



## 2009 Administrative Retreat

By John Chapman

The Comfort ISD Administrative Team met on May 6<sup>th</sup> at the Joshua Creek Ranch to plan for the 2009-2010 school year. A special thanks to Joshua Creek Ranch for hosting the 2009 Administrative Retreat. The following individuals were present at the meeting: Margie Hall, Corey Harris, Randy Hector, Katherine Kuenstler, Jerry Lively, Jadie Matthew, Robert McConnell, Amanda Rust, Mollye Williams, Angeli Willson, Chris Yeschke, and John Chapman. The team discussed the 2009-2010 mission statement, Operations and Grounds, Technology, Food Service, Instruction, Personnel, Staff Development, and Special Events.

### **Mission Statement:**

Comfort ISD's mission for 2009-2010 is to continue to provide a welcoming environment to the staff, students and community. One of our goals is to maintain and improve the school facilities while providing a welcoming atmosphere for those we serve. When an organization transacts business that involves children, money, and facilities, tempers and attitudes can flare for

various reasons. Our goal is to maintain a professional environment for the stakeholders of Comfort.

### **Maintenance and Grounds:**

The Comfort Schools have buildings that range from 80 years old to buildings that opened for the first time during the 2009 school year. The district is working to improve the quality of our older buildings. The district is installing carpet and exterior doors to the main buildings at the middle school and elementary A and B wings. The elementary cafeteria will have new lighting as well as a covered canopy between the cafeteria and gym. The technology building (old Middle School) will have central heat and air and new ceiling tiles installed throughout the building. The high school is adding additional sidewalks for student travel and handicap capabilities. A community marquee will be erected at the high school so better visuals can be seen traveling on highway 87. Many additional projects will be completed during the summer to provide our staff and students with a safe, clean environment in which we can be proud. The maintenance department will hire a custodial supervisor to work with the day and evening custodial staff.

### **Technology:**

The technology department is in the process of developing a new technology plan for the 2010-2013 school years. Currently, the district is surveying the CISD staff for direction in the upcoming three years. The district will continue to monitor the district web site to make it more user friendly for the community. Over the summer, the older teacher computers will be placed in many teachers' classrooms for student use. Every campus uses several different types of software programs for supplemental instructional aides and enrichment. The district will evaluate the different software programs to determine what to purchase for the upcoming year.

### **Food Service:**

Comfort ISD uses ARAMARK Services to provide meals for our students. The high school is requesting larger servings for the students. All three campuses would like to see more varieties in the food served each month. ARAMARK and CISD will find new ways to increase the participation of meals. The district will bid out its food service agreement in January 2010.

### **Instruction:**

The Board of Trustees developed "District Priorities" in February 2009. The district developed goals that directly relate to the Board's Priorities. After the Board approved the District Goals, campuses then developed their goals to directly link to the district goals. The athletic

department has developed several goals for the athletes and coaching staff for the upcoming year. All goals can be found on the district website.

The district will require all teachers to grade student work and submit on grade speed within five days of turning in the assignment.

The secondary campuses are looking into a program that will eliminate an alternative location to house Behavior Adaptive Program (BAP). The possible new program will be called FOCUS. The district will have specific individuals trained this summer to run an effective FOCUS program, but the district does not plan to implement to the new program until 2010 or later.

**Personnel:**

ESL / Bilingual Requirements: All high school English teachers must be certified in English as a Second Language (ESL) by March 1, 2010. The elementary campus must hire one or more bilingual certified teachers for each grade level. The number of bilingual teachers will depend on the number of students the district services per grade level.

The district was awarded the elementary counselor's grant. The grant is in the amount of \$325,000.00. Comfort elementary will be hiring a bilingual counselor and social worker for the 2009-2010 school year.

The district was also awarded a pre-kindergarten grant in the amount of \$65,000.00. The district will follow the guidelines of the grant to better assist the pre-k program.

Coach Mayfield has made several athletic personnel changes for the 2009-2010 school year. Coach Mayfield has developed a new coach handbook and an athlete handbook for the 2009-2010 school year.

Many departments across the district will work four days a week, ten hour days for a total of 40 hours per week during the summer. Majority of the departments will be closed on Fridays. The alternate schedule will begin June 8<sup>th</sup> through July 31<sup>st</sup>.

The Board of Trustees approved new changes to the discretionary leave policy. Employees of the district will follow different procedures as well as different criteria for requesting the days. The changes can be found under policy DEC (Local).

This year, the district has dealt with community members calling several outside organizations to file complaints based on false information obtained. Fortunately, all reports were invalid, but unfortunately, these reports cost the district time and money due to thorough staff investigations. The district will continue to take all reports seriously and act accordingly.

The district will work hard to not pull teachers to drive school buses during the academic day. The district highly recommends extracurricular sponsors obtain a CDL licenses.

**Staff Development:**

The following trainings will be provided this summer. Teachers may use these days to fulfill the two day COMP day requirement:

- FOCUS Training for Special Education (August 10<sup>th</sup> and 11<sup>th</sup>)
- Smart board (August 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup>)
- Math Mapping (CES: June 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>)
- Gifted and Talented 6-Hour Update (August 13<sup>th</sup>)
- Paraprofessional Training (August 13<sup>th</sup>)

Required Staff Development Days:

- New Teacher Orientation (August 17<sup>th</sup>)
- PDAS Training for New Teachers (August 17<sup>th</sup>)
- Substitute Training (August 17<sup>th</sup>)
- Opening of School Ceremonies (August 18<sup>th</sup>)
- Teacher In-Service by campuses (August 19<sup>th</sup>, 20<sup>th</sup>)
- Teacher Workday (August 21<sup>st</sup>)

The district is moving forward to allow certain employees to become trainer of trainers (TOTs). This will allow trained CISD employees to train other CISD employees without the district sending teachers out of district to meet specific training requirements.

**Documentation:**

The campus administration submitted several required documents that assist in the planning of the 2009-2010 school year. The documents include but are not limited to the following: Master Schedule, Bell Schedule, Campus Improvement Plans, Budget Proposals, etc.....

**Events:**

On June 5<sup>th</sup>, the district will host a breakfast for all CISD employees. The event will be held at the high school cafeteria at 9:00am. Teachers will be dismissed no later than 10:30am.

All campuses will conduct an Open House during the first two weeks of the new school year.

| <u>Date</u>  | <u>Time</u>          | <u>Location</u> |
|--|----------------------|-----------------|
| Comfort Elementary School:   |                      |                 |
| August 19 <sup>th</sup> (K, 1 <sup>st</sup> , & 2 <sup>nd</sup> )                    | Spanish at 5:30 p.m. | CES Cafeteria   |
|  | English at 6:00 p.m. |                 |
| August 20 <sup>th</sup> (PK, 3 <sup>rd</sup> , 4 <sup>th</sup> , & 5 <sup>th</sup> ) | Spanish at 5:30 p.m. | CES Cafeteria   |

English at 6:00 p.m.

Comfort Middle School:

August 20<sup>th</sup>

English at 5:30pm

CMS Cafeteria

Spanish at 6:30pm

Comfort High School:

August 31<sup>st</sup>

Spanish at 5:30pm

CHS Cafeteria

English at 6:00pm

Refreshments will be provided by the district for all open house events. The district will not conduct a Hispanic Luncheon in September 2009.

The elementary school will hold parent / teacher conferences on November 18, 2009 and April 21, 2010. The middle school and high school will conduct professional development training on the respective dates instead of holding parent / teacher conferences.