



TCC South / Fort Worth ISD Collegiate High School
Leadership Team Meeting | August 28, 2023 | 8:30am-10:00am

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IN ATTENDANCE: Mrs. Berry, Ms. Carrillo, Mrs. Clarke, Mrs. Hufnagle, Ms. Hsueh, Mrs. Jarratt, Ms. Kinzer, Ms. Rubell, Ms. Chavez, Ms. Haynes, Nurse Robinson

ABSENT: Dr. Collins

AGENDA.....

- Week at a Glance & Month Overview
- Comet Corner & Principal's Packet Review
- Leadership Team Updates:
- Adjournment

WEEK AT A GLANCE.....

MONDAY 8/28	TUESDAY 8/29	WEDNESDAY 8/30	THURSDAY 8/31	FRIDAY 9/1
<ul style="list-style-type: none"> PTA Homecoming Fundraiser all week Howdy Week – Alien/Wear Green 	<ul style="list-style-type: none"> PTA Homecoming Fundraiser all week Howdy Week – Texas Gear Nothing Bundt Cake Delivery Day Faculty Meeting #1 	<ul style="list-style-type: none"> PTA Homecoming Fundraiser all week Howdy Week – Wacky Wednesday/Crazy Hair & Socks, Backwards Clothes Junior/Senior Parent Meeting 	<ul style="list-style-type: none"> PTA Homecoming Fundraiser all week Back to the Future/Decades Day 	<ul style="list-style-type: none"> PTA Homecoming Fundraiser all week Guardians of the Galaxy/Superhero Day
				SAT/SUN 9/2 & 9/3
				•

LUNCH DUTY – do not miss duty! You are responsible to get coverage if you are absent or unavailable.				
Kinzer Rubell	Collins Berry	Hufnagle Haynes	Haynes Hsueh	Chavez Hsueh All Staff
FRONT DESK DUTY – do not miss duty! You are responsible to get coverage if you are absent or unavailable.				
Carrillo	Clarke	Jarratt Clarke at PH	Carrillo	Clarke – A Days Jarratt – B Days Clarke at PH
AUGUST BIRTHDAYS:				
AUGUST 3 – CHAVEZ				
AUGUST 23 - WENDY				

COMET CORNER & PRINCIPAL'S PACKET REVIEW.....

- COMET CORNER
 - Shout out to Holcombe & Wendy

- **Important Reminders**
 - Sub Folders
 - Absences
- **TTESS Update/SLO/Goals**
- **Safety & Security**
- **Special Announcements & Requests**
- **Instructional Expectations & Reminders**
- **Week-At-A-Glance & Dates**
- **Committees, Clubs & Extra Duties**
- **Upcoming Events**
 - PTA Homecoming Fundraiser August 28-...
 - Staff Birthday Breakfast – September 28
 - Parent Meeting – August 29 – updating date to 30th
 - Picture Day – September 8
 - Homecoming Week – September 7
- **Upcoming Meetings**
 - 09/05/2023: Grade Level Team & Department Chair Combined Meeting
 - 08/29/2023: Faculty Meeting #1
 - ____: SBDM Meeting #1 will be in September
- **Upcoming PTA Meetings:**
 - PTA Meeting #2: September 14
 - PTA Meeting#3: December 8
 - PTA Meeting#4 – April 11
- **Administrator Contact Information**
- **Team Leads**
- **Important Information**
- **PH**
- **Staff Absences**
- **Dress Code/IDs**
- **Secure Building**
- **Food in Classrooms**
- **Degree Pathways**
- **School Info**

○ **PRINCIPAL'S PACKET**

- DAC Nominations/Elections
- Imagination Fort Worth Programming
- FWISD Citywide College Night 2023
- District Assessment Calendar/Training Dates
- Special Education Expenditures
- HB 114 Memo – Embedded
- Administrative Letter of Concern

LEADERSHIP TEAM UPDATES.....

