



**TCC South / Fort Worth ISD Collegiate High School**  
**Leadership Team Meeting | September 18, 2023 | 8:30am-10:00am**

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



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

**ABSENT:**

**AGENDA**.....

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

WEEK AT A GLANCE.....

MONDAY 9/18	TUESDAY 9/19	WEDNESDAY 9/20	THURSDAY 9/21	FRIDAY 9/22
<ul style="list-style-type: none"><li>C/2025 Snack Sales</li><li>FWISD College Night</li><li>Weekly FST</li><li>SBDM Meeting #1</li><li>Open House Planning Meeting</li></ul>	<ul style="list-style-type: none"><li>C/2025 Snack Sales</li><li>TX Wesleyan Rep Presentation</li></ul>	<ul style="list-style-type: none"><li>C/2025 Snack Sales</li><li>Weekly FST</li><li>Combined Dept. Chair &amp; Grade Level Team Lead Meeting</li><li>Water Pathway Meeting</li></ul>	<ul style="list-style-type: none"><li>C/2025 Snack Sales</li><li>Alumni Guest Speaker Presentation</li></ul>	<ul style="list-style-type: none"><li>C/2025 Snack Sales</li></ul>
				SAT/SUN 9/23 & 9/24
				<ul style="list-style-type: none"><li></li></ul>

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
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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
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SEPTEMBER BIRTHDAYS:

Williams 9/27 Burkett 9/29 Eason 9/29
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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**
  - 09/18/2023: SBDM Meeting #1 via TEAMS at 3:40pm
  - 09/18/2023: Open House Planning Meeting via Teams 1:30pm
  - 09/20/2023 - Grade Level Team & Department Chair Combined Meeting
  - 10/03/2023: Faculty Meeting #2
- **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**

- Server Maintenance
- Fee Schedule
- Student Password Reset Instructions
- 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
ROBINSON	Meetings	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 504s this week</li> </ul>	
	Other	<ul style="list-style-type: none"> <li>• Hearing &amp; Vision Screening</li> <li>• Epi Pen &amp; Narcan Training</li> <li>• MCV4 vaccinations</li> <li>• CPR Training</li> <li>• AED Training</li> </ul>		
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
BERR	Meetings		<ul style="list-style-type: none"> <li>• 2 small FSTs 9/18 &amp; 9/20</li> </ul>	<ul style="list-style-type: none"> <li>• FST meetings Mon/Wed</li> </ul>
	Big FST			
	Small FST		<ul style="list-style-type: none"> <li>• Building PH around the SAM</li> </ul>	

Y	The Zone		<ul style="list-style-type: none"> <li>• Parent conferences with teachers, administrators and Mrs. Kinzer</li> <li>• Will meet Tuesday &amp; Thursday this week.               <ul style="list-style-type: none"> <li>◦ (Kinzer will lead zone on Tuesday)</li> </ul> </li> </ul>	
	Other		<ul style="list-style-type: none"> <li>• <b>CTE – P.H. Plan (Need assistance)</b> <ul style="list-style-type: none"> <li>◦ Need more clarification. Can assist with the organizational piece but cannot control the curriculum.</li> <li>◦ Hsueh: Deliver lessons to be given out in PH.</li> </ul> </li> <li>• Out of office Tuesday &amp; Wednesday</li> </ul>	<ul style="list-style-type: none"> <li>• Taking over yearbook for 23-24               <ul style="list-style-type: none"> <li>◦ Will build ladder for a calendar of events &amp; logistics.</li> </ul> </li> </ul>
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C A R R I L L O	Events	<ul style="list-style-type: none"> <li>• Created a plan of events for TCC</li> <li>• Carter Bloodcare Drive – Nov 4</li> </ul>	<ul style="list-style-type: none"> <li>• Bagels &amp; Donuts on 28<sup>th</sup> for Staff Birthday Breakfast</li> </ul>	
	PTA	<ul style="list-style-type: none"> <li>• PTA Meeting September 25 (Open House)               <ul style="list-style-type: none"> <li>• Carter Bloodcare will present check at Open House</li> </ul> </li> <li>• PTA Meeting - December 8</li> <li>• PTA Meeting – April 11</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Action Item:</b> Submit monthly financial statements from (Not bank statements) to Collins/Clarke. Due by 5<sup>th</sup> of month for previous month.</li> </ul>
	Meetings			
	Other		<ul style="list-style-type: none"> <li>• Out of office Friday morning</li> </ul>	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C H A V E Z	College & Career	<ul style="list-style-type: none"> <li>• College Night on September 18.               <ul style="list-style-type: none"> <li>◦ Have 6 chaperones</li> <li>◦ 71 students</li> <li>◦ Still need 9 permission slips</li> <li>◦ Have 2 buses</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Friday, Sept 22 will be College Colors Day.               <ul style="list-style-type: none"> <li>• Will frame posters.</li> </ul> </li> <li>• Military Week is Sept 29               <ul style="list-style-type: none"> <li>• Military officers will be here during PH on Mon/Wed &amp; in Go Center &amp; T/TH in café.</li> <li>• Army rep on 9/25</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing scholarships so far.</li> </ul>

