



**TCC South / Fort Worth ISD Collegiate High School**  
**Leadership Team Meeting | September 25, 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 9/25	TUESDAY 9/26	WEDNESDAY 9/27	THURSDAY 9/28	FRIDAY 9/29
<ul style="list-style-type: none"><li>C/2025 Snack Sales</li><li>Open House</li><li>Weekly FST</li></ul>	<ul style="list-style-type: none"><li>C/2025 Snack Sales</li><li>U.S. Army Sgt. Presentation</li><li>Class Meeting – 9<sup>th</sup></li><li>Big FST</li></ul>	<ul style="list-style-type: none"><li>C/2025 Snack Sales</li><li>Weekly FST</li></ul>	<ul style="list-style-type: none"><li>C/2025 Snack Sales</li></ul>	<ul style="list-style-type: none"><li>C/2025 Snack Sales</li><li>Staff Birthday Breakfast</li></ul>
				SAT/SUN 9/30 & 10/1
				<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
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



- **JEANSTOBER! WEAR JEANS THE MONTH OF OCTOBER!!!**
- Teachers – October Gift of Time– You will choose a date for class coverage so you can have extended lunch. SignUpGenius will be coming soon.
- Taco Tuesday on Halloween. More information to come!
- PSAT – October 12
- Picture Retake Day is October 13
- Partial Building Shutdown for US History & Biology Benchmarks on October 24-27
- Volleyball Tournament October 20
- **Upcoming Meetings**
  - 10/03/2023: Faculty Meeting #2
  - Lead4Ward PD on October 17 or 19 (Periods 6, 7, 9, or 10)
  - T-TESS PD on 11/2
- **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**
  - No Show Call List & Training
  - Campus Go Center
  - National Custodian Day
  - HB 114 Support Materials
  - Water Bottle Sculpture Project – *Wendy put on Facebook & Website & Parentlink/Blackboard*

## 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
<b>R O B I N S O N</b>	<b>Meetings</b>	•	<ul style="list-style-type: none"> <li>• 504s this week</li> <li>• Out Thursday – Paula Ellis will be here.</li> </ul>	
	<b>Other</b>	<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
<b>B</b>	<b>Meetings</b>	•	<ul style="list-style-type: none"> <li>• 2 small FSTs 9/25 &amp; 9/27</li> <li>• Big FST 9/28</li> </ul>	<ul style="list-style-type: none"> <li>• FST meetings Mon/Wed</li> </ul>

<b>E R R Y</b>			<ul style="list-style-type: none"> <li>CT Coordinator Meeting 9/25</li> <li>Lead4Ward Training 9/27</li> <li>Accountability Connect 9/28</li> </ul>	
	<b>Big FST</b>	<ul style="list-style-type: none"> <li>Data disaggregation</li> <li>Teacher Input (Anecdotal)</li> </ul>	<ul style="list-style-type: none"> <li>Report Card Data</li> <li>Building Top 5 Conferences</li> </ul>	
	<b>Small FST</b>	<ul style="list-style-type: none"> <li>Student data (Empirical)</li> <li>Branching Minds</li> <li>Teacher Input (Anecdotal)</li> </ul>	<ul style="list-style-type: none"> <li>Building PH around the SAM</li> <li>Building out STEMuli components</li> </ul>	<ul style="list-style-type: none"> <li>Comparative Data</li> <li>Build student support systems</li> </ul>
	<b>The Zone</b>	<ul style="list-style-type: none"> <li>Student group support</li> </ul>	<ul style="list-style-type: none"> <li>Parent conferences with teachers, administrators and Mrs. Kinzer</li> <li>Will meet Thursday this week. (new group)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<b>Other</b>	<ul style="list-style-type: none"> <li>Art Cycle</li> <li>Lead4Ward</li> <li>NSBE Jr.</li> <li>Yearbook (Support Person)</li> </ul>	<ul style="list-style-type: none"> <li>CTE – P.H. Plan</li> <li>Meeting with Barnes to build ladder &amp; yearbook system</li> <li>Art Cycling</li> <li>Follow up with NSBE Jr. students</li> </ul>	<ul style="list-style-type: none"> <li>Supporting Barnes with 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>
<b>NAME</b>	<b>TOPIC</b>	<b>OVERVIEW</b>	<b>TO DO IMMEDIATELY</b>	<b>LONG TERM TASKS</b>
<b>C A R R I L L O</b>	<b>Events</b>	<ul style="list-style-type: none"> <li>Created a plan of events for TCC</li> <li>Carter Bloodcare Drive – Nov 4</li> <li>October 5<sup>th</sup> PH – TCC Trustee President Presentation</li> </ul>	<ul style="list-style-type: none"> <li>Bagels &amp; Donuts on 29<sup>th</sup> for Staff Birthday Breakfast</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<b>PTA</b>	<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></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>
	<b>Meetings</b>	<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></li> </ul>
	<b>Other</b>	<ul style="list-style-type: none"> <li>Information: Shera Terry – 5-4504 (Assistant with Student Development/ Vice President)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>NAME</b>	<b>TOPIC</b>	<b>OVERVIEW</b>	<b>TO DO IMMEDIATELY</b>	<b>LONG TERM TASKS</b>
<b>C H A V</b>	<b>College &amp; Career</b>	<ul style="list-style-type: none"> <li>Instant Decision Day – 10/20</li> <li>10/13 - College Counselor's Lunch regarding financial aid</li> </ul>	<ul style="list-style-type: none"> <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> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Reviewing scholarships so far.</li> </ul>

