



TCC South / Fort Worth ISD Collegiate High School
Leadership Team Meeting | October 24, 2023 | 8:30am-10:00am

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

ABSENT: Mrs. Jarratt,

AGENDA.....

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

WEEK AT A GLANCE.....

MONDAY 10/23	TUESDAY 10/24	WEDNESDAY 10/25	THURSDAY 10/26	FRIDAY 10/26
<ul style="list-style-type: none"> Snack, Spirit Bracelet, Ghoulgram sales. Weekly FST Department Chair Meeting National Principal's Month!!! 	<ul style="list-style-type: none"> Snack, Spirit Bracelet, Ghoulgram sales. Grade Level Team Lead Meeting 	<ul style="list-style-type: none"> Snack, Spirit Bracelet, Ghoulgram sales. Weekly FST American Airlines BPN Trip with MBK/MSK ASVAB Practice Test 	<ul style="list-style-type: none"> Snack, Spirit Bracelet, Ghoulgram sales. UNT Rep speaks to 11/12 graders 	<ul style="list-style-type: none"> Snack, Spirit Bracelet, Ghoulgram sales. ASVAB Test Flood the Faculty
				SAT/SUN 10/27 & 10/28
				<ul style="list-style-type: none"> Haunted Hallway

LUNCH DUTY – do not miss duty! You are responsible to get coverage if you are absent or unavailable.				
MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
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.				
MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
Carrillo	Clarke	Jarratt Clarke at PH	Carrillo	Clarke – A Days Jarratt – B Days Clarke at PH
OCTOBER BIRTHDAYS:				
Hufnagle – October 23				

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

• COMET CORNER

○ Upcoming Events

- JEANSTOBER! WEAR JEANS THE MONTH OF OCTOBER!!!
- Teachers – October Gift of Time– **DON'T FORGET TO WATCH THE CLASS YOU ARE COVERING!**
 - <https://www.signupgenius.com/go/10C0F4FAEA92EA6F9C52-44866312-october#/>

DAY	Week of 10/16-10/20	WEEK OF 10/23-10/27	WEEK OF 10/30
MONDAY	10/16 - Perez/Berry	10/23 - TBD/Chavez	10/30 - TBD/Collins
TUESDAY	10/17 - Barnes/Collins	10/24 - TBD/Hsueh	
WEDNESDAY	10/18 - Burkett/Rubell	10/25 - Coronado/Hufnagle	
THURSDAY	10/19 - Redden/Haynes	10/26 - TBD/Haynes	
FRIDAY	10/20 - Eason/Hufnagle	10/27 - Horton/Clarke	

- Terrifying Taco Tuesday on Halloween.
- Partial Building Shutdown for US History & Biology Benchmarks on October 24-27
- GSPOC District Expo – 11/3 from 4-7pm at TLC
- GSPOC District Expo – 11/4 from 9am-12pm at TLC
- GSPOC Campus Open House 11/6 from 6-8pm at SECH

○ Upcoming Meetings

- Lead4Ward PD on 19 (Periods 6, 7, 9, or 10)
- Grade Level Team Lead Meeting 10/24
- T-TESS PD on 11/2
- Faculty Meeting on 11/7
- SBDM Meeting #3 is November 13
- **PTA Meetings: - WENDY & CLARKE - ENSURE THESE ARE IN AD ASTRA**
 - PTA Meeting #3: December 8
 - PTA Meeting #4 – April 11

○ PRINCIPAL'S PACKET

LEADERSHIP TEAM UPDATES.....

NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
R O B I N S O N	Meetings	•	• 504s this week	
	Other	<ul style="list-style-type: none"> Hearing & Vision Screening Epi Pen & Narcan Training <ul style="list-style-type: none"> Waiting on epi pen still MCV4 vaccinations CPR Training AED Training 	<ul style="list-style-type: none"> Out of the office on Friday. Paula Ellis will be here as substitute nurse. Discussing a 'care closet' with Haynes for students who need jackets/sweatpants. 	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
B E R R Y	Meetings	•	<ul style="list-style-type: none"> 2 FST Meetings 23rd & 25th PH Meeting Progress Report Review Big FST Meeting on 24th 	• FST meetings Mon/Wed
	Big FST	<ul style="list-style-type: none"> Data disaggregation Teacher Input (Anecdotal) 	<ul style="list-style-type: none"> Gradebook data Building Top 5 Conferences 	
	Small FST	<ul style="list-style-type: none"> Student data (Empirical) Branching Minds Teacher Input (Anecdotal) 	<ul style="list-style-type: none"> Building PH around the SAM Building out STEMuli components Students failing college courses Building a monitoring list 	<ul style="list-style-type: none"> Comparative Data Build student support systems Reward system
	The Zone	<ul style="list-style-type: none"> Student group support 	<ul style="list-style-type: none"> Parent conferences with teachers, administrators and Mrs. Kinzer 	•
	Other	<ul style="list-style-type: none"> Art Cycle Lead4Ward NSBE Jr. TSI Bootcamp 	<ul style="list-style-type: none"> CTE – P.H. Plan Art Cycling Permission slips Find Intergenerational student participants Follow up with NSBE Jr. Students Build Lead4ward PLC 	
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 Carter Bloodcare Drive – Nov 4 PH – TCC Trustee President Presentation – date TBD 		•

R I L L O	PTA	<ul style="list-style-type: none"> PTA Meeting - December 8 PTA Meeting – April 11 	<ul style="list-style-type: none"> Soccer team work today 	<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. <ul style="list-style-type: none"> Will give financial statements after the meeting in December
	Meetings	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Other	<ul style="list-style-type: none"> Information: Shera Terry – 5-4504 (Assistant with Student Development/ Vice President) 	<ul style="list-style-type: none"> Picking up bundt cakes today 	<ul style="list-style-type: none">
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C H A V E Z	College & Career		<ul style="list-style-type: none"> UTSI Trip organization with Dr. Goodloe this week. ASVAB testing in Go Center <ul style="list-style-type: none"> Practice Test 10/25 Test 10/27 Helping students apply for financial aid this week. Texas Wesleyan application work UNT or SFA college trip 	<ul style="list-style-type: none"> Reviewing scholarships so far. 2 college trips this semester
	Meetings	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Preparing for 11/12 grade meeting Virtual NY Meeting – Financial Literacy for Parents on Wednesday. 4 parent webinars in November.T3 focus. <ul style="list-style-type: none"> 11/8, 10, 13, 15 (5:30pm-7pm) 2 English/2 Spanish. 	
	Other	<ul style="list-style-type: none"> Senior college applications & scholarship applications during PH. Organizing scholarship opportunities that will be recurring & publishing to the Go Center padlet. UNT Rep on October 26 	<ul style="list-style-type: none"> Scheduling a college tour with an admissions counselor. Completed newsletter for the Go Center. UTSI Trip – get with Clarke on field trip bus/Versatrans. Out tomorrow for AA field trip 3.2 million in scholarships. 	<ul style="list-style-type: none">

NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C L A R K E	Events	<ul style="list-style-type: none"> Check that all events are in Ad Astra & School Calendar. TCC WON'T TAKE LATE REQUESTS!! 		
	Finance	<u>Budget Overview:</u> <ul style="list-style-type: none"> 199: 211: 499: 	<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"> Wendy will submit monthly financial statements from (Not bank statements) to Collins /Clarke. Due by 5th of month for previous month.
	Payroll	<ul style="list-style-type: none"> Payroll due on Weekly Comp Time Review Weekly Late Arrival 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"> Weekly Leadership Mondays 8:30am Weekly CC Meeting Fridays 1pm-3pm
	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. 	<p>To Do</p> <ul style="list-style-type: none"> YEARBOOK SHIP DATE IS OCTOBER 21!!!! THIS IS AN ESTIMATED OCT. 25 WHEN THEY ARRIVE! We need a plan for this. <ul style="list-style-type: none"> Graduates will pick up (will not be shipped) Munis items. Phonetree/Emergency Contacts 	

