I. STUDENT ACTIVITIES

A. The high school was packed August 21, 2007, as over four hundred incoming freshmen and their parents got a glimpse of what high school will be like. The newcomers were given a tour of the school and were welcomed by faculty and peers.

B. The annual Fire-Up Pep Rally & Howdy Dance was held Friday, August 7. The Howdy Dance followed the pep rally and everyone had loads of fun and it was an exciting way to begin the new school year.

C. Open House was held Monday, September 10th from 6:30 p.m. – 8 p.m.

D. The following students were elected as 2007-09 FCCLA officers: President-Alexis Carter, VP of Projects – Macy Pulliam, VP of Recreation-Valerie Varing, VP of Publicity-Iris Cato, Secretary-Elizabeth Kinney, and Co-Historians-Deanne Cabangan and Kristin Breaux.

E. Mason Hankamer made the TMEA All-Region Jazz Band on piano and the following students were named to the TMEA All-Region choir: Jared Arnold, Doug Benton, Andrew Bourgeois, Michael Broussard, Hannah Deslatte, Kolby Duhon, Hannah Dunlap, Joey Fink, Kaitlyn Gentile, Krista James, Melody Jordan, Taylor Keeney, David Le, Samantha Paciga, Brittany Pellerin, Thompson Pham, Chris Presley, Nathan Presley, Morgan Prewitt, Carisa Rowe, Heather Rushing, Ashlynn Schmidt, Jessica Teller, Taylor Thibodeaux, and Alex Williams.

F. Jessica Teller, Hannah Deslatte, Tayler Thibodeaux, Melody Jordan, Jared Arnold, Doug Benton, David Le, and Michael Broussard were all named to the All-Region Mixed Choir and have advanced to the Pre-Area audition the next step to All-State choir.

G. Homecoming 2007 was filled with several activities including a lighted night parade, pep rally, spirit chain contest and a dance. Avie Richard was crowned Homecoming Sweetheart.

H. The Rock-A-Noos had a phenomenal season. They had an overall season record of 24 wins and 9 losses. The Rock-A-Noos had an impressive 14-0 district record earning them the district championship. The first place finish seeded the team in the Area round of the state play-offs, in which the team lost to Santa Fe. Several Indian players were selected to the All-District Volleyball team. Honorable mention went to Stephanie Bowman. Second team selection went to Brandi Guidry. First team honors went to Chelsea Horn, Kourtney Benoit, and Sammy Jo Williams. The special honor of Most Valuable Player of the district went to Kayla Prosnicki. The coaches are looking forward to next season with 7 returning players with varsity experience. The JV Volleyball Team were also District champions.

I. Girls’ Varsity Cross Country were District champs also. Anna Hunter, a 9th grade student, won 1st place.

J. PN-G High School has three foreign exchange students this year. They are Alena Kopfer from Germany, Giulia Secoli from Italy, and Gabriela Maia from Brazil.

K. The PN-G Drama Department took second place in the High School Division in the Educational Drama Association Competition. Erica Blackwell, Sarah Culver, Madison Floyd, Rebekah Haynes, Chris Simon and Cheree Simon were all participants in this competition.
L. Kindell Holst is a semi-finalist for the National Merit Scholarship. Commended students are Justin Rippy, Benjamen Wilcox, and Matthew Wilcox.

M. This year’s Voice of Democracy winner is freshman, Chancellor VanHouten who will receive upon graduation in 2011 a $500 scholarship. Leslie Patin won 2nd place and a $300 scholarship which she will receive upon graduation in 2010.

N. The following students made All-Region Choir: Jared Arnold, Doug Benton, Andrew Bourgeois, Michael Broussard, Hannah Deslatte, Kobly Duhon, Hannah Dunlap, Joey Fink, Kaitlyn Gentle, Krista James, Melody Jordan, Taylor Keeney, David Le, Samantha Paciga, Brittany Pellerin, Thompson Pham, Chris Presley, Nathan Presley, Morgan Prewitt, Carissa Rowe, Heather Rushing, Ashlynn Schmidt, Jessica Teller, Tayler Thibodeaux, and Alex Williams. Eight of these students advanced to the next level of competition which is Pre-Area. They are: Jared Arnold, Doug Benton, Michael Broussard, Hannah Deslatte, Melody Jordan, David Le, Jessica Teller and Tayler Thibodeaux.

O. The Theater Department held its first play of the year, “Phaedra”, on November 30 and December 1st in the auditorium.

P. National Honor Society held their annual blood drive in honor of Karmen Dupuis November 26.

Q. The PN-G Drama Department took second place in the High School Division Educational Drama Association Competition. Erica Blackwell, Sarah Culver, Madison Floyd, Rebekah Haynes, Chris Simon and Cheree Simon were commended for their individual achievements.

R. The Debate Team competed at the Bridge City Cardinal Classic Speech Tournament. The CX team of Benjamin Hager and Jamie Chatagnier brought home the first place trophy. All of the LDers brought home trophies: Chad Skiles, 4th; Crystal Dailey, 5th, and Thomas Gray, 6th. The debate team also had a great showing November 10th in Boling, TX, where they competed with 14 teams. Everyone won at least one round of debate. The team was led by Chad Skiles who placed second in both senior level persuasive speaking and L-D Debate and Crystal Dailey who placed third in novice L-D debate.

S. Key Club sponsored “Operation Christmas Child.” Small items such as hygiene products, pens, pencils, colors, coloring books, picture books, small cars, balls, etc. were collected and distributed to needy families in this area.

T. NHS hosted its annual blood drive on November 27th in the HOSA classroom. This blood drive was held in memory of Karmen Dupuis.

U. All juniors and seniors were encouraged to attend College Night for Mid/South County students held at Lamar State College of Port Arthur on Tuesday, December 4th. College representatives from many varied areas were present with information regarding admission, scholarships, and financial aid.

V. The PN-G Thespain troupe participated at the Texas Thespian State Festival on November 17th. Chris Presley, Samantha Paciga, Johnna Kinney, and Ashlynn Schmidt received Honorable Mention in the Technical Relay Event. Chad Skiles received a $1,000 scholarship.

W. Jessica teller advanced to the All-State choir auditions in January and Jared Arnold was named alternate.

X. The Indian Singers presented 26 Christmas shows and performed approximately 50 Singing Christmas Cards.
Y. OIA conducted a food drive to feed 86 families through the Community Prayer Outreach Program. Food baskets were prepared and distributed by OIA students.

Z. The following football players were named to the 2007-08 All State Academic Team: Kaleb Walker, Rigo Garza, Austin Miller, Brett Doty, Clint Burnett, and Josh Cortez.

AA. The following football players have been named to the All-District Team: First team offense-Jake Hemmings, Zeke Schexnider, and Jerin Spikes; First team defense-Clint Burnett, Jody McDonald, Ben Lancaster, and Brett Doty; Second team offense-Matt Johnson and Josh Cortez; Second team defense-Zeke Schexnider, Kaleb Walker, Hagan Crorey, and Kenneth Tezeno. PN-G’s Coach, Matt Burnett, was named the District 22-4A Coach of the Year.

BB. Twenty-two DECA, ICT and Criminal Justice students participated in a canned food scavenger hunt just before Christmas. Over 30 boxes were crammed full that went to the needy in our area.

CC. On Saturday, December 8th, 51 band members competed at the TMEA All-Region Band tryouts at Lumberton High School. Of those 51, 21 were selected as All-Region Band members with 6 students advancing to the Area round. The 21 band members who made the All-Region Band were the most that have made the band in the past few years.

DD. Mrs. Schexnaider and Mrs. Wilkinson’s FCCLA won first place for the 2007 Fall Convention Banner Competition.

EE. Mrs. Lofton’s and Mrs. Brittain’s Art II classes participated in a “Luggage of Love” project in conjunction with Jefferson County Child Protective Services. Sherrie Pulliam, media representative of JCCPS, provided them with donated suitcases and the Art II students painted and decorated them for donation to foster children in Jefferson County.

II. FACULTY ACTIVITIES

A. Maria Murphy and Kathy Guilbeaux were participants in the Texas Records Exchange System workshop held at Region V on 9/18/07. This workshop was designed to provide guidance and instruction in the use of the TREx. This system will be required for ALL districts beginning 2/1/08.

B. Sarah Guarnere, Ruth Wolfe, and Jana Sheffield attended the “Inclusion Strategies for Students with Autism Spectrum Disorders” on 9/21/07 at Region V. Participants learned about the characteristics of autism/PPD. Strategies that facilitate the inclusion of students with Autism Spectrum Disorders was discussed.

C. Marc Keith participated in the “18th Annual Law Conference” held at Region V on October 11, 2007.

D. Erma Richter garnered valuable information from the Region IV “Library 2.0 Expanded and Updated” workshop on October 31, 2007. Mrs. Richter is new to the high school library but not new to the campus. She is always on the lookout for new and updated ideas to improve our library.

E. Donald Long has sponsored the organization of an Earth Club at the high school. This club focuses its attention and activities on preserving the earth and all of its natural resources.
III. **ENROLLMENT**

A. **End of this reporting period, December 2007 – 1381**
   1. Grade 09 – 419
   2. Grade 10 – 337
   3. Grade 11 – 318
   4. Grade 12 – 307

B. **End of last reporting period, May 2007 – 1357**

C. **Beginning of School, August 2007 – 1450**

D. **At this time last year, December 2006 – 1422**
Listed below are many of the job duties and activities the high school counselors addressed on a daily basis during the fall semester of 2007:

1. Student contacts were related to academic problems, personal problems, and schedule changes.
2. Parent contacts were related to student performance, student conduct, schedule changes, and arranging telephone or parent/teacher conferences.
3. Counselor/teacher conferences were related to students’ academic/behavior problems.
4. The counselors continue to submit the required paperwork in order to refer students for testing and are attending ARD meetings.
5. The counselors continue to communicate to teachers the special needs of their students.
6. Senior students continue to come in to the counselors’ office for transcripts, scholarship forms, assistance with scholarship applications, questions concerning college, financial aid, applications, college testing, etc.

During the fall semester, 125 new students enrolled and 157 students have withdrawn from PN-G High School. With student transfers to/from alternative school, there were 10 additional re-enrolled students and 14 additional withdrawn students.

VI. July

- From last week in July through the second week in August, the counselors worked with the master schedule to confirm the class requirements for individual students and balance classes and worked with new student schedules for new students enrolling.

August

- On August 21st, Fish Camp was held in the evening. Freshman informational bulletin, which included school maps, schedule and lunch times, graduation requirements, a sample of academic achievement record, explanation of credits, and student schedules were given. Mrs. Elliott, Mr. Keith, Mr. Arnett, Mr. Mitchell, and Mrs. Briggs spoke to students and parents before students were dismissed to visit school organizations and tour the school.
On August 23rd, sophomores, juniors and seniors picked up schedules, turned in paperwork, and cleared fines/obligations.

School began August 27. Parents and students requested many class and/or teacher changes. Class changes were honored only if a student was inadvertently misplaced or the move would balance a class.

Juniors completed and turned in registration paperwork for AP classes to Donna DeRon and seniors turned in AP class paperwork to Tracie Brooks.

September

- Tracie Brooks and Donna DeRon attended University of Houston /Texas Tech. Conference in Houston on September 5th.
- Port Neches Rotarian students for September were Elissa Monk and Jose Papa.
- Donna DeRon, Tracie Brooks and Greg Sims attended University of Texas/Texas A & M Counselor update in Houston on September 7th.
- Open House was held on September 10th.
- On September 11 and 12 the counselors attended Grading Day 2 Training and Graduation Requirement Training for Skyward at PNGHS.
- Senior bulletins were issued to seniors in Government classes by Tracie Brooks.
- Donna DeRon and Assistant Principal Allen Mitchell visited with the U.S. History classes from September 11 through September 25th to discuss junior information. She strongly encouraged the students to take the PSAT on October 20th. She also instructed them where to go on-line to practice for the test. Junior newsletters were also given to the students by Donna DeRon.
- Tracie Brooks worked on paperwork for the Minnie Stevens Piper Scholarship nomination, which was due by 9/14/07 and also for the Wendy’s High School Heisman nominations due by October 1st.
- From September 25th through October 1st, Tracie Brooks met with seniors to hand out Senior Guide Books and discuss senior information, credits, courses, GPA, 4-year plan, college applications, entrance requirements, scholarships, financial aid, S.A.T., A.C.T., and THEA testing.
- Debbie Elliott, Greg Sims, and Donna DeRon attended the SAT/College Board Workshop at Lamar University on September 18th.
- Maria Murphy attended TRex Training at Region V on September 18.
- Debbie Elliott visited World Geography classes on September 19 and 20 regarding freshman information. Freshmen newsletters were given to students in all classes.
- All counselors attend the Counselors’ Meeting on September 21st at WGEC.
- Greg Sims attended a TAKS Personalized Study Guide Training at Region V on September 26.
- Juniors began registering for the PSAT on September 24th.
- The counselors’ office was notified that Kindell Holst was named as a Semifinalists and Justin Rippy, Benjamin Wilcox, and Matthew Wilcox were named Commended Students in the National Merit Scholarship Program.
- Port Neches Lions Club student representative for the month was Jake Hemmings
- Groves Rotary Club junior Rotarians for September were Kindell Holst and Andrew Bourgeois.
October

- Debbie Elliott administered the SAT test on October 6 at PN-G High School.
- McNeese University representative visited students during lunch on October 9.
- Donna DeRon gave a TAKS M training in the library on October 9.
- Debbie Elliott, Donna DeRon and Greg Sims attended an ACT update at Lamar on October 10.
- Debbie Elliott and teachers gave the OLSAT test to the freshman students in the LGI room on October 9 – 11th.
- The counselors held a PSAT training on October 11 before school in the LGI room for students taking the PSAT.
- Tracie Brooks worked on National Merit Scholarship nomination paperwork to be turned in.
- The counselors’ held a parent-counselor workshop for 10th, 11th and 12th grade parents regarding college preparation, credits, GPA information, etc. on October 15th in the cafeteria from 6 p.m. through 8:00 p.m. Lamar campus representatives were on site with college information.
- TAKS M tests were given on October 16, 17, 18, and 19.
- TAKS retests were given on October 23, 24, 25, & 26.
- Continued registration of juniors and then sophomores for the PSAT test. Mrs. DeRon traveled with 3 twirlers to take the PSAT test at Nederland on October 17th. The PSAT test was given October 20th at PN-G High School with 130 students scheduled to take the test and 123 present.
- Brett Leyendecker was nominated by teachers and voted on by the senior class as Daughters of the American Revolution Good Citizen.
- Leadership forms were being turned in by juniors interested in being nominated for future leadership awards. Donna DeRon received the leadership forms and worked with local Rotary representatives and with students nominated. They were Macy Pulliam and Brad LeMaire from Groves and Hayley English and Blake Benson from Port Neches.
- Tracie Brooks helped administer LDAA test on October 18 and 19.
- Greg Sims and James Arnett met with sophomores in the World History classes from October 29 through November 5 regarding information such as credits, 4-year plan, courses, etc.
- Seniors were given senior newsletters in Government classes by Tracie Brooks.
- The student attending the October Lions Meeting was Caleb Walker.
- Marcie Cate and Andrew Kimler were the student representatives for the Port Neches Rotary for October.
- Lindsey Stevens and Brett Leyendecker were the student representatives for the Groves Rotary for October.
- All counselors attended counselors’ luncheon at Lamar State College Port Arthur on October 26.
- Christian Kerr was chosen as the Hugh O’Brien Youth Leadership award by Greg Sims and application was completed and processed online.
VII. November

- November senior newsletter was sent to Government classes by Tracie Brooks.
- All counselors attended the Lamar State College Port Arthur Luncheon and Counselors’ Meeting on November 2.
- Debbie Elliott administered the SAT test at PN-G High School on November 3rd.
- Lamar State College Port Arthur, Lamar University, Lamar Institute of Technology, and Lamar State College of Orange visited at PN-G High School on November 5th during all lunches. Their representatives set up tables with information from each campus and were available to speak to students interested.
- Bulletins were given to juniors in history classes by Donna DeRon.
- Maria Murphy attended TRex Training Phase 2 on Nov. 12 at Region V in Beaumont.
- Completed online nomination application for Prudential Spirit of Community Award nominating Macy Pulliam.
- Debbie Elliott held Freshman presentation to World Geography classes in the LGI room on Nov. 19 and 20 regarding credits, attendance, GPA, 4-year graduation plan, etc.
- Tracie Brooks worked with Brett Leyendecker and arranged for his DAR essay to be written in November and paperwork was submitted by deadline.
- All counselors attended the Achieve TX in Action Careers Workshop at WGEC on Nov. 28.
- Port Neches Rotary junior Rotarians for November were Lisa Donahey and Justin Rippy.
- Groves Rotary junior Rotarians for November were Michelle Hardy and Kyle Boehme.
- The student representative for the Port Neches Lions Club for November was Zeke Schexnider.
- Seniors had been turning in local scholarship forms to the counselors’ office for the past two months with the deadline of November 30.
- A senior list was sent to government teachers in November for students’ to verify name for diplomas. The list was turned in to Balfour in December.

