



TCC South / Fort Worth ISD Collegiate High School
Leadership Team Meeting | January 29, 2024 | 9:30am – 11:00am

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

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

ABSENT: Mrs. Jarratt

AGENDA.....

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

WEEK AT A GLANCE.....

MONDAY 1/29	TUESDAY 1/30	WEDNESDAY 1/31	THURSDAY 2/1	FRIDAY 2/2
<ul style="list-style-type: none"> Yogi Squad 	<ul style="list-style-type: none"> Yogi Squad 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Sgt. Tovias Meeting for 11/12 Graders – Army National Guard 	<ul style="list-style-type: none"> Fun Fridays Semester Awards Ceremony
				SAT/SUN 2/3 & 2/4
				<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.				
MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
Kinzer Rubell	Collins Berry	Hufnagle Haynes	Haynes 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
 Clarke 2/13
 Brown 2/13

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
 - 2/2: Fun Fridays (2/2, 2/9, 3/1, 3/8, 3/22, 4/12, 4/19, 4/26)
 - 2/2: Semester Awards Ceremony. Nominate by January 26!
- **Upcoming Meetings**
 - SBDM Meeting #4 – February 12
 - Department Chair Meeting – February 27
 - Grade Level Team Meeting – February 28
 - Faculty Meeting – February 5 (*updated to 2/5 instead of 2/13.*)
 - ~~Feb 13~~, Feb 27, April 2, April 30, May 7
 - PTA Meetings:
 - PTA Meeting #4 – April 11
- **PRINCIPAL'S PACKET**
 - Policy Alert!

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"> Training TODAY at the end of this meeting. MCV4 vaccinations 	<ul style="list-style-type: none"> Care closet is up & running. 	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
B E R R Y	Meetings	•	<ul style="list-style-type: none"> 1/29: SFST Meeting 1/29: Parent Conference 1/30: BFST Meeting 1/31: SFST Meeting 1/31: TSI Bootcamp Meeting with Rubell 	<ul style="list-style-type: none"> 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	<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 Proactive Attendance Plan Fun Fridays Whole School Semester Awards EdReady 	<ul style="list-style-type: none"> Book Process: <u>Only</u> come during times listed on the door. (Prior to school, PH, lunch, & afterschool.) <ul style="list-style-type: none"> Berry will help with books on Thursdays when Hsueh has lunch duty. TSI Bootcamp prep & Semester Awards Ceremony prep. CTE – P.H. Plan Find Intergenerational student participants Follow up with NSBE Jr. Students 	

			<ul style="list-style-type: none"> • 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. ◦ 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> 	
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 • Working with Berry on Fun Fridays 	<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	<ul style="list-style-type: none"> • Information: Shera Terry – 5-4504 (Assistant with Student Development/ Vice President) 	<ul style="list-style-type: none"> • Donations received for Wallace Bridges. Can set up a breakfast area in Collins' office. • 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: <u>if your name is highlighted, you are currently running this section in place of Jazmin.</u>	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 Terrance at Eastern Hills to ensure this is done. 	<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. Collins: Recruit for TX leadership scholars' program Collins: Art Contest recruiting. 	<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.
	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
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!! 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. • TCC will do building evaluations. Ensure building will pass. <ul style="list-style-type: none"> ○ 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. ○ No blocking doors ○ 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"> • <u>SO Campus Logistics Meeting</u> • <u>Building Captain Meeting:</u> <ul style="list-style-type: none"> • Microwaves are not permitted in offices. There are many burnt outlets due to them overloading from microwaves, etc. • Let Clarke know if you need bulletin boards & flyer holders. TCC does NOT want posters/paper taped on the paint. They are happy to do boards/flyers for you though. Clarke will let Victoria know (if Collins approves of this.) • February 28 – HBCU Expo <ul style="list-style-type: none"> • Historical Black Colleges & Universities Expo at SSTU 11-2 • Clarke – print in color • Seniors/Juniors can go during lunch & PH. • Hsueh: email PH teachers about this. They will take attendance and then escort their students to 	<ul style="list-style-type: none"> • 1107 will have 4 cubicles (tentatively Wendy, Hsueh, Berry, Chavez) • Moving shelving to Media Center • Check February events! <ul style="list-style-type: none"> ○ Sneakerball 2/16 ○ TSI & Oncor 2/23 • <i>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!</i>
	Finance	<u>Budget Overview:</u> <ul style="list-style-type: none"> • 199: 46.5% • 211: 49.5% • 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. ○ Conferences ○ Snacks ○ Chavez Charter Bus ○ Waiting on the \$3,450 transfer to go through for extra duty teachers. (6399 to 6116) Attendance Recovery 	
	Payroll	<ul style="list-style-type: none"> • 12/9-1/26 Payroll due on 2/6/2024 • Payday: January 26! 	<ul style="list-style-type: none"> • Finishing Kronos/Smartfind today 	

