I. STUDENT ACTIVITIES

A. The annual Fire-Up Pep Rally was held August 26th. Because of scheduling conflicts on August 26th, the Howdy Dance wasn’t scheduled until Friday, September 3rd. Everyone had loads of fun at both events and it was an exciting way to begin the new school year.

B. The following students were elected as 2010-2011 Senior Class officers: President – Jessica Brown; Vice President – Paige Blount; Secretary – Alexander Hanks; Treasurer – Kori Harrison; and Reporter – Dylan Browning. Being selected class officers provides these students with an excellent opportunity to serve as role models for their underclassmen.

C. Lauren Kyler is Head Cheerleader for the 2010-2011 school year. The remaining squad members are Taylor Chatagnier, Anna Hunter, Mallory Gilbert, Katelyn Provost, Shalyn Roccaforte, Morgan Sims, Hillary Coy, Kelsey Cross, Kristen Golmon, Braye Hardy, and Mariah Kyler.

D. Caitlin Trahan is Indianette Captain for the 2010-2011 school year. Lieutenants are: Kelsey Barnett, Megan Gary, Mauri James, Emily Johnson, Hailey Lofton, Mauri Reynolds, Kelsey Smith, and Kayla Sonnier.

E. The Counselor Parent Night was held on Monday, October 4th. A program geared toward seniors began at 6 p.m. Information relating to sophomores and juniors was presented at 7 p.m.

F. Eighty four PNG students attended Student Council convention in Beaumont on October 6th.

G. PN-G’s Primetime crew garnered valuable on-the-job experience running the Jumbotron on Friday nights. Each member of the crew had a very important job to do and they were dependent on each other to get the job done and done well. The spring and summer scrimmages gave them ample opportunities to fine tune their talents.

H. The HOSA students were given a Life Flight demonstration on October 12th. Valuable “hands on” experience was learned through this demonstration.

I. The theatre department presented “A Mid Summer’s Night Dream” on October 14th and 15th. Many attended the show and agreed it was an excellent performance.

J. On Saturday, October 16th at Little Cypress-Mauriceville High School the Indian Band and Indianettes received and second place rating.

K. Open House was held Monday, October 18th.

L. Six students from PN-G attended the Lamar Math Fest 2010. All six students placed in at least one event. Results were: Karly Summerlin: 1st place Algebra, 1st place Geometry, 2nd place team; Andrew Parks: 2nd place Algebra, 1st place team; Michael Bourne: 3rd place Algebra, 3rd place Calculator, 1st place team; Jeremy Binagia: 3rd place Calculator, 2nd place team; Andrew Todd: 1st place team; Tyler Robison: 2nd place team

M. The homecoming parade was held Thursday, October 21st at 7 p.m. Senior Natalie Hager was selected Homecoming Sweetheart. The homecoming dance was held after the Friday night football game. Great fun was had at both events.

N. The PN-G Cross Country team ran in the District meet the week of October 25th. The girls placed first with a total of 36 points, and moved onto the Regional Meet. Varsity girls medalists were: Caylin Poulter 5th place, Cassandra Jaramillo 6th place, Maegan Ware 10th place, Lacey Moton 11th place, Sanisa Babineaux 15th place, Brianna Calhoun 22nd place, and Victoria White 37th place. The boy’s medalists were: Bryan Johnson 11th place, Brock Boudoin 25th place, Drake Hernandez 38th place, and Mason Stewart 39th place.

O. On November 10th, Senior Austin Stone signed a letter of intent to play baseball at Baylor University.
P. The PN-G Indian football team had a good season and ended with a 4-2 record in district. They defeated Barbers Hill in the Bi-District Playoffs, defeated Willis in the Area Playoffs, and were defeated by Manvel in the Regional Semi-Final Playoffs.

Q. The following football players have received All-District Awards: District Most Valuable Player, Brennan Doty; 1st team all district: Chase Bertrand, Amir Jalali, Greg Lunceford, Taylor Thompson, D. J. Schexnider, and Aaron Easley. 2nd team all district: Jayce Nelson, Gabe Langlois, Ben Parks, Collin Gizzi, and Chase Romero. Honorable Mention all district: Kyler Nicotre, Patrick Braud, Alan Hanks, Austen O’Day, Hunter Knox, and Tanner Jorgensen.

R. The Rock-A-Noos had a phenomenal season winning the District Championship and advancing to Bi-District playoffs where they defeated Dayton in 5 games. They were defeated by Brenham in the in the Area Playoffs.

S. The following volleyball players were awarded the following honors: Most Valuable Offensive Player of the District was senior, Kirsten Satterwhite. First Team All-District Selection from PN-G were seniors Paige Blount and Megan Elam, and junior Wesli Vincent. Second Team All District was junior Kaylee Powell, and Honorable Mention was sophomore Ryanne Lunceford.

T. The 2011 National Merit Program Commended students are seniors Andrew Parks and Meagan Shepherd.

U. The following students earned All-Region Choir status: Kelli Boudreaux, Josh Conreras, Nehemiah Delmar, Elizabeth Dubois, Ricky Gassiott, Zachary Hardin, Krista James, Zara Killman, Bryan LaVergne, David Le, Maggie McMahon, Ashley Mouton, John Paul Napleton, Hannah Swindall, Matthew Talton, and Libby You. Dubois, Gassiott, James, Killman, and Le advanced to the Pre-Area round.

V. Twenty seven theatre students attended Thespian Convention in Corpus Christi from November 17th through 21st.

W. PN-G student groups always take time out of their busy schedules at this time of year to give back to the community. Following is a list of student organization activities:
   - Student Council is giving back by staging a “Canned Food” scavenger hunt. All items collected were donated to the Care Prayer Outreach Center of Mid-County for Thanksgiving food baskets. They also collected toys for CASA, and sweaters, coats, and blankets for the Salvation Army.
   - Key Club participated by collecting donations for UNICEF.
   - Varsity Cheerleaders had many projects this year. “Can Central” was one of their successful ventures. They collected non-perishable food for the need and brought it to the United Board of Missions. They also donated animal food to the Humane Society and teddy bears for orphans.
   - The Business Co-Op classes conducted the Samaritans Purse Christmas Child shoe box drive.
   - AIA (Association of Indian Athletes), OIA (Organization of Indian Athletes), Skills USA and TSA had their annual food drive for the needy in our area.
   - PN-G’s National Honor Society donated life in the form of a blood drive. This blood drive took place in the HOSA room on campus on November 18th from 1-6 PM.
   - Student Council, Key Club and HOSA sponsored a Christmas toy drive for CASA and the Salvation Army. These toys are distributed to foster children that have been abused and neglected.
   - The PNG cheerleaders collected money at varsity football game against Lumberton. A total of $2,396 was donated to the Julie Rogers Gift of Life Program to provide free breast cancer screenings.

X. The following senior HOSA students passed their State Nurse Aide Test: Hira Adaya, Chris Allen, Christina Bridges, Krystina Cathey, Danielle Cavaretta, Katlyn Collier, Alyssa Graffagnino, Martin Henry, Katelyn Hoyt, Jenna Jones, Alanna Leach, Mauri Reynolds, Morgan Smith, Macy Sourdelia, Vanessa Varela, Diem Vo, Brittaney Westberry and Kirsty Williams.

Y. Two PNG students were named winners of the Voice of Democracy Contest. First place went to Nehemiah Delmar, and second place went to Sabah Adaya.

Z. Key clubbers Sabah Adaya, Macy Sourdelia, Valerie Nguyen, and John Paul Napleton placed second in the ARC of Beaumont Christmas Card Kick Off Competition, and each won a digital camera for their efforts in raising money to benefit special needs people in the Golden Triangle.
AA. The Academic Challenge Team of Karly Summerlin, Carl McLain, Andrew Parks, and Narew Todd advanced to the semi-final round of competition by defeating Orangefield.

BB. Senior Meagan Shepherd was selected one of the top students in the nation for a writing award. She was named as a finalist for the National Writing Achievement Award. Only 543 students in the nation and only 33 in Texas were selected for this award.

CC. Neches Federal Credit United opened a branch in the Main Street hall on Monday, December 6th. Two senior students are working in the credit union as part of the vocational work program.

DD. The PNG Choir presented its Christmas Concert on Thursday, December 9th. The concert was extremely entertaining.

EE. On December 16th, Mrs. Longron took 10 students to the TAFE Regional Convention at Lamar State College in Orange.

FF. On Saturday, December 11th, Mr. Wells took 60 Indian Band students to the TMEA All-Region auditions. Nine of our students qualified for the next round of auditions to be held in January. Those qualifying are: Valarie Nguyen, Kaylynn Thomas, Katelyn McCoy, Dillon Nicholson, Colby Smith, Morgan Stackhouse, Steven Courville, and Seth Beaugh.

GG. The Indian Band presented its Christmas Concert on Thursday, December 16th.

II. FACULTY ACTIVITIES

A. Marc Keith attended Region 5 on September 16th.
B. Jon Deckert, Alan Mitchell, and Marc Keith attended a Legal Digest workshop on September 22nd.
C. Brianne Dean attended a GT Workshop for Curriculum and Instruction at Region 5 on October 14th.
D. Sheri Furby and Lindsay Longron enrolled in several GT online workshops through Region 5.
E. Jon Deckert attended the PEIMS Discipline Record Training for Administrators at Region 5 on October 28th.
F. Marc Keith attended a TASSP meeting at Region 5 in Beaumont on October 28th.
G. Marc Keith attended the District RTI meeting at Region 5 on November 16th, as well as the Administrators Academy on November 17th and December 8th.
H. Sheri Furby, Paul Pate, David Johnson, and Leslie Stegemoller were all participants in the CAST workshop in Houston November 10th through 13th.

ENROLLMENT

A. End of this reporting period, December 2010 - 1411
   1. Grade 09 – 381
   2. Grade 10 – 365
   3. Grade 11 – 341
   4. Grade 12 – 324

B. End of last reporting period, May 2010 – 1382

C. Beginning of School, August 2010 – 1390

D. At this time last year, December 2009 -- 1371
Listed below are many of the job duties and activities the high school counselors addressed on a daily basis during the fall semester of 2010:

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. Bulletins are sent often to students by their grade level counselor to their history classes and also posted on the district web site for parents to access.

During the fall semester, **102** new students enrolled and **81** students have withdrawn from PN-G High School. With student transfers to/from alternative school, there were **14** additional re-enrolled students and **20** additional withdrawn students.

III. **July**

- TAKS Exit tests were given July 13 - 16 at PNG High School by Greg Sims.
- The counselors worked with the master schedule on July 17 - 23 and August 2 - 13 to confirm the class requirements and balance classes.
- Maria Murphy and Laurie Graffagnino returned to work on July 26th.

**August**

- On August 9th, new student registration began and counselors worked with new student schedules.
- Greg Sims & Donna DeRon attended Gang Awareness Seminar at Central Middle School in Nederland on August 11.
- Freshman orientation was on August 16th with the students meeting from 3:00 – 6:00 with activities and the parents meeting at 6:30.
- Schedule pickup was on August 18th for sophomores, juniors and seniors.
• School began August 23rd. Parents and students requested many class and/or teacher changes. These requests 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 Tracie Brooks and seniors turned in AP class paperwork to Debbie Elliott.

September
• Greg Sims & Donna DeRon met for Administrative Team meeting and regarding the school calendar on September 1st.
• Debbie Elliott & Tracie Brooks attended University of Texas/Texas A & M Counselor update in Houston on September 1st.
• Junior Rotarians for September 7th were Paige Blount and Brennan Doty.
• The ACT test was held at PN-G High School on September 11.
• Donna DeRon & Tracie Brooks attended a Region meeting in San Antonio on September 13 & 14.
• Shalyn Roccaforte & Dylan Browning were the student representatives for the Rotary on September 14th.
• Debbie Elliott, senior counselor, met with Government classes beginning September 15th and 16th regarding the Senior College Handbook, senior information, credits, courses, rank, GPA, 4-year plan, college applications, entrance requirements, scholarships, financial aid, S.A.T., A.C.T., and THEA testing.
• Juniors began registering for the PSAT on September 27th.
• Donna DeRon and Greg Sims were in Houston September 16 for the TX State/UTSA Update Conference.
• Tracie Brooks, Donna DeRon & Debbie Elliott attended the Collegeboard SAT Fall Counselor Workshop at Lamar on September 21st.
• Donna DeRon attended College Update in Houston on September 24th.
• Debbie Elliott & Tracie Brooks attended the UT Dallas Conference in Austin on September 29th.
• Laurie Graffagnino worked on the nomination of Valarie Nguyen as the Minnie Stevens Piper Scholarship by September deadline.
• Debbie Elliott & Tracie Brooks attended the TCU/So. Western conference in Houston on September 28th.
• The counselors’ office was notified that Boyd A. Parks & Meagan Shepherd were named Commended Students in the National Merit Scholarship Program.

October
• The counselors’ held a parent-counselor meeting for sophomore, junior, and senior parents on October 4th in the PNGHS cafeteria from 6 p.m. through 8:00 pm. Graduation requirements, college and scholarship information were discussed.
• Tracie Brooks visited with the U.S. History classes to discuss credits, courses, etc. She strongly encouraged the students to take the PSAT on October 13th. She also instructed them where to go on-line to practice for the test and explained the qualifications for National Honor Society which will be selected during the spring semester.
• Greg Sims and Tracie Brooks attended Kuder Training in Silsbee on October 5.
• OLSAT™ testing was given October 5th to 9th graders.
• Counselors attended an Administrative Team meeting on October 6.
• The Technology Task Force meeting was held at WGEC on October 7th. Students Clarissa Cosca & Seth Beaugh were the student representatives who attended the meeting.
• On October 8th, 1st 6 week report cards were given and 1st 6 week honor rolls were sent to Port Arthur News.
• Continued registration of juniors for the PSAT test until October 8. The counselors held a PSAT practice session in the morning on October 11th in the auditorium after the Junior class meeting.
• The PSAT test was given October 13th with 136 juniors and all sophomores taking the test.
• The SAT was administered on October 9th at PN-G High School.
• Kelsey Smith & Collin Gizzi were the student representatives for the Rotary on October 12.
• The Daughters of the American Republic election was sent to teachers to nominate seniors. The top three seniors chosen by teachers were voted by the senior class.
• Open House was held at Port Neches-Groves High School on October 18.
• TAKS retests were given on October 19, 20, 21, and 22.
• The ACT test was administered at PN-GHS on October 23rd.
• Tracie Brooks announced for juniors interested in completing the leadership form to pick them up in the counseling office. She worked with the RYLA students applications, chose the four students (April Tomplait, Bryan Johnson, Sabah Adaya and Brock Boudoin) to receive the Rotary Youth Leadership Awards and attend the conference January 7 – 9, and mailed their applications to the Rotary Clubs.
• Greg Sims visited with freshmen students in World Geography classes on October 25 – 28 to talk about general credit information, graduation requirements, etc.
• Lamar State College Port Arthur held a college night on October 26. Students were notified and encouraged to attend.
• Morgan Sims and Brandon Provost were the senior student representatives for the Rotary for October 27th.
• Voice of Democracy contest, tapes and essays were due to the counseling office by October 28th and were given to the American Legion representative. Student, Nehemiah Delmar, placed 1st Place and Sabah Adaya placed 2nd Place in the contest.
• Tracie Brooks & Donna DeRon were in Houston October 28th for the AP Conference.

IV. November
• Rotary junior Rotarians for November 2nd were Alyssa Graffagnino and Seth Beaugh.
• The counselors attended the Administrative Team meeting on November 4th.
• Debbie Elliott, Greg Sims, and Donna DeRon attended the Lamar State College Port Arthur counselors meeting on Nov. 5.
• The SAT test was administered at PN-G High School on November 6th.
• Debbie Elliott began reviewing applications online for Prudential Spirit of Community before the deadline of November 8th.
• The junior Rotarians for November 9th were Jessica Brown and Alexander Hanks.
• Seniors began turning in local scholarship forms to the counselors’ office.
• Mary Elizabeth DuBois was chosen for the Hugh O’Brien Youth Leadership award by Donna DeRon and paperwork was processed by November deadline. Brandon Provost was chosen as the alternate and both will attend the Leadership seminar at Rice University in June.
• All counselors attended the 504 meeting at WGEC on November 9th.
• Donna DeRon attended the Texas Counselor Association conference in Austin Nov. 10 – 12.
• LEAP applications were due to Tracie Brooks and Debbie Elliott by November 12th.
• An election was held in October for the DAR Good Citizen award. Debbie Elliott worked with Dylan Browning, who was the winner of the election. His application and essay was submitted by the deadline in November.
• A Technology Task Force meeting was held on November 18th. Clarissa Cosca & Seth Beaugh attended as student representatives.
• Report cards were issued November 19th for the 2nd 6 weeks and honor rolls were sent to the Port Arthur News.
• A senior list was sent to government teachers for students’ to verify name for diplomas. The list was turned in to Balfour in December.
December:
- Counselors attended an administrative team meeting on December 1st.
- Rotary Club junior Rotarians for December 7th were Kate Fawcet, Amir Jalali, Lauren Kyler and Aaron Easley.
- A 504 meeting was held at WGEC on December 8th.
- The SAT was administered at PN-G High School on December 4th and the ACT test was administered at PN-G High School on December 11th.
- Donna DeRon, Debbie Elliott and Tracie Brooks were at the Financial Aid Workshop at LSCPA on December 10th.
- Tracie Brooks met with junior classes on December 13 – 16 and also in January for a presentation over graduation requirements, college preparation, followed by individual time with each student to discuss their 4 year plan.
- PSAT test results were given to sophomore and juniors on December 14th by Tracie Brooks and Donna DeRon. A power point presentation was shown and results were explained to all students who attended the meetings.
- All counselors met with Dr. Keith and Dr. Moore on December 15th.
- Debbie Elliott continued to work on senior scholarship forms and letters of recommendation.
- Donna DeRon met with sophomores individually in her office in December and January to discuss their 4 year plan.

January:
- Rotary Club junior Rotarians for January 5th were Clarissa Cosca and Andrew Todd.
- The counselors attended the Administrative Team meeting for this month on January 5th.
- Donna DeRon, Greg Sims, and Tracie Brooks attended the TAKS workshop in Silsbee on January 6th.
- First semester final exams will be given January 12 - 14.
- Laurie Graffagnino and Maria Murphy will attend Skyward PAC training at WGEC on January 12th.
Port Neches-Groves High School

Library Report
January 6, 2011

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**Use of the Library**

- Classes using the Library: 134
- Number of students in the Library before school: 1908
- Number of students in the Library: 524

**Assistance in the Library**

- Number of hours worked by volunteers: 0
- Number of hours worked by student assistants: 1071
Port Neches-Groves High School

Health Services Report
January 7, 2011

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Other Activities, Meetings, etc.
(List dates and activities here)
Updated all immunizations and mailed letters to Parents to notify them of immunizations due.
Assisted with registration of new students.
## 2010-2011 First Semester Fundraisers

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<td>Indianettes</td>
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<td>8/16/10</td>
<td>Clinic</td>
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<td>G Crew</td>
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<td>8/16/10</td>
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GROVES MIDDLE SCHOOL

BOARD REPORT

FIRST SEMESTER 2010-11
Monday, August 23, 2010
First day of school

Wednesday, August 25, 2010
8th Grade class meeting in the cafeteria

Thursday, August 26, 2010
7th Grade class meeting in the cafeteria

Friday, August 27, 2010
6th Grade class meeting in the cafeteria

Monday, August 30, 2010
Mr. Arnett and Mr. Cegielski met with Groves Police Department to discuss communication and working together.
Student Council began collecting coke tabs for the Ronald McDonald House.

Tuesday, August 31, 2010
National Junior Honor Society met during study hall.

Wednesday, September 1, 2010
Faculty Meeting at 3:40 in the cafeteria
AIMS Web testing (reading)

Thursday, September 2, 2010
Continue AIMS Web testing (reading)

Friday, September 3, 2010
Brave Believers met in the choir room before school.

Tuesday, September 7, 2010
B football team played at Bridge City

Wednesday, September 8, 2010
CIC meeting in the library at 3:45
Aims Web testing (math)

Thursday, September 9, 2010
Continue Aims Web testing (math)
DEIC at WGEC (3:30)
Volleyball game at home vs. LC-M
Tuesday, September 14, 2010
Tipweb training
Football game at Central Middle School

Wednesday, September 15, 2010
Fire Dept. did a walk through at 6:30pm

Thursday, September 16, 2010
School pictures
Volleyball game at home vs. CO Wilson

Monday, September 20, 2010
Dr. Cavness met with the faculty at 3:45 in the cafeteria

Tuesday, September 21, 2010
Football game at Vidor (black)

Thursday, September 23, 2010
Volleyball game at home vs. Lumberton (blue)

Monday, September 27, 2010
Administered OTIS LENNON
Spirit week begins

Tuesday, September 28, 2010
Football game at home vs. Vidor (gold)

Wednesday, September 29, 2010
OLSAT
CIC meeting in the library at 3:45

Thursday, September 30, 2010
PTA Breakfast
Volleyball game at Central Middle School

Tuesday, October 5, 2010
Fire Drill at 7:00 am
Football game at CO Wilson

Wednesday, October 6, 2010
The Band played at Groves Elementary

Wednesday, October 7, 2010
Volleyball game at Lumberton (red)

Thursday, October 8, 2010
Report cards given to students
Monday, October 11, 2010  
Dr. Cavness and other Board members ate lunch in the cafeteria

Tuesday, October 12, 2010  
Football game at home vs. Little Cypress  
Mr. Arnett had team meeting about grades.

Thursday, October 14, 2010  
Volleyball game at home vs. Mauriceville

Friday, October 15, 2010  
8th grade Career Day

Tuesday, October 19, 2010  
Mr. Arnett and Mrs. Davis met with the academic teams.

Wednesday, October 20, 2010  
Early release-First Wired Wednesday  
Faculty meeting at 1:30

Monday, October 25, 2010  
Red Ribbon Week  
Meet the Teacher night and Building Dedication  
Fingerprinting

Tuesday, October 26, 2010  
Football game at home vs. Lumberton  
Beth Wilson conducted ESL meetings with teachers.

Wednesday, October 27, 2010  
CIC meeting in the library at 3:45  
Red Ribbon parade

Thursday, October 28, 2010  
Volleyball game at Vidor Middle School

Monday, November 1, 2010  
Volleyball game at Port Neches

Tuesday, November 2, 2010  
Choir and NJHS went to Renaissance Festival  
DEIC meeting at 3:30 at WGEC  
Football game at Port Neches

Wednesday, November 3, 2010  
Theatre Arts went to Renaissance Festival  
RTI Committee meeting  
CIC meeting at 3:45 in the library
Thursday, November 4, 2010
Conducted Readi-Step Testing

Monday, November 8, 2010
Mr. Arnett held team meetings over RTI

Tuesday, November 9, 2010
Make-up day for school pictures

Wednesday, November 10, 2010
Mazzio night for Choir and NJHS
Little Dribbler’s tryouts at 6pm

Thursday, November 11, 2010
Region Choir rehearsal in Beaumont

Monday, November 15, 2010
PTA Luncheon-meeting in the cafeteria at 8am
Phone training

Thursday, November 18, 2010
Boys basketball at home vs. Port Neches

Friday, November 19, 2010
2nd Incentive Day and Academic Pep Rally

Monday, November 29, 2010
Boys basketball at All Saints
RTI meetings

Wednesday, December 1, 2010
Early Release-Wired Wednesday
Faculty meeting

Thursday, December 2, 2010
Champions for Life Program in the auditorium (9am)

Monday, December 6, 2010
Christmas Social for the faculty at Sanderson’s Restaurant

Tuesday, December 7, 2010
G/T training in Beaumont for Mr. Arnett and Mr. Cegielski
Choir and Drama Christmas Program at 7:00pm

Wednesday, December 8, 2010
Richard Briggs gave a presentation about changer to TRS in the auditorium after school.
Finance Park prep during study hall for 8th grade
**Thursday, December 9, 2010**
Boys basketball at Legacy
Beginner Band program at 7:00pm
Finance Park prep during study hall for 8th grade

**Friday, December 10, 2010**
Girls basketball tournament at Nederland

**Monday, December 13, 2010**
PTA meeting in the cafeteria

**Tuesday, December 14, 2010**
Band Concert at 7:00 at PNG High School

**Wednesday, December 15, 2010**
Faculty Christmas Luncheon

**Thursday, December 16, 2010**
Girls basketball at home vs. Lumberton
Boys basketball at Lumberton

**Friday, December 17, 2010**
Early Release for Christmas holidays
Band played for the student body in the auditorium
Christmas Program in the Auditorium
Completed scheduling of students:
- Assisted in completing the master schedule during the summer before school started
- Mailed letters to parents regarding the placement of their student in enriched and/or accelerated classes and remedial classes
- Printed schedules for all students and distributed schedules before school began on August 12th-13th
- Assisted in registration of new students and completed schedules
- Printed schedules for all students and distributed schedules on August 20th
- Verified number of students enrolled during the first week of school
- Assisted secretaries in identifying 35 students who did not return to school in August, verifying that students had moved during the summer and enrolled in a different school
- 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 Implementing Student Success Initiative (SSI) for 8th Grade Students:
- Sent letters to parents of 8th grade students in July notifying them of TAKS results after the third administration of testing
- Organized Grade Placement meetings on August 2nd, 3rd, and 11th for eighteen students who did not meet the standard score after the third attempt of TAKS testing
- Attended the Grade Placement meetings with parents, principal and teachers and completed paperwork
- Notified the high school counselor of the decisions made by the Grade Placement meeting
- Mailed letters to parents in August explaining SSI requirements for incoming 8th graders

Provided counseling services to students:
- Conferred with individual students and 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 academic teams to discuss needs of individual students

Provided services to students qualifying for special education:
- Coordinated testing and re-evaluation of students with Rebecca Toups, diagnostician
- Completed referral for 1 student to be evaluated
- Attended 27 ARD meetings to discuss appropriate placement for individual students
- Met with Donna Farrell, licensed specialist school psychologist, to discuss needs of 11 students
- Reviewed records for all special educations students with teachers to determine appropriate type of TAKS testing levels
- Assisted in organizing for Peggy Arabee from Region 5 to meet with teachers of visually impaired student

Provided services to students qualifying for English as a Second Language:
- Assisted Erin McGuire in identifying new students who needed to be considered for ESL services
- Attended an LPAC meeting to review placement of students in the ESL program
- Assisted in organizing for Beth Wilson from Region 5 to meet with teachers of ESL students
Provided services to students qualifying for 504 accommodations:
- Provided copies of 504 accommodations to teachers
- Monitored progress of students being served with 504 accommodations

Provided information to outside agencies:
- Communicated with Child Protective Services regarding 2 students
- Provided information to 3 parents regarding counseling services available in the community

Assisted teachers in entering grades using Skyward Student Information System:
- Assisted teachers in “posting” grades each three weeks for progress reports and report cards
- Coordinated printing and distribution of progress reports and report cards each three weeks

Coordinated testing:
- Administered released TAKS Test to four students new to the district to determine placement in appropriate classes for reading, language arts and/or math
- Met with teachers to discuss requirements for TAKS accelerated instruction and TAKS remediation
- Completed order for TAKS testing materials in October for administration during spring semester
- Administered Otis Lennon School Ability Test to students who were absent on date of testing
- Organized materials and schedule for administration of ReadiStep College Readiness Test to all 8th grade students on December 10th
- Reviewed results of ReadiStep Testing with all 8th grade students on January 6th – 7th
- Attended TAKS training for Campus Coordinators at Region 5 on January 5th

