Dental, and Life Insurance**

### *Policy CRD*

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

- Employees who are active, contributing TRS members

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

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

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

## **Supplemental Insurance Benefits**

### *Policy CRD*

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

## **Cafeteria Plan Benefits (Section 125)**

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

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

## **Workers' Compensation Insurance**

### *Policy CRE*

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

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

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

## **Unemployment Compensation Insurance**

### *Policy CRF*

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

## **Teacher Retirement**

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

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

## **Other Benefit Programs**

The Tornillo Independent School District also provides additional benefits including:

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

## **Leaves and Absences**

*Policies DEC, DECA, DECB*

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

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

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

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

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

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

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

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

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

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

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

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

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

rights.

## **Personal Leave**

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

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

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

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

## **State Sick Leave**

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

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

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

## **Local Leave**

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

Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995-96 school year, except that an employee may contribute local leave to a sick leave bank. [See DEC(Legal)]

## **Sick Leave Bank**

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

### **MEMBERSHIP AND CONTRIBUTION:**

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

### **REQUEST PROCESS:**

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

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

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

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

## **Family and Medical Leave Act (FMLA)—General Provisions**

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

### **Leave Entitlements**

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

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);

- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

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

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

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

### **Benefits and Protections**

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

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

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

### **Eligibility Requirements**

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

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

### **Requesting Leave**

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

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

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the

employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

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

### **Employer Responsibilities**

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

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

### **Enforcement**

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

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

For additional information:

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

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

## **Local Procedures for Implementing Family and Medical Leave Provisions**

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

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

**Combined Leave for Spouses.** Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

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

**Fitness for Duty.** An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district

shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

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

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

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

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

## Temporary Disability Leave

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

When an employee is ready to return to work, Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an

appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

## **Workers' Compensation Benefits**

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

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

## **Assault Leave**

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

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

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

## **Jury Duty**

*Policies DEC, DG*

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

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

## **Compliance with a Subpoena**

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

## **Truancy Court Appearances**

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

## **Religious Observance**

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

## **Military Leave**

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

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

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

# Employee Relations and Communications

## Employee Recognition and Appreciation

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

## District Communications

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

- Human Resources Newsletter emailed to employees
- Recent news found at [www.tisd.us](http://www.tisd.us)
- Tweets found at <https://twitter.com/TornilloISD>
- Phone-Callouts

## Complaints and Grievances

### *Policy DGBA*

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

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

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

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

**Other Complaint Processes**

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.
4. Complaints concerning instructional resources shall be submitted in accordance with EF.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

**Notice to Employees**

The District shall inform employees of this policy through appropriate District publications.

**Guiding Principles**

**Informal Process**

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
Formal Process	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
<b>Freedom from Retaliation</b>	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
<b>Whistleblower Complaints</b>	Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]
<b>Complaints Against Supervisors</b>	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.
<b>General Provisions</b> Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.

Response	At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s e-mail address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	“Days” shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”
Representative	<p>“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.

Complaint and  
Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## **Level Two**

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **Level Three**

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three

presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

## Employee Conduct and Welfare

### Standards of Conduct

#### *Policy DH*

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* for additional information.

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

# *Texas Educators' Code of Ethics*

## **Statement of Purpose**

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

## **Professional Standards**

### **1. Professional Ethical Conduct, Practices, and Performance**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **2. Ethical Conduct toward Professional Colleagues**

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

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

**Standard 2.3** The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

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

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

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

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

## **3. Ethical Conduct toward Students**

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

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

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

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

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

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

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

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

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

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

## **Faculty and Staff Dress Code**

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

- Collared shirts will be worn by male faculty and staff and must be tucked into pants.
- Ties are encouraged by males, particularly at formal school events and activities.
- Campus administration will determine the use of wearing jeans on Fridays.
- Pants that have belt loops must be worn with a belt or suspenders.
- Women's skirts must be of appropriate length.
- P.E. Instructors may wear athletic shorts and/or sweats provided that the attire is necessary for instruction. Staff attire in specific work areas (Maintenance department, Child Nutrition Department, etc.) should be appropriate for the activities required.
- Male faculty and staff are prohibited from wearing earrings.

