



Administrative Retreat 2008

By John Chapman

The CISD administrative team met on April 10th, 2008, at Tapatio Springs in Boerne, Texas to plan for the 2008 -2009 school year. The following individuals participated in the event: Jadie Matthew, Katherine Kuenstler, Mollye Williams, Angeli Willson, Bob McConnell, Keith Muehlstein, Randy Hector, Jerry Lively, Margie Hall, Marta Harvey and Amanda Rust. The team discussed the following items: Mission for the 2008-2009 school year, Instruction, Staffing, Technology, Facilities / Operations / Transportation, Athletics, and Required Documents. Listed below are some of the topics discussed.

I. **Mission for the 2008 – 2009 school year:**

The Administrative team will work to ensure all children receive the best education from Comfort ISD. All children will be treated equally, no matter the skin color, socioeconomic status, parental status or IQ level. All students deserve a fair opportunity to be successful. The administration will seek employees with this same goal. The district needs teachers, staff and stakeholders that desire the best for all children. The administration will continue to strive to meet the needs of the state academically, but will go above and beyond the call of duty to teach morals, ethics, and responsibility. We must find that golden talent in every child and develop it for the good of all.

- II. **Instructional:**
TAKS benchmarks every six weeks (not over all TEKS, just ones covered); software programs; staff developments: August 20th/21st; Head Start Program; district newsletter; credit recovery; shared ESL / Dyslexia at CMS and CHS; box tops / coke tab collections at the elementary school; evaluations to teachers and requirements; TAKS failures moving to the next grade.
- III. **Staffing:**
COMP days for teacher assistants; chain of command; limiting teacher business days; time sheets signed by campus principals only; walk-throughs (twice a month); employee calendars; absence from duty forms; administrative assignments; administrative hires; employee flow chart; records software; furniture for teachers lounge; salary schedule; stipends and personal days.
- IV. **Technology:**
Smart Boards; wireless access; computers on wheels (COWS); student computers in elementary C and D wings; grants; vehicle requests electronically and inventory list.
- V. **Facilities / Operations / Transportation:**
Homecoming parade; bus pick up for elementary students within 2 miles; custodial staff reporting to operations; additional supervisor for custodial; maintenance; grounds; additional custodial staff and bus mileage / hourly rate.
- VI. **Athletics:**
Soccer club; combining the athletic handbook / extracurricular handbook; classroom interruptions due to extracurricular events; gate-keepers at UIL activities; Athletic Director's responsibilities; extracurricular absences (10/5/2); coaching changes / reassignments and coaches will be teachers first / coaches second.
- VII. **Required Documents / Other:**
District goals; campus goals; campus improvement plans; brochure; sex offender policy and procedures; district student handbook; drug dog; student code of conducts and dress code.

If you are interested in obtaining a detailed memo of the Administrative Retreat, please call or come by Central Office. I will be glad to give you a hard copy or electronic version.