			<ul style="list-style-type: none"> <li>ASVAB testing in Go Center               <ul style="list-style-type: none"> <li>Practice Test 10/25</li> <li>Test 10/27</li> </ul> </li> </ul>	
	Meetings	<ul style="list-style-type: none"> <li>FAFSA training on November 6 from 1pm-2pm.</li> </ul>		
	Other	<ul style="list-style-type: none"> <li>Senior PH presentations. Need them to sign up for Remind.</li> <li>Organizing scholarship opportunities that will be recurring &amp; publishing to the Go Center padlet.</li> <li>Texas Women's rep coming October 17 - T3 partner</li> </ul>		
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
CLARKE	Events	<ul style="list-style-type: none"> <li>Check that all events are in Ad Astra &amp; School Calendar. <b>TCC WON'T TAKE LATE REQUESTS!!</b></li> </ul>		
	Grants & Budgets	<ul style="list-style-type: none"> <li><u>Budget Overview:</u></li> <li>199:</li> <li>211:</li> <li>499:</li> <li>Wendy will submit monthly financial statements from (Not bank statements) to Collins/Clarke. Due by 5<sup>th</sup> of month for previous month.</li> </ul>	<ul style="list-style-type: none"> <li><u>Purchase Orders To Do</u> <ul style="list-style-type: none"> <li>UIL Plaque</li> <li>Stamps? Currently have 520 stamps. These are roughly \$63 per coil of 100. Book of 20 is roughly \$12.60.</li> <li>Andrew Sharos – All 4s &amp; 5s (10) will be \$249.50 for 211-6329 funds.</li> <li>MathMedic – Barnes</li> <li>General Office Supplies</li> <li>Printer toner</li> </ul> </li> <li>STEMuli Invoice</li> <li>Lead4ward</li> </ul>	<ul style="list-style-type: none"> <li><u>Internal Finance:</u></li> </ul>
	Payroll	<ul style="list-style-type: none"> <li>Payroll due on 8/30/23</li> <li>Weekly Comp Time Review</li> </ul>	<ul style="list-style-type: none"> <li>Finishing Kronos/Smartfind today</li> <li>Print 211 extra duty forms for teachers/staff to sign.</li> </ul>	
	Meetings			<ul style="list-style-type: none"> <li>Weekly Leadership Mondays 8:30am</li> </ul>