<b>E Z</b>			<ul style="list-style-type: none"> <li>• Army rep on 9/25</li> <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>	
	<b>Meetings</b>	<ul style="list-style-type: none"> <li>• FAFSA training on November 6 from 1pm-2pm.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing for 9<sup>th</sup> grade class meeting tomorrow.</li> <li>• Virtual NY Meeting – Financial Literacy for Parents on Wednesday.</li> </ul>	•
	<b>Other</b>	<ul style="list-style-type: none"> <li>• Senior PH presentations &amp; scholarship workshops during PH.</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>	<ul style="list-style-type: none"> <li>• Scheduling a college tour with an admissions counselor.</li> <li>• Working with Dr. Goodloe</li> <li>• Working on a monthly newsletter for the Go Center.</li> </ul>	•
<b>NAME</b>	<b>TOPIC</b>	<b>OVERVIEW</b>	<b>TO DO IMMEDIATELY</b>	<b>LONG TERM TASKS</b>
<b>C L A R K E</b>	<b>Events</b>	<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>		
	<b>Grants &amp; Budgets</b>	<ul style="list-style-type: none"> <li>• <u>Budget Overview:</u></li> <li>• <b>199:</b></li> <li>• <b>211:</b></li> <li>• <b>499:</b></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>• <a href="#">STEMuli Invoice</a></li> <li>• <a href="#">Lead4ward</a></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Internal Finance:</u></li> </ul>
	<b>Payroll</b>	<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> </ul>	

			<ul style="list-style-type: none"> <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> <li>Weekly CC Meeting Fridays 1pm-3pm</li> </ul>
	Work Orders & Technology	<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>
	Other	<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>Munis items.</li> <li>Yearbook memo</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
C O L L I N S	Meetings	<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>9/25: Lufkin Meeting</li> <li>9/25: Castillo Meeting</li> <li>9/25: Open House</li> <li>9/26: PD Meeting</li> <li>9/28: Accountability Connect Webinar</li> <li>9/28: TIA Core Team Meeting</li> <li>9/28: Principal's Meeting</li> <li>9/28: Counselor TSCESS Training</li> <li>9/29: Title 1 Meeting</li> <li>9/29: APLA Triad Meeting</li> </ul>	<ul style="list-style-type: none"> <li><u>Future Meetings:</u> <ul style="list-style-type: none"> <li>10/3: Faculty Meeting #2</li> <li>10/5: FAFSA Virtual Training</li> <li>10/11: Principals Meeting</li> <li>10/11: Graduation Committee Meeting</li> <li>10/12: Principal Meeting</li> <li>10/16: SBDM Meeting</li> <li>10/20: Oncor Event</li> <li>10/23: Math PLC</li> <li>10/26: Accountability Webinar</li> <li>10/27: Artcycling Project</li> <li>10/29: Birthday Breakfast</li> <li>11/3: Oncor Event</li> <li>To Do:</li> </ul> </li> </ul>

