

# Leadership Meeting Agenda 2024-2025

## Planning Documents

### Budget Ideas

- + Copy of FY25 009 Extra Duty & Sub Planning Sheet (Tutoring, PD/Planning, & Subs)
- = Budget Ideas

### Academic Calendar Ideas

- = 2025-2026 Calendar Ideas

### Summer Bridge 2025-2026

- = Summer Bridge Planning Document

### Master Schedule Ideas

- = Master Schedule 25-26 Planning Document

## July 15, 2024

### Calendar

- Tuesday: Counseling Meeting 9 am
- Wednesday:
- Thursday:
- Friday: First Day of PD Convocation

### Agenda

- SLO Drives (add teachers name to each folder)
- Weekly Administration Meetings Mondays 9:00-11:30 am
- McGraw Hill new Science curriculum
- Organizational Chart review
- T TESS domain 1 will be done with Mrs. Lara first 2 weeks of school
- Finalize PD Schedule

## Jul 16, 2024

## **Agenda/Notes**

- 28 Edready licenses to be used in the Independent Math Study (TSI) course. Expires on Sep 30, 2024 .
- Master Schedule Shared on Drive
- Pathway to College Course to replace AVID
- Ethnic Studies (AP African American Studies) asking for permission to get AP points added to students GPA if students take the AP test.
- Schedule Counseling PD
- Activities for travel students: College research project, peer tutors, CECA kids read at Surratt,
- Counseling Google Classroom by Class

## Travel Kids

### **MWF**

0 period: 8:00 am **45**

2nd period: 10:00 am **46**

3rd period: **15**

4th period: **13**

### **TR**

1st period **47**

2nd period **52**

3rd period **92**

4th period **92**

# July 29th, 2024

## **Calendar**

7/29

7/30

7/31 Ruth @ CO all day

8/1 Ruth - AP Coordinator meeting 9 AM - 11 AM

Ruth - leave at 2 PM Dr. appt.

8/2

## **Agenda/Notes**

- ☐ **To: DO EA** Review MOU to check if students who have not passed TSI have any access to courses.
- ☒ Set TSI Testing Dates
  - ☒ ~~September 23rd test all students in TSI Prep Classes. December test based on teacher recommendation.~~
  - ☐ Test transfer juniors and seniors date TBA August
  - ☐ **TO DO: EA** –Get TSI proctor training for Chaidez, Gallegos, Delgado, Such, Veronica Rodriguez, Such
- ☒ Walkthrough Schedule moved to 8/5
- ☒ Teacher Walks (Instructional rounds)
- ☒ Teacher Contact Log Skyward ( No access)
  - ☒ Email sent to Mrs. Lucero
- ☐ Teacher Travel Schedule
- ☒ ~~EPCC grades before start of semester Due by Aug. 30 per Amanda Soliz~~
- ☒ Requested SPED/ 504 Reports
  - ☒ Reports emailed
  - ☒ corrected
- ☒ Students in building at lunch
  - ☒ ~~TO:DO announcement (students must have pass and lunch try to come into building)~~
- ☒ Activity bus
  - ☒ Mrs. Lara will email teachers to ask
- ☒ Syllabus Review moved to 8/5
- ☒ Class Meetings Starting next week: August 5th, August 9th, August 14th, August 16th
- ☒ ARDs
- ☒ Grades DAEP issues
- ☒ Balancing Classes Moved to 8/5
- ☒ Travel Classes moved to 8/5
- ☒ **TESTING**
  - ☒ MAP/EOG adjusted dates
    - ☒ MAP test in classrooms with Admin monitor in hallway.
      - ☐ Reading 9th and 10th August 19-23rd
      - ☐ Math and Science 26th-30th
  - ☐ **TODO : RL** TTESS ALT Domain 1/MAP testing training
    - ☐ Tuesday, August 13th during conference periods Core teachers only
    - ☐ Electives with Mrs. Acosta office
  - ☒ Summit K-12 pending district training