				<ul style="list-style-type: none"> <li>Weekly CC Meeting Fridays 1pm-3pm</li> </ul>
	<b>Work Orders &amp; Technology</b>	<ul style="list-style-type: none"> <li>TCC Work Orders: Any work order must be no less than 10 days in advance or TCC will automatically reject it. Plan in advance!</li> <li>TCC Phone Issues ryan.prellwitz@tccd.edu/ call 5-5839</li> </ul>		<ul style="list-style-type: none"> <li>Badge Issues <ul style="list-style-type: none"> <li>Gordon</li> </ul> </li> </ul>
	<b>Other</b>	<ul style="list-style-type: none"> <li>EVERYONE needs to know where 'green book' security binder is. It must stay in front office on mailbox. That is the chosen location.</li> </ul>	<ul style="list-style-type: none"> <li>Clarke's To Do</li> <li>YEARBOOK</li> <li>Munis items.</li> <li>Phonetree/Emergency Contacts</li> <li>Sub Folders</li> <li>QR code for TCC classes displayed on big screen. Hufnagle will send Clarke the QR Code.</li> <li>Add attendance recovery dates</li> </ul>	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
<b>C O L L I N S</b>	<b>Meetings</b>	<ul style="list-style-type: none"> <li>Grade Level &amp; Dept. Chair agendas being made for meeting.</li> <li>Small FST/Big FST</li> </ul>	<ul style="list-style-type: none"> <li>9/18: Open House Planning Meeting</li> <li>9/18: T-TESS Goal Setting Meeting - Perez</li> <li>9/18: SBDM Meeting #1</li> <li>9/19: T-TESS Goal Setting Meeting – Palladino</li> <li>9/19: T-TESS Goal Setting Meeting – Coronado</li> <li>9/19: Barksdale BOY Meeting</li> <li>9/20: Water Pathway Discussion</li> <li>9/21: Accountability Webinar</li> <li>9/21: T-TESS Goal Setting Meeting – Davis</li> <li>9/21: A. Avalos Meeting</li> <li>9/21: OBM Webinar</li> <li>9/21: Graduation Meeting</li> <li>9/21: Yearbook Meeting</li> </ul>	<ul style="list-style-type: none"> <li><u>Future Meetings:</u> <ul style="list-style-type: none"> <li>To Do: <ul style="list-style-type: none"> <li>Finish CIP by 21<sup>st</sup></li> <li>Set/Complete Walkthroughs</li> <li>WBL work in STEMuli – Build it out to ensure STEMuli is evolving.</li> </ul> </li> <li>10/13: Guest speaking at a meeting about WBL</li> <li>Week of 10/17: Period 6, 7, 9, 10 Lead4Ward – Design strategies to benefit the team.</li> <li>End of October – PD around lesson planning &amp; Domain 1 T-TESS.</li> <li>Action Item: All leadership staff must submit goals (Professional goal on how it</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>9/22: CC Meeting</li> <li>9/22: Intergenerational Conversation Meeting</li> </ul>	impacts campus & personal goal) on improvement to Hufnagle via Google Form. Due: TBD.
	TCC	<ul style="list-style-type: none"> <li>Media center will have 4 cubicles (tentatively Wendy, Hsueh, Berry, Chavez)</li> <li>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.</li> <li>No access to Dr. Collins' office ever without Collins, Hufnagle, Clarke approval.</li> </ul>		
	CEIP & Budget	<ul style="list-style-type: none"> <li><b>Budget Overview:</b></li> <li>199:</li> <li>211:</li> </ul>	<ul style="list-style-type: none"> <li>Working on CNA process for 23-24 school year w/ Hsueh/Hufnagle</li> <li>Tutor.com will be a resource. Use for students.</li> </ul>	<ul style="list-style-type: none"> <li>Meet with Clarke for Budget/CIP</li> </ul>
	Staff Action Item Requests:		<ul style="list-style-type: none"> <li><b>BERRY:</b> add STEMuli to FST agenda.</li> <li><b>HSUEH:</b> Loop Berry/Rangel/Gordon into STEMuli work to get it going by September 8. Have plan for students logging in, data &amp; rosters cleaned up. <ul style="list-style-type: none"> <li>Train Berry on STEMuli. Collins will also call Wade to discuss catching her up.</li> </ul> </li> </ul>	
	Other	<ul style="list-style-type: none"> <li>Comet Corner/ Principals Packet</li> <li>Office Coverage: Main office must be manned at all times. Wendy, Brittney, and Elicia will be scheduled.</li> <li>Remember to remove posters at end of event. (&amp; posters</li> </ul>	<ul style="list-style-type: none"> <li><b>Action Item for Clarke:</b> Ensure there is a summary of late arrivals/unplanned. Form needs to be finalized. Reiterate in CC that they must be here by 7:50am &amp; text us when late. Employee must email Clarke when they're late. Form will be filled out by late</li> </ul>	<ul style="list-style-type: none"> <li>PTA board with Wendy. Clarke get paperwork from Wendy. Need monthly financial statements from PTA. (Not bank statements.)</li> <li>Family events set in calendar</li> <li>Walk-throughs</li> <li>Dept. Chair &amp; grade level teamwork</li> </ul>



