



TCC South / Fort Worth ISD Collegiate High School
Leadership Team Meeting | January 22, 2024 | 8:30am – 9:30am

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

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

ABSENT: Ms. Carrillo, Ms. Hsueh

AGENDA.....

- Week at a Glance
- Calendar Monthly Overview
- Comet Corner Review
- Principal's Packet Review
- Leadership Team Updates
- Adjournment

WEEK AT A GLANCE.....

| MONDAY 1/22 | TUESDAY 1/23 | WEDNESDAY 1/24 | THURSDAY 1/25 | FRIDAY 1/26 |
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| <ul style="list-style-type: none"> SBDM Meeting Yogi Squad | <ul style="list-style-type: none"> Yogi Squad Department Chair Meeting | <ul style="list-style-type: none"> Grade Level Team Meeting | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> TSI Administration Fun Fridays |
| | | | | SAT/SUN 1/27 & 1/28 |
| | | | | <ul style="list-style-type: none"> Saturday Attendance Recovery |

| LUNCH DUTY – do not miss duty! You are responsible to get coverage if you are absent or unavailable. | | | | |
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| MONDAYS | TUESDAYS | WEDNESDAYS | THURSDAYS | FRIDAYS |
| Kinzer Rubell | Collins Berry | Hufnagle Haynes | Haynes Hsueh | 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 |
| JANUARY BIRTHDAYS: | | | | |
| Holcombe 1/3 Tello 1/5 Coll 1/15 | | | | |

Haynes 1/17
Berry 1/25

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

- **COMET CORNER**

- **Reminders**
 - Must recycle correctly – need to create posters once we have online version of poster.
- **Upcoming Events**
 - Yogi Squad every Monday/Tuesday
 - 1/26: Fun Fridays (2/2, 2/9, 3/1, 3/8, 3/22, 4/12, 4/19, 4/26)
 - 2/2: Semester Awards. Nominate by January 26!
- **Upcoming Meetings**
 - SBDM Meeting #4 - January 22
 - Department Chair Meeting – January 23
 - Faculty Meeting – January 24
 - Feb 13, Feb 27, April 2, April 30, May 7
 - PTA Meetings:
 - PTA Meeting #4 – April 11
- **PRINCIPAL'S PACKET**
 - ESL Certification
 - Accelerated Testers
 - TSIA2 Overview Blueprint
 - Attendance & Passing Rates for District & Campus

LEADERSHIP TEAM UPDATES.....

| NAME | TOPIC | OVERVIEW | TO DO IMMEDIATELY | LONG TERM TASKS |
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| 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"> • Have the epi pen now. • Can be trained by Nurse Robinson if you want. • MCV4 vaccinations | • Discussing a 'care closet' with Haynes for students who need jackets/sweatpants. No room currently. Will have 2 boxes under the bed in the nurse office with these items. | |
| NAME | TOPIC | OVERVIEW | TO DO IMMEDIATELY | LONG TERM TASKS |
| B E R R Y | Meetings | • | <ul style="list-style-type: none"> • 1/22: SFST Meeting • 1/24: SFST Meeting • TBD: TSI Bootcamp Meeting with Rubell | • 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 Semester I • 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 • Build a SB 30 plan • Implement a 'return to cafeteria' plan for CTE • 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 | • Student group support | • Parent conferences with teachers, administrators and Mrs. Kinzer | • |
| | Other | <ul style="list-style-type: none"> • Art Cycle • Lead4Ward • NSBE Jr. • TSI Bootcamp • Proactive Attendance Plan • Fun Fridays • Whole School Semester Awards • EdReady | <ul style="list-style-type: none"> • CTE – P.H. Plan • Find Intergenerational student participants • Follow up with NSBE Jr. Students • Build Lead4ward PLC • HS2 – Took over for Chavez • Cleaning up entire FST system • Building system with EdReady for PH in FST • TSI Bootcamp - 2/9 tentative start date. <ul style="list-style-type: none"> ○ Suggested targeted instruction. | |