			<ul style="list-style-type: none"> • Sub Folders • QR code for TCC classes displayed on big screen. Hufnagle will send Clarke the QR Code. • Add attendance recovery dates 	
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. <ul style="list-style-type: none"> ◦ Dr. Joy Wilson will be presenting at department chair meeting on language objectives • Small FST/Big FST 	<ul style="list-style-type: none"> • 10/24: Math PLC • 10/24: Grade Level Team Lead Meeting • 10/24: IM Terrell for an artist discussion with water bottle project. • 10/25: Rosemont MS recruiting morning • 10/25: Stripling MS recruiting afternoon • 10/26: Forest Oak MS recruiting morning • 10/26: Benbrook MS recruiting afternoon • 10/26: reception 5:30-7:30 • 10/26: Accountability Webinar morning • 10/26: Eason Presentation Work • 10/27: Artcycling Breakfast 8am-10am • 10/27: Horton Gift of Time • 10/27: Clarke Weekly Meeting afternoon • 10/28: NSBE Jr. morning • 10/28: Haunted Hallway night 	<ul style="list-style-type: none"> • <u>Future Meetings:</u> • 11/3: Oncor Event • 11/7: TCC Adjunct Dinner • End of October – PD around lesson planning & Domain 1 T-TESS.
	TCC		<ul style="list-style-type: none"> • 11/7: TCC Adjunct Dinner at ECHS 	<ul style="list-style-type: none"> • 1107 will have 4 cubicles (tentatively Wendy, Hsueh, Berry, Chavez) • Common areas need to remain 'collegiate'. No personal touches outside our offices. • No access to Dr. Collins' office ever without Collins, Hufnagle, Clarke approval.
	Finance	<ul style="list-style-type: none"> • <u>Budget Overview:</u> • 199: 30.1% • 211: 7.2% • 499: 0% 	<ul style="list-style-type: none"> • Mission & Vision and P-TECH Program Alignment • Tutor.com will be a resource for students. Action Item: Hufnagle should look into Tutor.com. Hufnagle doesn't have access to it, so please reach out to Dr. Castillo if Marine Creek/TABS cannot assist you. 	<ul style="list-style-type: none"> • Meet with Clarke for Budget/CIP • PTA board with Wendy. Clarke get paperwork from Wendy. Need monthly financial statements from PTA. (<i>Not bank statements.</i>)

			<ul style="list-style-type: none"> Durables invoice must be paid 	
	Payroll		<ul style="list-style-type: none"> <u>Carrillo, Clarke, Jarratt, Sherman:</u> <ul style="list-style-type: none"> If you leave campus and use Kronos, be sure you clock out. (Lunch, Errands, etc.) Ensure you clock out and clock back in when you return. 	<ul style="list-style-type: none"> Kronos: fwisd.kronos.net. Ensure you are clocking in when you begin work. No comp approvals without prior approval. Put in your absences on time! Text Clarke, Collins, Hufnagle if you will be absent by 6am day of. Clarke will text Jarratt. Fill out late arrival form if late!
	Staff Action Item Requests:			
	Other	<ul style="list-style-type: none"> Comet Corner/ Principals Packet Remember to remove posters at end of event. (& posters student/employee must be approved prior to being hung.) 	<ul style="list-style-type: none"> PD Timeline with Ms. Williams SafeSchools! SBDM Agenda work STEMuli <ul style="list-style-type: none"> TSI Navigator – Hsueh has Durable Skills from Wade. 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. PTECH Designation Website work. Website a priority to keep updated. CIP, Tutor.com, yearbook work <ul style="list-style-type: none"> Hufnagle has access to tutor.com Dept. Chairs will be working with tutor.com the next few weeks. Checkpoint in 5 weeks. Close up field trip paperwork & meeting with Redden. <u>Volunteers:</u> <ul style="list-style-type: none"> Ensure all volunteers are officially done through background process! 	<ul style="list-style-type: none"> Family events set in calendar Walk-throughs Dept. Chair & grade level teamwork
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
H A Y	UPDATES	<ul style="list-style-type: none"> Submitting data to director on weekly basis. 	<ul style="list-style-type: none"> Following up with students this week Student Support Plan meetings this week. Saturday attendance recovery. 	<ul style="list-style-type: none"> Field trip chaperone on 10/27 for Art Cycling. Responding to Crisis situations