- Faculty and staff are prohibited from wearing clothing with printed materials promoting or indicating drug, alcohol, and tobacco products.
- Faculty and staff are also prohibited from wearing clothing with printed materials which may be sexually or ethnically offensive.
- All visible tattoos need to be covered. All visible body piercing/adornments (other than in the ears) are not permitted to be worn.
- No unnatural hair color is allowed (e.g., blue, pink, green, etc.).

## Discrimination, Harassment, and Retaliation

### *Policies DH, DIA*

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

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

Tornillo ISD  
071908

EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LOCAL)

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**Note:** This policy addresses discrimination, harassment, and retaliation against District employees. For Title IX and other provisions regarding discrimination, harassment, and retaliation against students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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### **Definitions**

Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

### **Statement of Nondiscrimination**

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

<b>Discrimination</b>	<p>Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.</p> <p>In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.</p>
<b>Prohibited Conduct</b>	<p>In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</p> <p>Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]</p>
<b>Prohibited Harassment</b>	<p>Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:</p> <ol style="list-style-type: none"> <li>1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;</li> <li>2. Creates an intimidating, threatening, hostile, or offensive work environment; or</li> <li>3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.</li> </ol>
Examples	<p>Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.</p>
<b>Sex-Based Harassment</b>	<p>As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]</p>

**Sexual Harassment**

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, contact, or communication, including electronic communication.

**Reporting Procedures**

Any employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

Definition of District Officials

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

*Title IX Coordinator*

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator [See DIA(EXHIBIT)]

*ADA / Section 504 Coordinator*

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]

*Superintendent*

The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

**Alternative Reporting Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

**Timely Reporting**

To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.

**Notice of Report**

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Any District employee who receives a report of prohibited conduct based on sex, including sexual harassment, shall immediately notify the Title IX coordinator.

**Investigation of Reports Other Than Title IX**

The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, see the procedures below at Response to Sexual Harassment—Title IX.

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

**Initial Assessment**

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

**Interim Action**

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

**District Investigation**

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.</p>
District Action	<p>If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.</p> <p>The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.</p>
Confidentiality	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.</p>
Appeal	<p>A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.</p> <p>The complainant may have a right to file a complaint with appropriate state or federal agencies.</p>
<b>Response to Sexual Harassment—Title IX</b>	<p>For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).</p>
General Response	<p>When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:</p> <ul style="list-style-type: none"> <li>• Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;</li> <li>• Consider the complainant’s wishes with respect to supportive measures; and</li> </ul> <p>Explain to the complainant the option and process for filing a formal complaint.</p>

The District's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and administrative procedures.

#### Title IX Formal Complaint Process

To distinguish the process described below from the District's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District's "Title IX formal complaint process."

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;

8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

**Standard of Evidence** The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

**Retaliation** The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or otherwise participates or refuses to participate in an investigation.

**Examples** Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

**Records Retention** The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]  
[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process]

**Access to Policy and Procedures** Information regarding this policy and any accompanying procedures shall be distributed annually to District employees. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

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## Harassment of Students

*Policies DH, DHB, FFG, FFH, FFI*

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

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

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

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

Tornillo ISD  
071908

EMPLOYEE STANDARDS OF CONDUCT  
REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION

DHB  
(LEGAL)

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**Note:** This policy applies to a district of innovation under Education Code, Chapter 12A. [See AF]

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### Permissive Reports

The superintendent may notify the State Board for Educator Certification (SBEC) of any educator misconduct that he or she believes in good faith may be subject to sanctions under 19 Administrative Code, Chapter 249, Disciplinary Proceedings, Sanctions, and Contested Cases, and/or Chapter 247, Educators' Code of Ethics. 19 TAC 249.14(d)

**Required Reports**

A superintendent shall notify SBEC if:

1. An educator employed by or seeking employment with the district, or an applicant or holder of an SBEC certificate, has a criminal record and the district obtained information about the educator's criminal record by a means other than the criminal history clearinghouse established by the Texas Department of Public Safety under Government Code 411.0845;
2. An educator's employment at the district was terminated and there is evidence that the educator engaged in misconduct listed below [see Reportable Misconduct, below];
3. The educator submitted a notice of resignation and there is evidence that the educator engaged in misconduct listed below [see Reportable Misconduct, below]; or
4. The educator engaged in conduct that violated the assessment instrument security procedures established under Education Code 39.0301.