VIII. December

- Senior newsletter was sent to government classes by Tracie Brooks.
- Debbie Elliott administered the SAT test at PN-G High School on December 1st and the ACT on December 8th.
- Donna DeRon and Greg Sims met with their students individually from Dec. 3 – 7, Dec. 11 – 14, and Dec. 18, 20 to work on their 4-year plans.
- Lamar State College Port Arthur held a College Night for all students in Mid and South Jefferson County. It was held at the Port Arthur campus on December 4th. Students and parents were notified to plan to attend.
- Tracie Brooks and Donna DeRon attended a SFA University Counselors Luncheon in Beaumont on Dec. 13.
- Tracie Brooks attended the DAR reception honoring DAR Good Citizen recipient Brett Leyendecker which was held on December 11th. Brett’s essay was chosen as the winner to advance to the next level.
- On December 13th, Debbie Elliott attended Dating Violence Prevention in Silsbee.
- The counselors’ office mailed possible failure letters to parents on December 17th.
- PSAT test results were given to sophomore and juniors on December 19th by Greg Sims and Donna DeRon. A power point presentation was shown and results were explained to
all students who attended the meetings. The presentation was also put on the web site for those who did not attend.

- Tracie Brooks and Donna DeRon attended Lamar Port Arthur Financial Aid Meeting.
- Andrew Bourgeois was chosen as the Toyota Scholar, the application was completed and mailed by December 20.
- Brett Leyendecker was nominated for Principals Leadership Award and application was processed.
- The student representative for the Port Neches Lions Club for December was Stephen Payne.
- Port Neches junior rotarians for the month of December were Brittany Ansel and Nathan Minshew.
- Tracie Brooks continued to work on senior scholarship forms and letters of recommendation.

**January**

- The student representative for the Port Neches Lions Club for January was Heather Imhoff.
- All Counselors attended the TAKS Training in Silsbee on January 9th.
Fall 2007 Semester Report – Mary Jane Moore

**Curriculum Efforts**
- Facilitated curriculum writing with teachers for middle school reading and math (lab), and high school math (lab), Survey of Mathematics, AP English, and Algebra IIA/Mathematical Models
- Facilitated secondary curriculum map revisions
- Updated curriculum maps were posted on the district website
- Met with secondary principals with Dr. Randall to discuss campus goals for the year and determine assistance needed
- Worked with Lamar L.E.A.P. coordinator to develop an action plan for the addition of our Precalculus course to our college course offerings (to be implemented Fall 2008)
- Met with middle school principals and teachers as needed to address departmental concerns and intervention plans for at-risk students
- Met with the high school principal and teachers by departments (Math, Science, English and Social Studies initially) to develop specific academic goals and assess needs
- Continued to assist in the implementation of Inform software
- Held New Teacher Seminars to discuss concerns, issues, and questions that new teachers may have and how best to provide support for them - October and November 2007
- Collected reports from new teachers and their mentors each six weeks to check on progress and areas of concern
- Held Novel Meeting with PNE, GE, PNMS, and GMS to align the current novel list to avoid duplication
- Met with representatives of local financial institutions regarding financial literacy curriculum to be implemented in economics classes
- Facilitated the distribution of the library skills scope and sequence to librarians
- Coordinated and facilitated training for mandated fitness testing for secondary students (Fitness Gram)
- Met with Mr. Reeves to evaluate CATE course offerings and for future planning
- Met with counselors to review the Kuder interest inventory as a potential means of assessing student career interests and aptitudes
- Met with Mr. Keith and Mr. Briggs (AEC) to coordinate AEC and high school curriculum to facilitate instruction
- Worked to streamline student transfer procedures between high school and AEC
- Worked with AEC to develop and implement TAKS remediation program for students who have completed their high school program without passing TAKS (implemented Fall 2008)

**Student Teachers**
- Coordinated placement of student teachers at the high school and provided related support

**Math Textbooks**
- Organized the distribution of new math textbooks and ancillary materials for secondary campuses and worked to facilitate their implementation
- Worked with secondary campuses to facilitate the distribution and implementation of technology that came with the math adoption including laptops, projectors and InterWrite School Pads

**Testing**
- Met with middle school principals to develop benchmark testing calendar
- Prepared and disseminated TAKS data to campuses
- Provided administrative support for TAKS testing and retesting

**Staff Development**
- Assisted in planning New Teacher Inservice
- Held review Skyward session with secondary campus presenters
• Provided Mentor Training for secondary mentor teachers
• Provided new teacher training for secondary new teachers
• Planned, made arrangements for and provided oversight for the secondary inservice presentation by Dr. Eric Cupp, “Motivating At-Risk Students”
• Coordinated and supported secondary staff development

**Summer School**
• Provided oversight for Secondary Summer School for middle and high schools
• Coordinated implementation for TAKS summer remediation

**Trainings Attended**
• Accountability Snapshot Training – Region 5 – June 11th
• Skyward Standard and Secondary Gradebook Trainings – July 2007
• ASCD Conference – October 13-15
• Skyward Conference – October 15-17

**Representative Programs/Meetings Attended**
• Secondary CIC meetings
• DEIC
• High school faculty meetings
• Staff meetings
• ARD meetings
• Board meetings as needed
• High School Fish Camp (freshman orientation)
• Meeting with Diana Licatino, Lamar Early Access Program (L.E.A.P.)
• Various meetings with architects and teachers regarding proposed secondary construction projects
• Accountability meeting with Monica Mahfouz
• Meeting with district counselors
• Held District Librarian meeting with Julie Gauthier – November 15th
• Principal Curriculum Meeting
• School Health Advisory Committee
• Workforce Summit
• “Drugs 101”
• CCAP Webinar (test data management software)
Port Neches-Groves High School

Library Report
January 07, 2008

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Use of the Library

Classes using the Library 194
Number of students in the Library before school 2165
Number of students in the Library with passes 4617

Assistance in the Library

Number of hours worked by volunteers 0
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Other Activities, Meetings, etc.
(List dates and activities here)
PORT NECHES MIDDLE SCHOOL
Principal’s Report
1st Semester Report 2007-08

- Attended new principal academy in Dallas @ SMU June 21-24, 2007
- Interviewed for a science teacher on July 16 in a position vacated by the retirement of Sue McBride during the summer.
- Started work at PNMS on July 23.
- Met with architects in LGI @PNGHS to discuss new school on July 24.
- Curriculum meeting with Mary Jane Moore on July 26.
- Met with Mr. Curl on July 27th to discuss personnel.
- Interviewed and hired new secretary to replace position vacated by Paula Roddy as she moved to PNGHS Curriculum Coordinator Secretary.
- Attended an Administrative Retreat at Lamar in Beaumont on August 2.
- Attended UIL meeting at PNGHS on August 3rd.
- Attended meeting to discuss SSI at PNE.
- Attended a staff meeting on August 9 to discuss the beginning of school.
- Attended WEB EX training at WGES on August 10.
- PNMS held schedule pick for their students on August 13 at a different time for each grade level. Students were allowed to walk the building to locate classes and lockers. This gave them an opportunity to familiarize themselves with PNMS and their schedule for the 07-08 school year. They also took their school pictures with Provine. 
- New teacher orientation was held Wednesday, August 15. I attended a session and had lunch with the group.
- Teacher Inservice held at PNMS on August 16th on Campus Planning.
- Eric Cupp presented a workshop for inservice titled “Motivating the At-Risk Student” at GMS on August 17th.
- Keni Thomas was the presenter at Convocation held at Nederland Performing Arts on Monday morning August 20th. More campus planning was held in the afternoon.
- Different inservices were held Aug. 21 – 22 which were very informative such as Skyward Training and CPR.
- The architects were on campus the 22nd to meet with the faculty to discuss plans for the new school.
- Teacher work days were held August 23 and 24th.
- New student and 6th grade orientation was held in the cafeteria at 6:30 on August 23.
- Aug. 27 marked the first student day for the 2006-07 school year.
- August 31st class meetings were held during the day.
- Monday, Sept, 3 was Labor Day which was a holiday enjoyed by everyone.
- Went to Spring to tour different Career & Technology areas with architects.
- Attended staff meeting September 6.
- PNMS held it’s annual Open House the night of Sept. 6 from 6:00 – 7:30. We experienced a great turn out, with parents and students in attendance.
- UIL meeting to discuss and set football and volleyball schedule of games.
• The PNMS PTA held their first meeting for the current school year on September 10. Lisa Johnson is serving as President of PNMS PTA.
• Held a devotional for any teachers wanting to attend at 7:15 a.m. in library. We will continue to have meetings every Tuesday at 7:15 a.m. for faculty.
• The style committee met with the architects from 1-4 on September 11.
• The Band held its annual fundraiser from Sept. 12 – 24. Several different items were offered from catalog sales. Proceeds will fund a possible band trip as well as band functions during the year.
• A faculty meeting was held September 12.
• Hurricane Humberto interrupted plans for CIC on September 13th. School was also closed on the 14th.
• Attended personnel meeting with Mr. Curl on September 17th.
• UIL meeting at Esther’s to discuss rule changes during lunch September 19th.
• Meeting with Dr. Randall and Dr. Mary Jane Moore at PNMS the morning of September 20th.
• Our first CIC meeting of the year was held after school on September 20th.
• Port Neches Middle School hosted a “First Responders” Breakfast for Port Neches policemen and firemen, PNGISD administration and School Board Members in appreciation of the work they do for our school.
• PNMS girl’s volleyball hosted a tournament September 21st and 22nd.
• Progress reports went home September 21st.
• We had a faculty social at Acapulco’s restaurant on Monday, September 24th. It was well attended.
• Make up pictures with Provine were done on September 26th.
• We had a our 1st fire drill of the year on September 26th.
• I attended a Technology Task Force meeting at 11:00.
• Camfil productions presented “Commitment to Excellence”, a character building program on Friday, September 28th.
• Oct. 3rd attended a Law Conference over UIL rules at the WGEC.
• We had an Inclusion Meeting after school October 3rd to help prepare our teachers for the change to inclusion at PNMS.
• I attended a staff meeting on Oct. 4.
• I was one of the speakers at “Breakfast of the Stars” held at First Baptist Church of Port Neches for area students and faculty.
• On October 8th, I visited the Spring area with Mr. Ryan and 8 teachers from PNMS to tour schools for ideas for our new building.
• OLSAT testing was held October 9th & 10th.
• October 10th we treated the teachers to a BBQ lunch for the success of the 1st 6 weeks.
• Pearson Benchmark training was held October 11.
• A faculty/staff development meeting to inform teachers of up-coming events was conducted on Wed. Oct. 10.
• A pep-rally was held at PNMS on Oct. 12. The high school sent over several students that had attended PNMS as middle school students to participate in the pep-rally. A spirited time was had by all.
• The 1st 6 weeks report cards went out October 12.
October 15 was the organizational meeting of the PNMS Father’s Club. Kirby Smith was elected president.

Our annual Scholastic Book Fair was held from Oct. 15 – 19. PNMS PTA operated the book as one of their fundraisers for the year. It was a profitable event.

I attended the PTA Area Council Meeting at PNE on October 18th.

A theme day was had each day during Red Ribbon Week, October 22-26, for the students and faculty. Participation was high and positive attitude was projected.

Judge Brad Burnett sponsored Drug 101, an informative meeting on what to look for and hands on participation. I attended the session held October 22nd.

Attended Health Council meeting and Secondary Principal meeting on October 25th.

457 plan meeting held in library 7:30 a.m. on October 29th.

Meeting with the architects on October 30th.

Progress reports went out October 30th.

October 31st sent out SSI letters to all 8th grade students

November 1st the athletes practiced bus evacuation.

November 1st attended staff meeting.

November 5th met with the teachers going to National Middle School Conference.

Treated teachers to a spa day during their conference period on November 6th.

November 6th attended meeting at Administration building for Highly Qualified and PEIMS.

Math teachers and I attended SETMA meeting and workshop by Mark McLeod at Region V on November 7th.

November 7th held faculty meeting after school.

November 8th and 9th Scott Ryan and I attended the National Middle School Conference in Houston. Each day 5 teachers from our campus also attended.

November 12 meeting of the PNMS Father’s Club.

Attended the SETLMS meeting at Sandersons on November 13th.

November 14th, CIC meeting after school.

Participated in the MDA Lockup and attended Technology Task Force meeting at WGEC on November 15th.

On November 20th our 8th graders visited the Titanic Artifact Exhibit in Lake Charles. The students really enjoyed this educational field trip.

Thanksgiving holidays were celebrated Nov. 22-23 and was a welcome break for all.

PTA treated teachers to a chili luncheon on November 27th.

Met with other principals in the district to go over grading policy at the WGEC on November 27th.

Report cards for the 2nd 6 weeks went out November 30.

Eighth grade Career Day for PNMS and GMS was held on Tuesday, December 4 at Lamar University in Port Arthur.

Attended staff meeting December 6th.

Attended the PTA Christmas luncheon given by Area Council PTA at FBC Groves on Friday, December 7.

PNMS Father’s Club meeting December 10th at 6:00 in cafeteria.

