



Entry Plan-First 100 Days

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Canutillo Independent School District
2010

Introduction

The purpose of the Entry Plan is to create an intentional process and a working document for getting to know and better understand the people, programs, partners and the community that support the Canutillo Independent School District. This Entry Plan is intended to serve as a guide and to provide structure for key areas of opportunity and improvement in the Canutillo ISD.

All of the transition activities outlined below are intended to allow accelerated but deep understanding of the immediate and long-term challenges and opportunities of the Canutillo ISD.

Over-arching Goals

- 1. Canutillo ISD will become a Recognized TEA district.**
- 2. Streamline expenditures and maintain financial stability.**
- 3. Build strong community Partnerships and strengthen parental involvement in schools.**

In order to reach these over-arching goals, the following work plans and items will be carried out and focused upon over the next 100 days (and beyond).

Financial Services

- Create a Budget Stakeholders Committee to help address current budget deficit. The committee will examine all areas of District operations looking for possible efficiencies and opportunities to maximize resources. After its top to bottom review, the committee will make recommendations to the Board of Trustees.

Human Resources

- Identify, track, and implement staffing efficiencies across the district that will help keep the district financially strong.
- Create and support a Human Resources “personnel committee” to examine all staffing requests across the district and to standardize and streamline CISD’s response to these requests.
- Create and implement new employee travel policies and procedures to help reduce costs and maximize district needs.
- Create and implement a system to monitor the progress of all probationary contract teachers.

School Resources

- Create a PEIMS clearinghouse accountability system that will be implemented during the 2010-2011 school year.
- Distribute laptop computers to teachers at four laptop requesting campuses (CHS, GES, CES, and DDE).
- Distribute new desktop computers to teachers at the five desktop requesting campuses (BCE, CMS, AMS, JDE, and NECHS).
- Create and roll-out Parent Portals for campuses to allow better access to parents regarding their student's academic progress.
- Assist CHS, and the entire CISD, in the textbook audit process during the Spring semester and at the end of the 2009-10 school year, during summer of 2010, and as we begin 2010-11 school year to better account for our textbook needs.

School Improvement

- Establish C-SCOPE expectations K-12 for the 2010-11 school year and beyond.
- Establish summer 2010 workshops to examine, deconstruct, and create a CISD-approved C-SCOPE program to be implemented for the 2010-11 school year.
- Fully support the expansion of NECHS-- both with funding and facility needs that exist.
- Plan and implement an efficient CISD Summer School Program that meets the needs of the CISD community, but does not further imperil the district's budget.
- Implement a campus monitoring system to better assess the strengths and weaknesses in both academic and administrative programs for each campus. Train CISD staff on new campus monitoring system and begin implementation during the Spring semester of 2010, with full implementation during 2010-11 school year.
- Locate and/or create a template for the Campus Improvement Plan (CIP) process-- to be utilized for the 2010-2011 school year. Train campuses on the new template and implement.
- Work closely with all Secondary Schools in creating master schedules for the 2010-11 school year that allow for the efficient staffing of teachers, and allow for regular planning times in which teams of teachers may meet to discuss student progress.
- Identify efficiencies in the CISD Dual-Language Education Program to reduce staffing redundancies and eliminate surplus. Support the CISD Dual-Language Education program toward improvement and success.

- Implement a new classroom walk-through form for all principals and assistant principals to use as they observe classrooms.
- Assist CHS in recovering lost credits of At-Risk students. Create avenues in which credits that were lost due to attendance, poor grades, or off-cohort issues exist.
- Assist CHS and NECHS in implementing HB3 rules and regulations.
- Create and adopt new grading guidelines in policy EIA-Local to reflect the changes in state law and CISD's response to it.
- Educate and work with staff to prepare for the upcoming STAAR and EOC exams. Educate and work with staff regarding upcoming enhancements to the AEIS and PBMAS reporting systems.
- Educate and work with staff on enhancing the understanding surrounding college readiness requirements and opportunities for all students.

Student Support

- Create and implement a student registration process for the 2010-11 school year that safeguards good student documentation and district funding.
- Re-establish and enhance CISD's relationship with Region 19's Headstart program in order to expand the Headstart program in the district.
- Work with NECHS to become El Paso County's first "No Place for Hate" designated campus through the Anti-Defamation League. Look for opportunities to expand the program district-wide during the 2010-11 school year.
- Support the SHAC in its effort to improve health and wellness across the district.

Board of Trustees

- Create a calendar of board workshops and cabinet/senior staff workshops that will address goal-setting and budget alignment for the future of CISD.
- Create a Board-buddy system that pairs each Trustee with a cabinet member to improve the lines of communication between the district and the School Board.
- Create a mid-week email communication tool (Eaglenotes) to increase the frequency and effectiveness of Board/District communication.
- Visit each individual Trustee over a meal to discuss their individual priorities and issues. Report back to entire Board on major findings of these meetings.

- Create and publish shared goals between Superintendent and School Board, which will assist in driving district forward during 2010-11 school year.
- Attend with CISD Trustees the 2010 NASB conference, and other various functions with board; work diligently on “Team of 8” goal put forth by TASB.
- Assist Board of Trustees in the creation of a more effective monitoring system and evaluation tool surrounding CISD’s internal auditor position.

Community Involvement

- On first day of job, visit each CISD campus, meet with principals and hold press conference to discuss District vision and initiatives.
- Hold two “Meet the Superintendent” nights during the first month of tenure.
- Increase the frequency of Superintendent campus visits. Commit to visit multiple campuses each week and provide school visit information to the Board in each Friday Packet.
- Enhance the District Advisory Committee (DAC) and Parent Advisory Committee (PAC) at each campus.
- Create opportunities for the Superintendent to visit parents and concerned citizens both at the campuses, in the Superintendent’s office, and throughout the community. (Open door policy, coffee with the Superintendent, etc).
- Visit and become familiar with the various regions within the district (Vinton, Westway, etc). Meet and get to know the Mayor of Vinton, our Justice of the Peace, and Father Matta, along with other community leaders.

Facilities and Transportation

- Respond to all maintenance work orders at either 100% completion or scheduled for completion-- by April 30-- to include notification to campuses.
- Organize a “Preventive Maintenance Team” that will begin operating district-wide by May 4.
- TEA ADA compliance issues will be 100% completed by May 31.
- All District Campus playground areas will be completely fenced off from campus parking lots by March 31.
- Fire Alarm and Public Address Systems will be updated beginning April 1 and continue on for completion by July 31.

- Immediate implementation of Building Energy Savings by establishing a “Complete Campus Shutdown” during specified Holiday dates, starting this Spring Break.
- Begin “Lighting Retrofit” project by installing energy efficient T8 lamps at all district campuses currently using old energy *inefficient* T12 lamping.
- Implement Maintenance and Custodial Training on equipment and materials usage. Training to be provided twice a year.
- Begin 8-hour Transportation course for Bus Driver Certification at the Facilities and Transportation Training Center. The course will be conducted by an internal certified trainer at a savings to the District. (Training previously provided by Region 19 at a cost to the District.)
- Implement CPR and First Aid Certification course at Facilities and Transportation Training Center, April 4-- and to be provided yearly thereafter. Training will be open to all district personnel in the facilities, custodial, maintenance and transportation departments. Training provided by in-house certified trainer.