

Aimee Garza-Limon, Principal
Administrator Meeting
November 10, 2021
Agenda

Celebrations: SACS Accreditation went well. Focus groups (student, teacher, parents) interviewed- Good reviews on Lopez ECHS teachers and admin.

TPESS-Domain 1: Strong School Leadership and Planning

- TELPAS Testing Next Week**
 - JoAnn Marchan- Planning/logistics
- Calendars**
 - Campus/District/Department/Strand/Events
- Holiday Schedule**
 - Thanksgiving- Custodian working Nov. 22, 23, 24, 2021
 - Campus will be open for employees
 - Christmas- Holiday Dec. 20-Dec 31, 2021
 - Campus Staff Development January 3, 2022
 - District Staff Development January 4, 2022
- Viewing Room**
 - Department Meetings/Strand Meetings- Know your data
 - Viewing Room Update
 - Data Walls- Virtual- ensure you have access/Review with each testing teacher
- Monitoring Charts – tested and non-testing subjects Displayed in teacher classroom**
- CCMR- 12th 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**

TPESS-Domain 2: Effective, Well-Supported Teachers

- TPESS**
 - Formal Observations- Fall Semester**
 - Walkthrough and Formal Observation Report**
 - 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

- Weekly Newsletter- Discuss in dept. meeting/Strand**
- 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?

Professional Development Goal Setting?

Mid year conferences

TPESS-Domain 5: Effective Instruction

- Inclusion Schedule**
- 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**

Notes:

