



# Castleberry Independent School District

5228 Ohio Garden • River Oaks, Texas 76114-3729 • (817) 252-2002

*June Ritchlin, Ed.D., Executive Director of Educational Leadership*

## CASTLEBERRY ISD DEIC

**March 28, 2022**

### Minutes

**DEIC Members and Guests in Attendance:** Oleta Ansley, Chris Keefer, Jean Koch, Nadine Mihalicz, Tracy Schauermann, David Smith, Wes Jackson, Stephanie Martinez, June Ritchlin, Gabby Varela

1. [CCR](#)- Stephanie Martinez
  - a. Dr. Ritchlin welcomed everyone to the March DEIC Meeting. She introduced the Guest Speaker, Mrs. Stephanie Martinez, CTE Coordinator. Mrs. Martinez reviewed the different ways students can earn a CCR credit and the progress our students have made so far.
2. Student Handbook and Code of Conduct- Dr. Ritchlin
  - a. DEIC Members were paired to work on the Student Code of Conduct. Each group was assigned a different section. They compared the TASB model to the current CISD version of the Student Handbook and Code of Conduct and made recommendations/suggestions for additions/deletions.
1. 2022-2023 Budget Timeline– Dr. Ritchlin
  - a. Dr. Ritchlin reviewed the budget timeline for the 2022-2023 school year. The budget process starts early in September and continues throughout the school year.

**September 20, 2021-** DEIC Meeting- Review of proposed budget timeline for 2022-2023

**October 4, 2021-** Board of Education Meeting- Review of proposed budget timeline for 2022-2023

**January 14, 2022** Program Managers review campus/department plan with staff and begin 2022-2023 budget priority setting and campus plans

**February 2, 2022-** Executive Director of Finance distributes budget entry instructions and department/campus 2022-2023 budget allocations

**February 16, 2022-** Program Managers submit 2022-2023 budget allocation and needs above allocation, if applicable, to Financial Services Board of Education Meeting

**March 7, 2022-** Executive Director of Finance presents First Projection of 2022-2023 budget, the Board approves budget parameters and criteria for expenditures, Budget Work Session 1 and Preliminary Salary Recommendations



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**March 8, 2022-** Budget Meeting with Executive Cabinet and Program Managers to review budget evaluations, assessments, and needs above allocation

**March 22, 2022-** Program Managers present written needs above allocations to Executive Cabinet (if applicable)

**March 28, 2022-** DEIC Meeting to review and rank needs above allocation for the 2022-2023 budget if needed

**April 11, 2022-** Board of Education Meeting- Budget Work Session 2 to consider needs above allocation and the 2022-2023 salary recommendations

2. Curriculum Update- Dr. Ritchlin

Dr. Ritchlin reviewed the Curriculum Audit Timeline, which began with an audit in 2016-2017. A 5 year phased plan was then developed and implemented to ensure quality curriculum in all content areas.

3. [Professional Learning](#)- Dr. Ritchlin

Dr. Ritchlin reviewed the “Elevate CISD- Bringing Instruction to the Next Level” professional learning opportunity coming this summer for new teachers, teachers who joined the district during the last two years and experienced teachers looking for additional growth. The program is intended to support teacher retention. It provides teachers with a strong foundation for their classrooms, supports quality Tier 1 instruction, and equips teachers with the tools needed to start out strong in the new school year.. Elevate CISD will include scenario based experiences, make and take for routines and procedures, exemplar instructional videos, and planning and practicing first day routines.

**NEXT MEETING** Dr. Ritchlin reminded the committee of the next meeting which will take place on Monday, April 18, 2022, 5:30 PM– 7:30 PM.