| | | | <ul style="list-style-type: none"> Continuing Wednesday work sessions with TSI. Everman tests every week. We can't do that since we would miss instructional time. <i>ESSR funds will be used for attendance recovery & TSI tutoring. (HIT Tutoring). No tutoring required but must document in Branching Minds.</i> <ul style="list-style-type: none"> <i>Documenting & assigning students to teachers will be difficult.</i> | |
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| NAME | TOPIC | OVERVIEW | TO DO IMMEDIATELY | LONG TERM TASKS |
| C A R R I L L O | Events | <ul style="list-style-type: none"> Created a plan of events for TCC PH – TCC Trustee President Presentation – date TBD | <ul style="list-style-type: none"> Carter Bloodcare Drive - March Rescheduling Basketball game | <ul style="list-style-type: none"> |
| | PTA | <ul style="list-style-type: none"> PTA Meeting – April 11 | <ul style="list-style-type: none"> Soccer team work today | |
| | Meetings | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> Monthly OD Wyatt Meetings | <ul style="list-style-type: none"> |
| | Other Out of Office | <ul style="list-style-type: none"> Information: Shera Terry – 5-4504 (Assistant with Student Development/ Vice President) | <ul style="list-style-type: none"> Working on Health & Wellness Fair <ul style="list-style-type: none"> Wendy assisting with attendance plan. Will call parent after two consecutive days absent. Discuss Yogi Squad with Brooke for planning the rest of the year. | <ul style="list-style-type: none"> |
| NAME | TOPIC | OVERVIEW | TO DO IMMEDIATELY | LONG TERM TASKS |
| TBD CCMR Coach Note: if your name is highlighted, you are currently running this section in | College & Career | <ul style="list-style-type: none"> Kinzer: Webinar for parents. <ul style="list-style-type: none"> Creating presentations for them. Covering T3 & scholarship information. Translating into Spanish. <ul style="list-style-type: none"> Kinzer touch base with Jazmin to ensure this is complete. Kinzer can touch base with | <ul style="list-style-type: none"> Collins: UTSA Trip organization with Dr. Goodloe this week. Rubell: Scholarships updated in Focus. Working on graphics. American Airlines trip- plan with MBK/MSK College application invitations. Go Center sign up. SFA trip – waiting on approval from district. Rubell: Schedule an IEC day. (Electrical Contractor business.) Collins: Complete senior student math survey. | <ul style="list-style-type: none"> Reviewing scholarships so far. Collins: 2 college trips this semester <ul style="list-style-type: none"> March 1st & 2nd trip is being planned. We received \$10,000 for college trips. |

| place of Jazmin. | | Terrance at Eastern Hills to ensure this is done. | <ul style="list-style-type: none"> Collins: Recruit for TX leadership scholars' program Collins: Art Contest recruiting. | |
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| | Meetings | • | <ul style="list-style-type: none"> Preparing for Virtual NY Meeting – Financial Literacy for Parents on Wednesday. | |
| | Other | • | <ul style="list-style-type: none"> Scheduling a college tour with an admissions counselor. Collins: Working on monthly newsletter for the Go Center. | • |
| NAME | TOPIC | OVERVIEW | TO DO IMMEDIATELY | LONG TERM TASKS |
| CLARKE | Events | <ul style="list-style-type: none"> Check that all events are in Ad Astra & School Calendar. TCC WON'T TAKE LATE REQUESTS!! | <ul style="list-style-type: none"> TCC event 'SUB' forms Process – Reminder to send TCC form confirmations to Clarke please. | |
| | TCC | <ul style="list-style-type: none"> Common areas need to remain 'collegiate'. No personal touches outside our offices. No access to Dr. Collins' office ever without Collins, Hufnagle, Clarke approval. No Food/Drinks in Classrooms No décor or tape 2 feet from ceiling. Do not tape lights. Must have TCC do décor, we don't do it. | <ul style="list-style-type: none"> SO Campus Logistics Meeting Building Captain Meeting: <ul style="list-style-type: none"> TCC will do building evaluations. Ensure building will pass. No blocking doors. No décor 2 feet from ceiling. No tape on lights Students must stay out of SLIB basement and be quiet in the SCLC Quiet Room. Students need to wear IDs. Do not do your own décor for events. Do iService for TCC to do it. | <ul style="list-style-type: none"> 1107 will have 4 cubicles (tentatively Wendy, Hsueh, Berry, Chavez) Moving shelving to Media Center Check January events! <ul style="list-style-type: none"> 1/26: TSI in SBUS If you haven't personally signed a TCC SUB form for an event that is in another building, or for this building after-hours, you don't have an event. You MUST have signed a form, and it must be processed 1 month in advance. I attach approved forms to the event in the calendar. Check ahead of time that it is reserved! |