*Education Code 21.006, 22.087; 19 TAC 249.14(d)*

**Reportable Misconduct**

A superintendent shall make a report to SBEC under items 2 and 3, above, if an educator was terminated or resigned and there is evidence that the educator:

1. Sexually or physically abused a student or minor or engaged in any other illegal conduct with a student or minor;
2. Possessed, transferred, sold, or distributed a controlled substance, as defined by Health and Safety Code Chapter 481 or by 21 U.S.C. 801 et seq.;
3. Illegally transferred, appropriated, or expended school property or funds;
4. Attempted by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to be employed in a position requiring such certificate or permit or to receive additional compensation associated with a position;
5. Committed a crime, any part of such crime having occurred on school property or at a school-sponsored event; or
6. Solicited or engaged in sexual conduct or a romantic relationship with a student or minor.

*Education Code 21.006(b); 19 TAC 249.14(d)*

<b>Investigation</b>	A superintendent shall complete an investigation of an educator that involves evidence that the educator may have engaged in misconduct described above at Reportable Misconduct, items 1 and 6, despite the educator's resignation from employment before completion of the investigation. <i>Education Code 21.006(b-1); 19 TAC 249.14(d)(3)(C)</i>
<b>Deadline to Report</b>	The superintendent shall promptly notify SBEC in writing by filing a report within seven business days after the date the superintendent receives a report from a principal [see DP(LEGAL)] or knew of the circumstances described above. <i>Education Code 21.006(c); 19 TAC 249.14(d)</i> [See Required Reports, above]
<b>Contents of Report</b>	<p>The report must be in writing and in a form prescribed by SBEC and may be filed through a confidential and secure internet portal developed and maintained by SBEC. The report shall include the name or names of any student or minor who is the victim of abuse or unlawful conduct by an educator and the factual circumstances requiring the report and the subject of the report by providing the following available information:</p> <ol style="list-style-type: none"> <li>1. Name and any aliases;</li> <li>2. Certificate number, if any, or social security number;</li> <li>3. Last known mailing address and home and daytime phone numbers;</li> <li>4. All available contact information for any alleged victim or victims;</li> <li>5. Name or names and any available contact information of any relevant witnesses to the circumstances requiring the report;</li> <li>6. Current employment status of the subject, including any information about proposed termination, notice of resignation, or pending employment actions; and</li> <li>7. Involvement by a law enforcement or other agency, including the name of the agency.</li> </ol> <p><i>Education Code 21.006(c-1); 19 TAC 249.14(f)</i></p> <p>The name of the student or minor is not public information under the Public Information Act. [See GBAA] <i>Education Code 21.006(h)</i></p>
<b>Notice</b> To the Board and Educator	A superintendent shall notify the board and the educator of the filing of a written report with SBEC. The superintendent shall notify the board before filing the report. <i>Education Code 21.006(d); 19 TAC 249.14(d)(3)(B)</i>

Before Accepting Resignation	Before accepting an employee's resignation that requires filing a report, the superintendent shall inform the educator in writing that a report will be filed and that sanctions against his or her certificate may result as a consequence. <i>19 TAC 249.14(d)(3)(A)</i>
<b>Exception to Notice Requirements</b>	A superintendent is not required to notify SBEC or file a report with the board if, before the educator's termination or resignation, the superintendent: <ol style="list-style-type: none"> <li data-bbox="561 468 1317 531">1. Completes an investigation into an alleged incident of misconduct for: <ol style="list-style-type: none"> <li data-bbox="630 556 1317 583">a. Abuse or unlawful act with a student or minor; or</li> <li data-bbox="630 611 1435 709">b. Involvement in a romantic relationship with or solicitation or engagement in sexual contact with a student or minor; and</li> </ol> </li> <li data-bbox="561 737 1330 800">2. Determines the educator did not engage in the alleged incident of misconduct.</li> </ol> <p data-bbox="561 827 1170 854"><i>Education Code 21.006(c-2); 19 TAC 249.14(d)</i></p>
<b>Policy to Notify Parents</b>	The board shall adopt a policy under which notice is provided to the parent or guardian of a student with whom an educator is alleged to have abused or otherwise committed an unlawful act with a student or minor. [See FFF] <i>Education Code 21.0061</i>
<b>Sanctions for Failure to Report</b>	SBEC shall determine whether to impose sanctions, including an administrative penalty against a superintendent who fails to file a report. <i>Education Code 21.006(f); 19 TAC 249.14(d), (h), .15(b)(4)</i>
Administrative Penalty	If a superintendent is required to file a report and fails to file the report by the required date, SBEC may impose an administrative penalty of not less than \$500 and not more than \$10,000. SBEC may not renew the certification of an educator against whom an administrative penalty is imposed until the penalty is paid. <i>Education Code 21.006(i)</i>
<b>Criminal Offense</b>	A superintendent required to file a report commits a state jail felony if the superintendent fails to file the report by the required date with intent to conceal an educator's criminal record or alleged incident of misconduct. <i>Education Code 21.006(j)</i>
<b>Immunity</b>	A superintendent or principal who, in good faith and while acting in an official capacity, files a report with SBEC or communicates with another superintendent or principal concerning an educator's criminal record or alleged incident of misconduct is immune from civil or criminal liability that might otherwise be incurred or imposed. <i>Education Code 21.006(e)</i>