Progress reports were sent home on Dec. 11 for the 3rd 6 weeks.
• The architects were on campus December 11 to meet with faculty to choose colors and finalize plans.
• The Christmas Choir Concert was well attended at the high school on Dec. 11 under the direction of Mrs. Crystal Wells, Choir Director of PNMS.
• Faculty Christmas party, December 11 at Sandersons.
• Faculty meeting after school on December 12.
• Presenter at Future Teachers of America Conference in Nederland
• CIC meeting December 13th after school.
• Attended UIL meeting in Mauriceville on Friday, December 14, 2007.
• WEBinar at WGEC on December 18th.
• Matt LeBlanc, Director of the PNMS Band, presented a winter band concert on Dec. 18 at the high school. It was a wonderful performance enjoyed by all who attended.
• Christmas faculty luncheon December 19th.
• Bus evacuation drill with faculty after school on December 20.
• Students enjoyed early release on Friday, Dec. 21 for Christmas Holidays.
PORT NECHES MIDDLE SCHOOL
Counselor Report
First Semester Report 2007-08

July 2007
• Returned to work for the 2007-08 school year
• Stuffed packets for students and mailed them out
• Began enrolling students and providing information to potential move ins
• Checked on summer school students and their status
• Made final changes to Master Schedule
• Put new scheduling on the Skyward Program
• Meet with the architects

August 2007
• Registered new students
• Students picked up schedules
• Provine took pictures
• 6th grade orientation -6:30 in cafeteria
• Students 1st day on August 27
• Made changes to schedules
• Meet with the architects

September 2007
• Make-up pictures by Provine
• Made out Samaritan Counseling schedule
• Open House-6:30-8:00 pm
• Conference with Parents and Students
• Make morning announcements daily
• Meet with the architects

October 2007
• Administered the OLSAT test to all 7th and new students
• UIL meeting a Lumberton
• Gave make-up test for OLSAT test
• At-risk for all grades
• Field test-TAKS & TAKS-M
• Help coordinate Career Day for 8th graders
• Ordered TAKS & TAKS-M books
• Talked with parents about concerns
November 2007
- Helped Builders Club with supplies for our Troops
- Attended monthly counselor meetings
- Conferences with parents and students with concerns
- Called parents and distribute Thanksgiving gift certificates

December 2007
- Career Day at Lamar Port Arthur
- Attended basketball games
- Called parents and distribute Christmas gift certificates
- Meet with students who are having problems or need directions
- Worked on ESL
- Helped with Builders Club with Christmas cards and mailed to injured soldiers
- Meet with the architects

This first Semester has been full of activities, but very productive.
# Port Neches Middle School Library

## Library Media Center Report

**Date**: December 21, 2007

### Print Material Circulation

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Yearly Total</th>
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<td>Faculty Circulation</td>
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<td>Total Circulation</td>
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### Audio Visual Circulation

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<td>Audio Cassettes</td>
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### Items Processed

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### Items Discarded

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<td>Audio Visual Items</td>
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### Books Lost & Paid

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## Use of Library Media Center

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<td>Classes using LMC</td>
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<tr>
<td>Avg. number of students in LMC</td>
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<tr>
<td>Number of Patrons using LMC</td>
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## Assistance in Library Media Center

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<tbody>
<tr>
<td>Number of hours worked by student assistants</td>
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## Health Services Report

**Enter Date:** 1/07/08

### Office Visits

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<td>2709</td>
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</tr>
<tr>
<td>Treatments</td>
<td>1872</td>
<td>1872</td>
<td>1872</td>
</tr>
</tbody>
</table>

### Dispositions

- Call Parents: 345 (1st), 345 (2nd), 345 (Total)
- Return to Class: 1685 (1st), 1685 (2nd), 1685 (Total)
- Sent Home: 187 (1st), 187 (2nd), 187 (Total)
- Total Dispositions: 1872 (1st), 1872 (2nd), 1872 (Total)

### Special Nursing Procedures

- Catheterizations: 163 (1st), 163 (2nd), 163 (Total)
- Diabetic Blood Sugars: 81 (1st), 81 (2nd), 81 (Total)
- Tube Feeding: 0 (1st), 0 (2nd), 0 (Total)
- Inhalation Treatments: 0 (1st), 0 (2nd), 0 (Total)
- Accident/Injury--Referred to Dr.: 1 (1st), 1 (2nd), 1 (Total)
- Accident/Injury--Sent Home: 18 (1st), 18 (2nd), 18 (Total)

### Hearing

- # Screened: 215 (1st), 215 (2nd), 215 (Total)
- Referred: 1 (1st), 1 (2nd), 1 (Total)

### Vision

- # Screened: 215 (1st), 215 (2nd), 215 (Total)
- Referred: 15 (1st), 15 (2nd), 15 (Total)
- Received Medical Assistance: 4 (1st), 4 (2nd), 4 (Total)

### Measures

- Number Measured: 183 (1st), 183 (2nd), 183 (Total)

### Headchecks

- Tested: 411 (1st), 411 (2nd), 411 (Total)
- Referred: 11 (1st), 11 (2nd), 11 (Total)

### Other Activities, Meetings, etc.

- List dates and activities here

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<td>9/12/2007</td>
<td>Faculty Meeting</td>
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<td>9/25/2007</td>
<td>Nurses Meeting</td>
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<td>11/5/2007</td>
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### Port Neches Middle
Health Services Report
Enter Date: 1/07/08

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<td>Received Medical Assistance</td>
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**Other Activities, Meetings, etc.**
(List dates and activities here)
- 9/6/2007: Open House
- 9/12/2007: Faculty Meeting
- 9/25/2007: Nurses Meeting
- 11/5/2007: Nurses Meeting
August 29-31, 2007 - At the start of the new school year, GMS administrators visited Social Studies classes to discuss school policy, disciplinary procedures, incentives for positive behavior, etc.

September, 2007 – National Junior Honor Society officer elections were held.

September, 2007 – Student Council elections were held.

September, 2007 – Brave Believers officer elections were held on this date.

September, 2007 – Girls Club officer elections were held.


September 6, 2007 – Great American Fundraising made a presentation regarding their magazine subscription drive. It involved prizes that included limo rides and a chance to win a Nintendo Wii.

September 6, 2007 - Parents attended Open House.

September 20, 2007 - School pictures were taken of all students, faculty and staff members, including various GMS groups, clubs and organizations.

September 28, 2007 – Camfel Productions came to Groves Middle School to a rousing success. Camfel is a non-profit organization specializing in three-screen multi-media assembly presentations motivating teens to recognize and fire up the possibilities inside each of them. Camfel's three-screen multi-media assemblies are seen by millions of students in the United States each year.

October 2, 2007 – The Otis-Lennon School Ability Test was administered.

October 3, 2007 – Builder’s Club Social was held at Mazzio’s in Nederland.
October 5, 2007 - The Groves Rotary Club held their annual shrimp dinner fundraiser at Groves Middle School. Proceeds from this fundraiser are used to help provide scholarships for PN-G students.

October 8-12, 2007 – Students, faculty and staff participated in Spirit Week (Disney day, Favorite Sports Team Day, Twin Day, Nederland Nerd Day, and Spirit Day)

October 8, 2007 – Builder’s Club members began selling cake walk tickets this week. Proceeds go to purchase Christmas gifts for CPS children.

October 10, 2007 – UIL Math members met with Mrs. Hamilton

October 10, 2007 - 8th grade S.H.O.U.T. members had initial meeting to sign oath and officially join.

October 11, 2007 – UIL Science members met with Ms. Gregory.

October 11, 2007 – GMS administrators attended the 18th Annual Law Conference at Holiday Inn in Beaumont, Texas.

October 12, 2007 – Yearbooks went on sale and will last through October 31.

October 12, 2007 –GMS “Incentive Day” was held, recognizing excellent behavior in the classroom; passing grades, satisfactory conduct, and so forth. The festivities was a half-day extravaganza on campus that included a pep rally that was commenced with the band playing the PN-G fight song to a rousing applause; ice cream floats; and, games ranging from basketball shootouts, horseshoe competition, washer boards and Cajun golf.

October 19, 2007 - Faculty birthday celebrations for the month.


October 22, 2007 – All-Region choir students had a pizza party after school.

October 23, 2007 – Our first GMS “Faculty Social” was held at Novrosky’s Restaurant.
October 24, 2007 – Parent/student meeting held for those students interested in the Washington, D.C. trip.

October 25, 2007 – “Reflections” contest commenced. Student asked to submit works of art in 6 areas: literature, musical composition, photography, dance choreography, film/video and the visual arts, which include drawings, paintings, prints and collages.

October 24, 2007 – Red Ribbon Parade

November 1, 2006 – Wesli Vincent and Saba Adayah submitted the winning entries in the Yearbook Cover Contest. Wesli’s design will be the cover on the yearbook and Saba’s design will be on the inside for 2007-2008. In addition, both received a free yearbook.

November 7, 2007 – Mark McCleod @ Region 5


November 8, 2007 – Student Council and Builder’s Club members co-hosted the Thanksgiving Drive

November 14, 2007 - GMS Faculty meeting in Library

November 7, 2007 – S.H.O.U.T. meeting for 7th graders was held.

November 14, 2007 - S.H.O.U.T. meeting for 6th graders was held.

November 15, 2007 – A PTA Luncheon was held at GMS.

November 17, 2007 – Our second GMS “Faculty Social” was an invitation to Mr. Jeff Cooley’s house that included seafood gumbo and a variety of desserts.

November 19, 2007 – Student Council and National Junior Honor Society members began gathering items for a Holiday “Sparkle” Collection. Donations of toothbrushes, toothpaste, soap, shampoo and deodorant were taken for the needy of Southeast Texas.
November 20, 2007 – Groves Middle School held the GMS Talent Show on this date. A variety of performances took place, including singing, playing instruments, dancing, twirling, acting and the like.

November 27, 2007 – Groves Middle School held the Fine Arts Show on campus. It included selected works created by Mrs. Dubuisson’s and Mrs. Piazza’s Art students; Mr. Wheeler’s woodshop students; performances by Mrs. Hollier’s choir and Mr. Pallone’s band students; and, a play that was performed by Mrs. LeBlanc’s theater class.

November 30, 2007 – Our second GMS “Incentive Day” was held, recognizing excellent behavior in the classroom; passing grades, satisfactory conduct, and so forth. Each grade level was at its best when they attended. The activities included:

- 6th and 7th graders enjoyed fun and games at the school.
- 8th Graders attended NASA

December 3, 2007 - Our third GMS “Faculty Social” was held at Sanderson’s Restaurant with food, door prizes and fun.

December 4, 2007 – 8th grade students were invited to participate “Career Day” at Lamar State College-Port Arthur. A multitude of vendors, businesses, industries and colleges were present to assist students in determining their lifelong pursuits.

December 7, 2007 – The GMS Faculty Christmas Luncheon was held in the Teacher’s Workroom.

December 8, 2007 – Builder’s Club members attended the CPS Part at Ford Park.

December 11, 2007 – Mrs. Hollier’s Choir “Christmas” Concert was held at Groves Middle School in the auditorium.

December 18, 2007 – Mr. Pallone’s Band “Christmas Concert” was held at PN-G High School.

December 21, 2007 – Mrs. Hollier and Mr. Pallone combined their band and choir students to perform a Mixed “Christmas” Concert before the start to the holidays.
Completed scheduling of students:
- Assisted in completing the master schedule during the summer before school started
- Assisted in preparing a mail-out in August sending registration information to all students
- Printed schedules for all students and distributed schedules before school began in August
- Verified number of students enrolled during the first week of school
  Assisted secretaries in identifying 39 students who did not return to school in August; verified that students had moved during the summer, deleted students’ schedules from the computer and withdrew students
- Changed schedules during the semester as requested by teachers
  Changes were requested to balance class sizes, to better serve the needs of individual students and to form special classes
- Assisted in developing Flexible Schedule to be implemented in January. The flexible schedule will allow for one class each day to be double-blocked. The double-blocked time will be used to review concepts students did not understand and review for TAKS.

Assisted in training teachers to use Skyward Student Information System:
- Attended training sessions to learn to use gradebook
- Prepared instructions for teachers to “post” grades using the new grade book
- Assisted individual teachers who needed assistance in “posting” grades

Provided counseling services to students:
- Conferred with individual students regarding interpersonal relationships and decision-making skills in resolving conflicts
- Conferred with small groups of students to discuss interpersonal relationships and decision-making skills in resolving conflicts
- Discussed the educational and emotional needs of individual students with numerous parents
- Met regularly with teachers and academic teams to discuss needs of individual students
- Identified students who qualified for Duke University Talent Identification Program and mailed information to parents
- Met with Laura Langley, counselor from Samaritan Counseling in Port Arthur, and organized schedule for her to meet with classes to discuss bullying and making good choices

Reorganized Zapping Zeroes to notify parents that students had not completed assignments:
In order to reduce the number of failures due to students not completing assignments, the classroom teacher sends a referral to the person designated for each grade level. The designated person calls the parent to explain that their child has not completed his/her assignments. The student is given one additional day to complete the assignment and turn it in for partial credit.

**Provided services to students qualifying for 504 accommodations:**
- Monitored progress of students being served with 504 accommodations

**Provided services to students qualifying for English as a Second Language:**
- Assisted Erin McGuire in identifying students who needed to be considered for ESL services
- Attended an LPAC meeting to review students placement in ESL program

**GROVES MIDDLE SCHOOL, Counselor’s Report, Fall Semester 2007-2008 Page 2**

**Provided information to outside agencies:**
- Communicated with Child Protective Services regarding 2 students
- Provided information to 2 parents regarding counseling services available

**Provided services to students qualifying for special education:**
- Assisted Angela Tulare, Content Mastery teacher, in identifying students who would benefit from attending content mastery – Content mastery assists students in special education program, students with accommodations through 504 program, students who have been retained, students recommended by teachers
- Coordinated testing and re-evaluation with Rebecca Toups, special education diagnostician
- Completed referrals for 1 student to be served through the Homebound program
- Attended ARD meetings to discuss appropriate placement for individual students
- Met with Donna Farrell, licensed specialist school psychologist, to discuss needs of 6 students
- Reviewed records for all special education students with teachers to determine appropriate type of TAKS testing levels

**Coordinated testing:**
- Administered released TAAS Test to 3 students new to the district to determine placement in remedial classes for reading improvement, language arts and/or math
- Organized materials and schedule for administration of Otis-Lennon School Ability Test to all seventh graders and other students new to the district on October 2\textsuperscript{nd}
- Administered Otis Lennon School Ability Test to students who were absent on date of testing
- Organized TAKS-M Field Testing and assisted in administering tests on October 17 – October 19
- Administered the SAT test to students at PNGHS on December 1\textsuperscript{st}

**Attended extra-curricular school activities:**
- Attended 2 football games, 2 volleyball games and 2 basketball games
• Provided U.I.L. eligibility lists to coaches regarding report card grades
• Attended Fine Arts Night on November 27

Attended meetings:
• Attended grade placement meeting at Groves Elementary on August 9th to review placement of 5 students
• Attended faculty meetings and in-service meetings as scheduled
• Attended two CIC meetings
• Met with Mr. Cummings to discuss students with failing grades each six weeks
• Attended Counselors’ meetings
• Attended Open House on September 6th
• Attended audio conference on Tier III Interventions on September 26
• Attended monthly PTA meetings
• Attended Drug 101 meeting at Nederland High School on October 22
• Visited schools in Spring ISD to look at new buildings
• Attended meetings with architects to assist in developing plans for new building
• Attended meeting to in Cold Springs ISD to discuss implementation of RTI
• Attended National Middle School Convention in Houston on November 8 – November 10
• Attended faculty get-togethers in October and December

GROVES MIDDLE SCHOOL, Counselor’s Report, Fall Semester 2007-2008
Page 3

Coordinated Campus Activities for School - To - Work Information and Career Lessons:
• Reviewed materials to be used in presenting lessons to all eighth grade students
• Administered interest inventory to all 8th grade students during Science classes
• Presented information to all 8th grade students about high school requirements and colleges
• Assisted students in researching information using software and specific internet sites
• Attended meeting with Rotary Club members to plan Career Day activities
• Organized and attended Career Day activities at Lamar College Port Arthur on December 4th
• Assisted in planning lunch for students at First Baptist Church of Groves following Career Day