| | Finance | <u>Budget Overview:</u> <ul style="list-style-type: none"> • 199: 46% • 211: 46% • 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. ○ Finish ENGL Dept. requisitions | |
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| | Payroll | <ul style="list-style-type: none"> • 12/9-1/26 Payroll due on 2/6/2024 • Payday: January 26! • 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"> • Half-Day Today – 1/22 • Comet Corner Meeting – 1/26 • Building Captain Meeting – 1/26 • Event Logistics Meeting - 2/12 • #PO First Meeting – 2/13 | <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"> • Will ask for access to cleaning closet • Does anyone have the extra key? | <ul style="list-style-type: none"> • Badge Issues – any left? |
| | 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"> • Munis items. • Close Up | |
| NAME | TOPIC | OVERVIEW | TO DO IMMEDIATELY | LONG TERM TASKS |
| C O L L I N S | 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"> • 1/22: SBDM Meeting • 1/22: Parent Conference • 1/23: Department Chair Meeting • 1/24: Grade Level Team Meeting • 1/24: Graduation Meeting • 1/25: Observation | <ul style="list-style-type: none"> • <u>Future Meetings:</u> <ul style="list-style-type: none"> ○ 1/29: Observation ○ 1/30: MYO SLO Meeting ○ 1/30: BFST Meeting ○ 1/31: Post Conference ○ 2/1: Accountability Webinar ○ 2/1: TTESS Observation |

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| | | | | <ul style="list-style-type: none"> ○ 2/1: CCMR Taskforce Meeting |
| | TCC | | <ul style="list-style-type: none"> • Fun Fridays – Clarke ensure Wendy has all requests from TCC on Fun Friday sign-ups, etc. | <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. • No Food/Drinks in Classrooms • No décor or tape 2 feet from ceiling. Do not tape lights. Must have TCC do décor, we don't do it. |
| | Finance | <ul style="list-style-type: none"> • <u>Budget Overview:</u> • 199: 46% • 211: 46% • 499: | <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"> ○ Added to dept. Chair meeting agenda. • Clarke/Collins look into Durability/STEMuli. Durables invoice must be paid | <ul style="list-style-type: none"> • Meet with Clarke for Budget/CIP |
| | Payroll | | <ul style="list-style-type: none"> • <u>Carrillo, Clarke, Jarratt:</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: | | <ul style="list-style-type: none"> • Discuss transcript updates to assist Jarratt with. <ul style="list-style-type: none"> ○ Clarke will be trained by district. (Potentially Wendy as well.) | |

| | | | <ul style="list-style-type: none"> • Carrillo/Berry: (Semester II) Art Cycle Help needed from students. (Community Service Hours. Students <u>must be</u> vetted by Carrillo first to ensure they behave.) • Collins/Hsueh/Kinzer: CCMR action & Support Taskforce 2/1: 4pm-6pm <ul style="list-style-type: none"> ◦ Digital/paper copies of CCMR plans, notes on students, CCMR tracker, current challenges. | |
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| | 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 • SBDM Agenda work • STEMuli <ul style="list-style-type: none"> ◦ TSI Navigator – Hsueh has Durability 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. • <u>Volunteers:</u> <ul style="list-style-type: none"> ◦ Ensure all volunteers are officially done through background process! • Berry: Received planners for students. We only have about 125 of them. What will be the process for handing out? • Clarke/Collins: Review security letter and send out again. Add school # into their phone as well as TCC police #. & Instructor letter. • Berry/Hufnagle: Weekly PLC document during cluster periods. Thoughts? • Hsueh/Hufnagle: \$1200 for extra help in subs. Action Item: **Clarke get definitive amount of \$ for Hufnagle today, 1/22. ** • Clarke/Collins: Look at ESSR funds on 1/22. • Clarke: need snack order for Collins. | <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 |

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| H A Y N E S | UPDATES | <ul style="list-style-type: none"> Submitting data to director on weekly basis. | <ul style="list-style-type: none"> Following up with students this week Student Support Plan meetings this week. UV4C update: Leadership Summit coming in February. Follow-ups with students | <ul style="list-style-type: none"> Responding to Crisis situations |
| | MEETINGS | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> FST Meetings every Wednesday |
| NAME | TOPIC | OVERVIEW | TO DO IMMEDIATELY | LONG TERM TASKS |
| H S U E H | Master Scheduling & Registration Out of office | <ul style="list-style-type: none"> Crosswalk TCC important Dates Follow up with district regarding TCC courses & water crosswalk | <ul style="list-style-type: none"> All students need to complete their online readiness assessments and #NotAnymore. Request list from Caitlin. Share list with Berry. Review spring enrollment roster to see if students no longer on campus are removed. Need from Counselors students' projected pathways to send to TCC. Send Caitlin the projected pathways & stack with CRT. | <ul style="list-style-type: none"> Update Crosswalk each year Send list of projected pathways to TCC each year Follow up with Rangel to have 9th grade students start learning about pathways to select at TCC South/FWISD |
| | CCMR / Collegiate Testing | <ul style="list-style-type: none"> TSI – merge accounts. Collegeboard Texas College Bridge EdReady for 9th & 10th <ul style="list-style-type: none"> Have 125 vouchers from Dr. Cheney. Requesting 171 more. Upcoming Collegiate Testing Dates <ul style="list-style-type: none"> TSI SAT AP | <ul style="list-style-type: none"> TSI administration 1/26. <ul style="list-style-type: none"> Need more adults chaperoning. Berry suggests no cell phone form but instead take phones. Berry suggests no printing right then. Can instead ask who their content teacher is and stick in their boxes for them to give to the students the next day. 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 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. Create a blurb for faculty regarding posting on social media to let friends & family know | <ul style="list-style-type: none"> Registration & Apply TCC Night in late January. |

| | | | about our campus. Send to Collins for approval. <ul style="list-style-type: none"> • Hsueh visiting Forest Oak • Student shadowing opportunities in spring (ambassadors) • Upcoming work-based engagement activities • Field trip in February 11/12 & FW Water • Lottery closes 1/27 • Updating website | |
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| | Meetings | | <ul style="list-style-type: none"> • PSS Meeting 1/22 | <ul style="list-style-type: none"> • |
| | Other | <ul style="list-style-type: none"> • Tues/Wed TCC Campus Sweep Visit – ensure students are going to classes. • Slideshow has been sent to Clarke. Add link on this for everyone to view. • Academic Sweatshirt Ceremony planning. | <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 • TCC Concerns List being updated • Textbook distribution planning | <ul style="list-style-type: none"> • |
| 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"> • Master Scheduling: Kinzer/Hufnagle working on training/course requests. | <ul style="list-style-type: none"> • Updating Focus daily with new course sections as they're built by TCC. |
| | Attendance | <ul style="list-style-type: none"> • Working on ensuring everything is covered. | <ul style="list-style-type: none"> • Student Detail Report & Campus Summary Report due 1/24. | <ul style="list-style-type: none"> • LPAC & Attendance Recovery documentation • |
| | Meetings | | <ul style="list-style-type: none"> • MOY meetings • Pre-conf meetings • 1/24: Graduation Meeting • 1/25: ENGL dept. PLC Meeting • 1/29: 504 Meeting • 1/30: Out of Office on 1/30 second half of the day. | <ul style="list-style-type: none"> • Walkthroughs • ARD & 504 Meetings 26th & 27th • T-TESS observations beginning next week. |

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| | Testing | • | <ul style="list-style-type: none"> 1/26: Partial Shutdown for ENGL Benchmarks HIT Tutoring List sent to all teachers <ul style="list-style-type: none"> Monitoring minutes being entered into Branching Minds. TELPAS prep for testing TELPAS testing is 2/19 & 2/20 with 2/19-2/23 including makeups ENGL II STAAR Field Test 2/9 | |
| | SBDM | • | • | • |
| | Other | | <ul style="list-style-type: none"> Look at upperclassmen 'radar' students with Rubell to ensure they're on track for graduation. ***Focus***: 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. Counselors stickers due on IDs by 11/15. <ul style="list-style-type: none"> Send out a PH survey for teachers to confirm who has a TCC ID. 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. 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"> Clarke: Applications for front office will be clustered. Will do confidentiality training. <ul style="list-style-type: none"> Plan training for week after Thanksgiving break Hsueh/Hufnagle: Continuing Textbook / MacBook Distribution <ul style="list-style-type: none"> electronics book ready to pick up. |