*****NO MORE THAN 4 MINUTES PER PERSON, PLEASE. THAT GIVES 48 MINUTES FOR THIS SECTION. *****

NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
ROBINSON	Meetings			
	Other	<ul style="list-style-type: none"> Hearing Screening MCV4 vaccinations CPR Training AED Training 		
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
BERRY	Meetings	<ul style="list-style-type: none"> First Small FST Meeting on Wednesday. Working on data and student info & Cumulative folders. Mrs. Jarratt supporting with data collection. 	<ul style="list-style-type: none"> FST meetings Mon/Wed Big FST will plan for it at the end of the week in September 5. Out of Office this Friday. 	
	Big FST	<ul style="list-style-type: none"> Solidifying who is on Big FST 		
	Small FST	<ul style="list-style-type: none"> Solidifying who is on Small FST 		
	The Zone		<ul style="list-style-type: none"> Meeting with students based on data from professors who have concerns and speak to Kinzer. Will meet with students unofficially. 	

		<ul style="list-style-type: none"> • Speaking to Coll, Perez, Hsueh • Compiling information • Getting Accuplacer certificate completed. • Work with Clarke on TCC Badge • Requested file cabinet from Clarke 	<ul style="list-style-type: none"> • From Collins: • PD Clusters – will work on once the Master Schedule is done. • Profile of a FWISD Classroom & Lead4ward (Get on my calendar to review: include Hufnagle if she can attend. Add Tutor.com to this agenda. Will do. • PH attendance – How's it going? What do you need? Some don't take attendance, so she did not take attendance today. Some students are Friday only lab students who are showing up on the M/W attendance. Attendance issues are happening. <ul style="list-style-type: none"> ○ Hufnagle: Homeroom 0 periods have been created for students who miss PH for TCC courses. A/B days. ○ Kinzer: Issues will still occur even with A or B days. • CTE – P.H. Plan (Need assistance) <ul style="list-style-type: none"> ○ Need more clarification. Can assist with the organizational piece but cannot control the curriculum. ○ Hufnagle: Deliver lessons to be given out in PH. • Berry – I have a STEMuli packet for your reference about Rangel's classes. Please pick it up. 	
	Other			
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C A R	Events	<ul style="list-style-type: none"> • Created a plan of events for TCC • Nothing Bundt Cake Fundraiser will be delivered on 8/30 during Parent Meeting. 	<ul style="list-style-type: none"> • Change Parent meeting from August 29 to 30 due to district meeting. 	

R I L L O		<ul style="list-style-type: none"> Picture Day – September 8 Homecoming Week – September 7 Carter Bloodcare Drive – Nov 4 PTA Meeting September 14 PTA Meeting - December 8 PTA Meeting – April 11 		
	PTA			
	Meetings			
	Other		<ul style="list-style-type: none"> Action Item: Send out nomination form for SBDM for parents ASAP 	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C H A V E Z	College & Career	<ul style="list-style-type: none"> College Night on September 18. Need six chaperones. Have 3 chaperones. 36 students. Less students due to BB tickets last year most likely 	Find chaperones.	
	Meetings	<ul style="list-style-type: none"> FAFSA training on November 6 from 1pm-2pm. September 11-15 is Education Go Get It Week. Themed week. September 18-22 is College Week. Have college rep/T3 partner here every day. 	<ul style="list-style-type: none"> Partner with Wendy on Education Go Get It Week to create theme. <ul style="list-style-type: none"> College reps will be here Tuesdays/Thursdays/Fridays Friday, Sept 22 will be College Colors Day. Will frame posters. 	
	Other	<ul style="list-style-type: none"> Senior PH presentations. Need them to sign up for Remind. Organizing scholarship opportunities that will be recurring & publishing to the Go Center padlet. 	<ul style="list-style-type: none"> Military Week is Sept 29 <ul style="list-style-type: none"> Military officers will be here during PH on Mon/Wed & in Go Center & T/TH in café. ASVAB testing in Go Center 	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C L	Events	<ul style="list-style-type: none"> Check that all events are in Ad Astra & School Calendar. TCC 		