		<p>student/employee must be approved prior to being hung.)</p> <ul style="list-style-type: none"> <li>• Kronos: no clock, must log into fwisd.kronos.net. Ensure you are clocking in when you begin work. No comp approvals without prior approval.</li> <li>• Cafeteria duty coverage. Ensure you are doing your duty day or get it covered.</li> <li>• <b>Action Item:</b> Put in your absences on time!</li> <li>• Text Clarke, Collins, Hufnagle if you will be absent by 6am day of. Clarke will text Jarratt.</li> </ul>	<p>employee. - <i>Faculty Meeting agenda point.</i></p> <ul style="list-style-type: none"> <li>• Thank you to Chavez for MBK assistance</li> <li>• <b>Berry:</b> Lead4Ward, need to discuss NSBE Jr.</li> <li>• <b>Action Item for Clarke:</b> Don't forget Safe Schools Training! - put in CC!</li> <li>• SBDM Agenda work</li> <li>• <b>Action Item:</b> Update note: Open House work – everyone be at Open House. Send out that it is required/Mandatory.</li> <li>• STEMuli <ul style="list-style-type: none"> <li>○ TSI Navigator</li> <li>○ Focusing on Rangel/Gordon using it rather than all PH professors.</li> <li>○ Hsueh is working with Wade from STEMuli to oversee this. TSI is a component of this.</li> </ul> </li> <li>• Yearbook – <b>finalize today.</b> Send to Herff Jones 9/18</li> <li>• PTECH Designation Website work. Website a priority to keep updated.</li> <li>• CIP, Tutor.com, yearbook work</li> </ul>	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
H A Y N E S	UPDATES	<ul style="list-style-type: none"> <li>• Submitting data to director on weekly basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Chaperoning FWISD College Night Trip.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	MEETINGS	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• FST Meetings every Wednesday</li> </ul>
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
H S U E	Master Scheduling & Registration	<ul style="list-style-type: none"> <li>• Crosswalk</li> <li>• TCC important Dates</li> <li>• TCC Drop Date November 9</li> </ul>	<ul style="list-style-type: none"> <li>• All students need to complete their online readiness assessments and #NotAnymore.</li> </ul>	<ul style="list-style-type: none"> <li>• Update Crosswalk each year</li> <li>• Send list of projected pathways to TCC each year</li> </ul>

<b>H</b>			<ul style="list-style-type: none"> <li>• Need from Counselors students' projected pathways to send to TCC</li> <li>• Schedule Crosswalk meeting with TCC for AAS: Electronics Technology</li> <li>• <b>Action Item:</b> Master Scheduling: Add Texas College Bridge to math/English core teachers for 0 Period. <ul style="list-style-type: none"> <li>• Determined at PSS meeting &amp; counselors meeting.</li> <li>• Teachers: <ul style="list-style-type: none"> <li>▪ Math: Horton, Palladino, Barnes, Burkett</li> <li>▪ English: Eason, Muller, Williams</li> </ul> </li> <li>• Collins wants to discuss this further since it may not work for our school.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Follow up with Rangel to have 9<sup>th</sup> grade students start learning about pathways to select at TCC South/FWISD</li> </ul>
	<b>CCMR / Collegiate Testing</b>	<ul style="list-style-type: none"> <li>• ChalkTalk – tabled for now</li> <li>• TSI – merge accounts.</li> <li>• Collegeboard</li> <li>• Texas College Bridge</li> <li>• Upcoming Dates <ul style="list-style-type: none"> <li>• TSI - September 29</li> <li>• PSAT - October 12 - PSAT is digital this year (9 &amp; NMSQT)</li> <li>• TSI</li> <li>• College Board</li> <li>• Texas College Bridge</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Reaching out to Caitlin about SAT waivers for students.</li> <li>• Last day to submit accommodations for Oct 12 test.</li> <li>• TSI Rostering</li> <li>• TCB Rostering</li> <li>• Clarke to add SAT info to Faculty meeting agenda item.</li> <li>• Prepare for PSAT plan - faculty/staff training</li> <li>• AA count - Class of 2023: <ul style="list-style-type: none"> <li>○ AAB: 31</li> <li>○ AA: 12</li> <li>○ CRT Business: 1</li> <li>○ IHE Awarded: 44</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• PSAT in October</li> <li>• Mini-Expos starting in October at TLC.</li> <li>• District Expos in November.</li> <li>• Texas College Bridge work.</li> <li>• Review students' TSI data</li> <li>• Update TSI data via Focus</li> </ul>