## Definitions

### Abuse

“Abuse” includes the following acts or omissions:

1. Mental or emotional injury to a student or minor that results in an observable and material impairment in the student’s or minor’s development, learning, or psychological functioning;
2. Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student’s or minor’s development, learning, or psychological functioning;
3. Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
4. Sexual conduct harmful to a student’s or minor’s mental, emotional, or physical welfare.

*19 TAC 249.3(1)*

### Reported Criminal History

“Reported criminal history” means information concerning any formal criminal justice system charges and dispositions. The term includes arrests, detentions, indictments, criminal informations, convictions, deferred adjudications, and probations in any state or federal jurisdiction. *19 TAC 249.3(44)*

### Solicitation of a Romantic Relationship

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator’s job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
  - a. The nature of the communications;
  - b. The timing of the communications;
  - c. The extent of the communications;

- d. Whether the communications were made openly or secretly;
  - e. The extent that the educator attempts to conceal the communications;
  - f. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
  - g. Any other evidence tending to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
  3. Making sexually demeaning comments to a student.
  4. Making comments about a student's potential sexual performance.
  5. Requesting details of a student's sexual history.
  6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
  7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
  8. Inappropriate hugging, kissing, or excessive touching.
  9. Providing the student with drugs or alcohol.
  10. Violating written directives from school administrators regarding the educator's behavior toward a student.
  11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
  12. Any other acts tending to show that the educator solicited a romantic relationship with the student.

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**Note:** This policy addresses discrimination, harassment, and retaliation against District students. For provisions regarding discrimination, harassment, and retaliation against District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

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**Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

**Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the student.

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

**Prohibited Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Prohibited harassment includes dating violence as defined by law and this policy.

**Examples**

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs

or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

**Sex-Based Harassment**

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LLEGAL)]

**Sexual Harassment  
By an Employee**

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or other inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

**By Others**

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

1. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
2. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, contact, or communications, including electronic communication.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

**Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; cyberharassment; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

**Examples**

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

**Reporting Procedures**

**Student Report**

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

**Employee Report**

Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

**Definition of District Officials**

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

*Title IX Coordinator*

Reports of discrimination based on sex, including sexual harassment, gender-based harassment, or dating violence, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]

*ADA / Section 504 Coordinator*

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]

<i>Superintendent</i>	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
<b>Alternative Reporting Procedures</b>	<p>An individual shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<b>Timely Reporting</b>	To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.
<b>Notice to Parents</b>	<p>The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.</p> <p>[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]</p>
<b>Investigation of Reports Other Than Title IX</b>	<p>The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment, and dating violence, see the procedures below at Response to Sexual Harassment—Title IX.</p> <p>The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.</p>
Initial Assessment	<p>Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.</p> <p>If the District official determines that the allegations, if proved, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.</p>

Interim Action	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.
District Investigation	<p>The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Criminal Investigation	If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.
Concluding the Investigation	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.</p>
<i>Notification of Outcome</i>	Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.
District Action <i>Prohibited Conduct</i>	If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

Corrective Action	Examples of corrective action may include a training program for those involved in the report, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District’s policy against discrimination and harassment.
<i>Bullying</i>	If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.
<i>Improper Conduct</i>	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
Appeal	A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.
<b>Response to Sexual Harassment–Title IX</b>	For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).
General Response	<p>When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:</p> <ul style="list-style-type: none"> <li>• Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;</li> <li>• Consider the complainant’s wishes with respect to supportive measures; and</li> <li>• Explain to the complainant the option and process for filing a formal complaint.</li> </ul>

The District's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct.