Maintained students’ records:
• Registered a total of 73 new students during the fall semester
  Although the secretaries assist with enrolling students, the process includes completing the required paperwork; verifying residency; reviewing academic records with the parent; determining if the student needs to be placed in any special programs; completing referral for special education, ESL, or 504 accommodations, if needed; scheduling the student’s classes; inputting information into the computer; sending information about the student to the assigned teachers; scheduling for a student to meet with the new student on the first day of school to tour the campus and eat lunch with the new student;
- Sending for records from the previous school; reviewing records when received; completing a permanent record card; follow-up visit with the new student
- Verified PEIMS information and submitted information to be entered into computer system
  Reviewed all students’ records; verified lists of students identified as At-Risk; verified lists of students identified as Gifted and Talented; verified lists of students qualifying for Title I services
- Secretary contacted parents of students needing a social security number and input corrected information into computer
- Assisted in completing report cards for each six weeks’ grading period
- Assisted in withdrew 18 students during the fall semester
## Use of Library Media Center

Students in 315 scheduled classes using the Library Media Center ..................4,760  
Average number of students in Library Media Center before school ..................15.12  
Number of students in Library Media Center at study hall .............................389  
Number of students in Library Media Center With passes ............................1,478  
Total: 6642.12

## Assistance in Library Media Center

Number of hours worked by volunteers ......................................................... 0  
Number of hours worked by student assistants ............................................ 471.3
## 2007-08 Fund Raiser Report: 1st Semester

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description of Fund Raiser</th>
<th>Purpose of Fund Raiser</th>
<th>Total Funds Raised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Council/NJHS</td>
<td>Holiday Sparkle Drive – Money &amp; Toiletries for Needy</td>
<td>Hospitality Center received all donations</td>
<td>$342.75</td>
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<tr>
<td>SHOUT</td>
<td>iPod &amp; ITunes Giveaway – Raffle</td>
<td>Supplies for Red Ribbon Week and Meetings</td>
<td>$413.50</td>
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<tr>
<td>Band</td>
<td>Catalog Gift Items</td>
<td>Band supplies, music, and social/educational activities</td>
<td>$2016.20</td>
</tr>
<tr>
<td>GMS</td>
<td>Magazine Sales</td>
<td>Student Activities/Incentive Days</td>
<td>$2983.62</td>
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<tr>
<td>Builders Club</td>
<td>Cakewalk Fundraiser</td>
<td>Donations to Child Protective Services (CPS)</td>
<td>$348.00</td>
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### GROVES MIDDLE SCHOOL

**Health Services Report**  
**Enter Date: January 9, 2008**

<table>
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<tr>
<th>Dispositions</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Total</th>
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<tr>
<td>Total Office Visits</td>
<td>4731</td>
<td>4731</td>
<td>4731</td>
</tr>
<tr>
<td>Total Treatments</td>
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<tr>
<td>Call Parents</td>
<td>1084</td>
<td>1084</td>
<td>1084</td>
</tr>
<tr>
<td>Return to Class</td>
<td>3366</td>
<td>3366</td>
<td>3366</td>
</tr>
<tr>
<td>Sent Home</td>
<td>391</td>
<td>391</td>
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<tr>
<td>Total Dispositions</td>
<td>4885</td>
<td>4885</td>
<td>4885</td>
</tr>
</tbody>
</table>

| Special Nursing       |              |              |       |
| Procedures            |              |              |       |
| Catheterizations      | 0            | 0            | 0     |
| Diabetic Blood Sugars | 10           | 10           | 10    |
| Tube Feeding          | 0            | 0            | 0     |
| Inhalation Treatments | 10           | 10           | 10    |
| Accident/Injury--Referred to Dr. | 11 | 11 | 11 |
| Accident/Injury--Sent Home | 30 | 30 | 30 |
| # Screened            | 256          | 256          | 256   |
| Referred              | 8            | 8            | 8     |
| Received Medical Assistance | 8 | 8 | 8 |

| Vision                |              |              |       |
| # Screened            | 259          | 259          | 259   |
| Referred              | 22           | 22           | 22    |
| Received Medical Assistance | 16 | 16 | 16 |

| Measures              |              |              |       |
| Number Measured       | 542          | 542          | 542   |

| Headchecks            |              |              |       |
| Tested                | 542          | 542          | 542   |
| Referred              | 16           | 16           | 16    |

**Other Activities, Meetings, etc.**

Sent out letters to parents regarding immunizations.  
Had parent conferences with parents periodically regarding health concerns of their children.
Principal’s Fall Report 2007

August
8/23  Open House/Meet the Teacher 5:30 – 6:30 PM
8/28  4th grade assembly in auditorium (Welcome/Rules and Procedures)
8/29  5th grade assembly in cafeteria (Welcome/Rules and Procedures)
      Joe Arnold here to demonstrate flag procedures
8/31  Accelerated Reading “Kick Off” pep rally 1:00 PM

September
9/5    Gil to Region V Science Collaborative Meeting with Patti Parks and
       Kim Taliaferro 5:00 – 7:00 PM
9/6    Gil to WGEC for staff meeting at 9:00 AM
9/10  4th grade curriculum meetings at 7:45 AM (Math/Reading)
       Bob Stine here during p.e. classes for peeler card fundraiser
9/11   District Writing Prompt 1
9/12   Faculty Meeting 3:45 PM
9/13-14 Out due to Hurricane Humberto
9/17  5th grade curriculum meetings (Math/Reading/Science) and
       4th grade (Writing/Science) at 7:45 AM
9/18   Gil to TEPSA meeting in Beaumont
9/19   Provine here for school pictures
       Gil to WGEC for audio conference at 10 AM – “Discipline of Students with
       Disabilities”
       Faculty/Technology Meeting 3:45 PM (Julie Gauthier here to present on
       Curriculum-Based Measurement)
9/20   Gil to WGEC for CPI Refresher Training
       Progress Reports sent home
       5th grade music program “Celebrating Freedom Week” 6:00 PM in front of school
9/21   Gil to PNMS breakfast to honor first responders
       All-School assembly:  5th grade music program “Freedom Week” 9:00 AM
9/24  4th grade level meeting at 7:45 AM in Gil’s office (Julie Gauthier here)
       Gil meets at WGEC at 1:00 PM with S. Mondey – 125% rule
9/25   Gil attends PTA Meeting 10 AM
9/27   Kiwanis representatives here to honor 4th grade “Terrific Kids” in café at 11:45
       AM
       Gil attends Technology Task Force Meeting at WGEC 2:30 PM
9/28   Boy Scout “Buzz Up” during classes
October
10/1  5th grade level meeting in Gil's office at 7:45 AM (Julie Gauthier here)
      OLSAT testing for 5th graders
      Gil meets with Rizvan Quadri in Gil’s office at 3:45 PM (Skyward Discipline)
      Boy Scout “Round Up” in café at 7:00 PM
10/2  Morning Tutorials begin 7:45 – 8:20 (Tuesdays-Reading; Wednesdays-Math; Thursdays-4th grade Writing/5th grade Science)
10/3  Gil and 5th grade science teachers, Parks and Taliaferro, tour Central Middle School’s Science Lab 10:00 AM
      OLSAT testing for 5th graders
      CEIC Meeting at 3:45 PM
10/4  Gil to Staff meeting at WGEC at 9:00 AM
10/8-12 BOOK FAIR IN AUDITORIUM
10/9  Early Release for Parent/Teacher Conferences (Report cards given out)
      All-school assembly in gym at 10:30 AM (NED Show)
10/10 Early Release for Parent/Teacher Conferences (Report cards given out)
10/11 Gil to Law Conference in Beaumont 9:00 AM – 4:00 PM
10/12 PNE 9:30 AM pep rally to honor high school students for Nederland/PN-G game
      AR Incentive Day: Students play Bunco in cafeteria 2:45 PM
10/15 4th grade curriculum meetings at 7:45 AM (Math/Reading)
      Clean Slate recess at 3:00 PM
10/16 TAKS M Field Testing
      PTA Meeting 10:00 AM
10/17  Faculty Meeting at 3:45 PM
10/18  Area Council Meeting at PNE
      PNE Faculty participates in Homecoming Parade 7:00 PM
10/19 Dr. Randall and Julie Gauthier meet with Gil at PNE to go over
      TAKS data 9:00 AM
10/22-26 RED RIBBON WEEK
10/22  5th grade curriculum meetings at 7:45 AM
      Gil and Hamby to Drugs 101 at Nederland’s PAC 9:00 AM
      Blood Drive presentations during p.e. classes
10/23 Gil and Hamby to Education Summit 8:30 – 11:30 AM
10/24 Red Ribbon Parade 10:00 AM
      Gil meets at WGEC at 2:00 PM (4/5 elem. principals’ meeting)
      Gil and Angela Lewis go to KBMT studio with Brooke Sonnier-STAR Student
      of the Week at 4:45 PM
10/25 Dr. Randall and Bonnie Jennings here to judge Red Ribbon Door Decorations
      Becky Romero with updated insurance information for the staff at 3:45 PM
10/26 LifeShares Blood Drive in Auditorium 8:30 AM – 3:30 PM
10/29  4th grade level meeting with Gil at 7:45 AM
      Gil and Darren McCutcheon present at Lamar University 1:25 PM
10/30 Region V’s Dana Pitman here to observe autistic students
   Flu shots in auditorium 3:00 – 5:00 PM
   Progress reports sent home
10/31 Halloween Dress Up Day

**November**
11/1 Gil to WGEC for staff meeting at 9:00 AM
11/2 Williamsburg Work Day
   Kiwanis here during 4th grade lunch to recognize “Terrific Kids”
11/5 Gil meets with 5th grade teachers 7:45 AM
11/7 Gil meets with Mr. Curl (PEIMS) 8:45 AM
   Technology/Faculty meeting 3:45 PM
11/8 Gil to Area Council Meeting at the high school 9:00 AM
   Williamsburg Work Day
11/9 Gil out of office (sick)
11/12 4th grade curriculum meetings at 7:45 AM (Writing/Science)
   Region V’s Dana Pittman here for follow up on meeting with teachers
   with autistic students
   Gil to WGEC at 10:00 AM for Skyward training with Julie Gauthier
11/13 Health screenings in auditorium 6:30 AM – 5:30 PM
11/14 Thanksgiving Lunch in cafeteria
   CEIC Meeting 3:45 PM
11/16 WILLIAMSBURG!!
11/19 4th grade curriculum meetings at 7:45 AM (Math/Reading)
11/20 PTA Meeting 9:45 AM
   AR Incentive 2:45 PM Washer Board Tournament
11/26 SECRET SANTA SHOP IN AUDITORIUM ALL WEEK!
11/27 Gil goes to WGEC 1:30 PM meeting with S. Mondey on grading policy
11/29 School-wide field trip to Julie Rogers Theater in Beaumont to see “Babes in
Toylan”
11/30 Kiwanis here during 4th grade lunches to recognize “TERRIFIC Kids”
   Report cards sent home

**December**
12/3 4th grade teachers meet with Gil at 7:45 AM (Julie Gauthier here)
   Awards during p.e.
   Clean slate recess at 3:00 PM
   PNE Faculty Christmas gathering at the Courtyard 6:00 PM
12/4 Gil meets with other PN administrators at police department to discuss traffic/
safety concerns 9:00 AM
12/5  Gil to WGEC at 9:00AM for Skyward Discipline Training  
         Gil to WGEC at 10:00 AM for audio conference on Personnel Laws  
         Faculty meeting at 3:45 PM  
12/6  Gil to WGEC for staff meeting at 9:00 AM  
12/7  PNE Faculty treated to SPA Day in lounge  
         Gil to WGEC at 9:00 AM with S. Mondey (Highly Qualified Data)  
         Gil to Area Council Christmas luncheon  
12/10 5th grade teachers meet with Gil at 7:45 AM (Julie Gauthier here)  
12/11  Progress reports sent home  
         Gil to WGEC at 10:00 AM for video conference on “New Rules for Special Education”  
12/12  CEIC Meeting at 3:45 PM  
12/14  PNE holds first “Parents’ Night Out” fundraiser for Science Lab from  
         6:00 – 10:00 PM  
12/17  4th grade curriculum meetings at 7:45 AM (Writing/Science)  
         PNE Singers/Players/Recorders perform for school in gym 9:00 AM  
12/18  PTA Meeting 9:45 AM  
         Gil to WGEC at 9:00 AM for Curriculum Cooperative Assessment Program  
         4th grade Christmas Around the World  
12/19  PNE Singers and Players perform for Woodcrest and Ridgewood Elem.  
         4th grade Christmas Around the World continues  
12/20  School-wide field trip to Beaumont’s Ford Park Wildcatters Game 10AM-1 PM  
         Christmas class parties at 2:30 PM  
12/21  Early Release Day  
         PNE Singers and Players perform for various organizations 9 AM-12:30 PM
PORT NECHES ELEMENTARY
COUNSELOR’S SEMESTER REPORT
FALL 2007

Listed below are many of the activities the counselor has addressed during the fall semester:

1. During this semester, 56 students have enrolled and 44 students have withdrawn from PNE.
2. Worked on the committee to hire the at risk math teacher and 4th grade teacher.
3. Attended the “Meet the Teacher” orientation.
4. Assembled supplies for needy students to start the year. (10 bags)
5. Assisted with Fabulous Fridays for accelerated reader incentives.
6. Presented the following lessons to the fifteen fourth and fifth grade classes:
   “Coping with Conflict” (4 sections), “All AboutIllegal Drugs,” “Cigarettes and Smokeless Tobacco,” and “Alcohol Awareness.”
7. Organized all activities for the Red Ribbon Week.
8. Organized interest finders for the PTA.
9. Submitted progress reports and report cards each six weeks.
10. Input schedules for all new students.
11. Deleted schedules for all withdrawing students.
12. Worked with Title and At-risk teachers on placement for targeted students.
13. Organized homebound services for 5th grade student.
14. Administered the Otis Lennon School Abilities Test to all fifth grade students and fourth grade students new to the district.
15. Compiled PEIMS data for At Risk, GT, ESL, and Title.
16. Input data for all At Risk students.
17. Compiled testing reports for Special Education.
18. Compiled TAKS data for testing coordinator.
19. Organized schedules for TAKS reading field tests.
20. Notified parents by letter inviting their children to small group counseling during lunch.
22. Organized a schedule for the Williamsburg activities.
23. Met with lunch groups weekly to discuss: Loss/Grief (2), Divorce (3), and Boy/Girl Talk (11). Total number of students involved – 156!
24. Purchased all supplies for DESK.
25. Presented awards at the end of each six weeks through PE class. Pictures were taken of each group awarded a put on display on the school bulletin board and the internet.
26. Organized the “Clean Slate” recess each six weeks for those students who have turned in all work and have no discipline referrals.
27. Attended 9 ARD meetings.
28. Held six 504 meetings and issued modifications to the teachers.
29. Attended all LPAC meetings.
30. Completed 5 temporary placement referrals.
31. Completed three ADHD screens.
32. Conferenced with parents relating to student progress, student conduct, etc.
33. Conferenced with teachers to discuss the needs of their students.
34. Conferenced with Sharon Carter on concerns with our students with Asperger’s.
35. Organized the campus food drive with the nurse.
36. Sent letters to each family concerning needs for help with food for Thanksgiving.
   These families requesting assistance received a gift card.
37. Prepared and delivered names of needy families to St. Elizabeth Catholic Church for 9 families.
38. Collected items from our faculty to sponsor 2 needy families.
39. Worked with Randy Kimler from the City of Port Neches to provide 5 bicycles to needy students.
40. Called and issued gifts to the families on our list.
41. Assisted with the organization of the PNE pep rally and worked regularly with the Indian spirit dancers.
42. Compiled data for the Peeler Card Fundraiser and escorted the top-selling students to Chuck E. Cheese.
43. Collected money from the visitors for the Thanksgiving luncheons.
44. Assisted with the “Parent’s Night Out” event.
45. Attended Special Education and At-Risk meetings with Suzanne Mondey.
46. Attended the Law Conference.
47. Attended Drugs 101.
48. Attended Workforce.
49. Attended “Babes in Toyland” with the campus.
50. Attended all counselor meetings.
51. Attended CEIC / Faculty meetings.
52. Attended CPI training.
## Port Neches Elementary

### Library Media Center Report

**Date:** December 21, 2007

### 1st Semester 2nd Semester Yearly Total

<table>
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<tr>
<th>Print Material Circulation</th>
<th>Student Circulation</th>
<th>9,183</th>
<th>Faculty Circulation</th>
<th>88</th>
<th>Total Circulation</th>
<th>9,271</th>
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<tbody>
<tr>
<td>Audio Visual Circulation</td>
<td>Video Programs</td>
<td>24</td>
<td>Multimedia Software</td>
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<tr>
<td>Books Lost &amp; Paid</td>
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<td></td>
<td></td>
<td>Total Circulation</td>
<td>96</td>
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### Use of Library Media Center

- Classes using the Library Media Center: 360* (120 special groups)
- Average number of students in Library Media Center before school: 71 per week
- Number of students in Library Media Center at study hall: NA

### Assistance in Library Media Center

- Number of hours worked by volunteers: 0
- Number of hours worked by student assistants: 0

---

| Item Title Count for all Items: 7013 |
| Item Copy Count for all Items: 8647  |
| Replacement Cost for all Items: $193,489.14 |
The first semester of the 2007-2008 school year has gone very well at Groves Elementary. We have two new teachers, Mrs. Traci Billeaud, fourth grade and Mrs. Jackie Riddle, math assistant. Both of these ladies are doing a fine job.

Groves Elementary is piloting a program with Lamar University where Lamar students who are education majors meet on our campus for regular college classes and also go into select classrooms and work with our classroom teachers and students. These Lamar students are called Cardinal Buddies. Lamar’s first session went extremely well and we are looking forward to the upcoming semester. The upcoming semester will have two groups of students. One group will meet on Mondays and Wednesdays for reading and the other group will meet on Tuesdays and Thursdays for reading and writing. We are looking forward to these students being on our campus.

The beginning of the school year in August with in-services and teacher workdays went extremely well. Our teachers were prepared and ready to receive our students on August 27.

This year in order to help teachers stay on schedule with their mapping and to work together as a team, our fourth grade teachers as well as our supporting teachers meet every Monday morning at 7:45 a.m. to discuss curriculum, test results, etc. Our fifth grade teachers and support staff meet each Wednesday morning at 7:45 a.m. The results of these meetings are proving to be worthwhile as our teachers are staying on schedule with our district curriculum mapping and in using the results of tests to work on students weak areas.

Sept. 4 – Fundraiser kickoff held in our auditorium. Fundraiser ran from Sept. 4-18.
Sept. 12 – CIC meeting was held. Angela Abel is the facilitator.
Sept. 13 – Area Council PTA meeting held on our campus.
Sept. 23 – Our Treble Tribe Choir sang at the Pecan Festival under the direction of Mrs. Paula Kanesaw.
Sept. 24 – Our faculty had a family outing for supper.
Sept. 26 – Terrific Kids recognition for the month of November was held. It is sponsored by the Mid County Kiwanis Club and recognizes fourth grade students who had good behavior and citizenship.

Oct. 9 – 5th grade Otis Lennon test.
Oct. 12 – Evacuation and Reverse Evacuation Drill was held for our entire campus.
Oct. 16 – Individual pictures were taken by Provine Studios
Oct. 25 – Area elementary principals and supervisors attended the TEPSA Meeting.

Nov. 5 – We had our fifth grade Patriotic Program directed by Mrs. Paula Kanesaw. This beautiful program was presented to our students during the day and parents and friends at night. The Veterans of Foreign Wars attended with their wives. A reception was held for them after the daytime program.
Nov. 12-16 – We had our annual Children’s Book Week. Guests were invited to read to our students. I read to a fourth grade class.
Nov. 14 – Guests were invited to come to school for our Thanksgiving Dinner. We had a great attendance.
Nov. 14 – PNGHS Indian Singers presented a program for our students.
Nov. 16 – We had a Lock Down Drill for our entire campus.
Nov. 20 – A ceremony was held for at end of the semester for our Cardinal Buddies. The Lamar students had a special presentation with the students they worked with during the semester. Refreshments were served after.
Nov. 21-25 – Thanksgiving Holidays.
Nov. 30 – We had a Fun Movie Friday for all students had not received a Discipline Referral for the month of November.

Dec. 3 – The Cardinal Buddy Advisory Board met and planned the next semester program. This board is made up of Dr. Lori Graham and Mrs. Cheryl Johnson from Lamar University and Mrs. Roxanne Ferguson, Mrs. Angela Abel, and me from Groves Elementary and Mrs. Julie Gauthier from the Curriculum Center.
Dec. 7 – Our fourth grade students attended the Nutcracker in Beaumont.
Dec. 10 – The Treble Tribe Choir presented their Christmas program under the direction of Mrs. Paula Kanesaw during the day and also the evening.
Dec. 12 - Terrific Kids recognition for the month of December was held. It is sponsored by the Mid County Kiwanis Club. It recognizes fourth grade students with good behavior and citizenship.
Dec. 13 – We had our faculty Christmas party at Rio Rita’s in Beaumont and had a great attendance.
Dec. 14 - We had a Fun Movie Friday for all students had not received a Discipline Referral for the month of December.
Dec. 14 – The Treble Tribe Choir did their annual tour. They sang at the Magnolia Manor Nursing Home, MCTCU and at the Rose House. They also had lunch at the Pizza Inn.
Dec. 17 – Students took the TAKS practice tests.
Dec. 18 – We had the NED Program. This was a yo-yo program presented by the All For Kids Company.
Dec. 19 – All students took part in the Mega Party given by Gallier Fundraisers for our participation in the fundraiser at the beginning of school.
Dec. 20 – Our entire campus went to Ford Park for “Think at The Rink” sponsored by the Wildcatters Hockey Team. It was a great experience for our students.
Dec. 21 – We had our Christmas parties and early dismissal.
Dec. 22-Jan 7 – Christmas Holidays
First Semester Activities---Fall, 2007

The duties performed during the first semester included the following:

--Scheduled fourth and fifth grade students into homerooms, special education, E.S.L., dyslexia, enriched, gifted/talented, Title reading, Title math, reading assistance and math assistance classes
--Typed teacher class rolls and lists of special classes
--Attended three School Success Initiative meetings
--Consulted with teachers about students with “special needs” assigned to their classes
--Completed schedule changes and informed the teachers involved with the changes
--Held temporary A.R.D. meetings for transfer students and completed the required phone calls and papers for placement
--Participated in registering new students
--Recorded and/or filed the records from prior schools for new students
--Worked on affidavit lists for both grades
--Did the update on “At Risk” students for both grades
--Entered “At Risk” students into the Skyward program
--Checked and corrected PEIMS information for the campus
--Participated in numerous parent conferences, teacher conferences, and parent/teacher conferences throughout the semester
--Assembled and distributed prior year TAKS scores of all students to teachers, including teachers of special programs
--Created, copied, and distributed the campus calling tree for emergencies
--Arranged and participated in 504 meetings
--Prepared and distributed 504 modification forms to teachers and parents
--Held individual counseling sessions throughout the semester
--Held small group counseling sessions
--Attended district K-12, counselors’ meetings
--Prepared seating charts for counseling lessons for seventeen classes
--Reviewed books, videos, and workshop notes to prepare classroom guidance lessons
--Prepared and taught counseling lessons to seventeen fourth grade, fifth grade, and Special Education homeroom classes throughout the semester
Attended the LPAC Committee Meetings for Groves Elementary

Created the necessary forms and distributed teacher Grade Folders

Organized lists and certificates for distribution on Honor Roll Day each six weeks

Prepared for, and held the OLSAT test administrators’ meeting with fifth grade teachers

Prepared and distributed materials for, and supervised the administration of the OLSAT test to fifth grade students

Administered the OLSAT test to students who were absent on the scheduled testing day

Printed and distributed progress reports and report cards

Prepared for ARD meetings held throughout the semester

Participated in individual meetings/phone calls throughout the semester with diagnosticians, speech therapists, occupational and physical therapists, district coordinators, the E.S.L. teacher, and other district counselors

Compiled the TAKS M order for Groves Elementary

Distributed, collected, completed, and compiled the papers necessary for referrals for Special Education testing

Distributed, collected, and scored ADD/ADHD rating forms

Read to students during Children’s Book Week

Distributed OLSAT scores to 5th grade teachers

Attended the Area Council P.T.A. luncheon
## Groves Elementary

**Library Media Center Report 2007-08**

**Jan. 8, 2008**

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### Use of Library Media Center

Classes using the Library Media Center (45 min. each)……279
Average number of students in Library Media Center before school…5
Number of students in Library Media Center during open checkout …555

### Assistance in Library Media Center

Number of hours worked by volunteers………98
Number of hours worked by student assistants…55

### Extra Duties and Activities

Videotaped 2 music programs
Book Fair was in November/After school hours family time
Various assigned after school duties
Serve as officer on PTA Board
Serve on AR Committee
Assisted with Technology problems
Serve on CIC
Monitor 2 fun events
Training
Groves Elementary
Health Services Report
1/9/2008

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Other Activities, Meetings, etc.
(List dates and activities here)
Aug- CPR class
Oct 23- Flu shots
Nov and Dec- Food drives
Dec- Christmas Angel tree
Dec- Field trip
Always- maintain immunizations
Daily meds
**Ridgewood Elementary School**  
**Fall Semester 2007**

**Student Activities**

**Student/Faculty Activities**

“Meet the Teacher” night, which was held the Thursday evening before the first student day, was well attended and positive comments were received from parents and students. Parents and students had an opportunity to visit their classroom, bring their supplies, and receive a packet of forms to be completed for the first day of school.

A school fundraiser conducted in September netted $4761.00 which has been designated to purchase playground equipment that is suitable for kindergarten students.

Holly Sartin’s classroom was adopted through the Adopt-a-Classroom program. Through this grant, she was able to purchase materials for her classroom.

Angie Melancon and Holly Sartin received grants from the Port Neches-Groves Educational Foundation. The grants will be used to purchase science and math materials for their classrooms.

Kindergarten, first and second grade students were given the TPRI (Texas Primary Reading Inventory) and the mClass Math Screener using the PALM software. The use of these screening programs has provided us with useful information that we are using to develop student instructional plans.

Kindergarten students were given the Boehm test.

Third grade students were given the OLSAT and the Quick Phonics Screener/Reading Screener.

Ridgewood celebrated “Character Counts Kickoff Week” September 10-14. Students were asked to wear certain colors representing the six pillars of character each day of the week.

Parent conferences were held during the second week of October. They were well attended.

Motiva and the Port Neches Fire Department brought a fire prevention program to our kindergarten students that reinforced what to do in case of fire. Students were provided hats and goodie bags and were allowed to walk through fire trucks.

Red Ribbon Week was observed October 22-26. PTA decorated our campus with ribbons and banners and provided daily reminders to students that we should be drug free.
Second grade students presented our annual patriotic program, “I’m Proud to Be an American – A Salute to Veterans” for parents and our local Veterans. It is always heartwarming and inspirational to see and hear this presentation.

“The Great American Smokeout” and Children’s Book Week were celebrated during the week of November 12th. Students wore team shirts and dressed as favorite book characters during the week. Children’s books were highlighted and read to the student body via video announcements to reinforce the theme for each day.

A Thanksgiving food drive was held in conjunction with PTA and a toy drive was held in conjunction with HOSA and the high school baseball team. Kyle Stutes, a professional baseball player and three high school team members signed autographs for students because they collected over 50 new toys for the drive.

Third grade presented “We Wish You a Merry Christmas” for parents and others at an evening program in December and performed for residents at Cypress Glen.

Students enjoyed a performance by the PNE Singers and Players. They did an outstanding job and it is always great for our students to see opportunities they will have when they get older.

The Campus Improvement Committee has held three meetings to develop and approve our 2007-08 Campus Plan and review the District Grading Policy.

Appropriate faculty members have completed the Texas STaR chart for technology.

Students have been recognized for perfect attendance each six-weeks with special lunch tables and drawings for Webkinz.

PTA/VIP Activities

The PTA sold t-shirts, spirit items, and held a Santa’s Secret Shop for students during the first semester. Proceeds will go toward the PTA general budget and campus needs.

Homeroom parents provided treats for Homecoming and Halloween and provided Christmas parties for each class.

PTA hosted a fall luncheon for the faculty that was much appreciated.

LaRae Bost conducted training for campus volunteers on September 7, 2007. Policies and procedures were reviewed and instructions were given for operating equipment. Volunteers are scheduled to assist in the workroom, library, and read in classrooms.

The Outdoor Classroom project that was sponsored by PTA was completed and it adds a nice feature to our plant.
Classroom Sessions:
Several topics were addressed this semester:
Manners, Respect, Drugs/Tobacco, Trustworthiness, Caring
Total sessions: 130

Small Group Sessions:
Weekly sessions were held for children of divorce.
4 groups for a total of 23 students over a period of several weeks.

Individual Sessions:
Some students are being seen on a regular weekly basis. Others are seen as needed. Topics:
Grief, Divorce, Incarcerated parent, Social skills, Getting along with others

Meetings:
Monthly counselor meetings, Region 5 meetings (Ethics, Law Conference, Counselor Showcase), LPAC meetings, Parent/teacher conferences, ARD meetings, Dyslexia team meetings, RTI meetings

Testing:
ADHD screenings: 7
Dyslexia screenings: 3
Coordination of OLSAT, Boehm

Other:
♦ Character Week September 10-14
♦ Students placed in classes and rosters prepared
♦ Student birthdays are recognized each month.
♦ At Risk data was compiled
♦ Assistance in the office area, data compilation for Waterford, TPRI, ARIP and PEIMS, assistance with enrolling new students, public relations activities
♦ New student schedules on Skyward
♦ Coordination of activities with American Character Week, Children’s Book Week, Great American Smokeout, St. Elizabeth Christmas project, food drive
♦ Several families were assisted with food through our Ridgewood PTA food drive at Thanksgiving. Market Basket gift certificates were also provided by PTA.
♦ Several families were assisted by St. Elizabeth Catholic Church and other anonymous donors at Christmas. A total of 23 children received gifts through the generous donations of our community.
### Use of Library Media Center

Classes using the Library Media Center ................................................................. 21 Media
Avg. # of Students in LRC before school ............................................................ n/a
Number of students in Library Media Center at study hall .............................. n/a

### Assistance in Library Media Center

Number of hours worked by volunteers ............................................................. 5/week
Number of hours worked by student assistants ............................................. 4/week
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Other Activities, Meetings, etc.
(List dates and activities here)
Taft Elementary
Principal’s Report
Fall 2007

August
1. Open house was held prior to school starting. Turn out for Open House was exceptional. Parents and teachers seem to prefer Open House before school starts.
2. Taft proudly welcomed Candace Simmons (2nd grade) and Celina Flores (Kindergarten).

September
1. Students in grades K-3 completed the first writing prompt exercise for the year.
2. Taft fundraiser kicked off on the 5th and ended on the 15th.
3. Three Rivers Council conducted a Boy Scout’s Roundup on the 25th in the Taft cafeteria.