				<ul style="list-style-type: none"> <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 impacts campus &amp; personal goal) on improvement to Hufnagle via Google Form. Due: TBD.</li> </ul>
	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><u>Budget Overview:</u></b></li> <li>• 199: 30.1%</li> <li>• 211: 3.4%</li> <li>• 499: 0%</li> </ul>	<ul style="list-style-type: none"> <li>• Mission &amp; Vision and P-TECH Program Alignment</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.</li> </ul>	

			<ul style="list-style-type: none"> <li>Train Berry on STEMuli. Collins will also call Wade to discuss catching her up.</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 student/employee must be approved prior to being hung.)</li> <li>Kronos: no clock, must log into fwsd.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>Action Item: 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>	<ul style="list-style-type: none"> <li>PD Timeline with Ms. Williams</li> <li>9/25 Action Item for Clarke: 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 employee. - Faculty Meeting agenda point.</li> <li>Thank you to Chavez for MBK assistance</li> <li>9/25: Conferencing Component for Absences - Clarke/Collins</li> <li>Berry: Lead4Ward, need to discuss NSBE Jr.</li> <li>Action Item for Clarke: Don't forget Safe Schools Training! - put in CC!</li> <li>SBDM Agenda work</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>PTECH Designation Website work. Website a priority to keep updated.</li> <li>CIP, Tutor.com, yearbook work</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>
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
HAYN	UPDATES	<ul style="list-style-type: none"> <li>Submitting data to director on weekly basis.</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>10/6 out of office for dept. Staff meeting</li> </ul>	<ul style="list-style-type: none"> <li>FST Meetings every Wednesday</li> </ul>

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NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
H S U E H	Master Scheduling & Registration	<ul style="list-style-type: none"> <li>• Crosswalk</li> <li>• TCC important Dates</li> <li>• TCC Drop Date November 9</li> <li>• Follow-up on Water videos through TCQ</li> </ul>	<ul style="list-style-type: none"> <li>• <b>9/25 Update:</b> Texas College Bridge Students may need to be added to '0' period. Will try to not change PH if possible. Will send information to the counselors as needed.</li> <li>• All students need to complete their online readiness assessments and #NotAnymore.</li> <li>• Need from Counselors students' projected pathways to send to TCC</li> <li>• Schedule Crosswalk meeting with TCC for AAS: Electronics Technology &amp; Water pathway</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> <li>• Follow up with Rangel to have 9th grade students start learning about pathways to select at TCC South/FWISD</li> </ul>
	CCMR / Collegiate Testing	<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 (56 students)</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>• 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>• Working on PSAT security training for teachers &amp; will send out training videos this week to faculty.</li> </ul>	<ul style="list-style-type: none"> <li>• PSAT in October</li> <li>• Texas College Bridge work.</li> <li>• Review students' TSI data</li> <li>• Update TSI data via Focus</li> </ul>
	PTECH Updates	<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 Need updated MOU from FWISD Need P-TECH application date</li> </ul>	<ul style="list-style-type: none"> <li>• Antonella (Oncor) wants to meet with City of Fort Worth Water to discuss strategies. Hsueh will set this up this week.</li> <li>• Follow up with City of FW Water this week.</li> </ul>	<ul style="list-style-type: none"> <li>• Mini-Expos starting October 16- November 1 at the middle schools.</li> <li>• District Expos November 3, 4 at TLC.</li> <li>• Open House 11/6 from 6pm-8pm</li> </ul>

