

CASTLEBERRY ISD

DEIC Minutes

September 24, 2018

1. Introductions – Ken Casarez

The meeting started at 5:30 p.m. Mr. Casarez and Dr. Ritchlin introduced themselves and asked all members to introduce themselves as well. Mr. Ramos was in attendance and welcomed members and thanked all participants for serving on the DEIC.

2. BQ/BQA – Dr. June Ritchlin

Dr. Ritchlin began discussing Board policies. She explained how these policies guide the DEIC. Some highlights covered were:

- The DEIC evaluates district actions and decisions and also ensures adherence to federal requirements.
- DEIC reviews the District Improvement Plan (DIP) which will be covered in more detail in October. A huge responsibility of the DEIC is to aid in developing and revising the DIP each year.
- DEIC gathers feedback in the form of an evaluation at each meeting.
- DEIC is made up of teachers, parents, CISD staff, business and community members.
- Minutes will be posted on the website following each meeting.
- DEIC members' opinions are considered in the development of documents, such as the student handbook or parent and teacher surveys.
- DEIC also discusses dropout prevention.

3. 2019-2020 Budget Timeline Review- DeAnne Page

DeAnne Page was unable to attend as she had another meeting. Ken Casarez presented the budget timeline. The CISD financial calendar runs from July to July. Funds available to school districts are determined dependent on the number of enrolled students. We begin to plan in February and submit budget allocations and needs. At the Board of Education meeting in March, the Board looks at the initial budget. There are several components to the budget; salary recommendations and budget assessments are considered while being good stewards of tax payer money. Needs above budget allocations are also reviewed. In March, we review and rank budget needs by asking questions to facilitate discussion about what is most needed, etc. Work sessions in March and May are conducted. Data is refined as we get closer and closer to the end of the school year. A public meeting for the proposed tax rate is scheduled for community members to comment, question, or raise concerns, etc. The Board will adopt the budget at the public meeting. Mr. Casarez asked the group if there were any questions. No questions were asked.

4. Title I Presentation – Dr. June Ritchlin

Dr. Ritchlin presented information about program requirements for Title I schools/districts. Many of CISD's programs are Title I. Some districts only have some campuses that are Title I, however, all CISD campuses are Title I, making it a Title I District. CISD receives additional federal money to help schools enhance instructional needs. Funds are intended to help students meet standards set by the state. Some funds are used to provide supplemental resources, support principal training and recruiting, and also for our ELL students. Title III funds are for our limited English proficient students.

Dr. Ritchlin continued to explain Title I and parent involvement. Requirements state that all parents have the right to know the qualifications of teachers in the schools. All parents have the right to know, but not all parents know they have that right, so we use parent involvement programs and events to educate parents such as, Parent University, Family Access, parent conferences, progress reports, etc. All parents are informed of their students' level of achievement, but we must ensure they understand how they can view their students'

progress. Some ways we engage parents are by inviting them to parent conferences and evening events. More explanation was requested regarding Title III funds. Dr. Ritchlin explained Title III funds can only be spent on ELL students. Another requirement of Title III is to train teachers to be successful on their certification exams.

5. Strategic Plan – Ken Casarez

Mr. Casarez discussed the history and development of the CISD Strategic Plan. The current plan spans five years. Many people were involved in the creation of the Strategic Plan. In 2016, the Board of Education came together and decided what they would be focusing on for the next five years. The plan was developed with community members, parents, students, and staff. Mr. Casarez read CISD's mission and vision statements to the committee. Three main goals were defined in the creation of the Strategic Plan: 1) Transform Teaching and Learning, 2) Facilitate Engagement through Effective Communication, and 3) Effective and Efficient Operations. Through campus improvement plans and campus committees, the Strategic Plan is constantly updated and presented, and tweaks and adjustments are made during Board meetings as needed. Many of the things we do in the district are tied to the strategic plan.

