



TCC South / Fort Worth ISD Collegiate High School
Leadership Team Meeting | December 19, 2023 | 2:00pm-3:30pm

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

ABSENT: Ms. Chavez

AGENDA.....

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

WEEK AT A GLANCE.....

MONDAY 12/18	TUESDAY 12/19	WEDNESDAY 12/20	THURSDAY 12/21	FRIDAY 12/22
<ul style="list-style-type: none"> Staff Breakfast & Winter Party Last day of work for teachers 	<ul style="list-style-type: none"> Flex PD Employees using building 	<ul style="list-style-type: none"> Flex PD Employees using building 	<ul style="list-style-type: none"> Last Day of work for staff Flex PD Employees using building 	<ul style="list-style-type: none"> Start of Winter Break Holiday Party at Hufnagle's at 6pm
				SAT/SUN 12/23 & 12/24
				<ul style="list-style-type: none"> Winter Break

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	Chavez 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:

(MULLER 12/19) Holcombe 1/3 Tello 1/5

Coll 1/15
Haynes 1/17
Hsueh 1/21
Berry 1/25

COMET CORNER & PRINCIPAL'S PACKET REVIEW.....

- **COMET CORNER**

- **Reminders**

- Must recycle correctly – need Jazmin to create posters, trying to find an online version of my printed flyer

- **Upcoming Events**

- Yogi Squad every Monday/Tuesday
- Christmas Party 12/22
- **Christmas Break – 12/22-1/5**
 - **Teacher's last day is 12/18 (unless they do flex)**
 - **All other staff's last day is 12/21 with official break beginning 12/22**
 - **First day back is 1/8 for staff, and 1/9 for students**
- **1/12: TCC Fun Fridays ORIENTATION. Action Item: Clarke call Salazar regarding orientation.**
- 1/12: Dodgeball Tournament
- 1/15: MLK Day
- 1/26: TSI Administration
- 1/19: TCC Fun Fridays ORIENTATION #2 (To capture more students for orientation purposes)
- 1/19: Fun Fridays
- 1/26: Fun Fridays
- 1/26: December – January Birthday Celebration in Staff Lounge

- **Upcoming Meetings**

- SBDM Meeting #4 - January 22
- Faculty Meeting – January 9
 - *Feb 13, Feb 27, April 2, April 30, May 7*
- PTA Meetings:
 - PTA Meeting #4 – April 11
 - Upcoming PD Opportunities

- December 19 & 20 ECHS Flex Day: TSI Readiness & Pedagogical Content Knowledge for ECHS Teachers
- **PRINCIPAL'S PACKET**
 - 2023-2024 Junior & Senior Mock Interviews - *Hsueh. Clarke send to Hsueh since Chavez will be gone.*
 - 2024-2025 Staffing Cycle & Timeline – *outlined when amt. of teachers & positions we will retain will be announced. 3/1*
 - TIA Calibration #2 – *Hufnagle/Collins*
 - Lead Scheduler & Scheduling Timeline – *form due by Dec. 22. Hufnagle fill out. Hufnagle, Hsueh, Kinzer, Rubell on team. 2/6 meeting.*
 - New Attendance Code – Career Exploration – *Jarratt.*

LEADERSHIP TEAM UPDATES.....

NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
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"> • Waiting on epi pen still • MCV4 vaccinations 	• Discussing a 'care closet' with Haynes for students who need jackets/sweatpants.	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
B E R R Y	Meetings	•	<ul style="list-style-type: none"> • 12/20: Instructional Leadership Meeting • 12/21: Interviews 	• 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 	<ul style="list-style-type: none"> • Comparative Data • Build student support systems • Reward system

			<ul style="list-style-type: none"> • Building a monitoring list 	
	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 	<ul style="list-style-type: none"> •
	Other	<ul style="list-style-type: none"> • Art Cycle • Lead4Ward • NSBE Jr. • TSI Bootcamp • Proactive Attendance Plan 	<ul style="list-style-type: none"> • CTE – P.H. Plan • Find Intergenerational student participants • Follow up with NSBE Jr. Students • 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 	<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"> • Working on Health & Wellness Fair <ul style="list-style-type: none"> ○ Wendy assisting with attendance plan. Will call parent after two consecutive days absent. 	<ul style="list-style-type: none"> •

