



TCC South / Fort Worth ISD Collegiate High School
Leadership Team Meeting | September 11, 2023 | 8:30am-10:00am

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

ABSENT: Ms. Hsueh

AGENDA.....

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

WEEK AT A GLANCE.....

MONDAY 9/11	TUESDAY 9/12	WEDNESDAY 9/13	THURSDAY 9/14	FRIDAY 9/15
<ul style="list-style-type: none">PTA Ticket Sales ContinuesSpirit Week - Enchanted DreamsC/2025 Snack Sales	<ul style="list-style-type: none">C/2025 Snack SalesHall & Door Decorating JudgingSpirit Week – Teacher Tuesday	<ul style="list-style-type: none">C/2025 Snack SalesWeekly FSTSpirit Week - Way Back Wednesday	<ul style="list-style-type: none">C/2025 Snack SalesSpirit Week - Cliché Thursday	<ul style="list-style-type: none">C/2025 Snack SalesSpirit Week – Spirit DayHOCO Game/Dance
				SAT/SUN 9/16 & 9/17
				<ul style="list-style-type: none">

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
SEPTEMBER BIRTHDAYS:				
Williams 9/27 Burkett 9/29 Eason 9/29				

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

- COMET CORNER
 - Shout outs

- **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**
 - Open House – September 25 – **MANDATORY ATTENDANCE!**
 - Staff Birthday Breakfast – September 28
- **Upcoming Meetings**
 - TBD - Grade Level Team & Department Chair Combined Meeting
 - 10/3/2023: Faculty Meeting #2
 - 09/18/2023: SBDM Meeting #1 via TEAMS
- **Upcoming PTA Meetings: - **WENDY & CLARKE - ENSURE THESE ARE IN AD ASTRA****
 - PTA Meeting #2: September 25 (Open House)
 - 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**
- Instructional Advisory Committee Nominations
- Governor's Education Champion Award - Please nominate a colleague

- HS Athletic Event Calendar
- Water Bottle Sculpture Project

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
R O B I N S O N	Meetings	•		
	Other	<ul style="list-style-type: none"> • Hearing & Vision Screening • Epi Pen & Narcan Training • MCV4 vaccinations • CPR Training • AED Training 		
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
B E R R Y	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 on September 12. • Parent Conferences this week • STEMuli meeting on Wednesday • Freshmen Round Table on Friday with 6 freshmen & board member 	
	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. Zone begins Tuesday 	
	Other	<ul style="list-style-type: none"> Speaking to Coll, Perez, Hsueh Compiling information Getting Accuplacer certificate completed. Requested file cabinet from Clarke 	<ul style="list-style-type: none"> PD Clusters – will work on once the Master Schedule is done. Profile of a FWISD Classroom & Lead4ward (Get on Collins' 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. 	
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 Homecoming Week – September 7 Carter Bloodcare Drive – Nov 4 		

R I L L O	PTA	<ul style="list-style-type: none"> PTA Meeting September 25 (Open House) PTA Meeting - December 8 PTA Meeting – April 11 		<ul style="list-style-type: none"> Action Item: Submit monthly financial statements from (Not bank statements) to Collins/Clarke. Due by 5th of month for previous month.
	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. <ul style="list-style-type: none"> Have 6 chaperones 71 students 	<ul style="list-style-type: none"> Friday, Sept 22 will be College Colors Day. <ul style="list-style-type: none"> Will frame posters. 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. <ul style="list-style-type: none"> Army rep on 9/25 ASVAB testing in Go Center <ul style="list-style-type: none"> Practice Test 10/25 Test 10/27 Posse Foundation Interview Prep 9/11. Interviews 9/13. 	<ul style="list-style-type: none"> Reviewing scholarships so far.
	Meetings	<ul style="list-style-type: none"> FAFSA training on November 6 from 1pm-2pm. 	<ul style="list-style-type: none"> Yearbook Final Touches 9/11 	
	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. Texas Women's rep coming October 17 - T3 partner 		
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C L A R	Events	<ul style="list-style-type: none"> Check that all events are in Ad Astra & School Calendar. TCC WON'T TAKE LATE REQUESTS!! 		

K E	Grants & Budgets	<ul style="list-style-type: none"> • <u>Budget Overview:</u> • 199: • 211: • 499: • Wendy will submit monthly financial statements from (Not bank statements) to Collins/Clarke. Due by 5th of month for previous month. 	<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 ○ Printer toner • STEMuli Invoice – STEMuli is doing a new DSA. Once it is complete, the requisition is ready to send off. Just waiting on DSA. • Lead4ward – waiting on staff to register. Once registered, will send off requisition. 	<ul style="list-style-type: none"> • <u>Internal Finance:</u>
	Payroll	<ul style="list-style-type: none"> • Payroll due on 8/30/23 • Weekly Comp Time Review 	<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"> • 9/8: 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. Plan in advance! • TCC Phone Issues ryan.prellwitz@tccd.edu/ call 5-5839 		<ul style="list-style-type: none"> • Badge Issues <ul style="list-style-type: none"> ○ Gordon
	Other	<ul style="list-style-type: none"> • EVERYONE needs to know where 'green book' security binder is. It must stay in front office on mailbox. That is the chosen location. 	<ul style="list-style-type: none"> • Clarke's To Do • Munis items. • Phonetree/Emergency Contacts • Yearbook • Sub Folders 	