		<ul style="list-style-type: none"> Weekly Comp Time Review Weekly Late Arrival Review 	<ul style="list-style-type: none"> Print 211 extra duty forms for teachers/staff to sign. 	
	Meetings		<ul style="list-style-type: none"> 2/9: Taking Addy to School 2/9: Event Logistics Meeting 1/31: Weekly taking Addy to school Comet Corner Meeting – 2/1 Event Logistics Meeting - 2/12 #PO First Meeting – 2/13 (first half of the day) 	<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. 	<p>To Do</p> <ul style="list-style-type: none"> Munis items. Email TCC Badge/Email issues today, 1/29 Clarke/Collins look at ESSR funds Clarke/Collins send out security letter & instructor letter *Clarke get definitive amount of \$ for Hufnagle today. * Board Member Appreciation Work Need quote for ID printer to plan 	
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"> 1/29: Observation 1/30: Provisional Licensing Program 1/30: MYO SLO Meeting 1/30: BFST Meeting 1/30: Shera Goodbye Event 1/31: OD Wyatt Ceremony with Wendy 1/31: Post-Conference 2/1: Accountability Webinar 2/1: T-PRESS MOY Conference 2/1: TTESS Observation 	<ul style="list-style-type: none"> <u>Future Meetings:</u> <ul style="list-style-type: none"> 2/5: Faculty Meeting 2/5: Lufkin Meeting @ TCC Opportunity Center 2/5: Math PLC 2/7: 504 Meetings 2/8: MOY SLO 2/9: MOY SLO 2/10: NSBE Jr.

			<ul style="list-style-type: none"> • 2/1: CCMR Taskforce Meeting • 2/2: Bridges Breakfast • 2/2: Semester Awards Ceremony • 2/6: State of the School PowerPoint due. Potentially present to board. • 2/16: CNA due. Will attend training. • April TBD: CIP due. 	
	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"> ○ Wendy/Berry: Plan for message that goes out. Purpose of Fun Fridays, students expected to stay in school unless there is an early dismissal which will not be considered an excused absence. ○ Clarke: get info & send out BB message. ○ Clarke/Wendy: Create PH focused message. Read it over announcements. ○ Fun Fridays IS required. ○ Berry/Wendy: Plan for embedded professors & what their role is. Eason 9th & Holcombe 10th. <ul style="list-style-type: none"> ▪ Holcombe during 10th: Monitor on golf cart any students not in class. ▪ Eason during 9th: Cafe monitoring ○ If no room in classes, students must stay in cafe as study hall w/ a professor watching them. Class or Cafe. No roaming. Parent conference if student is found roaming. • Need better way to take attendance to ensure students are attending class. Email student & parent when they don't attend and tell them to come to front office. <ul style="list-style-type: none"> ○ Discuss with other departments how they will take attendance. Only 	<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.

			<p>the LCL dept. is taking attendance at this time.</p> <ul style="list-style-type: none"> ○ Wendy: Collins can meet with Dr. Salazar once Wendy sends needed information to Collins. ○ Clarke send Wendy all emails. *IMPORTANT* 	
	Finance	<ul style="list-style-type: none"> • <u>Budget Overview:</u> • 199: 46.5% • 211: 49.5% • 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.) • Carrillo/Berry: (Semester II) Art Cycle Help needed from students. (Community Service Hours. Students <u>must</u> be 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.	
	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. Volunteers: <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. ** 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
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HAYNES	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. 2/22: UV4C update: Leadership Summit. <ul style="list-style-type: none"> Clarke ensure it is submitted & approved TODAY. Follow-ups with students 	
	MEETINGS	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 1/31: OD Wyatt Ceremony 	<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 • Follow up with district regarding TCC courses & water crosswalk <ul style="list-style-type: none"> • Per Dr. Castillo: leave crosswalk as-is for now. • When meetings occur, it will be indicated in minutes that advisory approves to add training from FW water dept. • Do not remove anything in crosswalk regarding TCC. 	<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. Waiting for additional vouchers. • Hsueh: Collins asks to request enough for entire 10th grade class. • Piloting with 9th graders. • Upcoming Collegiate Testing Dates <ul style="list-style-type: none"> • TSI • SAT • AP • 	<ul style="list-style-type: none"> • CCMR Report discrepancy <ul style="list-style-type: none"> ◦ Place 1 senior in Texas College Bridge. Put with Palladino. • TSI administration 2/23. (Also TELPAS testing week.) • Clarke to add SAT info to Faculty meeting agenda item on 2/27/2024. • SAT prep for 3/5/2024. • Mock Interviews: <ul style="list-style-type: none"> ◦ Have campus interviews to prepare students for the district interview. ◦ Hsueh will add it to calendar for Feb/March. TBD. ◦ Gordon/Rangel help with mock interviews. ◦ Collins/Hsueh: Set up time to meet with Gordon during her planning period to do interviews. 	<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. 	<ul style="list-style-type: none"> • Choices Confirmation Day – February 15. • Apply TCC Night – TBD on a March Thursday.