N E S	MEETINGS	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Department Teams Meeting at 9am tomorrow. 	<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 Follow-up on Water videos through TCQ Priority Registration for TCC is 10/16 Regular TCC registration is 10/23 	<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 & Water pathway Drop 6 rule does not apply to DC students. - however, it does stay on their permanent transcripts. There is an impact when they graduate high school. 	<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"> ChalkTalk – tabled for now TSI – merge accounts. Collegeboard Texas College Bridge Upcoming Dates <ul style="list-style-type: none"> TSI –10/27 - <i>Coronado potentially proctoring.</i> 	<ul style="list-style-type: none"> Clarke to add SAT info to Faculty meeting agenda item. 	<ul style="list-style-type: none"> Texas College Bridge work. Review students' TSI data Update TSI data via Focus
	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"> Antonella (Oncor) wants to meet with City of Fort Worth Water to discuss strategies. Hsueh will set this up this week. City of FW Water – would like to do more than guest speaking. Volunteer work, etc. Must do background checks for volunteer work. Mini-Expos start October 16-November 1 at the middle schools. 11/3 - Oncor will be here for WBL with 10th grade students. Get with Clarke to schedule. 	<ul style="list-style-type: none"> District Expos November 3, 4 at TLC. <ul style="list-style-type: none"> Williams & Perez are volunteering so far. Open House 11/6 from 6pm-8pm Middle school tours coming up <ul style="list-style-type: none"> 11/17 (Riverside MS) 10am-1130am (*B Day) TBD Monning MS
	Meetings		<ul style="list-style-type: none"> 10/24: CCMR Meeting (Tentative) 	<ul style="list-style-type: none">
	Other	<ul style="list-style-type: none"> Waiting on Generic log-in for computer status - email sent 9/6 and spoke to Gordon 	<ul style="list-style-type: none"> 10/27 Need assistance with ensuring students take TSI and find the building/room. 	<ul style="list-style-type: none">

		<ul style="list-style-type: none"> Tues/Wed TCC Campus Sweep Visit – ensure students are going to classes. 	<ul style="list-style-type: none"> 10/16-10/21 District GSPOC Expos Clarke/Hsueh continue working on Brochure this week. Loop Berry/Rangel/Gordon into STEMuli work to get it going. Have plan for students logging in, data & rosters cleaned up. 1 Friday a month is Club Day – adjusted schedule. Friday's café - study hall culture – QR code for questions. Friday's café - study hall culture QR code for questions TCC Concerns List being updated 	
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"> PTECH Committee: Trying to get together with TCC for courses needed for Business Certification Level 2. Kinzer/Hufnagle working on master schedule training/course requests. We will be submitting the finalized Spring rosters to TCC by the 27th. EB designated supports <ul style="list-style-type: none"> Due Friday Entered by teachers (but can't complete that until all EOC data has been updated. Once the designated supports have been updated, I will need to schedule a LPAC meeting to approve them with the committee. 	<ul style="list-style-type: none"> Counselors & Hufnagle working on course requests
	Attendance		<ul style="list-style-type: none"> Attendance Recovery 10/28 DEC EOC Plan? Student roster to Dept. Chairs. Provide resources, attend attendance recovery dates for help. <ul style="list-style-type: none"> Started HIT Tutoring Plan (Muller Tuesday/Thursday & Eason Monday/Thursday) 	<ul style="list-style-type: none"> LPAC & Attendance Recovery documentation

	Meetings		•	<ul style="list-style-type: none"> Walkthroughs ARD & 504 Meetings 26th & 27th
	Testing	•	<ul style="list-style-type: none"> HIT Tutoring List sent to ENGL teachers 	<ul style="list-style-type: none"> TSI Bootcamp – 5 weeks on Fridays only. 6th week they take TSI.
	SBDM	•	•	•
	Other		<ul style="list-style-type: none"> Look at upperclassmen 'radar' students with Rubell to ensure they're on track for graduation. TCC ID Plan with Wendy <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. Action Item: Clarke - Sub Folders with Clarke Optional Flexible School Day <ul style="list-style-type: none"> Jarratt will email Rhonda. No HS class students on Optional Flexible school day. Folder for all Professional Development in Canvas. Hsueh/Counselors: TCC Degree Audit. STAAR scores being organized by Clarke FWISD ID Card Update: <ul style="list-style-type: none"> Wendy takes FWISD ID Pictures Need new machine. Quote for New ID machine sent today to Collins/Clarke \$2500 TCC ID Card Update: <ul style="list-style-type: none"> TBD takes students to Copy Center Collins Action Items for Hufnagle: 	<ul style="list-style-type: none"> Clarke: Applications for front office will be clustered. Will do confidentiality training. Continuing Textbook / MacBook Distribution <ul style="list-style-type: none"> electronics book ready to pick up.

			<ul style="list-style-type: none"> ○ Look into care team referral to Belinda. <ul style="list-style-type: none"> ▪ Must follow TCC policies as well as FWISD policies for care team issues. ○ Speak to Tim Johnson about Friday plan for monitoring students. ○ 6 weeks celebrations for attendance. Collins will take over this celebration. <ul style="list-style-type: none"> ▪ Collins will ask Williams, Horton, and Burkett for attendance committee assistance to do this celebration with Collins. 	
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J A R R A T T	Student Documentation & Registration	•	•	<ul style="list-style-type: none"> • Working on documentation and TREX documentation • Updating Focus announcement banner • Updating student information and information that didn't transfer in Schoolmint. • Updated Lamb Inclusion schedules

	Attendance & Grades	<ul style="list-style-type: none"> History updates are mostly done. 	<ul style="list-style-type: none"> Progress Report #2 is 10/17 (end of 3rd week) cut off at 10:00. Clarke: Send out blackboard message about Schoolmint students. <u>(Not yet.)</u> Attendance recovery work. AR updates completed from last Saturday. (29 showed up on Saturday.) Report cards coming up. <ul style="list-style-type: none"> Teacher progress reports did not have enough grades. Will email professors to remind them to update gradebooks weekly. 	<ul style="list-style-type: none">
	Other	<ul style="list-style-type: none"> Supporting FST with data 	<ul style="list-style-type: none"> 10/19: Out of office 10/27: data clerk meeting Create coverage plan with department chairs when a teacher is out without a sub. Need to be taught Canvas. 	<ul style="list-style-type: none"> Remove boxes in office Optional Flexible School Day work
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 	<ul style="list-style-type: none"> Incoming student records work with Jarratt. Auditing transcripts 	<ul style="list-style-type: none">
	Meeting		<ul style="list-style-type: none"> FST Meetings every Wednesday 10/24: 11:30am off-campus Casata meeting 10/25: Northside Lead Counselors Meeting 10/26: 11:30 Lamar/SFA/Sam Houston Meeting. 10/27: Luncheon 	<ul style="list-style-type: none"> Hufnagle Meeting - EOC Review for new students Many 504s coming up.
	PTECH Updates		<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

	Other		<ul style="list-style-type: none"> Follow up with students who are receiving 504 services to ensure they're uploading their SAR information. Submit Fall 2024 course requests in November. TCC Spring Registration & Meet with students about progression plans. 	<ul style="list-style-type: none">
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
R U B E L L	Updates	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Senior parent student conferences for critical students Follow up with students who are receiving 504 services to ensure they're uploading their SAR information. Submit Fall 2024 course requests in November. 10/16: TCC Spring Registration & Meet with students about progression plans. Resolving pring course request conflicts 	<ul style="list-style-type: none"> Resolve Mesa cloud issues Transcript Audits
	Meetings	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Meet with Seniors/Juniors who have not completed attendance recovery. ARD Meeting Parent/Student Conferences this week 504 meeting Senior student conferences 	<ul style="list-style-type: none">

ADJOURNMENT.....9:20am

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