



TCC South / Fort Worth ISD Collegiate High School
Leadership Team Meeting | October 2, 2023 | 8:30am-10:00am

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

ABSENT: Ms. Carrillo

AGENDA.....

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

WEEK AT A GLANCE.....

MONDAY 10/2	TUESDAY 10/3	WEDNESDAY 10/4	THURSDAY 10/5	FRIDAY 10/6
<ul style="list-style-type: none"> C/2025 Snack Sales Volleyball Ticket Sales Soccer & Cheer Team Recruitment Weekly FST National Principal's Month!!! 	<ul style="list-style-type: none"> C/2025 Snack Sales Volleyball Ticket Sales Soccer & Cheer Team Recruitment Faculty Meeting #2 	<ul style="list-style-type: none"> C/2025 Snack Sales Volleyball Ticket Sales Soccer & Cheer Team Recruitment Weekly FST 	<ul style="list-style-type: none"> C/2025 Snack Sales Volleyball Ticket Sales Soccer & Cheer Team Recruitment FAFSA/TASFA Virtual Training 	<ul style="list-style-type: none"> C/2025 Snack Sales Soccer & Cheer Team Recruitment Volleyball Ticket Sales
				SAT/SUN 10/7 & 10/8
				•

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**

- **Shout outs**
- **Important Reminders**
 - Sub Folders
 - Absences
- **TESS Update/SLO/Goals**
- **Safety & Security**
- **Special Announcements & Requests**
- **Instructional Expectations & Reminders**
- **Week-At-A-Glance & Dates**
- **Committees, Clubs & Extra Duties**
- **Upcoming Events**
 - 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
 - Water Bottle Project ends October 13
 - Soccer Team Vs. WLI at Western Hills on October 19!
 - Partial Building Shutdown for US History & Biology Benchmarks on October 24-27
 - Volleyball Tournament October 20
- **Upcoming Meetings**
 - 10/03/2023: Faculty Meeting #2
 - 10th Class Meeting is TBD
 - 11/12 Class Meeting is October 10
 - SBDM Meeting #2 October 16
 - Lead4Ward PD on October 17 or 19 (Periods 6, 7, 9, or 10)
 - Department Chair Meeting 10/23
 - Grade Level Team Lead Meeting 10/24
 - T-TESS PD on 11/2

○ Upcoming PTA Meetings: - **WENDY & CLARKE - ENSURE THESE ARE IN AD ASTRA**

- 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**

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 		
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
B E R R Y	Meetings	•	<ul style="list-style-type: none"> 2 FST Meetings 2nd & 4th 2 parent conferences 2nd & 5th 	• FST meetings Mon/Wed
	Big FST	<ul style="list-style-type: none"> Data disaggregation Teacher Input (Anecdotal) 	<ul style="list-style-type: none"> Report Card 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 	<ul style="list-style-type: none"> Comparative Data Build student support systems
	The Zone	• Student group support	• Parent conferences with teachers, administrators and Mrs. Kinzer	•
	Other	<ul style="list-style-type: none"> Art Cycle Lead4Ward NSBE Jr. Yearbook (Support Person) 	<ul style="list-style-type: none"> Berry: Lead4Ward, need to discuss NSBE Jr. with Collins BERRY: add STEMuli to FST agenda. CTE – P.H. Plan Meeting with Barnes to build ladder & yearbook system Art Cycling Follow up with NSBE Jr. students 	<ul style="list-style-type: none"> Supporting Barnes with yearbook for 23-24 <ul style="list-style-type: none"> Will build ladder for a calendar of events & logistics.
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C A R R I	Events	<ul style="list-style-type: none"> Created a plan of events for TCC Carter Bloodcare Drive – Nov 4 October 5th PH – TCC Trustee President Presentation 		•
	PTA	<ul style="list-style-type: none"> PTA Meeting - December 8 PTA Meeting – April 11 	•	• Action Item: Submit monthly financial statements from (Not

L L O				bank statements) to Collins/Clarke. Due by 5 th of month for previous month.
	Meetings	•	•	•
	Other	• Information: Shera Terry – 5-4504 (Assistant with Student Development/ Vice President)	•	•
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C H A V E Z	College & Career	<ul style="list-style-type: none"> Instant Decision Day – 10/20 10/13 - College Counselor's Lunch regarding financial aid 	<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 	<ul style="list-style-type: none"> Reviewing scholarships so far. 3-4 college trips this semester
	Meetings	<ul style="list-style-type: none"> October 5 – FAFSA Training 930-230pm. 	<ul style="list-style-type: none"> Preparing for 11/12 grade meeting Virtual NY Meeting – Financial Literacy for Parents on Wednesday. Collins/Chavez scheduling meeting 10/2 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. Texas Women's rep coming October 17 - T3 partner UNT Rep on October 26 	<ul style="list-style-type: none"> Scheduling a college tour with an admissions counselor. Working on a monthly newsletter for the Go Center. Out 9-1pm on October 13 for counselor update. Out morning on October 12 UTSI Trip – get with Clarke on field trip bus/Versatrans. 10/6 out of office for PD days at high schools 10/9 out of office for PD at high schools. 	•
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 Printer toner Ordered adapters for Gordon 	<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 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"> 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. 	To Do <ul style="list-style-type: none"> Out of office on 10/6 Munis items. Yearbook memo Phonetree/Emergency Contacts Sub Folders QR code for TCC classes displayed on big screen. Hufnagle will send Clarke the QR Code. 	

			<ul style="list-style-type: none"> 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. Small FST/Big FST 	<ul style="list-style-type: none"> 10/3: Faculty Meeting #2 – add Late arrival form to agenda. 10/5: FAFSA Virtual Training 10/6: Dr. McFarland Meeting 10/11: Principals Meeting 10/11: Graduation Committee Meeting 10/12: Principal Meeting 10/13: Guest speaking at a meeting about WBL 	<ul style="list-style-type: none"> <u>Future Meetings:</u> 10/16: SBDM Meeting 10/20: Oncor Event 10/23: Math PLC 10/26: Accountability Webinar 10/27: Artcycling Project 10/29: Birthday Breakfast 11/3: Oncor Event End of October – PD around lesson planning & Domain 1 T-TESS.
	TCC			<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: 3.4% 499: 0% 	<ul style="list-style-type: none"> Mission & Vision and P-TECH Program Alignment Tutor.com will be a resource. Use for students. Durables invoice must be paid 	<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>)
	Payroll		<ul style="list-style-type: none"> 	<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.

	Staff Action Item Requests:		<ul style="list-style-type: none"> Hufnagle/Carrillo: Ensure PTA Board is meeting regularly & financial statements are being turned in. All leadership staff must submit goals (Professional goal on how it impacts campus & personal goal) on improvement to Hufnagle via Google Form. Due: 10/6. Week of 10/17: Period 6, 7, 9, 10 Lead4Ward – Design strategies to benefit the team. 	
	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 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 Close up field trip paperwork & meeting with Redden. Send letter to Mr. Garcia tomorrow. 	<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 N E S	UPDATES	<ul style="list-style-type: none"> Submitting data to director on weekly basis. 		<ul style="list-style-type: none">
	MEETINGS	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 10/6 out of office for dept. Staff meeting 	<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 	<ul style="list-style-type: none"> 9/25 Update: 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. 	<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

		<ul style="list-style-type: none"> • 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. 	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 • PSAT – 10/12 - PSAT is digital this year (9 & NMSQT) 	<ul style="list-style-type: none"> • Clarke to add SAT info to Faculty meeting agenda item. • Prepare for PSAT plan - faculty/staff training • Working on PSAT security training for teachers & will send out training videos this week to faculty. 	<ul style="list-style-type: none"> • PSAT in October • 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. • Follow up with City of FW Water this week. 	<ul style="list-style-type: none"> • Mini-Expos starting October 16- November 1 at the middle schools. • District Expos November 3, 4 at TLC. • Open House 11/6 from 6pm-8pm
	Meetings		<ul style="list-style-type: none"> • 10/4: City of FW Water – Work-based Learning (WBL) • 10/6: WBL Meeting with Collins @9am. • 10/16: PSS Meeting 	<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 • Tues/Wed TCC Campus Sweep Visit – ensure students are going to classes. 	<ul style="list-style-type: none"> • Need assistance with ensuring students take TSI and find the building/room. Next date is 10/27. • Expos are 10/16-10/21 • Clarke/Hsueh continue working on Brochure this week. 	<ul style="list-style-type: none"> •