October
1. Kindergarten went to the Lutcher Theater to see “Give A Pig A Party” on the 1st.
2. School pictures were taken October 4th.
3. Representatives from the Groves Fire Department and Motiva presented a fire prevention program to our students.
4. Second grade students went to Lutcher Theater to see “Snow Dragon”.

November
1. PTA conducted the Taft book fair November 12th-16th.
2. Mrs. Root and her students presented a Veterans Day program on November 13th titled “Thankful For The USA”.
3. Taft teachers and parents provided its second Fall Festival for students.

December
1. Provine was on campus for retakes, new students and for those absent on October 4th.
2. Great American Fundraiser Representative was at Taft to award the top sellers. The top sellers were taken on a Limo ride and had chances to win prizes.
3. First grade students presented a Christmas program titled “A December to Remember”.
4. Our students collected canned and non-perishable food items for the PNG Indian Athletics Association for our community.
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Dispositions-Call Parents-Daily attendance calls and phone conferences not included in this section
Pediculosis Screening-(Head Lice)-Entire school was screened several times-Numbers above only reflects screening in the nurses office-There are many children that are screened at parents request prior or after slumber parties, boy or girl scout outings, etc... and those numbers are also not included
Other Procedures-There are 2 children who are not potty trained and one is somewhat successfully trained by school employees. There are several other students who cannot tend to their personal hygiene and require assistance many times a day.

CPS-(Child Protective Services)-Time and numbers also not included-Some calls to the state intake office in Austin require you to be on hold 45 minutes to 1 hour

Assistance provided for families with disconnected water, gas, or electricity provided-nurse arranged through several local organizations and churches

Assistance provided for indigent families for medical needs

Nurse and School employees provided much assistance to needy families also

Thanksgiving Food Drive-Food collected by students donated to Community Care Prayer Outreach in Nederland

Christmas Food Drive-Food collected by students for the Indian Athletes-they delivered the food to the Community Care Prayer Outreach in Nederland

Office Assistance when time allows

The numbers in this report do not reflect time Nurses spend with each student and parent, community assistance services, faculty needs, etc…

Most nurses do not have a break before, during, and at the close of the school day and have no time to complete paperwork. Lunch times are rarely uninterrupted also.
Taft Elementary
Counselor’s Report
Fall 2007
Submitted by Diana Morris

Testing:
- Boehm
- K-Bit
- OLSAT
- ADD/ADHD Screenings
- Dyslexia Screenings
- PA Series
- TMDS Screeners
- TPRI
- MClass

Meetings:
- Counselors’ Meeting-Sept. 21
- LPAC Training-Oct. 5
- LPAC Meetings
- 504 Meetings
- Dyslexia Meetings
- Parent/Teacher Conferences
- RTI Meetings
- Faculty Meetings
- Temporary ARDs and ARDs
- Attendance Committee Meetings
- Parent/Teacher Meetings

Conferences:
- Law Conference-Oct. 11
- Drug Awareness-Oct. 22
- Counselors’ Showcase-Oct. 14
- Special Ed Accommodations-Nov. 28

Individual Guidance Counseling:
- Grief Counseling
- Separation Anxiety Counseling
- Divorce Counseling
- Behavior Related Issues
- Issues Related to Family Problems
- Self-esteem Issues
- Art Therapy
- Social Skills Counseling
- Play Therapy

Group Counseling:
- Social Skills Counseling
- Grief Counseling
- Divorce Counseling
Classroom Guidance Sessions:
- Introduce the Counselor/Manners (20 sessions or class periods)
- Respect (40)
- Trustworthiness (20)
- Responsibility (20)
- Getting Along With Others (40)
- Drug Awareness (40)

Other:
- Special Education /Speech Referrals
- Classroom Assignments for New Students
- Review of Student Records From Other Districts
- Identification of Title Reading and Title Math Students
- Drug Awareness Activities
- Identification of At-Risk Students
- Skyward Entries
## Taft Elementary

Library Media Center Report

Fall 2007

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Yearly Total</th>
</tr>
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<tbody>
<tr>
<td><strong>Print Material</strong></td>
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<tr>
<td>Circulation</td>
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<td>Student Circulation</td>
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<td>Faculty Circulation</td>
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<td><strong>Audio Visual</strong></td>
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<td>Circulation</td>
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<td>Video Programs</td>
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<td>Multimedia Software</td>
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<td><strong>Items Processed</strong></td>
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<td>Audio Visual Items</td>
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<td><strong>Items Discarded</strong></td>
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<td>Books</td>
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<td>Audio Visual Items</td>
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<tr>
<td><strong>Books Lost &amp; Paid</strong></td>
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<tr>
<td>Total</td>
<td>6</td>
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</tbody>
</table>

* One book found and refunded.

### Use of Library Media Center

- Classes using the Library Media Center: 20
- Average number of students in Library Media Center before school: 7
- Number of students in Library Media Center at study hall: NA

### Assistance in Library Media Center

- Number of hours worked by volunteers: 0
- Number of hours worked by student assistants: 0
<table>
<thead>
<tr>
<th>Organization</th>
<th>Description of Fund Raiser</th>
<th>Purpose of Fund Raiser</th>
<th>Total Funds Raised</th>
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<tbody>
<tr>
<td>Taft Campus</td>
<td>Great American Opportunities</td>
<td>Sold items out of a book to raise money for Taft.</td>
<td>$8,618.00</td>
</tr>
</tbody>
</table>
AUGUST

- Students were hand-scheduled during the summer in order to accommodate their personalities, abilities, and other special needs.

- Van Buren’s Open House was a huge success with approximately 500 visitors attending.

- Van Buren Elementary began the 2007-2008 school year with 359 excited students and 47 enthusiastic employees.

- Van Buren proudly welcomed Erica Dean as our new Life Skills Aid.

SEPTEMBER

- Seven high school seniors began participation in the Peer Tutor program on our campus. These students work with individual students or groups of students under the supervision of the classroom teacher.

- Our parent volunteers met to discuss the volunteer program and to plan for the upcoming school year.
Our Campus Improvement Committee met to discuss the following agenda items:

- C.I.C. members were introduced and Mr. Guidry expressed appreciation for each member that will serve on our C.I.C. for this school year.
- The committee discussed potential fund raisers for the 2007-2008 school year. It was decided that we would sell Gourmet Cookie Dough distributed through National Fund Raisers in Beaumont, Texas.
- Committee members agreed that 2007-2008 ARI/AMI funds will be used for third grade after school tutorials.

Van Buren has met the exemplary level of performance standard on the Texas Assessment of Knowledge and Skills (TAKS) for the eleventh year in a row. On the spring 2007 TAKS, 100% of the third grade students met standard on the reading test and 95% met standard on the math test. Teachers and students were zealous about doing their best to ensure the highest possible performance, and their determination and dedication paid off.

K-3 teachers provided instruction and activities in recognition of “Celebrate Freedom Week”. Lessons stressed the intent, meaning, and importance of the Declaration of Independence, United States Constitution, the Bill of Rights, and the impact of those documents upon American history. Texas public schools should continually strive to prepare thoughtful, active citizens who understand the importance of patriotism and appreciate the basic democratic values of our national heritage.

The Texas Primary Reading Inventory and Math Screener were administered to the kindergarten, first grade and second grade students. The “Reading Screener” and TMDS Screener were administered to the third grade students.

OCTOBER

- Provine Studios took individual student pictures in our music room.
- Three Rivers Council conducted a Boy Scouts’ Round Up in our cafeteria.
Representatives from the Groves Fire Department and Motiva Enterprises presented a fire prevention program to our students.

Students participated in several “Red Ribbon” activities:
- Students received bracelets and pencils with a drug-free motto.
- Students received a drug-awareness red ribbon to wear during the week.
- Students and faculty wore purple on Friday to stress that Van Buren Little Indians are “Purple, Proud, and Drug Free”.

Our second grade students presented a wonderful musical program entitled “NUTS” to parents and students.

The faculty and students were instructed over the PA system to close and lock classroom doors for a “lock down’ drill.

Mr. Guidry visited each first, second and third grade classroom to observe the implementation of the Accelerated Reading Instruction Program. At-risk students were identified and literacy centers were in place.

Van Buren made the Texas Business & Education Coalition Honor Roll for 2007. The TBEC Honor Roll is the most prestigious award for sustained, academic excellence in Texas.

NOVEMBER

- Students collected canned/non-perishable food items to help out several deserving families during the Thanksgiving holidays.
- Ten volunteers from the community read a book to each classroom in observance of “National Reader Day”.
- Students viewed a bus evacuation video and participated in a bus evacuation drill during P.E. class.
- The first grade students attended the Southeast Texas Ballet Company performance of “Babes in Toyland”.
- Our Campus Improvement Committee met to discuss the following agenda items:
The committee discussed the final draft of the Campus Improvement Plan and made two revisions.

Mr. Guidry gave a summary update on propose bond projects for Van Buren.

DECEMBER

- The faculty and students were instructed over the PA system to move to the designated rooms for a “shelter in place” drill.

- Our third grade students presented a wonderful Christmas musical program to parents and students.

- Van Buren PTA hosted “Family Fun Night” in our cafeteria from 6:00 p.m. to 8:00 p.m. Parents and students were able to spend time together participating in shopping and pictures with Santa.

- Our students collected canned and non-perishable food items for distribution to families in our community.

- Our homeroom mothers provided refreshments for the classroom Christmas parties. The children had a wonderful time and were exuberant in anticipation of the upcoming holidays.

Submitted by David Guidry
Counseling Activities:

- **Classroom Guidance**
  Personal safety, peer, pressure conflict resolution, bullying, drug & tobacco awareness, stranger awareness, facing fears, self-esteem, manners, study skills, school rules, Kids for Character Curriculum

- **Small Groups**
  Children dealing with specific issues (divorce, stepfamilies, behavior management)

- **Individual Counseling**
  Student in adaptive behavior class (ongoing)
  Other student referred on an as needed basis

- **Special Activities**
  Red Ribbon Week, Fire Safety

Testing & Screening:

- **Individual Boehm Testing for Gifted & Talented Qualification** (administered to Kindergarten)
- **Kaufman Brief Intelligence** (administered before referral testing & Gifted & Talented K>3)
- **Otis Lennon School Ability Test** (3rd grade)
- **ADD Screening** (consists of scoring teacher/parent profile sheets and conducting parent, teacher, counselor meeting for sharing results)
- **Dyslexia Testing** (Contact Parent/Teacher Protocol Information, Screener, Coordination of Testing Procedures, Scheduling or Testing & Results)
- **Student Observations**

Response to Intervention

- Implement and develop program
- In-Service Trainings & Meetings
- Assist teachers with interventions
- SAT Team Meetings
Special Education:

- **Referrals** (Pre-Referral Meetings, Parent Meetings, Assessment Correlations, Scheduling, Observations)
- **ARD Meetings**

Skyward Student Management

- **Training & Meetings**
- **Implementation of Skyward Student Scheduling, Progress Reporting, Etc.**

Incentives

- **Awards** (Distribution for achievement and attendance)
- **Special Incentives** (Directed toward individual students needing targeted incentives)

Assistance with Projects for Economically Disadvantaged:

- **Distribute School Supplies** (assistance provided throughout school year)
- **Work with School Supplies and assistance with PTA and McDonald’s**
- **Coordinate Christmas Gift Donations** (organize, pick-up, shop, & distribution)
- **Distribution of Walmart Gift Cards** (provided by Community Care-Prayer Outreach)
- **“Adopt a Family” Support Assistance**
- **Basketball Scholarships**

Technology

- **RTI Intervention In-Service**

Meetings:

- **District Counsellor Meetings Parent Teacher Association**
- **Family Night**
- **Faculty**
- **Language Proficiency Assessment Committee**
Campus Improvement Committee

- Parent Meetings (on an as need basis)
- Grade Level Teacher Meetings
- Dyslexia Meeting
- Irlen Screening Meetings
- 504 Meetings (as needed)
- Teacher Grade Level Meetings
- School Board (Van Buren Students)
- Child Protective Services

Clerical Activities:

- Classroom Assignments & Scheduling
- Student Intervention Scheduling (Title, Waterford, Dyslexia, etc.)
- PEIMS Reports and Updating
- Acquisition and verification of Student Records
- Library/Counseling Schedule
- Group Scheduling
- Letters to Parents
- Counseling Records
- Special Education Records for Campus
- 504 Student Records
- Dyslexia & Irlen Student Records
- Filing of Testing Records in Student Folders
- Semester Report
- Assist Mr. Guidry with any directives he initiates

Miscellaneous Activities:

- Response to Intervention Training
- Misc. Region V Training
- Scheduling and Coordination of Student Support Programs
- Technology Training
- Technology Troubleshooting (Campus)
- Skyward Training
- Continuing Education with Region V
- Student Classroom Placement
- Monthly Newsletter distributed to Students
## Use of Library Media Center

Classes using the Library Media Center ................................................................. 284  
Average number of students in Library Media Center before school .................. N/A  
Number of students in Library Media Center at study hall ............................. N/A

## Assistance in Library Media Center

Number of hours worked by volunteers ................................................................. 9  
Number of hours worked by student assistants .................................................. N/A

## Additional Info
## Van Buren Elementary
### Health Services Report
#### 1/11/2008

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<th>Category</th>
<th>1st Semester</th>
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<td>Call Parents</td>
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<td>Return to Class</td>
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<td>Sent Home</td>
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<td><strong>Total Dispositions</strong></td>
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<td>Accident/Injury--Sent Home</td>
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<td><strong>Hearing</strong></td>
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<td>Referred</td>
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<tr>
<td>Received Medical Assistance</td>
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<tr>
<td><strong>Vision</strong></td>
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<td># Screened</td>
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<td>8</td>
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</table>