			○ IBC MS Word: 5	
	<b>PTECH Updates</b>	<ul style="list-style-type: none"> <li>• Asking TCC to do orientation with new students</li> <li>• New TCC shirts this year.</li> <li>• The P-TECH Advisory Meeting went well. Please see the notes Mrs. Clarke typed: Posted on TCC South/FWISD Website</li> <li>Need updated MOU from FWISD</li> <li>Need P-TECH application date</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with Brittney to update the event calendar for Oncor WBL activities.</li> <li>• Antonella (Oncor) wants to meet with City of Fort Worth Water to discuss strategies. Hsueh will set this up this week.</li> <li>• Submit pathway decisions to TCC for 10/11 grade students. Waiting on data from counselors.</li> </ul>	<ul style="list-style-type: none"> <li>• Mini-Expos starting in October at middle schools</li> <li>• District-wide Expos at TLC in November.</li> </ul>
	<b>Meetings</b>		<ul style="list-style-type: none"> <li>• Open House Meeting 9/18</li> <li>• CCRSM Meeting 9/19</li> <li>• Gold Seal Meeting 9/19</li> <li>• Water Pathway Meeting 9/20</li> <li>• Webinar with Dr. Chaney RE: OBM &amp; Data Tracking 9/21</li> <li>• City of Fort Worth Water Department Meeting 9/22</li> <li>• Meeting with TCC Embedded Faculty representative 9/27</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<b>Other</b>	<ul style="list-style-type: none"> <li>• Waiting on Generic log-in for computer status - email sent 9/6 and spoke to Gordon</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Friday a month is Club day – adjusted schedule.</li> <li>• Friday's café - study hall culture – QR code for questions.</li> <li>• LEAVE</li> <li>From Collins: <ul style="list-style-type: none"> <li>• 1 Friday a month is Club day – adjusted schedule.</li> <li>• Friday's café - study hall culture</li> </ul> </li> <li>• QR code for questions</li> <li>• Final check on yearbook. Creating folder for pictures taken this year. -</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

			Hold on this so that Berry can discuss with Hsueh first.	
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H U F N A G L E	Master Scheduling & Registration	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Master schedule with counselors: Working with Kinzer to ensure Lamb is scheduled correctly in Focus.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Attendance	<ul style="list-style-type: none"> <li>LPAC &amp; Attendance Recovery documentation</li> </ul>	<ul style="list-style-type: none"> <li>Look at how many hours (attendance recovery) our new incoming students need. Get from their middle schools. Hsueh assist Jarratt.</li> <li>DEC EOC Plan? Student roster to Dept. Chairs. Provide resources, attend attendance recovery dates for help.</li> <li>Need assistance from Jarratt regarding TEA survey.</li> <li>Updating attendance recovery every week for Saturday sessions.</li> <li></li> </ul>	
	Meetings	<ul style="list-style-type: none"> <li>Setting meeting with LPAC advisor for our campus</li> </ul>	<ul style="list-style-type: none"> <li>9/18: Open House Planning Meeting</li> <li>9/18: SBDM Meeting</li> <li>9/18: FWISD College Night</li> <li>9/20: AP Meeting</li> <li>9/21: OBM Meeting</li> <li>9/21: Graduation Meeting</li> <li>9/22: Walkthroughs due</li> </ul>	<ul style="list-style-type: none"> <li>Walkthroughs</li> <li>ARD &amp; 504 Meetings</li> </ul>
	Testing	<ul style="list-style-type: none"> <li>Mapgrowth testing continues the week of 9/11, ends 9/14</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>TSI Bootcamp – 5 weeks on Fridays only. 6<sup>th</sup> week they take TSI.</li> </ul>
	SBDM	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>First meeting today</li> </ul>	