	Meetings		<ul style="list-style-type: none"> <li>Meeting with TCC Embedded Faculty representative 9/27</li> <li>Setting up STEMuli meeting this week (TBD)</li> <li>PSS Meeting 10/16</li> </ul>	•
	Other	<ul style="list-style-type: none"> <li>Waiting on Generic log-in for computer status - email sent 9/6 and spoke to Gordon</li> <li>Tues/Wed TCC Campus Sweep Visit – ensure students are going to classes.</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 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>Hsueh setting up for café today at 12:30pm. (tables, tablecloths, translation devices.)</li> </ul>	•
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"> <li>Master schedule with counselors: Working with Kinzer to ensure Lamb is scheduled correctly in Focus.</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.               <ul style="list-style-type: none"> <li>○ Started HIT Tutoring Plan (Muller Tuesday/Thursday &amp; Eason Monday/Thursday)</li> </ul> </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>9/25: Attendance Committee Meeting</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></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></li></ul>	<ul style="list-style-type: none"><li></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>• <b>Action Item:</b> TSI – Dr. Johnson has frustrations about TSI schedule with students at the TCC SBUS building. Wants to meet with Rubell, Hsueh, Hufnagle, Collins to create system. Try to set up on a Friday. <ul style="list-style-type: none"> <li>◦ 10/06 @ 9am meeting morning</li> </ul> </li> <li>• Safety &amp; Security Folders are updated &amp; distributed.</li> <li>• Look at upperclassmen 'radar' students with Rubell to ensure they're on track for graduation.</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>• Change date of 10<sup>th</sup> grade PH from 09/28 to <u>TBD</u>. Reminder to let TCC Police not to come.</li> </ul>	<ul style="list-style-type: none"> <li>• Continuing Textbook / MacBook Distribution <ul style="list-style-type: none"> <li>◦ electronics book ready to pick up.</li> </ul> </li> </ul>
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			<ul style="list-style-type: none"><li>• Yearbook memo 9/25</li><li>• Hsueh/Counselors: TCC Degree Audit.</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></li> </ul>	<ul style="list-style-type: none"> <li>At-risk students numbers/documents.               <ul style="list-style-type: none"> <li>(Code 99 - economically disadvantaged &amp; PEIMS) Need to doublecheck the numbers to ensure it is correct.</li> </ul> </li> <li>Schoolmint issues continue.</li> </ul>	<ul style="list-style-type: none"> <li>Working on documentation and TREX documentation</li> <li>Updating Focus announcement banner</li> <li>Updating student information and information that didn't transfer in Schoolmint.</li> <li>Updated Lamb Inclusion schedules</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>Report Card Deadline to input grades is 09/26 by 10:00am.</li> <li>ADA Attendance work. Changing how we do this for TCC attendance.               <ul style="list-style-type: none"> <li>Will not have a period 30 or 0</li> <li>Berry won't need to take attendance the way she has been.</li> <li>Rubell will need to remove period 0 from these specific student schedules. (<i>not <u>all</u> period 0's.</i>)</li> </ul> </li> <li>Clarke: Send out blackboard message about Schoolmint students. (Not yet.)</li> <li>Attendance recovery work. AR updates completed from last Saturday. (29 showed up on Saturday.)</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>	<ul style="list-style-type: none"> <li></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/Kinzer</li> </ul>	<ul style="list-style-type: none"> <li>Remove boxes in office</li> <li>Optional Flexible School Day work</li> </ul>

			<ul style="list-style-type: none"> <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>	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
<b>K I N Z E R</b>	<b>Master Scheduling &amp; Registration</b>	<ul style="list-style-type: none"> <li>• Optional Flexible School Day</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>
	<b>Meeting</b>		<ul style="list-style-type: none"> <li>• FST Meetings every Wednesday</li> <li>• 9/25: Open House</li> <li>• 9/26: Transcripts with updated ranking received.</li> <li>• 9/26: Counselors Update meeting 8-930</li> <li>• 9/26: Counselor Meeting 12-430 at Trinity River</li> <li>• 9/26: 9<sup>th</sup> grade PH Meeting</li> <li>• 9/28: Attendance Recovery Work</li> <li>• 10/4: Lead Counselors Meeting 2-4</li> <li>• 10/5: Counselors Update: 930-1</li> </ul>	<ul style="list-style-type: none"> <li>• Hufnagle Meeting - EOC Review for new students</li> <li>• Many 504s coming up.</li> </ul>
	<b>PTECH Updates</b>		<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<b>Other</b>		<ul style="list-style-type: none"> <li>• 09/29: Spring Requests Due to TCC</li> <li>• 10/3: TCC Summer Requests Due</li> <li>• Receive Fall transcripts tomorrow</li> <li>• Discuss college credit.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
<b>R U</b>	<b>Updates</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Cleanup 2<sup>nd</sup> semester schedules</li> <li>• Updating Texas College Bridge student Focus schedules.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

B E L L			<ul style="list-style-type: none"> <li>• Compile list of 'radar' students</li> <li>• Work on TCC summer requests.</li> <li>• Updating student schedules to remove some 0 periods once update is received from Mrs. Jarratt.</li> </ul>	
	Meetings	•	<ul style="list-style-type: none"> <li>• 9/26 Counselors Update</li> <li>• 9/26: HS Counselors Meeting</li> </ul>	•

ADJOURNMENT.....10:46am

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