Assisted in implementing Response to Intervention (RtI) Program:
- Assisted in organizing paperwork for AIMSweb testing in reading and math on September 1st and 8th
- Met with academic teams to identify students needing Tier 1 interventions

Attended extra-curricular school activities:
- Attended 2 football games, 3 volleyballs games and 1 basketball game

Assisted in planning Building Dedication Ceremony:
- Met with committee to plan building dedication
- Assisted Bonnie Jennings in creating program
- Facilitated program during Building Dedication Ceremony on October 25th
- Attended Open House following Building Dedication Ceremony

Coordinated Campus Activities for Career Lessons:
- Attended meeting to plan/organize Career Day sponsored by Rotary Club and Lamar College at Port Arthur on May 6th
- Administered Kuder Career Interest Inventory to all 8th grade students in November
- Organized Finance Park with Junior Achievement
- Attended Finance Park with 8th grade students on December 10th
- Met with 8th grade classes to discuss different levels of training and continued education after graduation from high school on January 5th and 6th
- Facilitated research on different careers using Kuder Career website in January
Attended meetings:
- Attended faculty meetings and in-service meetings as scheduled
- Attended PNMS Building Dedication on October 11th
- Attended three CIC meetings
- Met with Mr. Arnett and teachers to discuss students with failing grades at the end of six weeks
- Attended Counselors’ meetings as scheduled
- Attended meeting with Mike Gonzalez to discuss 504 requirements
- Attended training on 504 requirements with Jeanie Bell on December 8th
- Attended training on web version of Skyward system
- Attended 2 PTA meetings
- Attended faculty Christmas dinner at Schooner’s on December 6th

Maintained students’ records:
- Registered a total of 54 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
- Reviewed all students’ records, verified PEIMS information for students identified as At-Risk and entered information into Skyward computer system
- Assisted in completing report cards for each six weeks’ grading period
- Assisted in withdrawing 21 students during the fall semester

“If kids come to us from strong, healthy functioning families, it makes our job easier.

If they do not come to us from strong, healthy functioning families, it makes our job more important.”

Barbara Colorose
## Use of Library Media Center

Students in **268** scheduled classes using the Library Media Center  
Average number of students in Library Media Center before school **1154**  
Number of students in Library Media Center at study hall **274**  
Number of students in Library Media Center with passes **944**  
**Total** **6296**

## Assistance in Library Media Center

- Number of hours worked by volunteers **9**  
- Number of hours worked by student assistants **334.25**
GROVES MIDDLE SCHOOL

Health Services Report
January 7, 2011

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**Other Activities, Meetings, etc.**

Attended Open House
Attended faculty meetings as required.
Taught CPR class in August to staff.
Sent letters to parents concerning immunization requirement updates.
Member of School Health Advisory Council for two years
# 2010-11 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>
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<tbody>
<tr>
<td>Student Council/NJHS</td>
<td>Holiday Sparkle Drive – Money &amp; Toiletries for Needy</td>
<td>All Donations to Hospitality Center</td>
<td>$305.98</td>
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<tr>
<td>Band</td>
<td>Catalog Gift Items</td>
<td>Band supplies, music, and social/educational activities</td>
<td>$3858.98</td>
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<td>GMS</td>
<td>Team T-Shirts</td>
<td>Student Activities/Incentive Days</td>
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<tr>
<td>GMS</td>
<td>Provine Pictures</td>
<td>Student Activities</td>
<td>$1701.17</td>
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<tr>
<td>Faculty</td>
<td>Concessions</td>
<td>Faculty Supplies &amp; Dinners</td>
<td>$3026.05</td>
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<tr>
<td>Choir, Drama, NJHS</td>
<td>Candles, Ipod Raffle, Hat Day Donations, Mazzio’s Night, Chick-Fil-A Night</td>
<td>All monies used for Buses for trip to Renaissance Festival</td>
<td>$2329.36</td>
</tr>
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PORT NECHES MIDDLE SCHOOL
Principal’s Report
1st Semester Report 2010-2011

- Returned to work at new PNMS on July 19
- Met with Mr. Curl on July 22nd
- TAKS 3rd Administration SSI letters sent out.
- Held Grade Placement Committee Meetings August 2nd & 5th.
- Attended Administrative Retreat August 3rd
- Laptop meeting August 4th.
- Interviews for Technology teacher, ISS Aide and Classroom Aide August 4th & 6th
- Attended UIL meeting on August 5.
- PNMS held schedule pick for their students on August 18 at a different time for each grade level. Students were allowed to walk the building to locate classes and tour new building. This gave them an opportunity to familiarize themselves with PNMS and their schedule for the 10-11 school year. They also took their school pictures with Provine.
- New teacher orientation August 11. I attended a session and had breakfast with the group.
- August 13th Paraprofessional training at our campus.
- Teacher inservice held at PNMS on August 13th 16th & 17th.
- New student and 6th grade orientation was held in the gym at 6:30 on August 19th.
- Teacher workdays August 18th, 19th, and 20th.
- Aug. 23rd marked the first student day for the 2010-2011 school year.
- August 25th Webinar from 8:00 – 10:00.
- September 1st & 2nd AIMSweb reading test.
- September 1st meeting at WGEC
- September 2nd fire drill
- September 7th & 8th AIMSweb math test.
- September 8th staff meeting at WGEC.
- September 9th Area Council PTA at 9:15….Uniform meeting at 1:30.
- September 16th AIMSweb scoring.
- Skyward meeting @ WGEC 9:30 September 11th
- Faculty Social at Jamie Perkins house on September 20
- September 22nd Class meeting
- September 23rd Communication Committee meeting
- Laptop meeting on September 24th.
- September 27th – October 1st SPIRIT week
- September 27th Technology walk-through.
- September 29th Construction meeting.
- September 29th Faculty meeting with new superintendent Dr. Cavness speaking.
- A pep-rally was held at PNMS on October 1. The high school sent over several students that had attended PNMS to participate in the pep-rally. A fun time was had by all.
- October 4th ARD meeting for special student.
- October 5th laptop meeting.
- October 7th Faculty meeting.
- October 11th Dedication of new building and Open House.
- October 14th & 15th department meetings.
- CIC meeting October 14th.
- October 20th Wired Wednesday #1.
- October 21st all teachers were fingerprinted on campus.
- A theme day was held each day during Red Ribbon Week, October 25-29, for the students and faculty. Participation was high and positive attitude was projected.
- October 27th Fire Drill, Red Ribbon Parade and Reverse Drill.
- October 29th ARD meeting for special student.
- October 29th Drug-free program w/speaker.
- November 3rd we kicked off our school wide fundraiser.
- November 5th RTI meeting.
- November 8th meeting w/GMS concerning laptops.
- November 9th UIL meeting.
- November 10th Veteran’s Day Program put on by Mrs. Deese American History Classes.
- November 11th Autism training after school for staff.
- November 18th CIC meeting after school.
- December 1st our 2nd Wired Wednesday.
- December 2nd Champions of Life student assembly.
- December 7th PTA luncheon, Faculty Christmas party.
- The Christmas Choir Concert was well attended at the middle school on December 7th under the direction of Mr. Steve James, Choir Director of PNMS.
- The Christmas Band Concert was held at the high school on December 14th under the direction of Mr. Matt LeBlanc, Band Director of PNMS.
- December 14th 6th graders field trip to movies.
- December 15th 8th graders field trip to Science Museum in Houston.
- December 16th 7th graders field trip to movies.
- The faculty enjoyed a Christmas lunch of finger foods on December 17th. Staff meeting @ 9:00.
- The band and choir performed for the student body. The students and faculty welcomed an early release on December 17th to begin the Christmas holidays.
PORT NECHES MIDDLE SCHOOL
Counselor Report
First Semester Report 2010-11

July 2010
- Returned to work for the 2010-11 school year
- Stuffed packets for students and mailed them out
- Began enrolling students and provided 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

August 2010
- Registered new students
- Students picked up schedules
- Provine took pictures
- 6th grade orientation -6:30 in cafeteria
- Students 1st day on August 2nd
- Make morning announcements
- Made changes to schedules
- Meeting and talking to parents

September 2010
- AIMS Web – reading TESTING
- Communication meeting
- Conference with Parents and Students
- Make morning announcements daily
- Picture retakes
October 2010
- Administered the OLSAT test to all 7th and new students
- Dedication of new school and 6th grade orientation
- UIL meeting at Lumberton Middle School
- Updated at-risk for all grades
- Red ribbon parade
- Make out pep rally, early release schedule
- Mimio training
- Attend ARD meeting

November 2010
- Helped Builders Club with activities
- Attend counselor meetings
- Conferences with parents and students with concerns
- Called parents and distribute Thanksgiving gift certificates
- Order TAKS material
- Readistep testing in social studies, writing and math for 8th graders

December 2010
- Attend basketball games
- Called parents and distribute Christmas gift certificates
- Meet with students who are having problems
- Wired Wednesday
- Attend counselor meetings
- Make schedule changes

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

Library Media Center Report
December 17, 2010

<table>
<thead>
<tr>
<th>Print Material Circulation</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Yearly Total</th>
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<td>Student Circulation</td>
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<td>Faculty Circulation</td>
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<table>
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### Use of Library Media Center

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<th>1st Semester</th>
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<td>Classes using LMC</td>
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<td>Avg. number of students in LMC before school</td>
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<td>Number of Patrons using LMC</td>
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### Assistance in Library Media Center

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<th>1st Semester</th>
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<td>Number of hours worked by student assistants</td>
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**Other Activities, Meetings, etc.**
(List dates and activities here)
8/13/2010 Nurses meeting
8/16/10 CPR class
8/17/10 Faculty meeting
8/18/10 Faculty meeting
8/19/10 Faculty meeting
8/20/10 Faculty meeting
9/29/10 Faculty meeting
10/20/10 Faculty meeting
11/11/10 In-service Autism
11/30/10 Faculty meeting
Meet the Teacher Night was held on August 19th. GE enjoyed a great turn out and it provided parents and students an opportunity to meet their teachers as well as their new principal!

On Sept. 9th, GE hosted our Title I/Open House Night. This evening parents were invited to learn about our Title I program as well as attend break out sessions conducted by our teachers, where valuable information regarding classroom procedures as well as TAKS testing preparations were shared. Approximately 100 parents were in attendance.

The local Boy Scouts representative visited 4th & 5th grade classrooms to promote their “Buzz Up” enrollment campaign. “Round Up” was conducted in the GE cafeteria in October.

A school fundraiser was held in October. Cookie dough and pies were sold as well as local area discount cards. The fundraiser was conducted through Gallier Fundraising and the school profited approximately $8,000. These funds will be used for fieldtrips and AR Incentive Parties. The Top 10 Sellers were given a Limo ride to a fun lunch at Mazzio’s pizza. The Top Seller for the School won $100, and the top class silly stringed Mrs. Hammersmith.

All 4th and 5th grade students were administered reading AIMsweb Screeners in math and reading as well as STAR Reading tests, in order to give teachers a baseline of student data and to determine placement for Title I services as well as RtI.

On October 21st, flu shots were offered to all district employees and given in the GE nurses office by King’s Pharmacy.

The Groves Elementary Title Team met for 3 days for training with Monica Mahfouz with Region 5. The training was preparation for GE to transition from being recognized as Title I Targeted Assistance to Title I School Wide.
Red Ribbon Week was a huge success. 4th grade teacher, Paisley Ware was the campus representative and coordinated all events with PTA.

At the end of each 6 weeks 2 model citizens from each homeroom are selected and recognized. The names of the students are announced during morning announcements, their pictures are taken/displayed on a bulletin board, they were invited to eat in the teacher’s faculty lounge, have a special guest, and participate in a special recess. (Special Guests for Fall Semester: Dr. Cavness & Board of Trustees, Mayor Brad Bailey, Coach Faircloth)

At the end of each 6 weeks students who meet their Accelerated Reader Goals are rewarded with a special recess. (ex: pickle recess) At the end of the semester, students who met the semester goal were treated to a fieldtrip to the Bowling Ally.

On Oct 3rd GE held the annual PNG vs. Nederland Pep Rally.

Parent Teacher Conferences were held in October.

Provine Studios took individual pictures of our students on October 19th.

Fifth grade students were administered the Otis-Lennon on Oct. 5th.

State Mandated Fingerprinting was conducted on October 29th for all required faulty and staff.

Grade level and faculty meetings were held to discuss concerns and share information.

2 CIC meetings were held during the Fall semester.

On Nov. 2nd GE was a designated voting location for our community.

On. Nov. 11th our 5th Grade held 2 performances for their Patriotic Program.

During the months of October and November, GE held a food drive to benefit families during the Thanksgiving and Christmas season.

Dec 6th -10th was Book Fair Week.
- Thanksgiving Dinner was held on Nov. 10th with an amazing turn out.

- A faculty Christmas party was held at Tuscany Italian restaurant in Port Arthur.

- 4th grade students attended the Babes in Toyland performance at the Julie Rogers Performing Arts Center in Beaumont.

- The Treble Tribe and Rockin' Recorders performed their Holiday on Dec. 16th.

- GE hosted the GMS Band on 2 occasions during the Fall Semester.

- PTA sponsored Holiday Parties for every classroom for their Holiday parties on Dec. 17th.

- During the Fall Semester, 4th and 5th grade teachers have conducted various Mock TAKS Tests.