Nancy Lassiter asked if there were reports to see what has been accomplished in the Strategic Plan. Dr. Ritchlin stated we would have that information at the next DEIC meeting.

6. Dropout Prevention – Ken Casarez

Each year we must account for our students and where they are in their grade level; it is possible that students can be at risk for not graduating with their cohort. CISD evaluates the students and determines where they are compared to their peers beginning in 7th grade and through 12th grade. By a set date each year, the district needs to know where a student went if he left CISD; we have to account for them and record if they moved where are they now attending school. If we can't account for them they are considered a drop-out. Registrars are important to find our missing students and to keep proper paperwork and documentation. If a student leaves CISD and enrolls in another district, they are referred to as a "leavers." It is important that we communicate with parents and family members to keep up with kids. Texas has a good database for tracking students called TSDS. If a student leaves and enrolls in another Texas school, they are easy to find. It is more difficult to find students who move out of state. Sometimes we have issues if students enroll in charter or private schools. CISD has an At-Risk Coordinator who makes at-home visits to help locate students. The state ensures we aren't just kicking students out of our district and serves to ensure all students are getting an education somewhere.

Nancy Lassiter suggested it would be helpful to be able to notify the school online when kids move.

Dr. Ritchlin expanded on how TREX is used to help track students and explained how challenging it is to locate out of state students.

7. Waivers – Dr. June Ritchlin

CISD completed and applied to offer pregnancy-related services to our students through a Pregnancy Waiver. This waiver has been approved. These services allow pregnant students the opportunity to continue to work towards completing their education while they are pregnant. Students may attend Reach High School, and then later return to CHS if they choose. CISD provides transportation to pregnant students if needed for medical reasons. Mrs. Byther, our pregnancy coordinator, assists students with home-bound services and also helps students by coordinating care for their newborn while receiving educational services at home or at Reach High School. CISD also submitted a waiver for a modified schedule during state testing days and staff development days, so we can have a more flexible schedule for students who are testing. Staff development waivers allow us to substitute two days of instruction for professional learning for our teachers rather than instruction.

8. Decision Making Process – Dr. June Ritchlin

Dr. Ritchlin presented a Decision Making model for successful committees such as DEIC. She explained who participates: campus-based professional staff, parents, and administrators.

Meeting norms were covered. One of the goals of the DEIC is to make decisions by consensus and agreement through working together. The DEIC generates documents such as the District Improvement Plan (DIP); this living document changes as needed. Members were encouraged to always show courtesy to each other, limit discussion to meeting parameters, and stay focused on meeting discussions. She also suggested DEIC members use their position to show support of district decisions in public as it is a great opportunity when questions arise from peers and other community members.

Discussion followed about how to make good decisions by answering the questions: What's best for our kids, what's fair to kids, teachers, parents and staff, and what's legal? DEIC will focus on critical decisions first, then decisions or needs that are beneficial and desirable.

9. Evaluations – Ken Casarez

Mr. Casarez discussed and encouraged attendance and explained how valuable each participant's attendance is and how vital it is to our committee. He explained that each person being here provides insight and suggestions regarding problems and issues to help make CISD a great district. Parent input has historically helped establish new programs in our district that have had huge impacts on our students. For example, the full day Pre-K program was added this year as a result of suggestions from the DEIC. Another new initiative being implemented this year is a partnership with Play & Learn through YMCA. Mr. Casarez then asked each member to complete the evaluation this evening and provide feedback about this meeting and what they would like to see at future meetings. An evaluation form will be completed at the end of each DEIC meeting.

The meeting concluded at 6:41 pm.

Members Present:

- Cristina Campisi
- Ken Casarez
- David Cashion
- Angela Cathey
- Carley Davis
- Denise Fisher
- Ruby Jackson
- Carrie Jakus
- Leigh Kruse-Paine
- Nancy Lasiter
- Juanita Luna
- Judy Pastusek
- Perla Perez
- June Ritchlin
- Lisa Scott
- Bill Svehlak
- Brittney Vance