			<ul style="list-style-type: none"> • Discuss Yogi Squad with Brooke for planning the rest of the year. 	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C H A V E Z	College & Career	<ul style="list-style-type: none"> • 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"> • UTSI Trip organization with Dr. Goodloe this week. • Scholarships updated in Focus. Working on graphics. • Schedule meeting with Berry soon to discuss a summer program. • Schedule meeting with Collins on UTSI trip. • American Airlines trip next week. • College application invitations. • Go Center sign up. • SFA trip – waiting on approval from district. - Clarke schedule! • Lamar application date • Schedule an IEC day. (Electrical Contractor business.) • Complete senior student math survey. • Recruit for TX leadership scholars' program • Art Contest recruiting. • Out of office 11/17. 	<ul style="list-style-type: none"> • Reviewing scholarships so far. • 2 college trips this semester
	Meetings	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Preparing for Virtual NY Meeting – Financial Literacy for Parents on Wednesday. • 4 parent webinars in November. T3 focus. <ul style="list-style-type: none"> • 11/8, 10, 13, 15 (5:30pm-7pm) • 2 English/2 Spanish. 	

	Other	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Scheduling a college tour with an admissions counselor. <ul style="list-style-type: none"> SFA 12/4 Working on November newsletter for the Go Center. 	<ul style="list-style-type: none">
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
CLARKE	Events	<ul style="list-style-type: none"> Check that all events are in Ad Astra & School Calendar. TCC WON'T TAKE LATE REQUESTS!! 	<ul style="list-style-type: none"> SUB form process – new. Send 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. 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. 	<ul style="list-style-type: none"> <u>SO Campus Logistics Meeting</u> <ul style="list-style-type: none"> <u>Building Captain Meeting:</u> <ul style="list-style-type: none"> TCC will do building evaluations. Ensure building will pass. No blocking doors. No décor 2 feet from ceiling. No tape on lights 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"> 1107 will have 4 cubicles (tentatively Wendy, Hsueh, Berry, Chavez) Moving shelving to Media Center Check January events! <ul style="list-style-type: none"> 1/12: Dodgeball Gym 1/26: TSI in SBUS <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: 36.4% 211: 26.9% 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. ○ Finish ENGL Dept. requisitions	
	Payroll	<ul style="list-style-type: none"> • Payroll due on 12/19/2023 • Weekly Comp Time Review • Weekly Late Arrival Review 	<ul style="list-style-type: none"> • Finishing Kronos/Smartfind today • Print 211 extra duty forms for teachers/staff to sign. • Clarke taking off 12/21 & 12/22 	
	Meetings		<ul style="list-style-type: none"> • Comet Corner Meeting • 	<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. • Close Up 	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
COLLINS	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"> • 1/9: Faculty Meeting #5 • 1/10: Principal Meeting @ TLC • 1/11: Accountability Webinar • 1/11: PIC Meeting • 1/12: Dodgeball Tournament • 1/12: TCC Fun Fridays Begin 	<ul style="list-style-type: none"> • <u>Future Meetings:</u> <ul style="list-style-type: none"> ○ 1
	TCC			<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.

				<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.
	Finance	<ul style="list-style-type: none"> Budget Overview: 199: 36.4% 211: 26.9% 499: 0% 	<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. Durables invoice must be paid 	<ul style="list-style-type: none"> Meet with Clarke for Budget/CIP
	Payroll		<ul style="list-style-type: none"> Carrillo, Clarke, Jarratt: <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.) Hufnagle: Habits of Discussion Training. Hufnagle: Work on final exam schedule. Draft to be ready by 11/17. Carrillo/Berry: Art Cycle Help needed from students. 12/11 @ 9am-2pm. (Community Service Hours. Students <u>must</u> be vetted by Carrillo first to ensure they behave.) Kinzer: Diamond Hill needs assistance to discuss how to do PTECH. 	

			<ul style="list-style-type: none"> • Collins/Hsueh/Kinzer: CCMR action & Support Taskforce 11/17: 1pm-2:30pm. <ul style="list-style-type: none"> ○ Digital/paper copies of CCMR plans, notes on students, CCMR tracker, current challenges. 	
	<p>Other</p>	<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 Durable 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. • Close up field trip paperwork & meeting with Redden. • Volunteers: <ul style="list-style-type: none"> ○ Ensure all volunteers are officially done through background process! • 1/9-1/12 STUDENT PLAN: <ul style="list-style-type: none"> ○ No college classes ○ EdReady? Or IXL? ○ How will we manage students ○ Counselors - Check class schedules. ○ Have a script for professors during PH. Email to teachers this week. ○ look at the first 5 days and then tweak for 2nd semester. • 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 #. • Berry/Hufnagle: Lead4Ward training: where do we want to inject this PD. <ul style="list-style-type: none"> ○ Faculty meeting 	<ul style="list-style-type: none"> • Family events set in calendar • Walk-throughs • Dept. Chair & grade level teamwork