	Other	<ul style="list-style-type: none"> <li>• Working With Wendy Teer to get students caught up on Edgenuity training. Part 1 of 3 complete.</li> <li>• <b>Clarke:</b> Applications for front office will be clustered. Will do confidentiality training.</li> <li>• <b>Carrillo:</b> Announce today Hufnagle's message about Office Aides</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize yearbook today.</li> <li>• Ask Caitlin what resources TCC provides for students. (Tutoring, etc.) Ask TCC to be here at Open House so they can answer these questions.</li> <li>• Safety &amp; Security Folders are updated &amp; distributed.</li> <li>• Look at 'radar' students with Rubell.</li> <li>• 1 Day DAEP Plan (Final Shared) Working with Haynes on 'OCI' plan. Will solidify a better plan.</li> <li>• TCC ID Plan with Wendy <ul style="list-style-type: none"> <li>○ <u>TCC ID:</u> new students need time to get enrolled prior to going.</li> <li>○ <u>FWISD ID:</u> printer seldomly works. Quote sent Friday for new printer. Wendy will give Clarke quote today, 9/11.</li> </ul> </li> <li>• <b>Action Item: Clarke</b> - Sub Folders with Clarke – due this week.</li> <li>• Optional Flexible School Day <ul style="list-style-type: none"> <li>○ Jarratt will email Rhonda.</li> <li>○ No HS class students on Optional Flexible school day.</li> </ul> </li> <li>• Folder for all Professional Development in Canvas. <ul style="list-style-type: none"> <li>○ From 8/7 on....</li> </ul> </li> <li>• Required Committees</li> </ul>	<ul style="list-style-type: none"> <li>• Continuing Textbook / MacBook Distribution</li> </ul>
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"> <li>Working on documentation and TREX documentation</li> <li>Updating Focus announcement banner</li> </ul>
	Attendance & Grades	<ul style="list-style-type: none"> <li>History updates are mostly done.</li> </ul>	<ul style="list-style-type: none"> <li>ADA Attendance work.</li> <li>Clarke: Send out blackboard message about at-risk students.</li> <li>Attendance recovery work.</li> <li>Report cards coming up. <ul style="list-style-type: none"> <li>Teacher progress reports did not have enough grades. Will email professors to remind them to update gradebooks weekly.</li> </ul> </li> </ul>	
	Other	<ul style="list-style-type: none"> <li>Supporting FST with data</li> </ul>	<ul style="list-style-type: none"> <li>Action Item: Credit issue with Texas College Bridge: discuss with Hsueh</li> <li>Create coverage plan with department chairs when a teacher is out without a sub.</li> <li>Testing dates – need from Hsueh for attendance purposes.</li> <li>Need to be taught Canvas.</li> </ul>	<ul style="list-style-type: none"> <li>Remove boxes in office</li> <li>Optional Flexible School Day work</li> </ul>
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
K I N Z E R	Master Scheduling & Registration	<ul style="list-style-type: none"> <li>Optional Flexible School Day</li> <li>Meeting about credit for Texas College Bridge.</li> </ul>	<ul style="list-style-type: none"> <li>Incoming student records work with Jarratt.</li> <li>Update Caitlin/TCC with Spring semester changes.</li> <li>Cleanup 2<sup>nd</sup> semester schedules</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Meeting		<ul style="list-style-type: none"> <li>FST Meetings every Wednesday</li> <li>9/18: College Night &amp; SBDM – need tablecloth for college night.</li> <li>9/19: Zone PH Meeting</li> <li>9/20: Water Pathway Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Hufnagle Meeting - EOC Review for new students</li> <li>Many 504s coming up.</li> <li>9/25: Open House</li> </ul>

			<ul style="list-style-type: none"> <li>9/20: Lead Counselor Meeting</li> <li>9/21: ARD Meeting 9:35am</li> <li>9/21: OBM/Data Tracker Webinar</li> <li>9/21: Graduation Meeting</li> </ul>	<ul style="list-style-type: none"> <li>9/26: Transcripts with updated ranking received.</li> <li>9/26: Counselors meeting</li> <li>9/26: 9<sup>th</sup> grade PH Meeting</li> </ul>
	<b>PTECH Updates</b>		•	•
	<b>Other</b>		<ul style="list-style-type: none"> <li>Discuss attendance recovery with Hufnagle for new students coming from different school</li> <li>Meet with Hufnagle to discuss Mrs. Lamb</li> <li>Discuss college credit.</li> </ul>	•
<b>NAME</b>	<b>TOPIC</b>	<b>OVERVIEW</b>	<b>TO DO IMMEDIATELY</b>	<b>LONG TERM TASKS</b>
<b>R U B E L L</b>	<b>Updates</b>	•	<ul style="list-style-type: none"> <li>Cleanup 2<sup>nd</sup> semester schedules</li> <li>Determine TCC progression and give to Hsueh. List of seniors and their projected degree /certification.</li> <li>TCC course audits continue</li> <li>Updating Texas College Bridge student Focus schedules.</li> </ul>	•
	<b>Meetings</b>	•	<ul style="list-style-type: none"> <li>Water Pathway Meeting 9/20</li> <li>OBM/Data Tracker Meeting on 9/21</li> <li>Admin/counseling &amp; Chavez/Hsueh meeting to discuss early graduates. 9/21</li> </ul>	•

**ADJOURNMENT**.....**10:26am**

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