

Aimee Garza-Limon, Principal
Administrator Meeting
August 24, 2021
Agenda

Celebrations: Great Assemblies. Dress

TPESS-Domain 1: Strong School Leadership and Planning

- Master Schedule**
 - Drop NS
 - Balancing Classes/ Dropped No Shows as of Monday, August 23

- Planning**
 - Check with your teachers- Course syllabus, forms, checklist, tallies
 - Entrances- Buses, Main, A Wing
 - Student report to cafeteria. Release 8:30 am.
 - Duty Stations Morning, Lunch, afterschool (Ms. Villarreal)
 - Bus Duty. Be vigilant. Be Visible
 - Check for dress code. Review the dress code.

- Beginning of Year Forms**
 - Verification?
 - PEIMS
 - Econ Forms

- BOY _Marchan**

TPESS-Domain 2: Effective, Well-Supported Teachers

- Walk-throughs this week. Visit your teachers. Document your walkthrough.
- T-TESS- post the times and dates on your calendar for TTESS/TPESS conferences.

TPESS-Domain 3: Positive School Culture

- Assemblies this week. Be ready to speak to your grade level kids
- Be visible. Greet kids, faculty and staff.
- Be on time to your duty stations.
- Passing Times: Be visible. Usher students to class. Check on teachers at door

TPESS-Domain 4: High Quality Curriculum

- check lesson plans on forethought
- Walkthroughs conducted and documented
- Create your Walk-through Schedule (2-3 per day per admin.)

TPESS-Domain 5: Effective Instruction

- Curriculum and Instruction Calendars
- SLO Training – Administrators training. Refer to handout. 2 day training
- PLC meetings- ensure you attend your tested area data meetings.
- Extended Day Schedules/ OFSDP

- Professional Development-

Notes:
