



**TCC South / Fort Worth ISD Collegiate High School
Leadership Team Meeting | August 21, 2023 | 8:30am-10:00am**

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

ABSENT:

AGENDA.....

- Week at a Glance & Month Overview
- Comet Corner & Principal's Packet Review
- Leadership Team Updates:
- Adjournment

WEEK AT A GLANCE.....

MONDAY 8/21	TUESDAY 8/22	WEDNESDAY 8/23	THURSDAY 8/24	FRIDAY 8/25
		•	•	• Blood Drive
				SAT/SUN 08/26 & 08/27
				•

LUNCH DUTY – <i>do not miss duty! You are responsible to get coverage if you are absent or unavailable.</i>				
Kinzer Rubell	Collins Berry	Hufnagle Haynes	Haynes Hsueh	Chavez Hsueh All Staff
FRONT DESK DUTY – <i>do not miss duty! You are responsible to get coverage if you are absent or unavailable.</i>				
Carrillo	Clarke	Jarratt <i>Clarke at PH</i>	Carrillo	Clarke – A Days Jarratt – B Days <i>Clarke at PH</i>
AUGUST BIRTHDAYS:				
AUGUST 3 – CHAVEZ AUGUST 23 - WENDY				

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

- **COMET CORNER**
 - Shout out to Eason & Counselors
 - Important Reminders

- Sub Folders
 - Absences
- **TTESS Update/SLO/Goals**
- **Safety & Security**
- **Special Announcements & Requests**
- **Instructional Expectations & Reminders**
- **Week-At-A-Glance & Dates**
- **Committees, Clubs & Extra Duties**
- **Upcoming Events**
 - PTA – Nothing Bundt Cakes Fundraiser Sale – August 15-22
 - PTA Homecoming Fundraiser August 28-...
 - Staff Birthday Breakfast – September 28
 - Parent Meeting – August 29 – updating date to 30th
 - Picture Day – September 8
 - Homecoming Week – September 7
- **Upcoming Meetings**
 - 09/05/2023: Grade Level Team & Department Chair Combined Meeting
 - 08/29/2023: Faculty Meeting #1
 - ____: SBDM Meeting #1 will be in September
- **Upcoming PTA Meetings:**
 - PTA Meeting #2: September 14
 - PTA Meeting#3: December 8
 - PTA Meeting#4 – April 11
- **Administrator Contact Information**
- **Team Leads**
- **Important Information**
- **PH**
- **Staff Absences**
- **Dress Code/IDs**
- **Secure Building**
- **Food in Classrooms**
- **Degree Pathways**
- **School Info**

- **PRINCIPAL'S PACKET**
 - FYI – Profile of a FWISD Classroom
 - IMP All Free Meal Clarification
 - FYI All HB 3928
 - FYI All Multi-Tiered Systems of Support (MTSS)
 - AR All 2023-2024 On-Site Vaccination Clinics

LEADERSHIP TEAM UPDATES.....

*****NO MORE THAN 4 MINUTES PER PERSON, PLEASE. THAT GIVES 48 MINUTES FOR THIS SECTION. *****

NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
R O B I N S O N	Meetings			
	Other			
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
B E R R Y	Meetings	<ul style="list-style-type: none"> • First Small FST Meeting on Wednesday. Working on data and student info & Cumulative folders. Mrs. Jarratt supporting with data collection. 		
	Big FST	<ul style="list-style-type: none"> • Solidifying who is on Big FST 		
	Small FST	Solidifying who is on Small FST		
	The Zone			
	Other	<ul style="list-style-type: none"> • Speaking to Coll, Perez, Hsueh • Compiling information 		

NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
CARRILLO	Events	<ul style="list-style-type: none"> Getting Accuplacer certificate completed. Work with Clarke on TCC Badge Requested file cabinet from Clarke 		
	PTA	<ul style="list-style-type: none"> Created a plan of events for TCC Nothing Bundt Cake Fundraiser in August. Ends tomorrow. Delivered next week. Picture Day – September 8 Homecoming Week – September 7 Carter Bloodcare Drive - August 25 	<ul style="list-style-type: none"> Change Parent meeting from August 29 to 30 due to district meeting. 	
	Meetings	<ul style="list-style-type: none"> PTA Meeting September 14 PTA Meeting - December 8 PTA Meeting – April 11 		
	Other			
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
CHAVEZ	College & Career	<ul style="list-style-type: none"> College Night on September 18. Need six chaperones. 	Find chaperones.	
	Meetings	<ul style="list-style-type: none"> FAFSA training on November 6 from 1pm-2pm. 		
	Other	<ul style="list-style-type: none"> September 11-15 is Education Go Get It Week. Themed week. September 18-22 is College Week. Have college rep/T3 partner here every day. Senior PH presentations. Need them to sign up for Remind. Issuing folders to Seniors this week with checklist of what they need to complete this Fall semester along w/ all the info and links. 	<ul style="list-style-type: none"> Partner with Wendy on Education Go Get It Week to create theme. Laminate the decision day. Can't find a big enough laminator. Can resize it if needed. 	

		<ul style="list-style-type: none"> Organizing scholarship opportunities that will be recurring & publishing to the Go Center padlet. 		
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C L A R K E	Events	<ul style="list-style-type: none"> Check that all events are in Ad Astra & School Calendar. TCC WON'T TAKE LATE REQUESTS!! 		
	Grants & Budgets	<ul style="list-style-type: none"> Budget Overview: 199: 211: Need to budget out the dept. Allowable budget for the year. & order paper with ther est. 	<ul style="list-style-type: none"> Purchase Orders To Do <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. Andrew Sharos – All 4s & 5s (10) will be \$249.50 for 211-6329 funds. MathMedic – Barnes General Office Supplies Need to receive in Munis today 	<ul style="list-style-type: none"> Internal Finance:
	Payroll	<ul style="list-style-type: none"> Payroll due on 8/2/23 Weekly Comp Time Review: <ul style="list-style-type: none"> Carrillo Clarke Jarratt Sherman 	<ul style="list-style-type: none"> Finishing Kronos/Smartfind today Print 211 extra duty forms for teachers/staff to sign. 	
	Meetings	<ul style="list-style-type: none"> Admin Assistant Meeting – 8/24 9:30am-11am SCO Meeting 10am-11am (TIME CHANGE!) 8/29 		<ul style="list-style-type: none"> Weekly Leadership Mondays 8:30am
	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. I can't pull any favors, 		<ul style="list-style-type: none"> Badge Issues <ul style="list-style-type: none"> Berry Gordon

		<p>they will just reject. Plan in advance!</p> <ul style="list-style-type: none"> TCC Phone Issues ryan.prellwitz@tccd.edu/ call 5-5839 		
	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. 	<ul style="list-style-type: none"> Clarke's To Do: Phonetree Extension List 	
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
C O L L I N S	Meetings	<ul style="list-style-type: none"> Grade Level & Dept. Chair agendas being made for meeting. Small FST/Big FST Hsueh/Berry/Collins/Clarke Meeting at 2:45 on 8/21. ChalkTalk Discussion. TABS meeting 8/22 with Schools of Choice at 1pm. 		<ul style="list-style-type: none"> <u>Future Meetings:</u>
	TCC	<ul style="list-style-type: none"> Media center will have 4 cubicles (tentatively Wendy, Hsueh, Berry, Chavez) Common areas need to remain 'collegiate'. No personal touches outside our offices. No clothing racks in the media center. Be mindful of what you're leaving outside office areas. Last year got out of hand. No access to Dr. Collins' office ever without Collins, Hufnagle, Clarke approval. 	<ul style="list-style-type: none"> Office Reconfiguration Proposal; No walls being built. 4 cubicles will be in Media Center. 	
	CEIP & Budget	<ul style="list-style-type: none"> Budget Overview: 199: 211: 	<ul style="list-style-type: none"> Working on CNA process for 23-24 school year w/ Hsueh/Hufnagle Tutor.com will be a resource. Use for students. 	<ul style="list-style-type: none"> Meet with Clarke for Budget/CIP
	Staff Action Item Requests:		<ul style="list-style-type: none"> CLARKE: Get STEMuli quote ASAP & process 	