### Other Activities, Meetings, etc.
- **August 23, 2007** - Open House 4:30 pm - 5:30 p.m.
- **October 19, 2007** - Van Buren's blood drive-collected 47 units
- **October 22-26, 2007** - Red Ribbon Week-decorated school and distributed stickers, pencils, grips & ribbons
- **November 5-16, 2007** - Organized Thanksgiving food drive
- **November 9-11, 2007** - Attended TSNO annual conference in The Woodlands
- **November 16, 2007** - Made and distributed Thanksgiving food baskets to 9 of our Van Buren families
- **November-December** - Assisted with organizing the angel tree program with local church
- **November-December** - Assisted with recruiting students for the Bicycle & Bibles program
- **December** - Completed annual immunization report
- **December 3-14, 2007** - Organized Christmas food drive
- **December 19, 2007** - Assisted with distributing Christmas food baskets & toys for our Van Buren families
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-23-07</td>
<td>Open House/Meet the Teacher Night from 4:30-5:30 p.m. at Woodcrest Elementary School</td>
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<tr>
<td>9-11-07</td>
<td>Celebration of Patriot's Day - Lunch served to P.N. Rescue personal - We invited the fire and police departments to come and have lunch with Woodcrest. We served 12 officers.</td>
</tr>
<tr>
<td>10-17-07</td>
<td>Observance of Freedom Week - During morning announcements I made references to the different things that we have the freedom to enjoy.</td>
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<tr>
<td>10-18-07</td>
<td>School Fall Pictures</td>
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<tr>
<td>10-20-07</td>
<td>Fall fundraiser began and ran for two weeks</td>
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<tr>
<td>10-01-07</td>
<td>Boy Scout Roundup A.M.</td>
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<tr>
<td>10-02-07</td>
<td>Boy Scout Roundup P.M.</td>
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<tr>
<td>10-08-07</td>
<td>P.N. Fire department visits Kindergartners on fire safety - MOTIVA with the help of the P.N. fire department showed kindergartners what a fireman looks like in the full fire protection attire.</td>
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<tr>
<td>10-18-07</td>
<td>Saxon Phonic Representative visits with First Grade Teachers</td>
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<tr>
<td>10-(22-26)-07</td>
<td>Red Ribbon Week sponsored by the PTA - had dress up days for the week. Sold links and raised $850.00 for the American Cancer Association. Will donate with Relay for Life money.</td>
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<tr>
<td>10-29-07</td>
<td>Cookie Dough fundraiser begins - sponsored by P.T.A.</td>
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<tr>
<td>11-05-07</td>
<td>Jump Rope for Heart started and lasted for two weeks</td>
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<tr>
<td>11-05-07</td>
<td>Mazzio's night for Woodcrest - sponsored by P.T.A. - The P.T.A. earned over $500 dollars for Woodcrest</td>
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<tr>
<td>11-06-07</td>
<td>Second grade music Program - Theme was Patriotism</td>
</tr>
<tr>
<td>11-08-07</td>
<td>The World’s Largest Brick visited Woodcrest - sponsored by ACME Brick. This brick is in the Guinness’s Book of World records. Students got to climb in and on the brick.</td>
</tr>
<tr>
<td>11-12-07</td>
<td>Veteran's Day - 3rd graders performed at the Memory Gardens Cemetery in P.N. The 3rd graders were dressed in red, white and blue t-shirts and sang patriot songs.</td>
</tr>
<tr>
<td>11-(14-15)-07</td>
<td>Thanksgiving Dinner - served the dinner on two different days to avoid the large crowds. Great idea!!! The line moved much faster and the lunch only ran 10 minutes late. Last year we were 35 minutes late.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>11-29-07</td>
<td>First Grade goes to the performance of “Babes in Toyland”</td>
</tr>
<tr>
<td>12-03-07</td>
<td>Secret Santa for the students – sold out the first day. PTA had to go and get more items to sell. The students were so excited to get presents for their families.</td>
</tr>
<tr>
<td>12-06-07</td>
<td>First and Second graders went to the “Whimsical” in Nederland</td>
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<tr>
<td>12-11-07</td>
<td>Third Grade Christmas Music Program</td>
</tr>
<tr>
<td>12-11-07</td>
<td>“Spa Day” for teachers - The teachers were so thankful to have a hand and foot massage.</td>
</tr>
<tr>
<td>12-18-07</td>
<td>Third Graders performed at the Dupont Credit Union and the MCTCU - We performed at the locations last year and because they did such a good job we were asked to come again this year.</td>
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<tr>
<td>12-19-07</td>
<td>The PNE Singers came and performed for Woodcrest - What a treat. Robin Smith and her choir did a great job.</td>
</tr>
<tr>
<td>12-19-07</td>
<td>“Smoothies” were served to the students at Woodcrest by the cafeteria staff. We used strawberries and made smoothies for the student body and the staff. They were delicious.</td>
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<tr>
<td>12-20-07</td>
<td>Christmas parties for the Woodcrest students</td>
</tr>
<tr>
<td>12-(10-20)-07</td>
<td>Toy Drive Sponsored by the PNG Varsity Baseball team and HOSA- we collected 20 presents for the children who are in foster homes. Allen Harrison came and signed autographs for the toy drive sponsored by the PNG Varsity Baseball and HOSA</td>
</tr>
</tbody>
</table>
Woodcrest Elementary Counseling Report  
Fall Semester - 2007

Counseling Sessions and Services
- Individual counseling - Regular scheduled individual counseling sessions and individual counseling sessions as needed.
- Small group counseling - Regular scheduled counseling sessions with small groups,
- Classroom guidance - Homeroom classes attended class sessions. Topics included: Introduction, Character Counts, and Drug Awareness; Ready Fox 911, Eddie Eagle Gun Safety, and Stranger Awareness.

Meetings/Trainings/Conferences
- LPAC, ARD, counselor, parent/teacher conferences, faculty, ADHD, professional development workshops, CPI, and SAT meetings

Testing/Screening
- Kaufman Brief Intelligence Test
- ADHD profiles
- Dyslexia screenings
- Boehm-R
- Otis Lennon School Ability Test

Incentives/Activities
- Good Citizens’ of the Month Breakfast
- Field Trips
- Limo Ride / Chucky Cheese-Top Fund Raisers

Outside Agencies
- Child Protective Services
- SPECIAL THANKS for Christmas gift contributions:
  - Kiwanis Club: Christmas Party
  - St. Elizabeth’s Catholic Church
  - Anonymous Contributor

PEIMS Data Update
- Gifted/Talented
- At-Risk
- Title I
- Special Education
- ESL

Special Student Assignments
- Title I-at risk
- Dyslexia
- Waterford Response to Intervention Tier Meetings

Schedules
- Counseling / Library classes
- Small group counseling sessions
- Individual counseling sessions

Reports/Data Complications
- Dyslexia
- ADHD
- Semester Counseling Report

Miscellaneous
- Test data (student folders)
- Guidance/counseling curriculum
- Administrative duties (as needed)
- Student Observations
## Library Media Center Report

**January 9, 2008**

<table>
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<tr>
<th></th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Semester</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Semester</th>
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<tbody>
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<td><strong>Print Material</strong></td>
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<td><strong>Audio Visual</strong></td>
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<td></td>
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<tr>
<td>Circulation</td>
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<tr>
<td>Video Programs</td>
<td>155</td>
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<tr>
<td>Multimedia Software</td>
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<tr>
<td><strong>Total Circulation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Items Processed</strong></td>
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</tr>
<tr>
<td>Books</td>
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<tr>
<td>Audio Visual Items</td>
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<tr>
<td><strong>Items Discarded</strong></td>
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<tr>
<td>Books</td>
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<td></td>
</tr>
<tr>
<td>Audio Visual Items</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Books Lost &amp; Paid</strong></td>
<td></td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

### Use of Library Media Center

- Classes using the Library Media Center: 15
- Average number of students in Library Media Center before school: N/A
- Number of students in Library Media Center at study hall: 30-40 per week

### Assistance in Library Media Center

- Number of hours worked by volunteers: N/A
- Number of hours worked by student assistants (Librarians for a Day): 4
Woodcrest Elementary
Health Services Report
December 2007

<table>
<thead>
<tr>
<th>Total Students Seen by Nurse -</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Aid</strong></td>
</tr>
<tr>
<td>(Total )</td>
</tr>
<tr>
<td>Injuries referred to doctor</td>
</tr>
<tr>
<td>Injuries sent home</td>
</tr>
<tr>
<td>Treatment and returned to class</td>
</tr>
<tr>
<td>Injuries sustained at home</td>
</tr>
</tbody>
</table>

| Illnesses                     |
| (Total )                     |
| Sent home                    | 103 |
| Assessment and returned to class | 892 |

Total Medications Given (Monthly)....................................................................................... 376

Students Transported by Nurse................................................................................................. -0-

Special Nursing Procedures ............................................................... 215
(cauterizations, diabetic blood sugars, inhalation treatments, etc., monthly............................

Office and telephone conference with parents................................................................. On going

<table>
<thead>
<tr>
<th></th>
<th>Hearing</th>
<th>Vision</th>
<th>Measures</th>
<th>Headchecks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tested</td>
<td>286</td>
<td>286</td>
<td>286</td>
<td>On going</td>
</tr>
<tr>
<td>Referred</td>
<td>0</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received medical assistance</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

uOther Activities, Meetings, etc.
Updating files, immunizations and health history
Recording on Skyward
Preparing First Aide Kits for each section/classroom
Vision and Hearing test
The community helped 32 of our local families at Christmas Our PTA provided turkeys for all those in need and St. Elizabeth’s Church supplied 24 families-over 60 kids with toys and clothes. The Sertoma Club adopted a family and even gave a Playstation II. We also, had teachers adopt a child that was in need. We had a Dr. in the community that gave gift cards to 2 families totaling 7 children. Even PN City Hall and Public Works adopted a family and provided a wonderful Christmas for 4 children. Bibles and Bicycles an organization from the Jon Reaud Foundation included the Mid-County area and gave away 200 bikes and Bibles, 100 for PNG and 100 to Nederland ISD, along with about 250.00 in merchandise. Yes, there is a Santa! He lives in the spirit of this wonderfully giving community. Jesus has blessed me by being able to witness this awesome miracle unfold year after year.
I love my job!
SEASON REPORT

FALL 2007

GENERAL OVERVIEW

The Alternative Education Center has experienced a very successful Fall Semester for the 07-08 school year. We have continued to work together with the main campuses and adapt our own practices in order to better ensure meeting the needs of our students.

In regard to facilities, we continue to pursue completion of several “loose ends” that still linger in these “post-Rita” years. This is especially related to storage areas and efforts to modify existing space to maximize its impact on our learning environment and overall instructional effectiveness.

A total of 45 students have received educational services during this semester. The following provides a more specific breakdown of these students as related to the various programs offered at the Alternative Education Center:

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)

Serious main campus violations of the district’s code of conduct resulted in the placement of 27 students in at the Alternative Education Center. Of this number, four students received special education services.

Of these 27 students:

- 18 successfully completed their placement and returned to their home campus.
- 2 withdrew from the district.
- 3 received an expulsion hearing resulting in placement at JCYA.
- 5 will continue their placement into spring semester.
3 of these 27 placements have been a result of drug-related offenses. This is in marked contrast to the 34 drug-related placements for Fall 2006. The district can be proud of the steps taken to more effectively ensure that drugs are kept off PNGISD campuses.

**HOMEBOUND INSTRUCTION PROGRAM**

The relocation of the Homebound Instruction Program to the Alternative Education Center is in its fourth year and continues to be very successful. When not working with homebound students, the homebound instructor has been available to provide “one-on-one” assistance for DAEP students who may be struggling or need to be temporarily pulled-out for disciplinary reasons. This has been especially valuable when servicing our emotionally disturbed students. Up somewhat from previous years, a total of 11 students have received homebound services during the fall semester.

**CREDIT RECOVERY PROGRAM**

The outstanding efforts of students and AEC staff resulted in 7 students obtaining the necessary credits to receive their high school diploma from Port Neches – Groves ISD. In addition to these credit recovery students, the alternative campus also offered tutoring opportunities for those students who had completed all credits but had not passed one or more sections of the TAKS Exit-level exam. The district can be very proud of these students and AEC staff for all that has been accomplished through this program. Most of these graduates intended to enroll in colleges or technical schools or enter the military. Such aspirations would not have been possible without this program. We will be communicating with the high school counselor’s office regarding other candidates.

**AEC STAFF**

AEC staff included six teachers, one secretary, and the director. The building’s custodian works four hours at the alternative center and remainder of shift at the administration building. In addition, Ms. Laura Langley from the *Samaritan Counseling Center* provided guidance and counseling to students on Monday, Tuesday, and Wednesday of each week. Also, an aide was hired for a short period in an effort to assist in addressing the needs of a specific special education (emotionally disturbed) student.

The AEC Director has conducted a number of Crisis Prevention Institute training sessions for PNGISD personnel during the fall semester. Staff members have attended and/or will be attending a variety of professional workshops or conferences. These have included core subject / departmental meetings with the main campus as well as a variety of workshops through Region 5.
MAINTENANCE / IMPROVEMENT NEEDS

We are continuing to work with the Maintenance and Technology Departments to finish up some ongoing projects in the lingering aftermath of Hurricane Rita. Specifically, we are looking to improve storage areas throughout the campus. In addition, we are working to have cable “drops” installed in our classrooms and other areas of the building. The efforts and cooperation of these two groups are very much appreciated and we are hopeful for a productive spring semester in these areas.

EVALUATION OF MAINTENANCE ACTIVITIES

The individuals working within this department are obviously a dedicated and talented group who take much pride in their work. They have been courteous and respectful when communicating with AEC staff. We look forward to working with this department as we continue to address the needs of our campus.

Considering the immense demands placed on our Maintenance Department by the age and number of our campuses and facilities, the efforts of this group’s craftsmen and laborers are certainly commendable.
## Health Services Report

**Date** January 9, 2008

### First Aid

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Yearly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injuries referred to doctor</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injuries sent home</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treatment and returned to class</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injuries sustained at home</td>
<td>0</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL FIRST AID</strong></td>
<td></td>
<td></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>

### Illnesses

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Yearly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent home</td>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment and returned to class</td>
<td>55</td>
<td></td>
<td>69</td>
</tr>
<tr>
<td><strong>TOTAL ILLNESSES</strong></td>
<td></td>
<td></td>
<td><strong>69</strong></td>
</tr>
</tbody>
</table>

### Total Students Seen by Nurse

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL STUDENTS SEEN BY NURSE</strong></td>
<td><strong>71</strong></td>
</tr>
</tbody>
</table>

### Total Medications Given (Monthly)
- Sept. (8)
- Oct. (8)
- Nov. (7)
- Dec. (12)

**Total (36)**

### Students Transported by Nurse

- N/A

### Special Nursing Procedures
- (Cauterizations, diabetic blood sugars, inhalation treatments, etc., monthly)
- N/A

### Office and telephone conference with parents
- (37)

### Hearing, Vision, Measures, Headchecks

<table>
<thead>
<tr>
<th></th>
<th>Hearing</th>
<th>Vision</th>
<th>Measures</th>
<th>Headchecks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tested</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Referred</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received medical assistance</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other Activities, Meetings, etc.
January 8, 2008

TO: Dr. Lani Randall, Superintendent
FROM: Suzanne Mondey, Director of Special Programs
       Brenda Duhon, Director of District Staff Development, Assessment,
       and Instructional Technology
       Dale Fontenot, Director of Information Services, Safety, and Homeland Security
       Julie Gauthier, Elementary Curriculum Coordinator

SPECIAL EDUCATION: The special education department is very busy trying to catch up on the
student reevaluations due every three years. Along with completing evaluations, the diagnosticians are
holding Admission, Review, and Dismissal (ARD) meetings in order to adjust the TAKS, TAKS-
Accommodations, TAKS-M, and TAKS-Alt assessment testing which will be completed this spring.
The new Texas Commissioner’s Rules were completed this fall and the diagnosticians are in the process
of receiving training on writing the evaluation using the new rules. Our special education homebound
program has had very few students this fall, but the general education homebound program is
overloaded and an interim teacher has been hired for three days a week. The speech therapists are
serving students at their assigned campuses along with testing for autism and maintaining our assistive
technology services.

PRESCHOOL: The preschool has 90 students enrolled at this time. ARD meetings have been held to
review student’s individualized programs and to review new evaluations. Our inclusion initiative is
progressing this year in the preschool program with three of the five teachers certified as
prekindergarten and special education, we are able to serve all the four year olds together in these
classrooms. One teacher has the three year olds and severe nonverbal four year olds students with
disabilities. All teachers are highly qualified for their assignment. Our fall Title I meeting was well
attended and consisted of a holiday program presented in the morning and in the afternoon. The
Campus Improvement Committee has met to review and improve the campus plan.

FEDERAL PROGRAMS:

    TITLE I – Two meetings have been held with the advisory committee. Both meetings were held
at West Groves Education Center. While the first meeting was an introductory meeting with an
explanation of the program, our second meeting focused on the AEIS Report that goes home to parents
in January. With the Skyward student package we have streamlined the input of student data related to
federal programs. Mrs. Gauthier has updated the Title I student rolls in order to track with the spring
testing. Workshops for the grade level elementary teachers have been attended with mathematics and
science TEKS emphasized. West Groves Education Center and Woodcrest are considered Title I
schoolwide campuses, so all students can be served by Title I teachers.