- During the Fall Semester our GE and our PTA have enjoyed an amazing relationship. Here are just a few of the ways PTA has made a difference at GE:
  - PTA sponsored the Reflections contest, which had good participation.
  - PTA has been instrumental in upgrading our wireless microphone in the gymnasium.
  - PTA sponsored a Cake Walk for all faculty and staff on Dec. 17th.
Groves Elementary

Counselor’s Report

First Semester Activities---Fall, 2010

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, and reading assistance classes
--Typed student names to create teacher class rolls and lists of special classes
--Participated in S.S.I. meetings for 2 students
--Consulted with teachers about students with “special needs” assigned to their classes
--Completed schedule changes and informed the teachers involved with the changes
--Attended the campus “Open House”
--Held temporary A.R.D. meetings for transfer students and completed the required phone calls and papers for placement
--Participated in registering new students
--Created schedules in Skyward for all new students
--Recorded and/or filed the records from prior schools for new students
--Listed the homeroom teacher name on all student folders and filed them into classes in the filing cabinets
--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
--Attended district K-12, counselors’ meetings
--Reviewed books, videos, and workshop notes to prepare classroom guidance lessons
--Prepared seating charts for counseling classes and taught the eighteen homerooms lessons throughout the semester
--Attended the LPAC Committee Meetings for Groves Elementary
--Created the necessary forms and distributed teacher Honor Roll 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
--Participated in Model Citizen activities
--Attended two 504 meetings with Mr. Gonzales and Jeannie Bell
--Prepared for and attended 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
--Completed three referrals for Special Education testing
--Compiled the TAKS testing order for Groves Elementary
--Distributed, collected, and scored ADD/ADHD rating forms
--Distributed OLSAT scores to 5th grade teachers
--Attended Skyward training with Brenda Duhon
Groves Elementary

Library Media Center Report 2010-2011
January 5, 2011

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Extra Duties and Activities

Use of Library Media Center

Classes using the Library Media Center (45 min. each) . . . . . . 285
Average number of students in Library Media Center before school . . .5
Number of students in Library Media Center during open checkout . . . . . . 794

Assistance in Library Media Center

Number of hours worked by volunteers . . . . . . 0

None this semester

Notes

* This number reflects only the number of video programs checked out. Programs are shown to multiple classes and usually shared among teachers after checked out.
** 78 of these were donated by PTA, 128 of these were donated to our library by another donor.
*** 46 discarded because of water damage, 491 discarded reference materials because reference room was disassembled to make room for another classroom
Groves Elementary
Health Services Report
01/05/2011
Kim McMains, RN

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Other Activities, Meetings, etc.
(List dates and activities here)
Aug- CPR class
Organizing Flu shots
Nov- Food drives
Dec- Christmas Angel tree
Dec- Bike donation organization
Keeping track of daily tardiness and absentees
Cosmetology Nurse
Vision and Hearing screens
Supporting staff wellness
Responding to and planning for school emergencies
Daily meds
Puberty Education
Port Neches Elementary: Principal’s Fall Report 2010

August
8/16  PNE Family Gathering at The Pompano 7-9 PM
8/19  Meet the Teacher Night 5:30-6:30 PM
8/24  5th grade assembly in auditorium (Welcome/Rules and Procedures)/Joe Arnold here to demonstrate flag etiquette
8/25  4th grade assembly in auditorium (Welcome/Rules and Procedures)

September
Aug. 30-9/3  Accelerated Reading (AR) Kick-Off Week
9/3    PTA Spirit Sales 7:50-8:15 AM
9/7    Boy Scout Buzz Up
       Gil attends Staff Meeting at WGEC 8:30 AM
9/8    Boy Scout Round Up in cafeteria 6:30 PM
       Writing Prompt 1 Benchmark (4th and 5th grades)
9/9    Gil attends PTA Area Council meeting at WGEC 9:00 AM
       Peeler card fundraiser kick off
       Gil attends DEIC meeting at WGEC 3:30 PM
9/13   Internet Safety Week
       4th grade curriculum meetings 7:45 AM
9/14   Gil to barcoding software training 8:30 AM – 4:00 PM at PNMS
       Progress reports sent home
       Reception in library at 3:45 PM for Celeste’ Flores
9/15   Faculty Meeting 3:45 PM (Dr. Cavness here)
9/16   Gil to Region V for IPad workshop
       Provine School Picture Day
9/20   4th grade level meeting in Gil’s office at 7:45 AM (Staci Gary here)
       5th grade curriculum meetings 7:45 AM
9/21   Gil to PTA Meeting 1:30 PM
9/22   1:30 PM dismissal for “Wired Wednesday”
9/23   Gil to TEPSA meeting in Beaumont 11:30 AM – 1:00 PM
9/24   PTA Spirit Sales 7:50 – 8:15 AM
9/27   5th grade level meeting in Gil’s office at 7:45 AM (Staci Gary here)
9/28   OLSAT testing 8:45 – 9:30 AM
9/29   Gil attends CEIC meeting 3:45 PM
**October**

10/1  Pep Rally 9:45 AM to honor high school seniors for Nederland/PN-G game
10/7  Tribe Caught Being Good Classes Reward: Special Lunch with Dr. Cavness and Board members
10/8  Report cards sent home (with accountability letter)
      AR Reward Day: Movie/Popcorn in auditorium at 2:00 PM
10/11 4th grade curriculum meetings 7:45 AM
10/12 Morning tutorials begin: 7:45 AM-8:20 AM: Tuesdays: Reading
      Wednesdays: Math, and Thursdays: Writing (4th)/Science (5th)
      Gil to elementary principals' meeting with Mike Gonzales 9:00 AM
10/13 1:30 PM dismissal for “Wired Wednesday”
9/14  Gil to PTA Area Council Meeting 9:00 AM at WGEC
9/18  5th grade level meeting in Gil’s office 7:45 AM
9/19  Gil evaluates teacher, C. Owens 8:45 AM
      Gil attends PTA meeting 1:30 PM
      Flu shots in PNE Auditorium 3:00 – 5:00 PM
9/20  PNE Computer Lab all day: Employee fingerprinting
      Gil attends ARD 9:30 AM
9/21  Gil attends staff meeting at WGEC 9 AM
      Gil in PN-G homecoming parade (PNE Faculty float) 7:30 PM
9/25-9/29 Red Ribbon Week
9/25  4th grade level meeting in Gil’s office 7:45 AM
      Gil attends Groves Middle School dedication 6:00 PM
9/26  Progress reports sent home
9/27  Gil to CPI training at PNMS (all day)
      Gil attends CEIC meeting 3:45 PM
9/28  Student Assistant Meetings in Gil’s office
9/29  PNE Halloween Dress Up Day/Pumpkin Contest (Dr. Cavness and Matt Burnett judge)

**November**

11/1  Gil out of office (personal day)
11/2  Gil attends DEIC meeting at WGEC 3:30 PM
11/3  Peeler card fundraiser student winners treated to limo ride to Mazzio’s/
      Ice cream party
      Gil attends ARD 1:45 PM
Faculty meeting 3:45 PM
11/5 Williamsburg!
11/8 5th grade curriculum meetings 7:45 AM
5th grade Veterans Day program: 9 AM in PNE Gym/7 PM at PNMS Gym
11/9 Gil attends ARD 2:30 PM
11/10 Thanksgiving Lunch (239 visitors!)
11/11-11/12 Gil to Houston to TEPSA Conference
11/12 LifeShares Blood Drive in PNE auditorium (all day)
11/15 4th grade curriculum meetings 7:45 AM
Gil attends PTA meeting at 1:30 PM
Gil attends Mazzio Night 5-8 PM
11/16-17 1:30 PM Dismissal for Parent/Teacher Conferences (report cards issued)
11/18 Gil attends staff meeting 9:00 AM
11/19 AR Incentive Day: E-Game Day
Tribe Caught Being Good Class Winners treated to special lunch with Channel 4
Morning Crew (Angel San Juan here)
11/30 Baby shower for Caley Owens in PNE Library 3:45 PM

December
12/1 SAT meetings in Gil’s office
Gil attends CEIC meeting 3:45 PM
12/2 School-wide field trip to Babes in Toyland at Julie Rogers Theater in
Beaumont 9 AM
Gil attends PNE faculty Christmas party at Larry’s French Market
Restaurant 5:30 PM
12/6 4th/5th grade level meeting (Representative for vascular screening and Staci
Gary here) 7:45 AM
12/7 Ridgewood 3rd grade program in PNE Auditorium 5:30 PM
12/8 Gil to Region V for technology workshop
12/9 Gil to Area Council Christmas Luncheon 11:30 AM
12/14 Progress reports sent home
12/14-12/15 4th grade Christmas Around the World
12/15 Gil attends 1:45 PM ARD
Channel 12 here to recognize 4th grade Kendal Bradley as Star Student
12/16 AR Incentive Day: Movie Day
Gil attends staff meeting 8:30 AM
Christmas parties 2:45 PM
Listed below are some of the activities and duties that I have performed this fall:

- Revised and updated individual student schedules that I had created in June.
- Met with each cluster of teachers to go over specific needs of the children in their classrooms.
- Registered and created schedules for new enrollees to our campus, which has totaled 44 since August. Met with most of these new children and/or parent to discuss specific needs, as well as reviewed each cumulative folder. Withdrawn students have totaled 33 since August.
- Assembled school supplies for a few children who needed assistance.
- Attended “Meet the Teacher” orientation.
- Helped prepare mail-outs for beginning of the year letters.
- Updated counselor letter and website for the new year.
- Reviewed and updated, as well as added new students to GT/Enriched classes.
- Prepared and presented lessons to each 4th and 5th grade class on the following topics: role of the counselor, drug/alcohol prevention, conflict resolution, and bullying.
- Began individual counseling for children.
- Prepared letters for parents on small groups and organized results. This fall I was able to create 6 small groups, which met for 8 different sessions during the lunch period: 4 groups were for children of divorce and 2 were for grief.
- Met with individual families on bullying issues, as well as went into specific classrooms to address bullying concerns.
- Organized activities for Red Ribbon Week.
- Prepared Otis Lennon IQ test for 5th grade and worked on result labels for cumulative folders.
- Compiled PEIMS data for At-Risk.
- Organized a schedule for Williamsburg day.
- Help coordinate the new drug awareness program called R.A.D. for all 4th & 5th grade students.
- Attended all counselor’s meetings.
- Attended CEIC campus meetings.
- Attended SAT meetings for RTI.
- Attended ARD meetings for Special Education.
- Worked with new ESL teacher on schedules.
- Complied data for TAKS materials.
- Presented awards at the end of each 6 weeks through PE class for perfect attendance, A and A/B honor roll.
- Compiled ADD/ADHD screens for 6 students.
- Completed 5 Special Education packets and sat with those families to compile the family assessment.
- Attended 2 counselor meetings on 504 and began to review new forms.
- Completed 2 new 504 referrals and met with parents and teachers to construct accommodations.
- Worked with dyslexia teacher and parents to have several of our students screened.
- Helped to organize the campus Thanksgiving food drive.
- Helped to organize the campus Christmas gift exchange with St. Elizabeth’s Church.
- Attended campus technology trainings.
- Attended new PAC Web training.
Port Neches Elementary
Library Media Center Report—Fall Semester
Date January 7, 2011

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**Use of Library Media Center**

Classes using the Library Media Center .................................................... 289
Average number of students in Library Media Center before school...100 per week
Number of students in Library Media Center at study hall ....................... NA

**Assistance in Library Media Center**

Number of hours worked by volunteers..................................................... NA
Number of hours worked by student assistants......................................... NA

**My husband volunteers twice a month for 4 hours.

Item Title Count for all Items: 6516
Item Copy Count for all Items: 8101
Replacement Cost for all Items: $116,161.18
Port Neches Elementary  
Health Services Report  
Enter Date: Jan. 2011  
Semester 1 Report

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Other Activities, Meetings, etc.
(List dates and activities here)

20010 SHAC Member
11/12/2010 Blood Drive
10/10-11/10 Co-coordinated Thanksgiving Food Drive
12/10 Co-coordinated Christmas Assistance for needy families with St. Elizabeth Church
Immunization checks ongoing
Vision and Hearing re-checks ongoing
Pediculosis Screening ongoing
“Meet the Teacher” night was held on Thursday, August 19th. The event was well attended. Students and parents were able to meet their teachers and unpack their school supplies.

A school fundraiser conducted in September netted $5000.00 which has been designated to purchase additional classroom resources.

Ridgewood proudly welcomed Kelli Holland as a long term substitute Kindergarten teacher.

Several high school students began participating in the Peer Tutor Program. Our students and teachers love having them on our campus. It made football season very exciting.

Kindergarten, first, second, and third grade students were given the isip reading screening and AIMSWEB math screening. The use of these screening programs has provided us with useful information that assists us in targeting specific instruction for each student.

Kindergarten students were given the Boehm test.

Third grade students were given the OLSAT.

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

Parent conferences were held during the third week of November. They were well attended.

The Port Neches Fire Department brought a fire prevention program to our kindergarten students that reinforced what to do in case of fire. Local veterinarian Dr. Blotner also meet with our kindergarten students.

Red Ribbon Week was observed October 25-29. 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 for parents and our local Veterans. The program was well attended and thoroughly enjoyed by your students, parents, and veterans.
“The Great American Smokeout” and Children’s Book Week were celebrated during the week of November 15th. 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.

The Ridgewood PTA held a Thanksgiving food drive. Each class collected food items and the boxes were distributed to needy Ridgewood Families.

Third grade presented “We Wish You a Merry Christmas” for parents and others at an evening program in December and performed Christmas carols for DUGood Credit Union.

Provine Studios took individual student pictures of our students.

Three Rivers Council conducted a Boy Scouts’ Round Up in our cafeteria.

Our faculty and students took part in a bus evacuation drill, fire drills, lock down drill, and shelter in place drill.

Mrs. Gauthier met with each teacher to review beginning of year testing results for each student in their class and discussed the best way to meet the needs of their classroom.