#### Title IX Formal Complaint Process

To distinguish the process described below from the District's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District's "Title IX formal complaint process."

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;

1. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
2. A description of the supportive measures available to the complainant and respondent;
3. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
4. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
5. Other local procedures as determined by the Superintendent.

**Standard of Evidence** The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

**Retaliation** The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student who refuses to participate in any manner in an investigation under Title IX.

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

**False Claim** A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

**Records Retention** The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process]

### **Access to Policy and Procedures**

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

## **Reporting Suspected Child Abuse**

*Policies DG, FFG, GRA*

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

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

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

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

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

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

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

## **Sexual Abuse and Maltreatment of Children**

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

## **Reporting Crime**

### *Policy DG*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

## **Scope and Sequence**

### *Policy DG*

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

## **Technology Resources**

### *Policy CQ*

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

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

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

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

## **Personal Use of Electronic Communications**

### *Policy CQ, DH*

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records [See Policy FL]
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See DH (EXHIBIT)]
- Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

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

## **Electronic Communications between Employees, Students, and Parents**

### *Policy DH*

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

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

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

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of **9:00 p.m.** and **7:00 a.m.** An employee may, however, make public posts to a social network site, blog, or similar application at any time.

- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district’s record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

## **Public Information on Private Devices**

*Policy DH, GB*

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

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

## **Criminal History Background Checks**

*Policy DBAA*

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual’s fingerprints,

photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

## **Employee Arrests and Convictions**

### *Policy DH*

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

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

Moral turpitude includes the following:

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

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

## **Alcohol and Drug-Abuse Prevention**

### *Policy DH*

Tornillo ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-

sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

Tornillo ISD  
071908

## EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

### **Violations of Standards of Conduct**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD and DF series]

### **Weapons Prohibited**

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

#### Exceptions

No violation of this policy occurs when:

1. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

### **Electronic Communication**

#### Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

#### Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication	In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.
Disclosing Personal Information	An employee shall not be required to disclose his or her personal email address or personal phone number to a student.
<b>Safety Requirements</b>	Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.
<b>Harassment or Abuse</b>	<p>An employee shall not engage in prohibited harassment, including sexual harassment, of:</p> <ol style="list-style-type: none"> <li>1. Other employees. [See DIA]</li> <li>2. Students. [See FFH; see FFG regarding child abuse and neglect.]</li> </ol> <p>While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.</p> <p>An employee shall report child abuse or neglect as required by law. [See FFG]</p>
<b>Relationships with Students</b>	<p>An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]</p> <p>As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]</p>
<b>Tobacco and E-Cigarettes</b>	An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]
<b>Alcohol and Drugs / Notice of Drug-Free Workplace</b>	As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments, Convictions, and Other Adjudications**

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - Dishonesty; fraud; deceit; theft; misrepresentation;
  - Deliberate violence;
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
  - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
  - Felony driving while intoxicated (DWI); or
  - Acts constituting abuse or neglect under the Texas Family Code.

**Dress and Grooming**

An employee’s dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

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**Tobacco Products and E-Cigarette Use**

*Policies DH, FNCD, GKA*

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco

products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

## **Fraud and Financial Impropriety**

### *Policy CAA*

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

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

## **Conflict of Interest**

### *Policy CB, DBD*

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

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

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

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

## **Copyrighted Materials**

### *Policy CY*

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

## **Associations and Political Activities**

### *Policy DGA*

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

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

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

## **Charitable Contributions**

### *Policy DG*

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

to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **Safety**

### *Policy CK series*

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

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

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

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

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

## **Possession of Firearms and Weapons**

### *Policies DH, FNCG, GKA*

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

## **Visitors in the Workplace**

### *Policy GKC*

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to

their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

## **Asbestos Management Plan**

### *Policy CKA*

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

## **Pest Control Treatment**

### *Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the front offices of each respective campus and the administration office. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