			<ul style="list-style-type: none"> ▪ Introduce part 2 of Lead4Ward. ▪ Lesson plan template after Lead4Ward. <ul style="list-style-type: none"> • Berry/Hufnagle: Weekly PLC document during cluster periods. Thoughts? • Hsueh/Hufnagle: \$1200 for extra help in subs. Hsueh, Hufnagle consider the rest of the semester and think about how many subs you'll need during your assessment administrations. 	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
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. • UV4C update: Leadership Summit coming in February. • Action Item: Set meeting with Collins via Clarke on 1/8 to discuss grant-funded position advocating. 	<ul style="list-style-type: none"> • Responding to Crisis situations
	MEETINGS	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 1/8: Dept. Staff Meeting (off-campus) 	<ul style="list-style-type: none"> • FST Meetings every Wednesday
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
HSUEH	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"> • 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. 	<ul style="list-style-type: none"> • TSI administration 1/26. <ul style="list-style-type: none"> ○ Need more adults chaperoning. ○ Berry suggests no cell phone form but instead take phones. ○ Berry suggests no printing right then. Can instead ask who their content teacher is and stick in their 	<ul style="list-style-type: none"> • Texas College Bridge work. • Review students' TSI data • Update TSI data via Focus

		<ul style="list-style-type: none"> Upcoming Collegiate Testing Dates <ul style="list-style-type: none"> TSI SAT AP 	<ul style="list-style-type: none"> boxes for them to give to the students the next day. Clarke to add SAT info to Faculty meeting agenda item. 	
	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. Create a blurb for faculty regarding posting on social media to let friends & family know about our campus. Send to Collins for approval. Hsueh visiting Forest Oak Student shadowing opportunities in spring (ambassadors) Upcoming work-based engagement activities Field trip in February 11/12 & FW Water Lottery closes 1/27 Updating website 	<ul style="list-style-type: none"> Registration & Apply TCC Night in late January.
	Meetings		<ul style="list-style-type: none"> PSS Meeting 1/22 	<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">

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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"> ○ Off campus for course requests to TCC on 11/16 or 11/17 	<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 restoration codes must be entered by 1/8 • Running credit report by 1/11 • 1/20 & 1/27: Attendance Recovery (Tello/Eason) 	<ul style="list-style-type: none"> • LPAC & Attendance Recovery documentation •
	Meetings		<ul style="list-style-type: none"> • 1/16: APLA Meeting all day • 1/17: AP Meeting all day • 1/18: TELPAS training – afternoon • 	<ul style="list-style-type: none"> • Walkthroughs • ARD & 504 Meetings 26th & 27th • T-TESS observations beginning next week.
	Testing	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 1/26 & 1/27: Partial Shutdown for ENGL Benchmarks • HIT Tutoring List sent to all teachers <ul style="list-style-type: none"> ○ Monitoring minutes being entered into Branching Minds. 	
	SBDM	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

	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, 9/11. ○ 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. • STAAR scores being organized by Clarke • 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. • TELPAs prepping. 	<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 • Continuing Textbook / MacBook Distribution <ul style="list-style-type: none"> ○ electronics book ready to pick up.
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
J A R	Student Documentation & Registration	•	•	<ul style="list-style-type: none"> • Working on documentation and TREX documentation

R A T T				<ul style="list-style-type: none"> Updating Focus announcement banner Updating student information and information that didn't transfer in Schoolmint.
	Attendance & Grades	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Report Cards– have until January 9th to post all grades & attendance for 3rd six weeks semester 1 & semester exam. 	<ul style="list-style-type: none">
	Other	<ul style="list-style-type: none"> Supporting FST with data 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Remove boxes in office Optional Flexible School Day work
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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 1/17: Lead Counselor Meeting 230-4 1/22: SBDM Meeting 1/30: Counselor Meeting 1230-430 	<ul style="list-style-type: none"> Hufnagle Meeting - EOC Review for new students Many 504s coming up.
	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. 	<ul style="list-style-type: none">
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R U B E L L	Updates	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 2 BUSI Courses are not in Focus yet - (for Hufnagle) Resolve Mesa cloud issues. Update: Just ignore Mesa Cloud flags for now. Transcript Audits Check TCC enrollment reports for any issues. 	<ul style="list-style-type: none"> Senior parent student conferences for critical students Complete Common Apps

			<ul style="list-style-type: none"> • Review grades & enroll students in Edgenuity as needed • Check back graded student credits to determine if they can be reclassified. • Work on TSI Bootcamp list for Berry 	
	Meetings	•	• Senior student conferences	•

ADJOURNMENT.....4:00pm

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