Each 3 and 6 week period Mrs. Gauthier met with each teacher who had a student failing or in danger of failing to discuss plans to promote that student’s success.

The Campus Improvement Committee has held three meetings to discuss the following campus needs and concerns:
  • Campus Plan Revisions
  • BOY Testing
  • Use of Fundraiser Funds
  • Finalize Campus Plan Revisions

Ridgewood has met the exemplary level of performance on the Texas Assessment of Knowledge and Skills. On the Spring 2009 TAKS, 98% of the third grade students met standard on the reading test and 96% on the math test.

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

Students have been recognized for perfect attendance each six-weeks with a free ice cream ticket.

Students have been recognized for good behavior each six weeks with a certificate and extra recess or movie time.

Teachers are able to recognize student’s good work by sending them to visit with the principal and by hanging their work on Mrs. Gauthier’s Brag Board.
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. They also provided hot chocolate for Polar Express Day.

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

Training for campus volunteers in October. 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.
Ridgewood Elementary School
Counselor’s Report
Fall Semester 2010
Donna Greer

Classroom Sessions:
Several topics were addressed this semester:
Manners, Respect, Alcohol/Tobacco, Responsibility, Caring
Total sessions: 122  All classes had 7 sessions with the counselor

Small Group Sessions:
Divorce Groups: 5 groups for a total of 23 students
Grief Group:  1 group with 4 students

Individual Sessions:
Several students are being seen on a regular weekly basis. Others are seen as needed. Topics
include but are not limited to: Grief, Divorce, Behavior, Getting along with others, Separation
anxiety

Meetings:
Monthly counselor meetings, LPAC meetings, Parent/teacher conferences, ARD meetings, 21
SAT meetings, Working with Traumatized Children

Testing:
ADHD screenings: 7
Coordination of OLSAT, Boehm
Review of istation  with principal and teachers for BOY
KBIT: 5

Other: ♦ Students placed in classes and special programs rosters prepared for each class
♦ Character Week September 13-17
♦ Energetic Indians TV Turnoff program began in September
♦ At Risk data was compiled
♦ Assistance in the office area, data compilation for Waterford, istation, Reading
  Intervention, 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, PTA food drive, Red Ribbon
  Week
♦ Grief Counseling, W-OS  September 20
♦ Several families were assisted with food through our Ridgewood PTA food drive at
  Thanksgiving.
♦ Several families were assisted by St. Elizabeth Catholic Church A total of 33 children
  received gifts through the generous donations of our community.
♦ In conjunction with lessons on caring, 3rd grade students made generous donations to
  the Salvation Army. They gave these donations in lieu of exchanging Christmas presents
  at their 3rd grade classroom Christmas parties.
♦ SAT meetings scheduled and minutes distributed to appropriate staff
Use of Library Media Center

Classes using the Library Media Center .................................................................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.................................................................5/week
Number of hours worked by student assistants......................................................3/week
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<td><strong>Special Nursing Procedures</strong></td>
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<tr>
<td>Diabetic Blood Sugars</td>
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<td><strong>0</strong></td>
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<tr>
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**Other Activities, Meetings, etc.**
(List dates and activities here)
Taft Elementary
Principal’s Report
Fall 2010

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.

September
1. Taft fundraiser kicked off on the 16th and ended on the 28th.
2. School pictures were taken on the 28th.
3. Three Rivers Council conducted a Boy Scout Round-UP on the 30th in the cafeteria.

October
1. Fire truck visit on the 5th.
2. Kindergarten field trip to Lutcher Theater.
3. Red Ribbon Week Parade on the 27th.
4. First Grade Pumpkin Contest on the 29th.

November
2. Hansel & Gretel Marionette Show on the 4th.
3. PTA Storybook Character Day on the 10th.
4. Thanksgiving lunch on the 18th.
5. PTA Book Fair the 8th – 18th.
6. Second grade music program, “We Celebrate America” on the 16th.
7. Taft teachers and parents provided their Fall Festive for students.

December
1. Third grade music program, “Deck the Halls” on the 9th.
2. PTA Santa’s Workshop the 6th – 10th.
3. Third grade program at Gulf Credit Union on the 15th.
4. Class Christmas parties on the 16th.
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<tr>
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<tr>
<td>Diabetic Blood Sugars</td>
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<td>Tube Feeding</td>
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Activities, Meetings, etc.
(List dates and activities here)
Dispositions-Call Parents-Daily attendance calls are not included in this section-Numbers will not add up in this area because there are more descriptions listed in the disposition section in the computer program and in this report it only includes what is above.

Attendance calls are have become increasingly difficult with all the frequent change in numbers, phones not accepting calls at this time, mailboxes full, pre-paid phones, number and /or cell provider changed, and a language barrier etc…

Pediculosis Screening-(Head Lice)-Entire school has been screened. I also perform frequent random classroom screening. We have a HUGE problem with reinestation with the same children. These children never clear their heads of the nits. Some children have had nits in their hair since KG and they are now in 3rd grade.

Other Procedures-MD student diaper changed one to two times daily and as needed.

CPS-(Child Protective Services)-Time and numbers also not included. We have had an increased number of students in the system and time is spent talking with interviewer. CPS frequently visits Taft for new and/or follow-up cases.

Red Ribbon Week-The theme this year was “Together We Can.” We collected can goods and non-perishable items and donated them to Community Care Prayer Outreach in Nederland. We had an overwhelming response and had 2 SUV's loaded with food.

Thanksgiving Food Drive-Again food collected was donated to Community Care Prayer Outreach in Nederland. Due to the increased number of needy families, they were referred to CCPO for Thanksgiving food baskets.

Mid-America Contractors of Groves provided Thanksgiving dinner at their business for 20 of our families on Saturday, November 20th. They also gave each family a large Thanksgiving food basket to bring home.

Christmas Food Drive-We also sponsor a food drive for the Indian Athletes.

First Baptist Church of Groves, First Methodist Church Promises group in Port Neches, and several business and individuals sponsored families for gifts and/or food for Christmas. First Baptist limits us to 10 families. We cannot send home letters to each student inquiring their need of assistance. The teachers choose the most indigent in their classroom and parents are then asked if they are in need of assistance.

The Reaud Foundation sponsored a Bicycles and Bibles program for several needy families with children aged 6 yrs to 12 yrs. on December 18th at Ford Park. The students received a bible, bicycle, helmet, bike lock, basketball, football, soccer ball, four in one jacket, wind suit, Converse tennis shoes, teddy bear, backpack, school supplies, net stocking full of goodies, etc… They also saw a puppet show and Christian related skits. They enjoyed pizza, comdongs, popcorn, cotton candy and just about any food you could imagine. It was a fun day for all!

Academy’s main office donated 8 girls and 8 boys 16” bikes to the school. Thursday, December 16th, we had an assembly for the random draw for 4 bicycles for each grade. The students were so excited!

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

There is an increase in the number of indigent students enrolling. Many are unable to purchase school supplies. Community Care Prayer Outreach and First Baptist Church in Groves have been gracious enough to donate many of the items needed.

Community Care Prayer Outreach in Nederland is very generous. They provide food, clothing, school supplies, general everyday living items, furniture, and at times assist us with electric, water, or gas utility services for indigent families in our school who have had their utilities disconnected.
School employees are very giving also. They have provided assistance to indigent students-buying clothes, shoes, jackets, remaining school supplies, etc...

Port Neches Lions Club assists with a vision exam and glasses for those who have been referred and cannot afford the care.

There is an increase in bilingual students and many parents speak no English. Communication is sometimes difficult. I worry about confidentiality when I have to go through another English speaking family member or friend for translation.

Taft students collected 114 pounds (6 large xerox boxes full) of beverage tabs for The Ronald McDonald House in Houston, Texas last school year and we are continuing the program this year. The Ronald McDonald House is a home away from home for the families of children undergoing cancer treatment or have other serious illnesses that require an extended stay in the hospitals in the Texas Medical Center. The tabs are given to the center and recycled and the money raised helps to support their facility.
Counselor’s Report  
Fall 2010  
Submitted by Diana Morris

Testing:
- Boehm  
- K-Bit  
- OLSAT  
- ADD/ADHD Screenings  
- Dyslexia Screenings  
- AIMSWEB Universal Screeners  
- District Writing Folder  
- Star Early Literacy  
- ISIP Assessment

Meetings:
- Counselors’ Meetings-Sept. 17, Oct. 28, Nov. 19, Dec. 8 & 10th  
- LPAC Training  
- LPAC Meetings  
- 504 Meetings  
- Dyslexia Meetings  
- Parent/Teacher Conferences  
- RTI Meetings  
- Faculty Meetings  
- Temporary ARDs and ARDs  
- Parent/Teacher Meetings  
- Technology Training  
- Skyward Training  
- Ethics Conference-Nov. 4th  
- RTI training-Nov. 12th

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
- Divorce Counseling
- Anger Management Counseling

Classroom Guidance Sessions:
- Introduce the Counselor/Manners (20 sessions or class periods)
- Respect (30)
- Trustworthiness (25)
- Responsibility (30)
- Drug Awareness (20)
- Fairness (20)

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 2010**

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</tr>
<tr>
<td><strong>Books Lost and Paid</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total</td>
<td>5</td>
<td></td>
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</tr>
</tbody>
</table>

*This is an approximate number.

## Use of Library Media Center

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

## Assistance in Library Media Center

- Number of hours worked by volunteers: 4
- Number of hours worked by student assistants: 0
## 2010-2011 Fundraiser 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>Taft Campus Principal</td>
<td>Great American Opportunities</td>
<td>Sold items out of a book to raise money for Taft.</td>
<td>$6,000.00</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 2010-2011 school year with 306 excited students and 45 enthusiastic employees.

- The AIMSweb math screener and the ISIP reading screener was administered to our students.

SEPTEMBER

- Our parent volunteers met to discuss the volunteer program and to plan for the upcoming school year.

- Three Rivers Council conducted a Boy Scouts’ Round Up.

- Provine Studios took individual student pictures in our music room.
Our Campus Improvement Committee met to discuss the following agenda items:

1) C.I.C. members were introduced by Mrs. Griffin and Mr. Guidry expressed appreciation for each member that will serve on our C.I.C. for this school year.

2) Peggy Griffin was selected to serve as the facilitator and Lisa Noland was chosen to serve as the recorder.

3) Committee members reviewed the current Campus Improvement Plan and made several suggestions for revisions. Members were asked to meet with each respective grade level to make appropriate revisions.

4) Mr. Guidry explained to the committee that the Grace Church of the Nazarene in Port Arthur has formed a partnership with our campus for this school year. The church donated $25 per classroom teachers for teaching supplies. The church will provide volunteers to assist teachers as requested.

5) The general consensus of the committee was to schedule the Morris Brothers to do a combination program on Character Education and Bullying.

6) Committee members decided that our school will change our annual volunteer breakfast to a time of volunteer recognition at the last PTA meeting. The campus would provide snacks and a gift for each volunteer.

Students participated in “Celebrate Freedom Week” activities in each social studies classroom. Lessons during the week highlighted the historic and continuing importance of the United States Constitution.

OCTOBER

Van Buren has met the exemplary level of performance standard on the Texas Assessment of Knowledge and Skills (TAKS) for the fourteenth year in a row. On the spring 2010 TAKS, 97% of the third grade students met standard on the reading test and 98% 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.
Van Buren made the Texas Business & Education Coalition Honor Roll for the fifth year in a row. The TBEC Honor Roll is the most prestigious award for sustained, academic excellence in Texas.

Seventeen parents attended the Van Buren’s Title 1 Annual Meeting that was held in the cafeteria at 6:00 p.m.

Van Buren’s “Little Indians” hosted a pep rally in our gym. Parents and students cheered as our 3rd grade students performed.

Five 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 second grade students presented a wonderful musical program, “Joust”, to parents and students.

Representatives from the Groves Fire Department presented a fire prevention program to our students.

Students participated in several “Red Ribbon” activities during the last week in October.

NOVEMBER

Students collected canned/non-perishable food items to help out seventeen deserving families during the Thanksgiving holidays.

The Van Buren PTA conducted our Annual Fall Book Fair in our library.

Our Campus Improvement Committee met to discuss the following agenda items:

1) Committee members reviewed the revised Campus Improvement Plan and made several corrections.

2) Mr. Guidry reminded committee members that 2nd six weeks grades should be submitted by 3:30 p.m. on Friday, November 12th and that grades for each six weeks should be recorded in Skyward in a timely manner.
3) Committee members discussed new procedures for maintaining discipline during the lunch periods. It was decided that a spiral notebook will be provided for each classroom teacher that will be placed at the end of their assigned table. Students will be required to put their name in the spiral notebook for misbehavior during the lunch periods. Each teacher will check the notebook daily and assign disciplinary consequences as appropriate.

**DECEMBER**

- The first grade students attended the Southeast Texas Ballet Company performance of “Babes in Toyland”.

- Our third grade students presented a wonderful Christmas musical, “North Pole Musical”, to parents and students.

- Van Buren students were treated to a Young Audiences program, “For the birds”, that was funded by the Hebert Foundation.