**A
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K
E**

**WON'T TAKE LATE
REQUESTS!!**

Grants & Budgets	<ul style="list-style-type: none"> • Budget Overview: 199: • 211: • Need to budget out the dept. Allowable budget for the year. & order paper with ther est. 	<ul style="list-style-type: none"> • <u>Purchase Orders To Do</u> <ul style="list-style-type: none"> ○ UIL Plaque ○ Stamps? Currently have 520 stamps. These are roughly \$63 per coil of 100. Book of 20 is roughly \$12.60. ○ Andrew Sharos – All 4s & 5s (10) will be \$249.50 for 211-6329 funds. ○ MathMedic – Barnes ○ General Office Supplies 	<ul style="list-style-type: none"> • <u>Internal Finance:</u>
Payroll	<ul style="list-style-type: none"> • Payroll due on 8/2/23 • Weekly Comp Time Review: <ul style="list-style-type: none"> • Carrillo • Clarke • Jarratt • Sherman • Advisory Board Meeting 9/7 2pm 	<ul style="list-style-type: none"> • Finishing Kronos/Smartfind today • Print 211 extra duty forms for teachers/staff to sign. 	
Meetings		<ul style="list-style-type: none"> • 8/28: SAS Meeting • 8/28: 2:15pm ChalkTalk Meeting • 8/29 - SCO Meeting at 11am • 8/29: Grants Management Meeting 1pm • 8/30: Metal Detector Meeting – switch to Zoom? • 9/1: Weekly CC Meeting 1pm-3pm 	<ul style="list-style-type: none"> • Weekly Leadership Mondays 8:30am
Work Orders & Technology	<ul style="list-style-type: none"> • TCC Work Orders: Any work order must be no less than 10 days in advance or TCC will automatically reject it. I can't pull any favors, they will just reject. Plan in advance! 		<ul style="list-style-type: none"> • Badge Issues <ul style="list-style-type: none"> ○ Berry ○ Gordon

Other

- TCC Phone Issues
ryan.prellwitz@tccd.edu/ call 5-5839
- EVERYONE needs to know where 'green book' security binder is. It must stay in front office on mailbox. That is the chosen location.
- Clarke's To Do
- Shutting door today if I can, to purchase Munis items.
- Send link that didn't work in C Corner for Canvas
- Phonetree
- Extension List
- From Collins:
 - Acknowledgement Form signed and collected from staff.
 - STEMuli Invoice? Update/status
 - Lead4ward interested. 9/20 & 9/27 - list & process to follow.
 - Instructor Letter
 - QR code for TCC classes displayed on big screen. Hufnagle.
 - Berry's printer – order toner. Hufnagle's old printer (black toner.)
 - Counselors – Principal's Packet – Campus transcript audit
 - City-wide College Night

NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
COLLINS	Meetings	<ul style="list-style-type: none"> • Grade Level & Dept. Chair agendas being made for meeting. • Small FST/Big FST • Hsueh/Berry/Collins/Clarke Meeting at 2:45 on 8/21. ChalkTalk Discussion. • TABS meeting 8/22 with Schools of Choice at 1pm. • Media center will have 4 cubicles (tentatively Wendy, Hsueh, Berry, Chavez) 		<ul style="list-style-type: none"> • <u>Future Meetings:</u>
	TCC		<ul style="list-style-type: none"> • Office Reconfiguration Proposal; No walls being built. 4 cubicles will be in Media Center. 	

	<ul style="list-style-type: none"> Common areas need to remain 'collegiate'. No personal touches outside our offices. No clothing racks in the media center. Be mindful of what you're leaving outside office areas. Last year got out of hand. No access to Dr. Collins' office ever without Collins, Hufnagle, Clarke approval. 		
CEIP & Budget	<ul style="list-style-type: none"> <u>Budget Overview:</u> 199: 211: 	<ul style="list-style-type: none"> Working on CNA process for 23-24 school year w/ Hsueh/Hufnagle Tutor.com will be a resource. Use for students. 	<ul style="list-style-type: none"> Meet with Clarke for Budget/CIP
Staff Action Item Requests:		<ul style="list-style-type: none"> CLARKE: Get STEMuli quote ASAP & process BERRY: add STEMuli to FST agenda. HSUEH: Loop Berry/Rangel/Gordon into STEMuli work to get it going by September 8. Have plan for students logging in, data & rosters cleaned up. <ul style="list-style-type: none"> Train Berry on STEMuli. Collins will also call Wade to discuss catching her up. Plan must be submitted to E.D. by August 25. 	
Other	<ul style="list-style-type: none"> Comet Corner/ Principals Packet Office Coverage: Main office must be manned at all times. Wendy, Brittney, and Elicia will be scheduled. Remember to remove posters at end of event. (& posters student/employee must be approved prior to being hung.) Kronos: no clock, must log into fwisd.kronos.net. Ensure you are 	<ul style="list-style-type: none"> STEMuli needs to be ready by September 8 so students can use by September 11. <ul style="list-style-type: none"> Focusing on Rangel/Gordon using it rather than all PH professors. Hsueh is working with Wade from STEMuli to oversee this. TSI is a component of this. 	<ul style="list-style-type: none"> PTA board with Wendy. Clarke get paperwork from Wendy. Need monthly financial statements from PTA. (Not bank statements.) Family events set in calendar Walk-throughs Dept. Chair & grade level teamwork