- ☒ SLO Goal setting
- ☐ **TO DO: EA** Internet in band room
- ☒ Kayla Garcia
- ☒ Alex Marin
  - ☒ ~~TO DO: RL schedule meeting with parents~~
- ☒ Jesus Salazar Alareon
  - ☐ TO DO: RL call to schedule parent meeting, get feedback from teachers
- ☒ ~~Breaking up the groups 9th and 10th as much as possible~~
  - ☒ ~~Add to Monday with Veronica~~
- ☒ ~~Ms. Amian asked Camera to check buffing~~
- ☒ ~~Mr. Littlejohn called about custodians being asked to distribute laptops to students (testing)~~
- ☒ ~~Suncity Tech Conference 8/29~~
  - ☒ ~~(Monday)~~
- ☒ ~~HB (tutoring)~~
  - ☒ ~~(Monday)~~
- ☒ **TO DO: RL** Activity bus
- ☒ Denair August 5th, 2024

## **Calendar**

**8/5**

**8/6** Lara/Acosta Sped meeting 9:30; Custodial Meeting 2 pm,

**8/7** Summit K12 Training Central Office PM (Lara. Alvarez, Gallegos)

**8/8** ARDS all day (Lara/Rodriguez)

**8/9** Lara late Drs. Appt.

## **Agenda/Notes**

- ☒ ~~Walkthrough Schedule~~
  - ☐ **W** Walkthrough.Calendar.docx
  - ☐ Send email to teachers
- ☒ ~~Balancing Classes~~
  - ☐ Counselor cannot balance until all schedule changes have been completed
- ☒ ~~Travel Classes Topics~~
- ☒ ~~Breaking up the groups 9th and 10th as much as possible (add student names)~~
  - ☐ **RL** Jaydan Hernandez, Elijah Chavez, Alex Marin, Aiden Chamorro
- ☒ ~~Denair Mora EPCG Schedule~~
- ☒ ~~Grade for Jorge Miranda~~
- ☒ ~~Not killing Ramirez class~~
  - ☒ **RL send list** of PLATO and Spanish 2 repeaters to Veronica
- ☒ ~~Meeting for Alex Marin Wed. 3:40. Teachers, mom, Alex, Ms. Acosta~~
  - ☒ **RL Send invite**

- ☐ Syllabus Review
  - ☐ Delgado-Acosta
  - ☐ Hernandez Rueda-Acosta
  - ☐ Such-Acosta
  - ☒ ~~Gallegos-Perez-Alvarez~~
  - ☐ Hone-Acosta
  - ☒ ~~Slavnicu-Alvarez~~
  - ☐ Chaidez-Acosta
  - ☐ Vasquez-Nevarez -Alvarez
  - ☐ C. Hernandez-Acosta
  - ☐ Frausto – Lara
  - ☐ Ramirez - Lara
  - ☒ ~~N.Hernandez-Alvarez~~
  - ☐ Hinkle Johnston-Acosta
  - ☒ ~~Garcia-Alvarez~~
  - ☐ Falcon- Lara
  - ☐ Gomez - Lara
  - ☐ R. Rodriguez -Lara
- ☒ Teacher TSI Training
  - ☐ August 12, 15, or 16th depending on EPCC schedule.
- ☒ ~~HB (tutoring)~~
  - ☐ SL create schedule for teachers to track
- ☒ ~~7:00 am classes at UTEP~~
- ☒ ~~Parent Compact/Parent Engagement Policy~~

## August 12, 2024

### Calendar

8/12: Alvarez out all day; AP Workshop noon - 3  
 8/13  
 8/14: Lara out PM  
 8/15  
 8/16

### Agenda

### Counselor Topics

- ☐ Assist Seniors in creating their FSA IDs between August & September (seniors in travel 1st MWF do not have an advisory class, should be helped before EPCC starts. Set dates in advisory calendar to help other seniors)