| | | | <ul style="list-style-type: none"> ○ <u>TBD</u> takes students to Copy Center • MTSS process: ensure T-TESS & teachers who haven't been observed are put on the calendar. • Social Studies Follow Up for celebrating African American month • Narcan/EPI Pen Training on 1/29 • 2/1 - SAT/PSAT/ACT Training • English II STAAR Test – 93 students <ul style="list-style-type: none"> ○ Security training will occur. • Work with Wendy on Board Member appreciation. Clarke can assist as well. • Hufnagle: TPESS. Work on evidence & upload. | |
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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. |
| | Attendance & Grades | • | • Progress Report 4 – grades must be in by end of the week. | • |

| | | | <ul style="list-style-type: none"> • Pulling grades next Tuesday for the progress report. • This information is on the Focus banner. • Action Item: Give Collins a weekly report of who has not posted grades yet at these meetings. • Check absences/attendance and give report to Collins/Hufnagle on weekly basis at this meeting. • Action Item: See if Rangel has corrected absence issue yet. Let Collins know. • Action Item: Collins needs to know when students have missed 10 consecutive days so we can drop from TCC classes. Kinzer will work with Jarratt on this. • TCC employee working with Hsueh/Jarratt on rounding some grades for students. Will wait until discussion with Hsueh occurs before changing in the system. | |
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| | Other | <ul style="list-style-type: none"> • Supporting FST with data | <ul style="list-style-type: none"> • Cabinet will be here today. Will use as lost & found box in front office. Nurse may utilize it if needed. • Out of Office 1/24 | <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 • Registering for TCC courses • Completing progression plans • 504 meetings | <ul style="list-style-type: none"> • |
| | Meeting | | <ul style="list-style-type: none"> • FST Meetings every Wednesday • 1/22: SBDM Meeting • 1/26: Transcript Audits Due • 1/30: Counselor Meeting 1230-430 | <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"> |
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| | Other | | <ul style="list-style-type: none"> Follow up with students who are receiving 504 services to ensure they're uploading their SAR information. TCC Spring Registration & Meet with students about progression plans. 1/25: History Update & reclassifications deadline 1/26: MESA flags must be cleared. Kinzer working on organizing students for sign-ins for the American Airlines at OD Wyatt field trip. ONLY for seniors. <ul style="list-style-type: none"> Rubell should give a recommendation of students for them to organize. Clarke: Kinzer work with Clarke to get a bus for the field trip. Hufnagle/Kinzer/Rubell: send invites to Collins. <ul style="list-style-type: none"> Rubell/Kinzer: TSCESS. Align goals & upload. Kinzer/Rubell Meeting for AA College Fair at OD Wyatt | <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"> Transcript Audits due 1/26. Check TCC enrollment reports for any issues. Review grades & enroll students in Edgenuity as needed Work on TSI Bootcamp list for Berry. Compiling list and then will meet with Berry to discuss any additional information needed for Dr. Johnson. Kinzer/Rubell: send invites to Collins. <ul style="list-style-type: none"> Rubell/Kinzer: TSCESS. Align goals & upload. History Updates meeting with Collins this week. | <ul style="list-style-type: none"> Senior parent student conferences for critical students Complete Common Apps |

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| | | | <ul style="list-style-type: none"> • Compose student letter recommendations this week. • Contact IEC for on-campus senior presentations. • Update Focus schedules for Texas College Bridge students. • Update Focus schedules for students no longer in HIT Tutoring. Need roster from Hufnagle. • Send Hsueh a list of students for Maymester BUSI 2305. | |
| | Meetings | • | <ul style="list-style-type: none"> • Senior student conferences • 1/24: Graduation Meeting • 1/22: Parent Conference • 1/23: Parent Conference • Kinzer/Rubell Meeting for AA College Fair at OD Wyatt | • |

ADJOURNMENT.....9:54am

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