- clocking in when you begin work. No comp approvals without prior approval.
- Cafeteria duty coverage. Ensure you are doing your duty day or get it covered.
- Action Item:** Put in your absences on time! Clarke have everyone log into Smartfind during training.
- Text Clarke, Collins, Hufnagle if you will be absent by 6am day of. Clarke will text Jarratt.
- Yearbook distribution postponed.
- Golfcart – type up user guide for golf cart. (Who can drive it, who keeps key, etc.) - add to faculty handbook.
- PTECH Designation Website work. Website a priority to keep updated.
- CIP, Tutor.com, yearbook work

NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
H A Y N E S	UPDATES	<ul style="list-style-type: none"> Submitting data to director on weekly basis. 	•	•
	MEETINGS		<ul style="list-style-type: none"> Trauma Response Coordinators Meeting tomorrow 9am-10am. Off campus tomorrow 1pm-2pm. Department meeting on August 30. 	•
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
H S U E H	Master Scheduling & Registration	<ul style="list-style-type: none"> Crosswalk TCC important Dates 	<ul style="list-style-type: none"> All students need to complete their online readiness assessments and #NotAnymore. 	•
	CCMR / Collegiate Testing	<ul style="list-style-type: none"> CCMR/Collegiate Testing: TSI Collegeboard Texas College Bridge 	<ul style="list-style-type: none"> CCMR/Collegiate Testing: Will provide numbers for AA final counts Work with Chavez to clean up Accuplacer. (Correct ID numbers.) Follow up on incoming list of 9th/10th. Add Mrs. Berry to have access to Collegeboard for data & reporting. Identify 11/12 grade students not TSI met <ul style="list-style-type: none"> Texas College Bridge or PSAT ChalkTalk 	<ul style="list-style-type: none"> CCMR/Collegiate Testing: PSAT in October Mini-Expos starting in October at TLC. District Expos in November. Texas College Bridge work.

		<ul style="list-style-type: none"> • PTECH Updates: • Asking TCC to do orientation with new students • New TCC shirts this year. 	<ul style="list-style-type: none"> • Submit Texas College Bridge contracts this week. • Update SSD Coordinator in Collegeboard. 	
	PTECH Updates	<ul style="list-style-type: none"> • Meetings: • ChalkTalk meeting August 28 • First PTECH Advisory Meeting 9/7 	<ul style="list-style-type: none"> • PTECH Updates: • Follow up with Wendy regarding passing out t-shirts. 	<ul style="list-style-type: none"> • PTECH Updates:
	Meetings	<ul style="list-style-type: none"> • Other: • Generic log-in for computer status? 	<ul style="list-style-type: none"> • From Collins: • 1 Friday a month is Club day – adusted schedule. • Friday's café - study hall culture – QR code for questions. 	<ul style="list-style-type: none"> • •
	Other			
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
H U F N A G L E	Master Scheduling & Registration	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	Meetings	<ul style="list-style-type: none"> • 8/31: AP Meeting – all day • 9/7: PSAT Training – afternoon • Mapgrowth security training this Thursday. 	<ul style="list-style-type: none"> • Discuss with Collins how to section off the yearbook to check for errors. Chavez, Clarke, Hsueh, Hufnagle will do today. Have complete today to show Dr. Collins tomorrow, submit Wednesday. • SAS Meeting today via Zoom. 	<ul style="list-style-type: none"> • Walkthroughs