- 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, cyber bullying, bullying, drug & tobacco awareness, stranger awareness, facing fears, self-esteem, manners, study skills, school rules, Kids for Character Curriculum, fire safety

- **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 Week
  Cyber Bullying

Testing & Screening:

- **Beginning of Year Testing**
- **Boehm Testing** (administered to Kindergarten)
- **Kaufman Brief Intelligence** (administered before referral testing)
- **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:
- Meetings with teachers & parents tracking specific students that are struggling
- Research Interventions and Documentation

Special Education:

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

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)
- Food Drive

Meetings:

- District Counselor Meetings
- Parent Teacher Association
- Language Proficiency Assessment Committee
- Campus Improvement Committee
- **Parent Meetings** (on an as need basis)
- Grade Level Teacher Meetings
- Parent Teacher Monthly Meetings
- Dyslexia Meetings
- Irlen Screening Meetings
- 504 Meetings (as needed)
- Teacher Grade Level Meetings
- School Board
- Child Protective Services
- District Improvement Committee Meetings
- Calendar Committee

**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
- Attention Deficient Scoring
- 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
- Skyward Tracking and Campus Monitoring

**Miscellaneous Activities:**

- Response to Intervention Training
- Misc. Region V Training
- Scheduling and Coordination of Student Support Programs
- Technology Training
- Technology Troubleshooting (Campus)
- Continuing Education with Region V
- Student Classroom Placement
- Monthly Newsletter distributed to Students
- Counselor’s Meetings
- Area PTA and Campus PTA Meetings
Campus Improvement Committee Meetings
### Use of Library Media Center

Classes using the Library Media Center: .............................................................. 251  
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: ....................................................... 1  
Number of hours worked by student assistants: ........................................... N/A  

### Additional Info
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<th>1st Semester</th>
<th>2nd Semester</th>
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<tr>
<td>Total Office Visits</td>
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<tr>
<td>Treatments</td>
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<tr>
<td>Total Treatments</td>
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<tr>
<td>Call Parents</td>
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<tr>
<td>Return to Class</td>
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<td>Sent Home</td>
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<td>Inhalation Treatments</td>
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<tr>
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<td>3</td>
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<tr>
<td>Vision</td>
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<td># Screened</td>
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<td>Referred</td>
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<td>Measures</td>
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<td>Number Measured</td>
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<td>Headchecks</td>
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<tr>
<td>Tested</td>
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<td>330</td>
<td>330</td>
</tr>
<tr>
<td>Referred</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

Other Activities, Meetings, etc.

September 17, 2010- Fall Blood Drive resulted in 50 units donated.
October 25-29, 2010- Red Ribbon Week activities
November 2010- Thanksgiving food drive serviced 17 Van Buren families
December 2010- Christmas food drive - serviced 19 Van Buren families
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 19, 2010</td>
<td><strong>Meet the Teacher Night</strong> 4:30 – 5:30 Our PTA was present to sell t-shirts. The teachers and staff wore their “Woodcrest Rocks” t-shirts</td>
</tr>
<tr>
<td>Sept. 7, 2010</td>
<td><strong>Woodcrest Fundraiser</strong> – we had a “kickoff” for the fundraiser in the gym so all the students could see what they could win if the sold the items.</td>
</tr>
<tr>
<td>Sept. 10, 2010</td>
<td><strong>Patriot’s Day</strong> – We invited the local fireman and police to come have lunch at Woodcrest. We also invited any parent who was an emergency personal. We decorated the school and gave each visitor a Woodcrest keychain. The students and faculty dressed in red, white and blue.</td>
</tr>
<tr>
<td>Sept. 13-17, 2010</td>
<td><strong>Internet Safety Week</strong> – We had numerous activities for the students to do to help enforce the need for being safe on the internet. At the end of the week students were given wristbands and certificates for their completion of the week’s activities.</td>
</tr>
<tr>
<td>Sept. 13-14, 2010</td>
<td><strong>The Boy Scouts of America</strong> - came and visited the classrooms on the morning of the 13th and then visited with the parents on the evening of the 14th. They were very pleased with the turnout of parents.</td>
</tr>
<tr>
<td>Sept. 14, 2010</td>
<td>School pictures were taken by Provine.</td>
</tr>
<tr>
<td>Sept. 22, 2010</td>
<td><strong>Wired Wednesday</strong> – teachers completed their STAR Chart and worked on mimio technology. We previewed a new CBM program for RTI progress monitoring.</td>
</tr>
<tr>
<td>Sept. 17, 2010</td>
<td><strong>Constitution Day</strong> – the students did various activities and studied what the Constitution is and why we celebrate the day it was signed</td>
</tr>
<tr>
<td>Sept. 18, 2010</td>
<td>The PTA fundraiser had its kickoff. The students were in the gym to see all the things they can sell and all the prizes that can win.</td>
</tr>
<tr>
<td>Oct. 1, 2010</td>
<td><strong>Homecoming Pep Rally</strong> – Each grade level had a skit to perform at the rally. We invited the parents of the students who visited our school to come and participate in a skit for the rally. The students did not know their parents would be there. The look on their faces was priceless.</td>
</tr>
<tr>
<td>Oct. 4, 2010</td>
<td>Reflection Contest – our students participated in the contest with various entries depicting the theme “Together We Can”.</td>
</tr>
<tr>
<td>Oct. 8, 2010</td>
<td><strong>“Quarter Up” Fridays</strong> – the students could bring a quarter and buy a Rice Krispies. The students loved getting the treats.</td>
</tr>
<tr>
<td>Oct 18-22, 2010</td>
<td><strong>PTA Bookfair</strong> – the bookfair always coincides with Grandparents week. We allow the grandparent and their student to go to the fair after they have finished their lunch.</td>
</tr>
<tr>
<td>Oct. 18-22, 2010</td>
<td><strong>Grandparents Week</strong> – Woodcrest invited grandparents to come and eat with their grandchild during the week. We rearrange schedules so that everyone has time to eat and visit.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td><strong>Oct. 18, 2010</strong></td>
<td><strong>Pumpkin Patch</strong> – students were asked to create pumpkins to put in the pumpkin patch. They could design them anyway they wanted and bring them to put out front for everyone to see.</td>
</tr>
<tr>
<td><strong>Oct. 19, 2010</strong></td>
<td><strong>Super Hero Day</strong> – Dress like your favorite hero and read a book about them. They could dress as doctors, nurses, astronauts, or Superman.</td>
</tr>
<tr>
<td><strong>Oct. 20, 2010</strong></td>
<td><strong>Dr. Cavness and Board Members</strong> – came to visit for lunch. Judy fixed a very special meal for them. What a treat to have our guest.</td>
</tr>
<tr>
<td><strong>Oct. 25-29, 2010</strong></td>
<td><strong>Red Ribbon Week</strong> – The week was celebrated by dressing up on the different days of the week. We made pledges to stay drug free, watched videos and talked about ways to say no to drugs during morning announcements.</td>
</tr>
<tr>
<td><strong>Oct. 25, 2010</strong></td>
<td><strong>PTA Pie Fundraiser</strong> – the student who sells the most pies will get to throw a pie I the principal’s face.</td>
</tr>
<tr>
<td><strong>Oct. 25, 2010</strong></td>
<td><strong>P.R.I.D.E. Wall</strong> – students were given a popcorn part for making good choices and getting their names on the PRIDE wall.</td>
</tr>
<tr>
<td><strong>Nov. 3, 2010</strong></td>
<td><strong>Humane Society Fundraiser</strong> – the students’ collected food and money donations for the Humane Society. They collected over 400 pounds of food and $200.00 in cash.</td>
</tr>
<tr>
<td><strong>Nov. 1-5, 2010</strong></td>
<td><strong>Fundraiser for Woodcrest Student</strong> – one of our students has cancer that requires a bone morrow transplant. We collect over $2,000.00 for the family expenses.</td>
</tr>
<tr>
<td><strong>Nov. 5, 2010</strong></td>
<td><strong>Chick-fil-a</strong> – The Chick-fil-a cow came to our campus at the end of the day to promote PNG night at the restaurant. The students got their pictures taken with the cow. They loved it!</td>
</tr>
<tr>
<td><strong>Nov. 5, 2010</strong></td>
<td><strong>PTA Lunch</strong> – The PTA of Woodcrest provided the teachers and staff with lunch. They wanted to thank the teachers and staff for a great job.</td>
</tr>
<tr>
<td><strong>Nov. 8 &amp; 9, 2010</strong></td>
<td><strong>2nd Grade Music Program</strong> – Tribute to America. The 2nd graders wore shirts with American flags painted on them. The shirts were painted by our PTA. They sing patriotic songs. The performance was in the evening and the morning of the next day.</td>
</tr>
<tr>
<td><strong>Nov. 9, 2010</strong></td>
<td><strong>Thanksgiving Food Drive</strong> – we collected enough food to give to 36 families. What a giving community we have at Woodcrest.</td>
</tr>
<tr>
<td><strong>Nov. 11, 2010</strong></td>
<td><strong>Veteran’s Day</strong> – Third graders participated in the ceremony at the Oak Bluff Cemetery. They sang two songs to the invited guest. They were then served cookies and drinks.</td>
</tr>
<tr>
<td><strong>Nov. 18 &amp; 19, 2010</strong></td>
<td><strong>Thanksgiving Dinner</strong> – We invited all family and guest to come and eat at Woodcrest for celebration of Thanksgiving. We served the classes over two days and added 5 extra minutes to each class. This was the best year we have ever had. Everyone was very complementary.</td>
</tr>
<tr>
<td><strong>Nov. 29, 2010</strong></td>
<td><strong>Secret Santa – Penguin Shop</strong> – The PTA provided gift and toys for the students to buy so that they would have gifts to give to family and friends. They sold out two times and had to go and get more items to sell.</td>
</tr>
<tr>
<td><strong>Dec. 7 &amp; 8, 2010</strong></td>
<td><strong>Third Grade Christmas Music Program</strong> – The performance was called “Getting Read of Christmas”. The students wore Christmas colors and performed songs and skits.</td>
</tr>
<tr>
<td><strong>Dec. 9, 2010</strong></td>
<td><strong>3rd Graders Visit Nursing Home and DuPont Credit Union</strong> – The students were bused to these different locations and sang Christmas songs to the guest. After they sang they went to Mazzio’s for pizzas bought by out fabulous PTA.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dec. 9, 2010</td>
<td><strong>Santa visits Woodcrest</strong> – Santa made a surprise visit to Woodcrest to make sure everyone was on their best behavior.</td>
</tr>
<tr>
<td>Jan 7, 2011</td>
<td><strong>Pie in the Principal’s face</strong> – the winner of the pie fundraiser will get the throw a pie in the principal’s face.</td>
</tr>
</tbody>
</table>
Counseling Sessions and Services

- Individual counseling – Regular scheduled individual counseling sessions and individual counseling sessions as needed.
- Small groups - Self-control/discipline, personal related issues, social skills, building positive self-worth activities
- Classroom guidance – Homeroom classes attended class sessions. Topics included: Conflict Resolution, Bullying, Interpersonal Skills-Decision Making; Building Social Skills, Character Education.

Meetings/Trainings/Conferences

- LPAC, ARD, counselor, parent/teacher conferences, faculty, ADHD, retention and placement, At-Risk, 504, Professional development workshops, Region V, faculty/staff trainings, SAT meetings, RTI Training

Testing/Screening

- Kaufman Brief Intelligence Test
- ADHD profiles
- Dyslexia (KBIT)
- Gifted/Talented

Incentives/Activities

- Good Citizens’ of the Month/Kids for Character Breakfasts
- Field Trips

Outside Agencies

- Child Protective Services
- Catholic Charities
- Elijah’s Place

PEIMS Data Update

- Gifted/Talented
- At-Risk
- Retention
- Placement
- ESL

Reports/Data Compilations

- Gifted/Talented
- Dyslexia
- ADHD
- At-Risk
- Semester Counseling Report

Miscellaneous

- Test data (student folders)
- Guidance/counseling curriculum
- Administrative duties (as needed)
- Scheduling-teacher rosters- (K-3)
Use of Library Media Center

Classes using the Library Media Center ................................................................. 15
Average number of students in Library Media Center before school..................... 2 (AR tests)
Number of students in Library Media Center at study hall ................................. 80-90 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)............. 24 (Librarians for a Day)...........................................................
Woodcrest Elementary

Health Services Report
December, 2010

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<th>Total Students Seen by Nurse -</th>
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<tr>
<td><strong>First Aid (Total)</strong></td>
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<tr>
<td>Injuries referred to doctor</td>
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<tr>
<td>Injuries sent home</td>
</tr>
<tr>
<td>Treatment and returned to class</td>
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<tr>
<td>Injuries sustained at home</td>
</tr>
<tr>
<td><strong>Illnesses (Total)</strong></td>
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<tr>
<td>Sent home</td>
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<tr>
<td>Assessment and returned to class</td>
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Total Medications Given (Monthly) ................................................................. 376

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

Special Nursing Procedures ...................................................................... 109
( cauterizations, diabetic blood sugars, inhalation treatments, etc., monthly ............