# **General Procedures**

## **Emergency School Closing**

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

## **Emergencies**

### *Policies CKC, CKD*

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

## **Purchasing Procedures**

### *Policy CH*

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

## **Name and Address Changes**

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

## **Personnel Records**

### *Policy DBA, GBA*

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

Employees may choose to have the following personal information withheld:

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

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

## **Facility Use**

### *Policies DGA, GKD*

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

# Termination of Employment

## Resignations

### *Policy DFE*

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

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

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

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

## Dismissal or Nonrenewal of Contract Employees

### *Policies DF Series, DHB*

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

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

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is

revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

## **Dismissal of Noncontract Employees**

*Policies DCD, DP*

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

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

## **Discharge of Convicted Employees**

*Policy DF*

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

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

## **Exit Interviews and Procedures**

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

## **Reports to Texas Education Agency**

*Policies DF, DHB, DHC*

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

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

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

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

### **Reports Concerning Court-Ordered Withholding**

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

- Termination of employment not later than the seventh day after the date of termination
- Employee’s last known address
- Name and address of the employee’s new employer, if known

## **Student Issues**

### **Equal Educational Opportunities**

*Policies FB, FFH*

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

the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Rodrigo Portillo, District Academic Coordinator, 19200 Cobb Av. Tornillo, TX 79853, [portilloro@tisd.us](mailto:portilloro@tisd.us), 915-765-3001, the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to Georgina Miramontes, Diagnostician/SPED/504 Coordinator, 19200 Cobb Av. Tornillo, TX 79853. [miramontesg@tisd.us](mailto:miramontesg@tisd.us) phone number 915-765-3001.

the district ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

## **Student Records**

### *Policy FL*

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

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

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

## **Parent and Student Complaints**

### *Policy FNG*

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

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

## **Administering Medication to Students**

### *Policy FFAC*

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

## **Dietary Supplements**

*Policies DH, FFAC*

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

## **Psychotropic Drugs**

*Policy FFAC*

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

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

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

## **Student Conduct and Discipline**

*Policies in the FN series and FO series*

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

## **Student Attendance**

*Policy FEB*

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are

allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## Bullying

### *Policy FFI*

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

STUDENT WELFARE  
FREEDOM FROM BULLYING

FFI  
(LOCAL)

**Note:** This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

### **Bullying Prohibited**

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

#### Examples

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

### **Retaliation**

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

#### Examples

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

<b>False Claim</b>	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
<b>Timely Reporting</b>	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
<b>Reporting Procedures</b>	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
<b>Notice of Report</b>	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
<b>Prohibited Conduct</b>	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
<b>Investigation of Report</b>	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
<b>Concluding the Investigation</b>	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee

shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

**Notice to Parents**

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

**District Action**

*Bullying*

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

*Discipline*

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

*Corrective Action*

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

*Transfers*

The principal or designee shall refer to FDB for transfer provisions.

*Counseling*

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

*Improper Conduct*

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

**Confidentiality**

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed,

and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

**Appeal**

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

**Records Retention**

Retention of records shall be in accordance with CPC(LOCAL).

**Access to Policy and Procedures**

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

DATE ISSUED: 10/23/2017  
UPDATE 109  
FFI(LOCAL)-A

## Hazing

### *Policy FNCC*

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

## Technology Acceptable Use Policy

### **Purpose**

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

### **Scope**

The Technology Acceptable Use Agreement applies to all users of technology resources owned or managed by the district, as well as personally owned technology devices connected to the district