			<ul style="list-style-type: none"> • BERRY: add STEMuli to FST agenda. • HSUEH: Loop Berry/Rangel/Gordon into STEMuli work to get it going by September 8. Have plan for students logging in, data & rosters cleaned up. <ul style="list-style-type: none"> • Train Berry on STEMuli. Collins will also call Wade to discuss catching her up. • <u>Plan must be submitted to E.D. by August 25.</u> 	
	Other	<ul style="list-style-type: none"> • Comet Corner/ Principals Packet • Office Coverage: Main office must be manned at all times. Wendy, Brittney, and Elicia will be scheduled. • Remember to remove posters at end of event. (& posters student/employee must be approved prior to being hung.) • Kronos: no clock, must log into fwid.kronos.net. Ensure you are clocking in when you begin work. No comp approvals without prior approval. • Cafeteria duty coverage. Ensure you are doing your duty day or get it covered. • Action Item: Put in your absences on time! Clarke have everyone log into Smartfind during training. • Text Clarke, Collins, Hufnagle if you will be absent by 6am day of. Clarke will text Jarratt. 	<ul style="list-style-type: none"> • STEMuli needs to be ready by September 8 so students can use by September 11. <ul style="list-style-type: none"> ○ 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. • Yearbook distribution postponed. • Golfcart – type up user guide for golf cart. (Who can drive it, who keeps key, etc.) - add to faculty handbook. • PTECH Designation Website work. Website a priority to keep updated. • CIP, Tutor.com, yearbook work 	<ul style="list-style-type: none"> • PTA board with Wendy. Clarke get paperwork from Wendy. Need monthly financial statements from PTA. (Not bank statements.) • Family events set in calendar • Walk-throughs • Dept. Chair & grade level teamwork
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
H A Y	UPDATES	<ul style="list-style-type: none"> • Submitting data to director on weekly basis. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

N E S	MEETINGS			
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
H S U E H	Master Scheduling & Registration	<ul style="list-style-type: none"> Department meeting on August 30. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	CCMR / Collegiate Testing	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Reach out to TCC for final count for students who have been awarded an AA. Work with Chavez to clean up Accuplacer. (Correct ID numbers.) Follow up on incoming list of 9th/10th. More students were assigned to us last week. Need to confirm list of students. Testing plan due this Friday. TSI Vouchers for tomorrow Identify 11/12 grade students not TSI met for TCC – TSI Bootcamp 	<ul style="list-style-type: none"> PSAT in October Mini-Expos starting in October at TLC. District Expos in November. Texas College Bridge work.
	PTECH Updates	<ul style="list-style-type: none"> Asking TCC to do orientation with new students New TCC shirts this year. 		<ul style="list-style-type: none">
	Meetings	<ul style="list-style-type: none"> ChalkTalk meeting August 28 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Other	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Update testing calendar for Hufnagle. 	<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"> New liaison – Caitlin Guerrero TCC is registering students for us. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Meetings	<ul style="list-style-type: none"> 8/31: AP Meeting – all day 9/7: PSAT Training – afternoon Mapgrowth security training this Thursday. 	<ul style="list-style-type: none"> Discuss with Collins how to section off the yearbook to check for errors. 	<ul style="list-style-type: none"> Walkthroughs
	Other	<ul style="list-style-type: none"> LPAC & Attendance Recovery documentation Mapgrowth testing begins 8/28 	<ul style="list-style-type: none"> Continuing Textbook / MacBook Distribution 	<ul style="list-style-type: none"> TSI Bootcamp – 5 weeks on Fridays only. 6th week they take TSI.

		<ul style="list-style-type: none"> Updating Google Classroom to include Mrs. Berry. Everyone's been emailed about attendance recovery. Emailed faculty to nominate for open SBDM positions available. Working With Wendy Teer to get students caught up on Edgenuity training. Two TCC professors using classrooms during 2nd period using 1203 & 1209 (Barnes & Davis) 	<ul style="list-style-type: none"> Ensure Safety & Security Folders are updated & distributed. Upload to the Safety & Security Drive. Recruiting for SBDM with Wendy. <i>One will be LPAC representative.</i> Picked up TCC textbooks last week. Checking for discrepancies. Look at 'radar' students. Look at how many hours (attendance recovery) our new incoming students need. Get from their middle schools. Checking syllabi. Created spreadsheet for TTESS. They will sign up for evaluations. Share with Clarke/Collins. Will add Lamb to evaluations. Create presentation for Mapgrowth training. 	
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J A R R A T T	Student Documentation & Registration	<ul style="list-style-type: none"> Registration has been tricky due to new system. New students coming that were accepted late. Working on documentation and TREX documentation 		
	Attendance & Grades	<ul style="list-style-type: none"> History updates are mostly done. 	<ul style="list-style-type: none"> Attendance recovery work. Complete today/make corrections. Need to know what to do for students who used to check in with Jarratt to then go to PH on TCC courses. <ul style="list-style-type: none"> Told them to check in with their PH teacher since Jarratt isn't 	

			<p>certified for that. 78 students.</p> <ul style="list-style-type: none"> Hufnagle checking with Wendy Teer. Teer recommended we check in with Rhonda. Send Collins how many students this affects M/W & T/TH. Collins will look into it. 	
	Other	<ul style="list-style-type: none"> Supporting FST with data 		
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
K I N Z E R	Master Scheduling & Registration	<ul style="list-style-type: none"> Optional Flexible School Day Teacher of Record for Texas College Bridge and student assignments Completing history updates. 	<ul style="list-style-type: none"> Incoming student records work with Jarratt. Recode students who are classified wrong for 9th/10th. Grade reclassification due to Jarratt on 8/25. Working with nurse on shot records. Working with Hsueh for students who need DC registration Cross reference FWISD student schedules to ensure they're correct with TCC schedules. Email 504 teachers their accommodations. Cleanup 2nd semester schedules 	<ul style="list-style-type: none"> Ongoing registration, working with Caitlin from TCC.
	Meeting	<ul style="list-style-type: none"> 8/23: Lead counselor meeting 2:30-4 at FRC. 8/29: HS Counselor meeting 1230-430 at TLC. 8/30: ECH Scheduling Issues meeting with Mrs. Galanis 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

		<ul style="list-style-type: none"> 9/6: Lead Counselor Meeting 230-4 		
	PTECH Updates	<ul style="list-style-type: none"> Resolving schedule conflicts Registering students Reviewing summer school transcript grades. 	•	•
	Other		•	•
NAME	TOPIC	OVERVIEW	TO DO IMMEDIATELY	LONG TERM TASKS
R U B E L L	Updates	<ul style="list-style-type: none"> Resolving schedule conflicts Reviewing summer school transcript grades. 	<ul style="list-style-type: none"> Cross reference FWISD student schedules to ensure they're correct with TCC schedules. Email 504 teachers their accommodations. Audit transcripts & submit history updates. Update in Focus with Jarratt. Prepare for parent night. Cleanup 2nd semester schedules Level classes as needed. Update Hufnagle with final TSI Bootcamp list. 8/18 Reminder: Grade reclassification due 8/25 	•
	Meetings	<ul style="list-style-type: none"> 8/29: 11/12 Parent Meeting 8/29: Counselor Meeting. 8/30: ECH Scheduling Issues meeting with Mrs. Galanis 	•	•

ADJOURNMENT9:50am

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