Other

- LPAC & Attendance Recovery documentation
 - Mapgrowth testing begins 8/28
 - Everyone's been emailed about attendance recovery.
 - Emailed faculty to nominate for open SBDM positions available. Teacher positions will be announced today & at faculty meeting.
 - Working With Wendy Teer to get students caught up on Edgenuity training. Part 1 of 3 complete.
 - Meeting:
 - Setting meeting with LPAC advisor for our campus
 - Clarke: Applications for front office will be clustered. Will do confidentiality training.
 - Carrillo: Announce today Hufnagle's message about Office Aides
 - Kinzer: Printed 9th grade, but couldn't print 10th grade.
 - Starting walkthroughs next week.
 - Lead4ward training tomorrow via Zoom.
 - Off work Friday.
 - Continuing Textbook / MacBook Distribution
 - Ensure Safety & Security Folders are updated & distributed. Upload to the Safety & Security Drive.
 - Recruiting for SBDM with Wendy. *One will be LPAC representative.*
 - Look at 'radar' students.
 - Look at how many hours (attendance recovery) our new incoming students need. Get from their middle schools. Hsueh assist Jarratt.
 - Action Item: Clarke send TTESS spreadsheet to Hufnagle
 - Created spreadsheet for TTESS. They will sign up for evaluations. Share with Clarke/Collins. Will add Lamb to evaluations.
 - From Collins:
 - Class Meetings: When/Content. During day and will plan around Chavez
 - 1 Day DAEP Plan (Final Shared) Working with Haynes on 'OCI' plan.
 - SBDM Elections Committee List
 - TCC ID Plan with Wendy.
 - Schedule for PH?
 - TCC ID: new students need time to get enrolled prior to going.
 - FWISD ID printer came in today!!
 - Sub Folders with Clarke
 - DEC EOC Plan? Student roster to Dept. Chairs. Provide resources, attend attendance recovery dates for help.
 - TSI Bootcamp – 5 weeks on Fridays only. 6th week they take TSI.
 - Working with Kinzer/Rhonda for attendance to ensure Mrs. Berry can take attendance.
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- Optional Flexible School Day with Jarratt status? - will discuss with Mrs. Jarratt.
 - Folder for all Professional Development in Canvas? From 8/7 on.... / what's set up now.
 - PLC & grade level team schedules? Update for dates/times locations. Have a sign up that is sent out.
 - Master schedule with counselors: leveling, Lamb, CTE hours. Discussed with counselors regarding leveling.
 - Required Committees
 - Attendance (PH kids). Still working on this with Berry.
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NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
J A R R A T T	Student Documentation & Registration	<ul style="list-style-type: none"> New students coming that were accepted late. Working on documentation and TREX documentation History updates are mostly done. 	<ul style="list-style-type: none"> Updating course history Updating Focus announcement banner. Continuing TREX Attendance recovery work. Updating from the weekend. 	
	Attendance & Grades			
		<ul style="list-style-type: none"> Supporting FST with data 	<ul style="list-style-type: none"> Edgenuity meeting on 8/30 at 2pm. How many hours do students need to make up for attendance – looking into. Unsure how to handle out of district students. Testing dates – need from Hsueh for attendance purposes. Need to be taught Canvas. 	<ul style="list-style-type: none"> Remove boxes in office Optional Flexible School Day work Course Corrections in Focus with Rubell.
	Other			
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
K I N Z E R	Master Scheduling & Registration	<ul style="list-style-type: none"> Optional Flexible School Day Teacher of Record for Texas College Bridge and student assignments Completing history updates. 	<ul style="list-style-type: none"> Incoming student records work with Jarratt. Recode students who are classified wrong for 9th/10th. Cross reference FWISD student schedules to ensure they're correct with TCC schedules. Cleanup 2nd semester schedules 	<ul style="list-style-type: none">

R U B E L	NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
		Meeting	<ul style="list-style-type: none"> 9/6: Lead Counselor Meeting 230-4 9/7: PTECH Advisory Meeting 	<ul style="list-style-type: none"> Shutting down office Mon/Tues/Wed to audit transcripts/schedules. No students. 8/29: Lead Trauma Response meeting from 9-10 via Zoom. 8/29: HS Counselor meeting 1230-430 at TLC. 8/30: ECH Scheduling Issues meeting with Mrs. Galanis 	<ul style="list-style-type: none">
		PTECH Updates	<ul style="list-style-type: none"> Resolving schedule conflicts Registering students Reviewing summer school transcript grades. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
		Other		<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
		Updates		<ul style="list-style-type: none"> Audit transcripts & submit history updates. Update in Focus with Jarratt. Prepare for parent night. Cleanup 2nd semester schedules Level classes as needed. Determine TCC progression and give to Hsueh. List of seniors and their projected degree/certification. 	<ul style="list-style-type: none">
		Meetings	<ul style="list-style-type: none"> 8/29: 11/12 Parent Meeting 8/29: Counselor Meeting. 8/30: ECH Scheduling Issues meeting with Mrs. Galanis 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

ADJOURNMENT.....10:04am

[Click Here to View Leadership Team Minutes OneDrive Folder](#)