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

## **Your Rights and Responsibilities**

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

## **Principles**

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

## General Rules & Expectations

- Intended for instructional or professional use only.
- Report all software or hardware malfunction via work order ticket.
- Installation, removal, or modification of any application or alteration to the configuration of the operating system in any way is prohibited.
- Should be used solely by the assigned user whether at home or in the classroom and is not meant to be used by family members.
- Employees are responsible for backing up work files to external sources, e.g., cloud storage, USB hard drive, or USB flash drive. District will NOT be liable for any lost data or for the restoration of files in the event of a hardware failure or malfunction.
- Do not leave technology equipment or devices in vehicle or other inappropriate places in extreme temperatures. Heat, moisture, and dirt are generally considered threats to all electronic devices.
- File-sharing, including downloading music or any other activity that violates copyright laws is not permitted.
- Do not mark the devices in any way with markers, stickers, or labels. Each device may be labeled with a district identification barcode or name.
- Misuse or violations of the Technology Acceptable Use Policy or any applicable local policies and laws could result in restrictions, removal from the program and/or criminal charges.
- Any inappropriate web or email activity can result in loss of the laptop privilege. The use of proxy servers is strictly forbidden.
- The use of a technology equipment or device is a privilege that can be revoked. Inappropriate use or neglect can result in limits to or loss of use.
- There is no expectation of any kind of privacy. The district has a right to access all information on equipment or devices.
- To the extent there is any personally identifiable student information on a device, this information shall be kept confidential as required by state and federal law.

## Agreement Terms

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

# Internet Acceptable Use Policy

## User Responsibilities

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

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

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

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

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

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

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

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

- Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials.
- Criminal activities that can be punished under law.
- Selling or purchasing illegal items or substances.
- Obtaining and/or using anonymous email sites; spamming; spreading viruses.
- Causing harm to others or damage to their property, such as:
  1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
  3. Damaging computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
  4. Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
  1. Using another's account password(s) or identifier(s).
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for Commercial purposes:
  1. Using the Internet for personal financial gain.
  2. Using the Internet for personal advertising, promotion, or financial gain; or
  3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

## **Student Internet Safety**

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

## **Penalties for Improper Use**

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

## **Disclaimer**

Tornillo ISD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the district's network are to be borne by the user. Tornillo ISD also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.

## **Adoption**

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

## **Contact Us**

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

Technology Department  
Tornillo Independent School  
District PO Box 170  
19200 Cobb Ave.  
Tornillo, TX 7985



***Human Resources Department***

19200 Cobb Street  
Tornillo, TX 79853  
Phone 915.765.3050  
Fax 915.765.3099

# MEMORANDUM

To:  
From:  
Subject:  
Date:

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HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

# **T-TESS**

## **Texas Teacher Evaluation Support System**



## **2022-2023**

### **T-TESS Reference Manual**

#### **TORNILLO INDEPENDENT SCHOOL DISTRICT**

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

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

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## BOARD MEMBERS

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*President*



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**Rosy Vega-Barrio**  
*Superintendent*

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

# T-TESS Reference Manual

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## Introduction

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

## Purpose

The Tornillo ISD T-TESS Reference Manual has been put together to ensure that you are informed on the different components that guide Tornillo ISD and the implementation of T-TESS for the 2020-2021 school year. Throughout this manual, you will find:

- **District T-TESS Calendar:**  
Information on the District appraisal schedule and procedures associated with T-TESS.
- **T-TESS Domains and Dimensions:**  
These are descriptors used in the T-TESS rubric. The Domains and Dimensions were created with the Texas Teacher Standards as the foundation of T-TESS. (For additional detailed information, download the T-TESS Teacher Handbook at <https://teachfortexas.org>.)
- **New Hire Orientation Information:**  
Schedule of T-TESS Orientation Information provided to those teachers hired after the initial District training in July 2020.
- **T-TESS Frequently Asked Questions:**  
Easily accessible information on the most commonly asked questions regarding the T-TESS.
- **Policy and Regulations:**  
Tornillo ISD guideline on what and how to implement the T-TESS.

## T-TESS Components

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

## Teacher Appraisal Calendar

### Appraisal Process Timelines:

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

**Complete by September 09, 2022      Goal Setting (All Teachers)**

**Complete by February 28, 2022      Announced Observation**

**Complete by March 24, 2022          Post Observation Conference**

**Complete by April 21, 2022          Minimum of 2 Walk-Throughs with Feedback per 9 Weeks**

**Complete by May 16, 2022            Complete EOY Summative Goals / Conferences**

- All T-TESS Appraisers must be T-TESS certified.
- All Post Observation Conferences must be completed within five (5) to seven (7) working days after the observation.
- Appraisers should ensure that all teachers have been T-TESS trained prior to beginning the appraisal cycle.
- T-TESS training for teachers hired after July 31, 2022 will be trained within one month of their hire date. Please contact the respective Campus Principal or the Human Resources Manager for orientation / training information. Appraisals may not begin until 3 weeks after the training is completed.
- “Teacher Response and Appeal” and “Request for Second Appraiser” information is included in the following section.

