

Aimee Garza-Limon, Principal  
Administrator Meeting  
Sept. 7, 2021  
Agenda

*Celebrations: Band performance was very well executed!! VB won on Saturday.*

**TPESS-Domain 1: Strong School Leadership and Planning**

- Weekly Calendar**
  - Share your meetings/trainings with the Dean on a weekly basis. Information will be used for the newsletter. This will help teachers know who is going to be out.
  - Department Meetings/Strand Meetings- Attendance by Alphas
- Action Plans**
  - To be presented to Deputy and Super.
  - 20 Minutes 10 slides
  - Turn in recommendations by departments to dean by Friday, Sept 10
    - 3 Strengths
    - Areas of improvement (deficiencies)/how address the deficiencies
- Master Schedule/Open FTE**
  - Balancing of Classes
  - Need 2 Social Studies/1 Foreign Language/1 Science Recommendation
  - Ms. Garcia, Dean- Classes overloaded
- Recovering No Shows**
  - Walk for the Future Sept. 11, 2021
    - Number of NS- \_\_\_\_\_
    - Will review list and divide up based on teams
    - Recruit Teachers
- Admin Duties (Org. Chart)**
  - Review absence reports. Policy 3 occurrences
  - Supervision- Before during and after school
  - Ensure those on duty are actively monitoring
  - Bus Duty. Be vigilant. Be Visible
  - Check for dress code. Review the dress code.
  - Classified Personnel Timeline Evaluation

## COVID Protocols

- <https://resources.finalseite.net/images/v1629911099/bisdus/fdkvhflnnyncccvvvh0p/FlowChartVerificationofVaccinatedUnvaccinatedStudentsEmployees-082321.pdf>
- Remote\_Conferencing- PEIMS
  - Notification
  - Review email sent by Dr. Saenz, C N I

## **TPESS-Domain 2: Effective, Well-Supported Teachers**

- Curriculum Guides/Scope and Sequence
  - <https://www.bisd.us/departments/curriculum-instruction-human-resources/curriculum-instruction/district-alignment>
- Data Walls- Strand Meeting focus this week- Alphas be present
- CCMR- Review Reports sent by D. Jenney, ARE
- Update CCMR Wall by Class
- Schoology is the LMS to be used

## **TPESS- Domain 3: Positive School Culture**

- Leave a short note to a teacher, student- Thanking them, caught you doing something good!
- 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**

- Student Learning Objective Posted
- CPQ/ELPS/Bell Ringer
  - <https://www.bisd.us/departments/curriculum-instruction-human-resources/curriculum-instruction/district-alignment>
- Check lesson plans on forethought
- Walkthroughs conducted and documented. Give feedback and recommendations.
- 10 Walk throughs a week Non Negotiable
  - AA and Deputy will visit classrooms with AP's for calibration
- Review T-TESS Calendar (dated 7/27/2021)
- Review email sent by Ms. Zarate (8/27/2021)

## **TPESS-Domain 5: Effective Instruction**

- SPED/EB/504 and Dyslexia
  - IEP's/IAP readily available
  - Accommodations are to be afforded to the student
- Check lesson plans on forethought- Give feedback
- Walkthroughs conducted and documented. Give feedback and recommendations.
- Curriculum and Instruction Calendars- review and keep up to date
- PLC meetings- ensure you attend your tested area data meetings.