			<ul style="list-style-type: none"> • 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 • High School Showcase today in Fort Worth 10/12 - 6pm-8pm. 	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
H U F N A G L E	Master Scheduling & Registration	•	•	•
	Attendance		<ul style="list-style-type: none"> • Attendance Recovery 10/14 & 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
	Testing	•	•	<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"> • Action Item: 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"> ◦ 10/06 @ 9am meeting morning • Look at upperclassmen ‘radar’ students with Rubell to ensure they’re on track for graduation. • 1 Day DAEP Plan (Final Shared) Working with Haynes on ‘OCI’ plan. Will solidify a better plan. • TCC ID Plan with Wendy <ul style="list-style-type: none"> ◦ <u>TCC ID</u>: new students need time to get enrolled prior to going. ◦ <u>FWISD ID</u>: 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. <ul style="list-style-type: none"> ◦ From 8/7 on.... • 10th grade class meeting 10/19 Police do come. • Reminder to let TCC Police not to come to 11/12th grade meeting on 10/10. • Action Item: Clarke/Hufnagle - Yearbook memo this week. • Hsueh/Counselors: TCC Degree Audit. • MapGrowth Teachers – send where students are currently & send out informationals to families. 	<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.
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			<ul style="list-style-type: none">• STAAR scores being organized by Clarke• Jarratt/Rubell work with Rhonda ASAP on attendance for PH.<ul style="list-style-type: none">○ Berry does PH attendance on paper. Signs & dates. Brings to Jarratt after 11:15am.○ Jarratt puts them on location.• Submit summer courses to TCC by next Tuesday. Hufnagle will be out of office that day.• 10/15: Grad meeting at 11:15am.• 10/12: Out of office half-day.• 10/13: Out of office all day.	
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J A R R A T T	Student Documentation & Registration	<ul style="list-style-type: none"> 		<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"> ADA Attendance work. Changing how we do this for TCC attendance. <ul style="list-style-type: none"> Will not have a period 30 or 0 Berry won't need to take attendance the way she has been. Rubell will need to remove period 0 from these specific student schedules. (<i>not <u>all</u> period 0's.</i>) Clarke: Send out blackboard message about Schoolmint students. (Not yet.) 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. 	
	Other	<ul style="list-style-type: none"> Supporting FST with data 	<ul style="list-style-type: none"> Action Item: Credit issue with Texas College Bridge: discuss with Hsueh/Kinzer 10/27: data clerk meeting 10/24: Out of office Create coverage plan with department chairs when a teacher is out without a sub. Testing dates – need from Hsueh for attendance purposes. Need to be taught Canvas. 	<ul style="list-style-type: none"> Remove boxes in office Optional Flexible School Day work
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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. Update Caitlin/TCC with Spring semester changes. Cleanup 2nd semester schedules 	<ul style="list-style-type: none">
	Meeting		<ul style="list-style-type: none"> FST Meetings every Wednesday 10/4: Lead Counselors Meeting 2-4 10/5: Counselors Update: 930-1 	<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"> 10/3: TCC Summer Requests Due 	<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"> Work on TCC summer requests. Updating student schedules to remove some 0 periods once update is received from Mrs. Jarratt. Resolve Mesa cloud issues Prepare/coordinate 504 meetings Senior parent student conferences for critical students FAFSA Training 10/5 	<ul style="list-style-type: none">
	Meetings	<ul style="list-style-type: none"> 		<ul style="list-style-type: none">

ADJOURNMENT9:53am

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