    ESL – We are in a coop with Nederland ISD in the ESL program. At this time we are able to use
our federal funds to attend workshops and to purchase materials for our students use. Our enrollment of
out of country students has continued to increase. The ESL requirements for spring assessment are now
in place and named TELPAS (includes RPTE, TOP). TETN conferences have been attended and
training has been completed in order to certify our three traveling teachers to complete the assessments.
SAFE AND DRUG FREE SCHOOLS – The Red Ribbon parade organized by the PTA was once again very successful this year. The advisory committee met to review funding and our school programs. Mr. Fontenot has reviewed our Emergency Operations Plan (EOP) which is mandated by Senate Bill 11 and has been adopted by the school board. Each campus has completed their individual plans and efforts are being made to complete the campus evaluations. We also had Judge Burnett speak about the “Drugs 101” program and the committee helped with the advertisement of the program.

OTHER – The Skyward student information software package has been fully implemented this fall. PNGISD uses the program for attendance and report cards, while the teachers are using the grading program. Our parents are getting used to the change in the report card look and the information. For next year we will begin the implementation of Family Access which will give parents access to their child’s records. Our teachers have done an excellent job in training each other and in implementing the gradebook and attendance program.

WORKSHOPS AND MEETINGS:
- Region 5 workshops
  - Special Education Director Meetings
  - TAKS-Alt Training for the Severely Cognitive Delayed Students
  - ARD Committee Decision Making Process for Texas
  - Performance Based Monitoring Training
  - Early Childhood Monitoring
  - Response to Intervention Program
  - Annual Law Conference

- Audio Conferences
  - IDEA Discipline Regulations—Has Anything Changed??
  - IEP Development: How to Comply with the Final Regulations
  - Top Ten Developments in Special Education Law for 2008
  - The “New” Commissioner’s Rules

- TETN Conferences
  - Accountability Updates
  - English Language Learners
  - TAKS Presentations
  - Highly Qualified Personnel

- Principal Meetings
- Counselor Meetings
- School Board Meetings
- Interview Committee Meetings
- Early Childhood Intervention Meetings
- Admission, Review, and Dismissal Committee Meetings
- LPAC Meetings at West Groves Education Center
- Catastrophic Sick Leave Meetings
- MR PAC Meetings – Beaumont State Center
- Area Council PTA Meetings
- Child Protective Services
- Skyward Texas Annual Conference
- State Assessment Conference
Staff Development

- Coordinated August 2007 inservice
- Assisted with planning of PN-GISD Elementary Mini-Conference
- Planned district CPR training
- Skyward Gradebook and Attendance Training
- Assisted with planning of New Teacher Inservice
- Presented at New Teacher Inservice.
- Planned Fall 2007 After-School Technology Staff Development sessions
- Created Skyward Nurse’s training notebook
- Revised nurse’s Health Services Report and Skyward directions.
- Organized World Book Training for district nurses, 11/2/07
- CCAP Webinar for Principals, 12/18/07

Training Sessions Taught

- Microsoft Producer for PowerPoint 2003, 8/8/07
- Microsoft Excel 2003, 10/1/07
- United Streaming, 10/22/07
- Microsoft Word: Forms, 10/29/07
- Skyward Nurses’ Training, 11/5/07
- Skyward Data Mining Basics, 11/6/07
- Skyward Data Mining Mail Merge, 11/27/07

Administrative

- Updated District Technology Handbook
- Updated K-5 Technology Applications TEKS curriculum booklets
- Reviewed/critiqued K-5 TA TEKS curriculum books submitted by teachers.
- Presented TAKS, SDAA II, TELPAS, & Benchmark Testing Presentation to School Board, 9/11/07
- Facilitated Technology Task Force meetings, 9/27/07, 11/15/07
- Published Technology newsletter, 9/27/07, 11/15/07
- Set up fall benchmark testing in Pearson Benchmark
- School board meeting, 11/13/07, for Spotlight on Excellence awards to Skyward Gradebook team members

Meetings/Trainings Attended

- Lunch-n-Learn meeting presented by the Beaumont Better Business Bureau, 6/15/07
- Staff 8/6/07, 9/6/07, 10/4/07, 11/1/07, 11/27/07, 12/6/07
- Elementary Staff 8/7/07
- Secondary Staff 8/8/07
- Counselor’s Meeting 9/21/07
- Nurse’s Meeting 9/25/07
- Dell Tour: Manufacturing, Technology Showcase-Dell Enterprise, Dell Enterprise Solutions, Dell Services, Technology Showcase, Education Programs, Enterprise Command Tour, 10/8/07
- ASCD Conference 10/13-10/15
- Skyward User’s Group Conference, 10/16-10/17
- Grades 6-8 Benchmark Planning Meeting, 10/11/07
- Lamar State College Port Arthur, Office Administration Advisory Committee meeting, 11/8/07.
- Lamar State College Port Arthur, Computer Information Systems Advisory Committee meeting, 11/30/07.
- Texas Assessment Conference, 12/2/07 – 12/5/07
- Alternate Assessment Training, 11/28/07
- Region 4 Education Service Center (ESC) District Testing Coordinator meeting, 12/12/07
- Adobe Acrobat training, Region 5 ESC, 12/13/07
- PowerIt webinar, 12/13/07
- Region 4 CCAT webinar for principals

**Distance Learning**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Title</th>
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<tbody>
<tr>
<td>July 25</td>
<td>Ahead of the Curve: Understanding New Issues and Avoiding Legal Problems in Student Discipline (video conference)</td>
</tr>
<tr>
<td>August 13</td>
<td>TETN--Updated on Alternate Assessment</td>
</tr>
<tr>
<td>September 10</td>
<td>TAKS-ALT</td>
</tr>
<tr>
<td>September 20</td>
<td>T-SNAP</td>
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<tr>
<td>September 26</td>
<td>High Qualified Validation Instructions</td>
</tr>
<tr>
<td>October 19</td>
<td>Nurses’ TETN Update</td>
</tr>
<tr>
<td>October 26</td>
<td>Alternate Assessments</td>
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<tr>
<td>November 14</td>
<td>Teacher Advancement Program</td>
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<tr>
<td>November 26</td>
<td>TETN – Alternative Assessment</td>
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<tr>
<td>November 28</td>
<td>Achieve Texas (High School Counselors)</td>
</tr>
<tr>
<td>November 29</td>
<td>TETN - SBEC</td>
</tr>
<tr>
<td>December 5</td>
<td>Top 10 Personnel Laws Every School Administrator Needs to Know</td>
</tr>
<tr>
<td>December 11</td>
<td>The Commissioner Speaks: New Rules for Special Education</td>
</tr>
</tbody>
</table>

**Assessment**

- Conducted July Exit Level online retesting.
- Trained test administrators for June 3rd & 5th grade TAKS retesting.
- Administered Credit by Examination tests, July, 2007
- Set up online October Exit Level Retest
- Trained exit level counselor for online testing.
- Monitored exit level October TAKS online testing

**Technical**

- Updated Elementary Curriculum Maps website.
- Submitted online data files for: learning.com, mClass, TMDS, TSDS, PASeries, and OLSAT.
- Updated Accountability information on district website.
- Updated learning.com parent information on district website.
- Managed Pearson Inform and Pearson Benchmark data
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>June 13</td>
<td>What Hath the Legislature Wrought?</td>
<td>WGEC Conference Room #2</td>
</tr>
<tr>
<td>Oct. 3</td>
<td>Privileges, Rights and Liabilities; Legal Issues in Extracurricular Activities</td>
<td>WGEC Conference Room #2</td>
</tr>
<tr>
<td>Oct. 24</td>
<td>Student Discipline Do’s and Don’ts: Chapter 37 and Beyond</td>
<td>WGEC Conference Room #2</td>
</tr>
<tr>
<td>Nov. 14</td>
<td>Preaching the Word: The Do’s and Don’ts of Religion in Schools</td>
<td>WGEC Conference Room #2</td>
</tr>
<tr>
<td>Dec. 5</td>
<td>Top 10 Personnel Laws Every School Administrator Needs to Know</td>
<td>WGEC Conference Room #2</td>
</tr>
</tbody>
</table>
Curriculum Efforts

- Created PNGISD RTI manual for campuses to use during the 07-08 school year as a guide to starting RTI and holding SAT Team Meetings
- Purchased and provided training on new math materials for our 4-5 Title math and At-Risk math teachers
- Met with all K-5 principals with Dr. Randall to discuss campus goals for the year and how I can assist them
- Held Curriculum Meetings with each grade level on each campus – September and December 2007
- Held New Teacher Seminar to discuss concerns, issues, and questions that new teachers have and how we can assist them - October and November 2007
- Collect reports from new teachers and their mentors each six weeks to check on progress and areas of concern
- Held Saxon Q&A session with Saxon trainer – October 18th
- Organized Kiwanis Reading Club activity with At-Risk Reading teachers from GE and PNE
- Held Novel Meeting with PNE, GE, PNMS, and GMS to align the current novel list to avoid duplication
- Arranged for 1st grade teachers from Van Buren and Taft to go to Ridgewood to see Holly Sartin teach a Saxon Phonics Lesson
- Ensured correct data in Skyward for PEIMS submission of Title students
- Held District GT meeting and training with Maribeth Morris
- Provided Skyward Grade Analysis training for elementary principals
- Met with elementary PE and Music teachers regarding grading concerns
- Arranged for K-5 Principals to receive Skyward Discipline Training from Rizvan Quadri

Student Teachers

- Presented PDAS Training to Lamar Student Teachers – October 12th
- Sent district welcome to all elementary student teachers

Dyslexia

- Held District Dyslexia Meeting – November 8th
- Reviewing several different Dyslexia Program materials for implementation during the 08-09 school year to insure we are using a research-based program to serve our dyslexia students

District Textbooks

- Met with representatives from the 6 publishing companies to review their textbook that is up for adoption
- Organized the math adoption process
- Held first math adoption meeting with adoption committee to choose which publishers we want to come in and do a presentation for us – December 18th

Testing

- Implemented new mClass testing for all K-2 students
- Trained campus personal on district specifics for testing students and review results through mclass system
• Set up baseline testing for all K-5 students, and trained those responsible for testing on the PaSeries and TMDS systems
• Hired and trained retired teachers to complete our 3rd grade reading screener requirements
• Provided testing review for technology paraprofessionals – August 31st
• Screened all 1st grade students at Ridgewood since they do not have a title teacher to help with screenings
• Attended Board Meeting to explain testing results – September 11th
• CCAP Webinar – December 18th

ESL
• Trained ESL teachers on initial LPAC meetings and requirements
• Reviewed all LEP students to ensure proper placement and data collection
• Ensured correct data in Skyward for PEIMS submission
• Held PBMAS meeting to review changes that are put in place to ensure performance of LEP student on the reading/ELA test and the number of LEP students taken part in all grade level testing with increase this year

School Events
• Attend Groves Elementary and Lamar University’s Cardinal Buddy Program – August 28th
• Red Ribbon Parade – October 24th
• Author Celebration – GE – November 20th
• WGEC PreK Christmas Program – December 19th

Staff Development
• Assisted in planning New Teacher Inservice
• Held review Skyward session with K-5 campus presenters – August 9th
• Provided Mentor Training for K-5 Mentor Teachers
• Provided New Teacher Training for K-5 New Teachers
• Supervised all campus RTI trainings
• Arranged for 1st Grade Saxon Phonics Training
• Planned and oversaw Elementary Mini Conference
• Trained all K-5 staff on the use of Curriculum Based Measures through campus faculty meetings

School Health Advisory Council
• Put together district SHAC committee with representatives from all campuses
• Held SHAC meeting – October 25th
• Organized Fitnessgram District Implementation
• Meet with MS and HS staff to organize their implementation
• Trained Elementary staff on implementation

Summer School
• Oversaw Elementary Summer School - June 2007
• Served as Campus Test Administrator for TAKS 3rd Administration Reading and Math
• Oversaw ESL Summer School – June and July 2007
Migrant
• Investigated all YES Family Surveys from all campus to determine migrant status of students and/or families
• Collect monthly reports from all campuses
• Ensured correct data in Skyward for PEIMS submission

Librarians
• Held District Librarian meeting with Mary Jane Moore – November 15th
• Arranged for Barnes and Noble representative to meet with district librarians
• Arranged for district librarians to view a training TETN on the new online databases

Trainings Attended
• Accountability Snapshot Training – Region 5 – June 11th
• Assisted with TAKS Administrator Training for Summer School teachers
• Skyward Standard and Secondary Gradebook Trainings – July 2007
• Dyslexia Conference – Austin – October 8 – 9
• Region 5 Law Conference – October 11th
• Skyward Conference – October 15-17
• Region 4 TAKS Training – December 12th

Meetings Attended
• Federal Programs Luncheon – June 12th
• Attended Mid-County Kiwanis meetings to set up a Book Club program for PNGISD elementary students
• Attended Manning’s Open House – July 25th
• Staff Meeting – August 6th
• K-5 Staff Meeting – August 7th
• Title Teacher Meeting – August 30th
• Staff – September 3rd
• Counselors Meeting – September 21st
• Title Meeting – September 25th
• Staff – October 4th
• Staff – November 1st
• Title Meeting – November 2nd
• Area Council PTA – November 8th
• Accountability Meeting with Monica Mahfouz – November 14th
• Title Teacher Meeting – November 20th
• Principal Curriculum Meeting – November 27th
• LU Cardinal Buddies Advisory Meeting – December 3rd
• Staff – December 6th
• Board Meetings November and December 2007
TECHNOLOGY

1. Continued worked on filing erate for the next school year.

2. Attended a meeting at Dell to discus our technology needs for the future and how they could help. Several possibilities came out of the meeting. One possibility, is to get a set custom configuration on the PCs that we order.

3. We continue to work with Skyard to enhance the student and finance packages for our district.

4. I continued to work with South West Building Systems on the football stadium speaker system.

5. Reviewed the new phone system to ensure that it is working in accordance with our requirements.

6. Presided at several technology task force meetings.

7. Monitored the trouble call database.

8. My job also requires that I make several trips to our district campuses.

9. There are several other job duties performed on a regular basis:
   - monitoring the technology budget,
   - resolving technical problems and issues,
   - monitoring and setting the bell systems
   - monitoring and correcting any phone problems
   - monitoring all video systems
   - equipment purchases
   - directing technology personnel
   - designing and maintaining infrastructure to meet our district needs,
   - monitoring the network, monitoring setting our filters,
   - coordinating personnel
   - handling technology bond related issues (budget, contractors, and warranties) etc…

10. BOND

a. I attended several campus meetings concerning technology needs and implementation.

b. Worked with AT&T on moving the D-MARC at the High School in order to prepare for demolition for the stadium.

c. My crew and I worked on getting the new Cosmetology building ready for move in. We wired and installed cameras, wired and installed technology. I had the phone system installed.
d. I attended several meetings with the architects on design and implementation of technology.

11. SECURITY / SAFETY

a. I had Wren come in and correct surveillance camera system problems. The system seems to be working well at this time. I will continue to monitor the situation.

b. I ordered materials for the Raptor badge system.

c. I helped coordinate bus evacuation drills which is now required by the state.

d. I continue to monitor campus safety drills.

e. Met with Frost Insurance to discuss workman’s comp claims. I also investigated several claims.

f. Coordinate Café safety inservice.

g. Conducted K9 campus drug search.

h. Collected a disposed of campus medical waste.

i. Attended football games to monitor safety.

j. Coordinated the hiring and payment of police security for campus and football games.

k. Attended Safety seminars at Lamar.
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Other Activities, Meetings, etc.
(List dates and activities here)
- Campus CPR Training: 8/21/2007
- Input of all students @ WGEC in Skyward: 8/1/2007