			<ul style="list-style-type: none"> • Student shadowing opportunities in spring (ambassadors) • Upcoming work-based engagement activities • Field trip in February with 11th/12th graders & FW Water & Oncor • Lottery closes 1/27 • Updating website. Just need 1 more item from Wendy. 	
	Meetings		<ul style="list-style-type: none"> • 1/30: Water Dept Meeting • 1/31: Out of office in afternoon • 2/1: SAT & TSIA Training • 1/31: Choices Confirmation Planning Meeting at 10:30am. • 2/2: Choices Confirmation Day Planning Meeting with Clarke/Collins on Friday. 	<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"> • Attendance recovery reports will need to be updated when Jarratt returns. 	<ul style="list-style-type: none"> • LPAC & Attendance Recovery documentation •
	Meetings		<ul style="list-style-type: none"> • MOY T-TESS meetings • 1/29: Parent Conference Meeting 	<ul style="list-style-type: none"> • Walkthroughs

			<ul style="list-style-type: none"> • 1/29: 504 Meeting • 1/30: Out of Office on 1/30 second half of the day. • 2/1: 504 Meeting • 2/1: PSAT/SAT Meeting with Hsueh • 2/2: 504 Meetings 	<ul style="list-style-type: none"> • ARD & 504 Meetings 26th & 27th • T-TESS observations beginning next week. • 2/6: Out all day for APLA meeting. • 2/7: 504 Meetings • 2/7: MOY MapGrowth Meeting • 2/9: Leaving early for STAR check-in.
	Testing	•	<ul style="list-style-type: none"> • 2/9: STAAR Field Test - ENGL II. Will be done in-class. • 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 	
	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"> ○ <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. ○ 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"> ○ <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. 	<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.
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- Work with Wendy on Board Member appreciation. Clarke can assist as well.
- **Hufnagle:** TPESS. Work on evidence & upload.

			<ul style="list-style-type: none"> • Work with Wendy on Board Member appreciation. Clarke can assist as well. • Hufnagle: TPESS. Work on evidence & upload. 	
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"> • Working on documentation and TREX documentation • Updating Focus announcement banner • Updating student information and information that didn't transfer in Schoolmint.
	Attendance & Grades	• OUT OF OFFICE ON 1/29	• 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. 	
	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 • 1/30: Counselor Meeting 11:30-4:30 • 2/2: 504 Meetings • 2/5: Spring Transcripts with new rankings 	<ul style="list-style-type: none"> • Hufnagle Meeting - EOC Review for new students • Many 504s coming up.

			<ul style="list-style-type: none"> 2/6: Scheduling Drivers Meeting 2/7: 504 Meetings 2/9: Progression Plans Due 	
	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. TCC Spring Registration & Meet with students about progression plans. 1/26: MESA flags must be cleared. 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"> Review grades & enroll students in Edgenuity as needed 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. Contact IEC for on-campus senior presentations. Update Focus schedules for students no longer in HIT Tutoring. Need roster from Hufnagle. 	<ul style="list-style-type: none"> Senior parent student conferences for critical students Complete Common Apps Transcript Audits Compose student letter recommendations
	Meetings	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Senior student conferences 1/30: Water Meeting 1/30: Counselor Meeting 1/31: TSI Math Bootcamp Meeting 2/1: 504 Meeting 	<ul style="list-style-type: none">

ADJOURNMENT.....11:13am

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