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

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<th>Vision</th>
<th>Measures</th>
<th>Headchecks</th>
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<td>Tested</td>
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<td>286</td>
<td>286</td>
<td>On going</td>
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<tr>
<td>Referred</td>
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<tr>
<td>Received medical assistance</td>
<td>10</td>
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Other Activities, Meetings, etc.
Updating files, immunizations and health history
Recording on Skyward
Preparing First Aide Kits for each section/classroom
Vision and Hearing test

Woodcrest Elementary raised almost $2000.00 for Tyler Louviere a Woodcrest first grader that has Aplastic Anemia. Tyler is undergoing a bone marrow transplant December 15, 2010. The community helped 39 of our local families at Thanksgiving and Christmas. We had a food drive and with the help of First Methodist Church of Port Neches we were able to give to those families. St. Elizabeth’s Church supplied 24 families-over 60 kids with toys and clothes. The Sertoma Club, a local Dr, 2 individual families, teachers, an office staff, and a Methodist Temple Sunday School class all contributed to Woodcrest families this Christmas. 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 giving community.
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!
TO: Dr. Rodney Cavness, Superintendent
FROM: Dr. Stacey Arnold, Director of Special Programs
       Dr. Brenda Duhon, Director of District Staff Development, Assessment, and Instructional Technology
       Dale Fontenot, Director of Information Services, Safety, and Homeland Security
       Staci Gary, Elementary Curriculum Coordinator
       Tanya Davis, Middle School Curriculum Coordinator
       Dr. Mary Jane Moore, High School Curriculum Coordinator

CURRICULUM EFFORTS

- Facilitated pilot implementation of CSCOPE Curriculum Management System
- Attended CSCOPE Summer Conference
- Attended Region VI CSCOPE Training for Administrators

SPECIAL EDUCATION

- Provided training to new district employees regarding “Confidentiality” of student information
- Conducting training for all district paraprofessionals on roles and responsibilities and confidentiality – 8/13/2010
- Facilitated Case Manager training and training for Life Skills staff during August staff development
- Attended 1 ARD for TSBVI, 1 ARD for high school, and 1 ARD for Port Neches Middle School
- Provided webinar for Special Ed. teachers to examine IEP Powertools program

PRESCHOOL

- Facilitated technology and Learning Center Development training during August staff development
- Attended 7 Early Childhood Intervention Meetings
- Attended 16 Admission, Review, and Dismissal Committee Meetings
- CIC meetings – 12/8/2010 - reviewed and revised WGEC Campus Plan for 2010-11 and addressed expenditure of stimulus funds.
- Preschool “Meet the Teacher” night was attended by approximately 50% of parents/guardians
- Preschool activities have included a Fire Prevention Program with the Groves Fire Department, Red Ribbon Parade, a Thanksgiving Feast, and a Christmas Program presented for parents
- Conducted Title I Parent meeting to explain Title I program requirements and review Campus Parental Involvement Policy
RESPONSE TO INTERVENTION

- District RtI Team Meeting – 11/16/2010 to develop written procedures for the transfer of RtI information from one campus to another and begin the development of a flowchart for RtI procedures

FEDERAL PROGRAMS

- Conducted Federal Funds Consultation meeting on June 3, 2010
- District Title I Parent Meeting was held 11/9/2010. Agenda included a presentation of an overview of Title programs, and review of the District Parental Involvement Policy.
- Completed applications for NCLB Consolidated funds, IDEA-B and IDEA-B Preschool funds, Special Ed. High Cost funds, Special Ed. Residential funds, ARRA Title I, Part A and Title II, Part D funds, ARRA IDEA-B and IDEA-B Preschool funds and filed monthly expenditure reports and ARRA quarterly reports
- Completed Initial Compliance Analysis for Title III
- Completed CAP’s for State Performance Plan Indicators 11 and 13 compliance.

CONFERENCES ATTENDED

- CSCOPE Conference - 6/21-23/2010
- Texas Council of Administrators of Special Education (TCASE) – 7/27-30/2010
- TEPSA Fall Summit – 11/11-12/2010
- Administrative Leadership Institute – 11/17-18/2010
- State Assessment Conference – 12/1-3/2010

TRAINING ATTENDED

- CSCOPE for Administrators – 6/8/10
- Administrative Retreat (Technology) – 8/3/2010
- GG Consulting Special Education Manager Leadership Training – 9/23/2010
- Region 5 workshops
  Accountability Snapshot – 6/14/10
  Special Education Director Meetings – 9/16/2010, 10/28/2010, 12/9/2010
  Curriculum Consortium – 9/15/2010
  Law Conference – 10/6/2010
  NCLB Compliance – 11/2/2010
  Coordination of Title I and Title III Funds – 12/14/2010
- Audio/Video Conferences
  Behavior RtI Webinar
  Using Data Webinar
- TETN Conferences
  TAKS-Alt. Update
MEETINGS ATTENDED

- Staff Meetings – 9/8/2010, 10/21/2010, 12/16/2010
- Met with Samaritan Counseling and secondary administrators to review programs – 9/1/2010
- WGEC Staff meeting – 9/22/2010
- Counselor Meeting – 11/19/2010
- School Board Meetings – 11/9/2010
- Area Council PTA Meetings – 9/9/2010, 10/14/2010
- Elementary Principals – 11/5/2010
- Preschool Faculty meeting – 12/15/2010
Summer 2010 Activities

- Coordinated and finalized all August staff development activities
- Updated 2010-2011 staff development absentee request forms
- Updated Curriculum Resources list
- Updated TA TEKS booklets for Grades K-5
- Reviewed 2009-2010 teacher TA TEKS booklets
- Updated Technology Handbook
- Revised beginning of year data-mining packets for all campuses
- Updated district email directory
- Added new teachers to all electronic components: email, network, learning.com, PDExpress, SchoolFusion, Moodle
- Coordinated CPR training for August inservice
- Developed 2010-2011 district testing calendar
- Developed Administrator Technology Academy
- Developed all mimio training materials
- Scheduled all “early bird” mimio training for district teachers
- Developed PDExpress directions for teachers, secretaries, and principals
- Developed and taught 1-day technology workshop for new teachers
- Updated high school curriculum maps on district website
- Updated training documents: Skyward EAPLUS, SchoolFusion, AUP

Staff Development

- Coordinated district August inservice.
- Presented laptop inservice sessions to PNGHS, PNMS, and GMS.
- Facilitated district nurses meeting
- Published Fall, 2010, After-School Training Opportunities via PDExpress
- Organized/developed Skyward PAC to Web Migration Resources for district personnel via PDExpress.
- Provided Walsh Anderson Audio Conferences to administrators via PDExpress.
- Facilitated district Wired Wednesdays.
- Created presentation for middle school teachers to present to students regarding care of their laptops.

Family Access

- Updated all Family Access parent training materials and procedures
- Family Access Parent Access Orientation meetings: 9/21/10, 9/27/10, 10/12/10, 10/26/10, 11/16/10, 12/7/10

Training Sessions Taught

- Taught mimio Trainer-of-Trainer sessions: July 7, July 13, July 21, July 22
- Presented “Indian Trivia” via CPS eInstruction system to new faculty
- After school session: Converting YouTube Videos to Usable Files for School, 10/14/10
- After school session: Word 2007, 11/4/10
- Skyward PAC to Web Overview with Secondary Counselors, 12/8/10
- Skyward PAC to Web Overview with Elementary Counselors, 12/10/10
Administrative
- Staff meetings: 9/8/10, 10/21/10, 12/16/10
- Facilitated Technology Task Force meeting: 10/7/10
- Published Technology Newsletter: October, 2010; November, 2010;
- Coordinated Internet Safety Week, September 13-17, 2010
- Facilitated/placed LSCPA technology interns at GMS, PNMS, and PNGHS
- Developed Student Laptop Handbook
- Facilitated Counselor meeting: 11-19-10
- Submitted revised Technology ePlan for eRate year 14. Approved: December, 2010
- Developed district Section 504 procedures for counselors.

Meetings/Trainings Attended
- TEPSA: 9/23/10
- Region 5 Back-to-School Conference, Silsbee, 8/5/10
- PNGISD Administrator’s Technology Academy: 8/3/10
- Curriculum Council Meeting: 9/15/10
- iPad training, 9/16/10
- Region 5 Technology Coordinator’s Meetings
- Accountability TETN at Region 5: 8/19/10
- Texas Assessment Conference, December 1-3, 2010, Austin, Texas
- DEIC meetings: 9/9/10, 11/2/10, 12/7/10 (calendar)
- 1:1 Laptop Meeting, 9/24/10, 10/5/10
- Region IV Testing Coordinator’s meeting, Houston, TX, 12/14/10
- Mimio Certified Training Event: October 22-23, 2010, Dallas, Texas
- PTA Area Council, 9/9/10
- Organized National Network training for secondary technology lead teachers, 10/5/10
- Region 5 Technology Administrator’s Academy, 10/27/10
- Met with Emmy Cropper, Verizon, regarding wireless educational opportunities
- Mimio Certified trainer web conference, 10/14/10
- 504 Update at Region 5 in Silsbee, 11-29-30
- 504 Training Update with district counselors and Jeannie Bell, Region 5, 12/8/10

Distance Learning

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<tr>
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Skyward
- Performed Skyward cleanup and new procedures for 2010-2011
- Assisted teachers with Skyward issues.
- Assisted district nurses with vaccination conversion and use of Skyward web version
- Worked with developers to produce “Educational History Report”
- Developed materials for PAC to WEB training for EAPLUS
- Developed Section 504 data mining packet for counselors.
**SchoolFusion**
- Updated district website and helped teachers with classroom webpages, as needed

**Assessment**
- Administered Credit by Examinations for students, July, 2010, as needed
- October 2010 retest TAKS training, 10/8/10
- Scheduled online testing sessions for October retesters with NCS Pearson.
- Monitored October 2010 Exit Level online retesting
- Uploaded NAEP data files for GMS and HS.
- Facilitated development of *Educational History* customized report with Skyward to help counselors and principals in making placement decisions.

**Technical**
- Data imports for Learning.com, TSDS, TMDS, mClass, DMAC, OLSAT, AIMSweb, learning.com
- Uploaded all accountability ratings/reports on district website.
- Updated district website to reflect 2010 accountability, AEIS, and gold performance.
- Uploaded updated DMAC data files to DMAC each six weeks.
Curriculum and ESL Efforts

- Facilitated pilot implementation of CSCOPE Curriculum Management System
- Put together CSCOPE notebooks for each grade level at each campus K-5th
- Coordinated and attended partnered CSCOPE trainings with Bridge City ISD on July 16th and 21st
- Organized and oversaw both ESL, regular elementary, and elementary TAKS summer school
- Served as coordinator and administrator for TAKS testing on June 29th, 30th, and July 1st
- Attended Accountability Session at Region 5 on June 14th
- Completed the TPRI portion of the ARI/AMI egrant report
- Attended new Science TEKS training on August 2nd
- Attended PN-G administrator training on August 3rd
- Attended technology conference on August 5th
- Met with new teachers and mentors on August 12th
- Met with PE teachers on August 13th to revise the curriculum maps
- Attended Star Early Literacy webinar with Pre-K personnel on August 13th
- Attended new reading textbook training on August 17th
- Met with Title math paraprofessionals and teachers on August 18th
- Attended various ARD and LPAC meetings throughout the year as needed as the administrator
- Revised ESL notebooks and forms for 2010-2011 school year
- Attended staff meeting on September 8th
- Attended Area Council PTA meeting on September 9th
- Followed up with new teacher/mentor reports on September 10th, October 1st, and November 12th
- Imported kindergarten testing data on the txkindergarten.com website in order to be in compliance with SB 1871
- Attended curriculum council meeting on September 15th at Region 5 and served as recording secretary
- Planned and held grade level meetings at all elementary campuses the week of September 20th-27th
- Met with Saxon representative on September 23rd to discuss the districts needs
- Attended TEPSA meeting on September 23rd
- Attended grading policy meeting on October 5th with Mike Gonzales and curriculum coordinators
- Attended grading policy meeting on October 12th with Mike Gonzales and elementary principals
- Attended Title I school-wide training on October 5th and 26th
- Attended Area Council PTA meeting on October 14th
- Met with 3rd grade teachers about writing curriculum on October 15th and 19th
- Met with K-3 principals on October 21st regarding several items
- Conducted Saxon Phonics and Spelling survey to get feedback to aid with decisions for next school year
- Coordinated and attended ELPS training at Groves Middle on October 26th
• Attended administrator training on October 27th, November 17th, and December 8th at Region 5
• Organized and attended G/T training on November 2nd and 4th
• Attended Area Council PTA meeting on November 11th
• Attended district RTI team meeting on November 16th
• Attended staff meeting on November 18th
• Attended counselors meeting on November 19th and working to streamline at-risk data entered into Skyward
• Planned and held grade level meetings at all elementary campuses the week of December 6th-13th
• Helped with implementation of new reading adoption and navigation on the Connected website to aid with instruction
• Coded all elementary Title students in Skyward
• Coded all K-12 ESL students in Skyward
• Collected family survey results and checked for possible migrant students.
• Notified Brenda Thompson at Region 5 of possible migrant students to check into. Coded the one migrant student identified in Skyward
• Served as coordinator of upcoming spelling, handwriting, language arts, Pre-K, elementary ESL, and middle school ESL adoptions
• Attended web based Skyward training on December 10th to begin transitioning to the web
• Attended Title I and III program connections training at Region 5 on December 14th
• Attended staff meeting on December 16th
• Assisted with Rosetta Stone software to be used at all campuses for ESL students, especially newcomers
• Helped with istation and CSCOPE implementation throughout the fall semester
• Began tentative spring calendar for traveling ESL teachers with required trainings, testing dates, writing sample collections, etc.
• Registered three of the traveling ESL teachers for required training
• Set up accounts on new TELPAS testing website for ESL teachers
• Attended Region 5 Annual Testing Training for Coordinators on January 6th
Curriculum Efforts

- Facilitated pilot implementation of CSCOPE Curriculum Management System
- Duplicated grade level and subject area notebooks with CScope materials for both campuses
- Provided continued training, meetings, and support for pilot of CScope program in math and science
- Supervised middle school summer school
- Served as Middle School contact person for 8th grade parents of 8th grade students that failed to meet the standard on the third administration of TAKS
- Ordered new ARI and AMI materials for 6th and 9th graders
- Worked with principals, teachers, and technology department to plan for the 1:1 initiative at both middle schools
- Worked with teachers and McGraw-Hill to ensure that support and materials were provided for new 6-8 Literature materials
- Planned and attended New Teacher inservice on August 11th
- Provided continued support for new teachers and their mentor teachers
- Met with PNMS interview committee to select candidates and write interview questions for the new assistant principal
- Met with ELA and Math teachers from each middle school to score and disaggregate data for the BOY administration of AIMSweb
- Coordinated and attended g/t update training for all teachers requiring hours
- Held curriculum meetings at Port Neches Middle on October 14 & 15
- Held curriculum meetings at Groves Middle on October 19
- Attended and assisted with GMS Rti training on November 8
- Continuous work with Rotary Club, principals, and counselors to plan for 8th grade career fair in Spring 2011

