

Aimee Garza-Limon, Principal  
**Administrator Meeting**  
Oct. 25, 2021  
Agenda

*Celebrations: LOBO BAND Shines again!! STATE BOUND! Cross Country District Champion  
9<sup>th</sup> Grade Andrea Sanchez*

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

**SACS Accreditation**

SACS Accreditation Day 1	8:00 - 4:00
~Administration Focus Group	10:00 AM
~Parent Focus Group	11:00 AM
~Student Focus Group	12:00 PM
~Faculty Focus Group	2:15 PM

**Planning/Calendars**

- November Calendar
- Upcoming Events- Gear UP- 11<sup>th</sup> Grade
- Department Meetings/Strand Meetings- Know your data
  - District Bench Mark Schedule
  - Viewing Room Update
  - Monitoring Charts – tested and non-testing subjects
- Data Walls- Virtual- ensure you have access
- Viewing Room- Library
  - Suggestions for Monitoring

**CCMR- 12<sup>th</sup> Grade 80%**

**TSI Testing-**

- Calendar Updates

**Master Schedule/Open FTE**

- Need 2 Social Studies /1 Science
- Mariachi

**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

**COVID Protocols**

- Continue monitoring for Masks until further notice

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

- TPESS
  - Formal Observations- Fall Semester
  - Planning Domain- Collecting Quality Evidence
  - Post Conference Areas of Reinforcement and Refinement
- Tutorial Schedule
- Lesson Plans- Are you checking?

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

- Phone Logs- do random checks
- Be the eyes and ears- Listen to teachers and students
- During department meeting –start with a celebration or recognition
- 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**

- Failure Report
- Focus- Questioning/ STUDENT ENGAGEMENT
- Walk through ADVISORY PERIOD
- Student Learning Objective Posted
- CPQ/ELPS/Bell Ringer
- 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

SLO 's Approvals Done?

**TPESS-Domain 5: Effective Instruction**

- Check with teachers on implementation of IAP and IEP
- PLC meetings- ensure you attend your tested area data meetings.
- Extended Day Schedules/ OFSDP
- Calendar- Dean/ visit classrooms afterschool

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