			<ul style="list-style-type: none"> QR code for TCC classes displayed on big screen. Hufnagle will send Clarke the QR Code. Add attendance recovery dates See if we can have gym for Friday Send out SBDM invite 	
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 	<ul style="list-style-type: none"> 9/11: Barksdale Walkthroughs @ 12:30pm 9/11: TTESS Conferences 9/11: Barksdale walkthroughs 9/12: APLA Triangulation @ 8am 9/12: TCU meeting with Hufnagle 9/12: ChalkTalk 9/13: TLC – Cabinet Meeting 9/14: Principal Meeting all day 9/14: ChalkTalk @ 1:10 9/15: PIC 9/15: Freshmen Round Table 	<ul style="list-style-type: none"> <u>Future Meetings:</u> <ul style="list-style-type: none">
	TCC	<ul style="list-style-type: none"> Media center will have 4 cubicles (tentatively Wendy, Hsueh, Berry, Chavez) 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. 	<ul style="list-style-type: none"> 9/13: Dr. Lufkin Meeting – Hufnagle will attend. 	
	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 processed - waiting on DSA. Once done, Clarke will submit. • 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. 	
	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 fwsd.kronos.net. Ensure you are 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! • Text Clarke, Collins, Hufnagle if you will be absent by 6am day of. Clarke will text Jarratt. 	<ul style="list-style-type: none"> • SBDM Agenda work • Action Item: Update note: Open House work – everyone be at Open House. Send out that it is required/Mandatory. • 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. • Yearbook – finalize today. Send to Herff Jones 9/11 • South Collegiate is #5 in FWISD! • 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 	<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
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H A Y N E S	UPDATES	<ul style="list-style-type: none"> Submitting data to director on weekly basis. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	MEETINGS	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> FST Meetings every Wednesday
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 TCC Drop Date November 9 	<ul style="list-style-type: none"> All students need to complete their online readiness assessments and #NotAnymore. Need from Counselors students' projected pathways to send to TCC Schedule Crosswalk meeting with TCC for AAS: Electronics Technology 	<ul style="list-style-type: none"> Update Crosswalk each year Send list of projected pathways to TCC each year Follow up with Rangel to have 9th grade students start learning about pathways to select at TCC South/FWISD
	CCMR / Collegiate Testing	<ul style="list-style-type: none"> TSI Collegeboard Texas College Bridge Upcoming Dates <ul style="list-style-type: none"> TSI - September 29 PSAT - October 12 - PSAT is digital this year (9 & NMSQT) TSI College Board Texas College Bridge 	<ul style="list-style-type: none"> 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 Submit Texas College Bridge contracts this week. Update SSD Coordinator in Collegeboard. TSI Rostering TCB Rostering PSAT Rostering Give Mrs. Clarke PSAT Event to put on calendar 	<ul style="list-style-type: none"> PSAT in October Mini-Expos starting in October at TLC. District Expos in November. Texas College Bridge work. Review students' TSI data Update TSI data via Focus

			<ul style="list-style-type: none"> • Give Mrs. Clarke announcements for TSI and PSAT to be posted in Blackboard • Give Ms. Wendy Announcement for PSAT and TSI • Prepare for PSAT plan - faculty/staff training • AA count - Class of 2023: <ul style="list-style-type: none"> ○ AAB: 31 ○ AA: 12 ○ CRT Business: 1 ○ IHE Awarded: 44 ○ IBC MS Word: 5 	
	PTECH Updates	<ul style="list-style-type: none"> • Asking TCC to do orientation with new students • New TCC shirts this year. • The P-TECH Advisory Meeting went well. Please see the notes Mrs. Clarke typed: Posted on TCC South/FWISD Website Need updated MOU from FWISD Need P-TECH application date 	<ul style="list-style-type: none"> • Follow up with Wendy regarding passing out t-shirts. • Meet with Brittney to update the event calendar for Oncor WBL activities 	<ul style="list-style-type: none"> • Mini-Expos starting in October at middle schools • District-wide Expos at TLC in November.
	Meetings		<ul style="list-style-type: none"> • Wednesday, Sept 13 - meeting with Wade (Stemuli) and student with data tracking issue during Power Hour • Thursday, Sept 21 - Webinar with Dr. Chaney RE: OBM & Data Tracking • Wednesday, Sept 27 - meeting with TCC Embedded Faculty representative 	<ul style="list-style-type: none"> •
	Other	<ul style="list-style-type: none"> • First PTECH Advisory Meeting 9/7 • Waiting on Generic log-in for computer status - email sent 9/6 and spoke to Gordon 	<ul style="list-style-type: none"> • 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"> •

			<ul style="list-style-type: none"> • LEAVE From Collins: • • 1 Friday a month is Club day – adjusted schedule. • • Friday's café - study hall culture • QR code for questions ----- • Follow up with Mrs. Hufnagle regarding to students taking BUSI 1301 • Need date confirmed date • I will be leaving early this Thursday, September 14. 	
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"> • Master schedule with counselors: leveling, Lamb, CTE hours. Discussed with counselors regarding leveling. 	<ul style="list-style-type: none"> •
	Attendance	<ul style="list-style-type: none"> • LPAC & Attendance Recovery documentation – main focus on 9/11 	<ul style="list-style-type: none"> • Look at how many hours (attendance recovery) our new incoming students need. Get from their middle schools. Hsueh assist Jarratt. • DEC EOC Plan? Student roster to Dept. Chairs. Provide resources, attend attendance recovery dates for help. - Main Focus for week of 9/11 	
	Meetings	<ul style="list-style-type: none"> • Setting meeting with LPAC advisor for our campus 	<ul style="list-style-type: none"> • 9/11: LPAC meeting at 4pm • 9/12: Attendance Meeting • 9/12: APLA • 9/13: Lufkin Meeting • 9/14: ARD Meetings • 9/15: Mapgrowth Meeting 1pm-4pm 	<ul style="list-style-type: none"> • Walkthroughs • ARD & 504 Meetings
	Testing	<ul style="list-style-type: none"> • Mapgrowth testing continues the week of 9/11, ends 9/14 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • TSI Bootcamp – 5 weeks on Fridays only. 6th week they take TSI.

	SBDM	<ul style="list-style-type: none"> Emailed faculty to nominate for open SBDM positions available. Teacher positions will be announced today & at faculty meeting. 	<ul style="list-style-type: none"> SBDM Elections Committee List Recruiting for SBDM with Wendy. <i>One will be LPAC representative.</i> 	
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	Other	<ul style="list-style-type: none"> • Working With Wendy Teer to get students caught up on Edgenuity training. Part 1 of 3 complete. • 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. 	<ul style="list-style-type: none"> • Yearbook with Chavez, Clarke, Hsueh. • Ask Caitlin what resources TCC provides for students. (Tutoring, etc.) Ask TCC to be here at Open House so they can answer these questions. • Continuing Textbook / MacBook Distribution • Ensure Safety & Security Folders are updated & distributed. Upload to the Safety & Security Drive. • Look at 'radar' students. • Created spreadsheet for TTESS. They will sign up for evaluations. Share with Clarke/Collins. Will add Lamb to evaluations. • Class Meetings: When/Content. During day and will plan around Chavez. Will meet with Chavez 9/15 at 11:15am. • 1 Day DAEP Plan (Final Shared) Working with Haynes on 'OCI' plan. Will solidify a better plan. • TCC ID Plan with Wendy. Schedule for PH? <ul style="list-style-type: none"> ○ TCC ID: new students need time to get enrolled prior to going. ○ FWISD ID: printer seldomly works. Quote sent Friday for new printer. Wendy will give Clarke quote today, 9/11. • Sub Folders with Clarke • Optional Flexible School Day with Jarratt status? - will discuss with Mrs. Jarratt. 	
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			<ul style="list-style-type: none">• 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.• Required Committees	
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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 	<ul style="list-style-type: none"> Updating course history Updating Focus announcement banner. Continuing TREX 	
	Attendance & Grades	<ul style="list-style-type: none"> History updates are mostly done. 	<ul style="list-style-type: none"> Attendance recovery work. 9/15: Attendance Meeting at PDC at 11:30am. 	
	Other	<ul style="list-style-type: none"> Supporting FST with data 	<ul style="list-style-type: none"> Create coverage plan with department chairs when a teacher is out without a sub. 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. History updates with Rubell Canvas issues continue 	<ul style="list-style-type: none"> Remove boxes in office Optional Flexible School Day work Course Corrections in Focus with Rubell.
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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 	<ul style="list-style-type: none"> Incoming student records work with Jarratt. Update Caitlin/TCC with Spring semester changes. Cleanup 2nd semester schedules Completing history updates – due Friday 9/15 	<ul style="list-style-type: none">
	Meeting		<ul style="list-style-type: none"> Parent Conferences 9/11 Parent Conference 9/13 1:15pm & 3:30pm Parent Conference 9/14 at 3:30pm FST Meetings every Wednesday 504 Meeting – Wednesday @ 3pm 9/11: LPAC meeting at 4pm 9/18: College Night & SBDM 9/20: Lead Counselor Meeting 	<ul style="list-style-type: none"> Hufnagle Meeting - EOC Review for new students

			<ul style="list-style-type: none"> 9/21: ARD Meeting 9:35am 	
	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">
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
R U B E L	Updates	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Audit transcripts & submit history updates. Update in Focus with Jarratt. Cleanup 2nd semester schedules 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"> 	<ul style="list-style-type: none"> 9/14: 504 Meeting Schedule admin/counseling & Chavez/Hsueh meeting to discuss early graduates. Clarke to check Collins calendar for next week. 	<ul style="list-style-type: none">

ADJOURNMENT.....9:49am

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