## Teacher Response and Appeals and Request for Second Appraiser

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

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

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

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

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

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

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

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

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

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

## **T-TESS Domains and Dimensions**

### **Domain I: Planning**

#### **Dimensions:**

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

### **Domain II: Instruction**

#### **Dimensions:**

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

### **Domain III: Learning Environment**

#### **Dimensions:**

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

### **Domain IV: Professional Practice and Responsibilities**

#### **Dimensions:**

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

### **Domain V: Student Growth**

## Student Growth

Beginning with the 2017-2018 school year, student growth became a required component in teacher appraisal for any district to which Texas Education Code Sec. 21.351 and 21.352 apply. Tornillo ISD will be utilizing Portfolios during the 2022-2023 academic year to measure student growth.

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

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

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

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

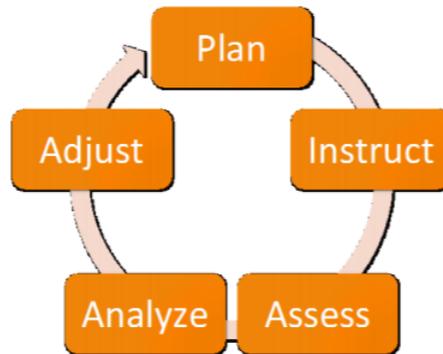
Student growth has the following characteristics:

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

Student Growth Measures Are:

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

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



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

## Portfolios

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

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

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

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

## Evaluation Process

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

# T-TESS Process



## New Hire Orientation Information

Date	Time	Location
Friday, August 26, 2022	8:30 a.m. – 11:30 a.m.	Central Office
Friday, September 23, 2022	8:30 a.m. – 11:30 a.m.	Central Office
Friday, October 28, 2022	8:30 a.m. – 11:30 a.m.	Central Office
Friday, November 18, 2022	8:30 a.m. – 11:30 a.m.	Central Office
Friday, December 09, 2022	8:30 a.m. – 11:30 a.m.	Central Office
Friday, January 27, 2023	8:30 a.m. – 11:30 a.m.	Central Office
Friday, February 24, 2023	8:30 a.m. – 11:30 a.m.	Central Office
Friday, March 31, 2023	8:30 a.m. – 11:30 a.m.	Central Office

## T-TESS Frequently Asked Questions

- 1. Who will the District choose to conduct classroom observations on each campus?**
  - *District and Campus administrators who are trained in T-TESS will conduct classroom observations.*
- 2. How many formal observations shall be conducted each year?**
  - *One formal observation shall be conducted for the 2022-2023 school year with unlimited walkthroughs.*
- 3. Will the observation be announced (scheduled) or unannounced (not-scheduled)?**
  - *The observation will be announced (scheduled).*
- 4. Will this number be the same for both beginning and veteran teachers?**
  - *Yes, one formal observation with unlimited walkthroughs will be the same for both beginning and veteran teachers.*
- 5. Will this number be the same for core and non-core subject area teacher?**
  - *Yes, one formal observation with unlimited walkthroughs will be the same for both core and non-core subject area teachers.*
- 6. How will the District provide T-TESS orientation for teachers who are hired after the academic year begins?**
  - *The District will provide an orientation for New Teacher Hires (Schedule)*
- 7. Will walkthroughs be conducted for the purpose of feedback only, or will the data be included in the overall scoring?**
  - *Walkthroughs are inclusive of the overall scoring for the end of year score.*
- 8. Will the District choose to make the pre-conference a required component?**

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

**19. How will T-TESS observation data and summary reports be used systematically to inform professional development?**

- *Campus administration will provide professional development opportunities in response to data gathered from T-TESS observation and summary report.*

**20. How will Student Growth affect my overall rating?**

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

## Policy and Regulations

TORNILLO ISD  
071908

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

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

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

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

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

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

Tornillo ISD  
071908

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
REGULATION

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

LAST REVISED                      July 26, 2017

DATE ISSUED: 07/19/2016  
DNA  
REGULATION

ADOPTED:

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## References

For additional information, see the following sources:

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

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