

- 4:01PM: DWC Meeting called to order Katherine Kuenstler
- 4:01PM: APPOINTMENT of DWC Reporter  
-Brandon Michalec Volunteered  
-VOTE called by Mrs. Kuenstler  
-VOTE RESULT: Unanimous vote in favor of Mr. Michalec serving as DWC Reporter
- 4:02PM: INTRODUCTIONS of all those present
- 4:04PM: Board Policy  
-Small introduction into the requirements of Board Policy by Mrs. Kuenstler  
- QUESTION: Should we communicate to the community at large regarding changes made by the DWC and of future meetings?  
-VOTE called by Mrs. Kuenstler  
-VOTE RESULT: Unanimous in favor of communicating via website at least seven (7) days prior to meetings occurring and within seven (7) days of changes being made to the District Improvement Plan (DIP), Comprehensive Needs Assessment (CNA), District Calendar, or other documents under the purview of the DWC.
- 4:09PM: District Improvement Plan  
-Committee members present were directed to page 14 of the DIP and reminded that each district should have a formation review.  
-Committee members present were directed to review the DIP and send questions, comments, or concerns to Mrs. Kuenstler.  
-One of the purposes of the November meeting of the DWC is to introduce to the committee the DIP.  
-Any possible changes, additions, typos need to sent to Mrs. Kuenstler.  
-Committee members present were directed to the Action Plan for Migrant Students in the DIP (beginning on page 31).
- 4:13PM: Comprehensive Needs Assessment  
-Discussion ensued regarding the change in Texas Education Agency (TEA) in leadership and the subsequent change in TEA culture.  
-Discussion regarding the applying for State and Federal Grants  
-The district has not had a CNA for a few years and it is time to put another in place.  
-The DWC Committee and the Site Based Decision Making Committees should expect information, surveys, etc regarding the creation of a new CNA.
- 4:16PM: Calendar Information  
-Committee members present were asked to review the current calendar and send any potential problems, conflicts, changes, or additions to Mrs. Kuenstler.  
-Mrs. Spinks: Does the District have to have flex days?  
-Mrs. Kuenstler: There is no TEA requirement.  
-Discussion ensued regarding flex days; specifically Parent Conference Days. Mrs. Kuenstler said there is no TEA requirement for Parent Conference Days. However, each district is required by TEA to have a Parent Involvement Plan (PIP); and Comfort Independent School District (CISD)'s PIP relies heavily on the Parent Conference Days.

- 4:17PM: Professional Development
- Mrs. Kuentler said the committee members should expect email(s) soon regarding Professional Development.
  - Mrs. Pankratz: We need Professional Development for para-professionals in the area of Special Education; specifically autism.
  - Mrs. Pankratz's point was acknowledged by Mrs. Kuentler and has been added to the minutes.
- 4:19PM: Call to adjourn the DWC meeting
- made by Shelly Pankratz
  - Seconded by Brandon Michalec
  - Katherine Kuentler adjourned the DWC Meeting.