District Textbooks

- Completed all orders for 2010-2011
- Distributed all consumable materials to campuses
- Completed textbook inventories on all campuses
- Barcoded all textbooks on all campuses
- Received, barcoded, inventoried, and distributed all new adoption material for Reading, Literature, and ELPS
- Shipped out surplus materials as requested by TEA
- Created teams for textbook review committees
- Distributed review materials to campus representatives
- Entered all surplus inventory into EMAT system
- Ordered, Received and sent out Braille materials
- Completed October enrollment requirements and updated surplus reporting
- Contacted campus contacts regarding reporting of worn materials
- Reported worn materials to TEA as requested
- Distributed replacements for worn materials to campuses
Testing
- Supervised third administration of middle school TAKS testing
- Met with teachers to enter and disaggregate data from fall AIMSweb BOY testing
- Served as district coordinator for ReadiStep testing administered at middle schools for all 8th graders

School Health Advisory Council
- Worked with Mary Jarrell to complete SHAC committee list
- Received from campuses and submitted all Fitnessgram data to TEA
- Assembled new SHAC team and scheduled meeting dates
- Completed information for Annual Performance Report
- Meeting October 26
- Meeting December 14

Librarians
- Distributed new paperback and hardcover novels to campuses included in Literature adoption.
- Provided continuous support of Renaissance Learning software

Trainings Attended
- Attended Region V Accountability Workshop on June 14
- Scheduled and Attended CScope Social Studies training on July 21
- Scheduled and Attended CSCope ELAR training on July 27
- Attended iPad training on August 3
- Attended Region 5 Technology Conference on August 5
- Scheduled and attended Glencoe textbook presentation for ELA teachers on August 16
- Attended Readistep training on September 1
- Scheduled and Attended TIPweb training with Principals on September 14
- Attended AIMSweb webinar on October 4
- Attended Administrator’s Technology Conference at Region 5 on October 27, November 17, and December 8
- Attended TEPSA Fall Summit on STAAR testing November 10-12
- Attended Assessment Conference December 1, 2, 3
- Attended Skyward training on December 10
- Attended Region 5 Testing Coordinators Training on January 6th

Meetings Attended
- Secondary Laptop meeting August 4
- Samaritan Counseling meeting September 1
- Met with Middle School counselors September 7
- Staff meeting September 8
- DEIC September 9
- Region 5 Curriculum Council September 15
- Career Day Meeting September 17
- GMS meeting with Dr. Cavness September 20
- WGEC meeting with Dr. Cavness September 22
- Secondary Laptop meeting September 24
• Meeting with Pearson rep September 28
• PNMS meeting with Dr. Cavness September 29
• Coordinator meeting with Mr. Gonzales October 5
• Secondary Laptop meeting with Mr. Gonzales October 5
• Technology Task Force October 7
• Middle School principal meeting with Mr. Gonzales October 7
• Met with Boy Scout rep October 8 concerning Learning for Life Curriculum
• PNMS building dedication October 11
• Staff meeting October 21
• GMS building dedication October 25
• DEIC November 2
• Met with Mr. Gonzales November 9
• District RtI meeting November 16
• Calendar Committee December 7
• Staff December 16
Curriculum Efforts

- Facilitated pilot implementation of CSCOPE Curriculum Management System
- Facilitated high school curriculum map revisions
- Provided teachers with resources and ancillary materials for classroom instruction including new English literature materials
- Met with the high school principal and teachers by departments to develop specific academic goals, align curriculum and assess needs. These meetings are ongoing and will continue through the spring semester.
- Worked with the principal to develop the high school master schedule
- Worked with the principal and high school administrative team to evaluate the impact of 4 X 4 graduation requirements and upcoming end of course assessments. Current seniors are the first class to graduate under 4 X 4 requirements.
- Updated the AP Audit record through College Board for high school AP classes. This included re-submission of documents for new AP teachers as well as curriculum review and preparation for forthcoming changes in requirements.
- Provided support for new teachers and mentors and collected reports from new teachers and their mentors each six weeks to check on progress and areas of concern
- Coordinated AIMSweb screening and associated training
- Worked to explore and evaluate Tier II and Tier III instructional interventions for implementation with Response to Intervention
- Assisted the principal and CIC with the development of the Campus Improvement Plan
- Conducted classroom visits and consultations with teachers
- Addressed various parent and student concerns, i.e. scheduling, assignments, enrollment, program requirements, etc.
- Facilitated the high school language textbook adoption with English Language Arts teachers (continuing through next semester)
- Facilitated technology data collection, including information submitted by teachers and administrators for the TEA required STaR chart
- Supported and facilitated implementation of new technology on the high school campus
- Coordinated intervention services for seniors still needing to pass TAKS
- Collaborated with the principal to collect and report data for the Highly Qualified Teacher Report
- Worked with the principal, special education and regular education teachers, and Dr. Arnold to transition from a co-teaching model for special education inclusion to a case management model on the high school campus.
- Worked with the principal, counselors, and teachers to facilitate appropriate placement of students in courses and address needs of students with course change requests.
- Worked with administrators, counselors, and teachers to plan for the implementation of End of Course testing and other state curriculum changes. These changes are significant at the high school level and will necessitate intensive planning throughout the spring semester in order to address the needs of next year’s freshmen who will graduate meeting end-of course test requirements.
- Worked with the Career and Technical Education director and teachers to facilitate state changes in courses and curriculum.
• Participated in the Region 5 Curriculum Council to develop a coordinated approach to fact-finding and a cohesive response among districts to legislative changes
• Participated in the P-16 Council partnership designed to focus on Pre-K through college alignment in order to increase the number of college-ready students
• Worked with the campus administrators, PEIMS coordinator, counselors and registrar on dropout prevention

Student Teachers
• Coordinated placement of student teachers at the high school and provided related support
• Collaborated with Lamar University, Lamar State College – Port Arthur, and Lamar State College – Orange to provide field experience opportunities for student interns on the high school campus

Testing
• Prepared and disseminated TAKS data
• Provided administrative support for TAKS testing and retesting
• Provided data analysis of SAT/ACT test results
• Worked with administrators, counselors, and teachers regarding the proposed transition from TAKS to End of Course assessments which will impact the freshman class of 2011-2012
• Worked with teachers and administrators to facilitate the administration of semester exams including the review and evaluation of the high school exemption policy

Staff Development
• Assisted in planning New Teacher Inservice
• Provided Mentor Training for high school mentor teachers
• Provided new teacher training for high school new teachers
• Coordinated and facilitated high school staff development
• Facilitated CSCOPE G/T training at the high school campus
• Made arrangements for various teachers workshops and conference opportunities for faculty professional development

Summer School
• Provided direction and oversight for High School Summer School
• Coordinated TAKS summer remediation for exit-level students still needing to pass TAKS

At-Risk Students
• Worked with counselors and data coordinator to facilitate the coding process for at-risk students
• Reviewed and evaluated high school leaver data (ongoing)
• Currently working with principal and counselors to evaluate intervention strategies for students still needing to pass TAKS

Bond Project
• Attended and helped to facilitate technology and high school bond project meetings related to bond construction
• Worked with Dr. Keith and teachers regarding room assignments including interim room assignments while some classrooms were still under construction
• Worked with Dr. Keith to plan and problem-solve challenges related to construction at the high school
• Collaborated with Neches Federal Credit Union management and high school administrators to facilitate the opening of a credit union branch at the high school. This partnership allows for
selected high school students to work on campus as employees of the credit union through our CTE work program. It also allows for collaboration between teachers and credit union personnel to provide financial education to students through classes with related curriculum requirements as required by the state.

**Trainings/Informational Meetings Attended**
- Accountability Snapshot Training at Region 5
- CSCOPE Conference
- CSCOPE GT Training
- AIMSweb webinar
- Barbara Payne: *Building Bridges out of Poverty*
- Study Island webinar
- Assessment Conference
- Test Coordinator Training at Region 5

**Representative Programs/Meetings Attended**
- High School CIC
- District DEIC
- High school faculty meetings
- High school administrative team meetings
- Curriculum Team meetings
- District staff meetings
- District RtI committee meetings
- Curriculum meetings with departments and various teacher committees
- Meetings with individual teachers
- High School Fish Camp (freshman orientation)
- Various meetings with architects and teachers regarding proposed secondary construction projects
TECHNOLOGY

1. Continued worked on filing erate for this school year.

2. Ordered PCs for k-3 to be used as student computers in the classroom.

3. The major bulk of my time was spent on implementing the Technology / Security portion of the bond

   A  Attended several bond meetings on the High School, Groves Middle School and Port Neches Middle School Bond implementation. Met with the campus technology persons to inform them of the progress and to discuss future operations.

   B  Completed the installation of last door at Van Buren.

   C  Punched technology for GMS and PNMS.

   D  Continue to work with Netsync and HP on student laptop delivery.

   F  Working with HP to resolve projector blinking issue.

   G  Monitored all technology installations at Port Neches Middle, Groves Middle, and High School.

   H  Installed new PA / Bell system at HS.

   E  Installed phone systems at GMS, PNMS and HS.

   F  Monitored key systems for GMS, PNMS, and HS. In the process of setting up keyless entry system.

   G  Received quotes for Baseball and Softball public address systems. Sent the quotes to Cheryl Hernandez.

   H  I am continuing to make final adjustments to the High School technology installations.

   I  In the process of setting up the HS student laptops for dispersal.

4. Continue to manage the district badge system.

5. Presided at several technology task force meetings.

6. Monitored the trouble call database.
7. My job also requires that I make several trips to our district campuses.

8. 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…

SECURITY / SAFETY

1. Conducted several K-9 drug searches at HS, GMS, and PNMS.

2. Hired and approved payment of all police officers for extra curricular activates.

3. Hired and approved payment of all police officers for campus security.

4. I continue to adjust our Emergency Operations Procedures.

5. Helped secure public parking for softball / baseball stadium.


7. In the process of beginning a district safety audit.
# West Groves Education Center

## Health Services Report

1st Semester - 2010

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Other Activities, Meetings, etc.

(List dates and activities here)
GENERAL OVERVIEW

The fall semester of the 2010-2011 school year for the Alternative Education Center has been productive for the new director and staff. Servicing the needs of the students and maintaining their focus on education priorities and positive behavioral changes have been the main priorities this year. Continued communication with the high school and middle schools administrators has provided positive feedback for the successful operation of the AEC.

Forty four students received services during this semester for DAEP placements, homebound instruction, senior TAKS testing preparation, or credit recovery instruction.

The following provides a more detailed breakdown of the various programs, services, and activities provided by the Port Neches-Groves ISD Alternative Education Center:

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)

Main campus serious violations of the district’s student code of conduct resulted in twenty eight DAEP placements (including students that carried over from the previous school year) at the Alternative Education Center. Of this number, four students received special educations services, two from the high school and two from the middle schools.

Of the 28 placements:

- 17 students successfully completed their placements and returned to their home campus, 14 high school and 3 middle school students
- 3 received an expulsion hearing resulting in placement at the JCYA, all high school students
- 1 student was successful in the Transition Program from JCYA to the high school
- 9 will continue their placement into the spring semester, 3 middle school students, 6 high school students
HOMEBOUND INSTRUCTION PROGRAM

The Homebound Instruction Program continues to successfully help students with issues requiring homebound placement and instruction. A total of nine students received instruction through this program.

Of the 9 Homebound Placements:

- 5 will continue with homebound instruction and services into the next semester
- 7 were from the high school, 1 from middle school, and 1 from elementary

The homebound instructor is a valuable asset to the Alternative Education Center. Her assistance with providing one-on-one help with Credit Recovery students and DAEP students having discipline or instructional concerns has been greatly appreciated.

CREDIT RECOVERY PROGRAM

The credit recovery program at the AEC enrolled nine students. With the quality instruction provided by the AEC staff 7 of these students were all successfully able to gain the credits necessary to become Port Neches-Groves ISD graduates and they received their high school diplomas. The AEC provided a Graduation Ceremony in which one student participated. There was an excellent turnout for the ceremony with parents, friends, school board members, administrators, and teachers attending. Communication with the high school counselors will continue through the next semester to help contact other students that may benefit from these opportunities provided by the Port Neches-Groves Independent School District.

ALTERNATIVE EDUCATION CENTER STAFF

The AEC staff consists of six teachers, one secretary, one custodian, and the director. All of the teachers are highly qualified and are valuable assets for the campus and the Port Neches-Groves Independent School District. The building’s custodian continues to work the first half of her shift at the alternative center and the second half at the administration building. Samaritan Counseling Center continues to provide guidance and counseling services to the students three days a week on Monday, Tuesday, and Thursday. Pam Kyler and Ginger Cooper are the counselor that visits with the students each week.

The AEC Director has conducted several Crisis Prevention Institute training sessions for the Port Neches-Groves Independent School District’s personnel during this semester. The AEC staff members have attended staff development sessions with the main campuses and at the AEC. They will continue to attend future professional development workshops and conferences pertaining to their curriculum areas, for student discipline, and for special education.
The major building structure is sound and well maintained. Two hot water heaters have gone out since the summer and were both replaced on the day they went out. We have also put in a request for painting in the teacher’s workroom and are currently working with Cheryl Hernandez to have the floors stripped this summer. The efforts of the maintenance department staff should be commended for all their work in resolving these campus issues.
<table>
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<th>2nd Semester</th>
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<td>Injuries sent home</td>
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<tr>
<td>Treatment and returned to class</td>
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<tr>
<td>Injuries sustained at home</td>
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<td><strong>TOTAL FIRST AID</strong></td>
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<td>Assessment and returned to class</td>
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<tr>
<td><strong>TOTAL ILLNESSES</strong></td>
<td><strong>40</strong></td>
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**TOTAL STUDENTS SEEN BY NURSE**: 49


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 (26) 1st Semester

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<td>Received medical assistance</td>
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*Other Activities, Meetings, etc.*