#### Other

- ☒ Posters for TRTW
- ☒ Annotation Poster and PD?
- ☒ Differentiation PD with Hannah Pope Set date
  - ☒ 9/19/2024
- ☒ Tutoring schedule setup
- ☒ Hallway TV Screen
- ☒ EB Tutoring (Gallegos/ Summit k12)
- ☒ Modified schedule dance

## August 19, 2024

#### Calendar

- 8/19  
8/20  
8/21  
8/22 Lara -PEIMS 8AM  
8/23

#### Agenda

#### Counselor Topics

#### Other

☐

- ☒ Calibration Admin ~~8/20 8:30-11~~
- ☐ Bell - add a bell 7:55 AM and 5 minutes before lunch is over
- ☐ Duties - Stay until 5 PM: Acosta MW/ Ruth T/TH
- ☐ Cell Numbers to teachers
- ☐ PFE-Mrs. Lara will do a training video. Acosta will do the published letter.
- ☐ Testing

# August 26, 2024

## Calendar

8/26

8/27

8/28

8/29 Lara leave 2 Pm


8/30 Sam CC meeting all day

## Counselor Topics

- ☐ College Access Team (NTN) (Advisory curriculum meetings, tracking 3+ apps on GC)-Move to NExt Week
- ☐ TSI Testing on Sept 25th-Move to next meeting (SA will email teachers)
  - Reading 1: **67-Test ED 1300 in September; the rest in DEC**
  - Reading 2: **44-Test September**
  - Math: **24-Test in September**
  - **1 teacher substitute to proctor, 3 from lead team.**
  - Plus transfer students
  - Student schedule changes due to EPCC non enrollment-Educ 1300 and math. She is still waiting to hear from EPCC.
  - Counselor will make calendar for next year.  
PBIS check in-Mon and Tuesday at 8:00 am. Put that in the announcement.  
Send staff an email  
WT Visit-Coming tomorrow. 8AM Change to Thursday.  
SRSU visit possible dates-2 Days  
ASVAB-January Date  
Soph IDs @ EPCC T/TH-Google Classroom-Daniela will track they have their ids.  
TACRAO-Clint High Nov 6.  
SAT-October 9th Seniors, 11th on MArch 6.

## Other

- ☒ ~~Giving out stickers for last 2 weeks walkthrough focus~~
  - Stickers for WTE, Content/Language Objectives, Routines
  -
- ☒ Instructional rounds
  - ☐ SA set up and send email to teachers, focus on Talk Read Talk Write
- ☒ ~~Digital Instructional Strategy Library (September 19th)~~
- ☒ ~~Reading MAP data~~

- Eng 1 7 DNM
- Eng 2 0 DNM (lowest D.M)
- School Profile
- ☐  Tutoring PAF
- ☐ Summit K12 internet, sub, Marisol etc.
- ☒ JS-student
- ☐ Deputy-Intruder
- ☐ LOC A. Luna
- ☐
- ☐ Lunch meetings in Academic building
- ☐ HB1416
- ☐ Digital Citizenship Form 77% completion

**Sep 3, 2024**

Review items weekly  
Organizational Chart

Calendar

9/2 No School

9/3 Lara late arrival

9/4 Summit K12 Testing

9/5 Summit k12 Testing

9/6

### Counselor Topics

- ☒ ~~TSI Sep 24, 2024 (List of students testing, vouchers, pass list, breakfast roster)~~
- ☒ ~~Apply Texas for all students pending (TSI prep materials) Counselor All 9th grade through reading classes.email to counselor.~~


### Other

- ☒ ~~Review Tutoring Budget~~
- ☒ ~~HB4545 Campus plan Saturdays Fall Intersession~~
- ☒ ~~Calibration~~
- ☐ HB4545 Letters to Parents & AEPs ( Open House)
- ☐ AP Points - taking or passing class?



Sep 9, 2024

### Review items weekly

 Organizational Chart 2024-2025.docx

9/9 Lara- Plato training

9/10

9/11 Lara - Out in AM

9/12 Lara - leave at 2

9/13 Spec pops mtg - 504 Leah ortiz

### Counselor topics

- ☐ Create plan for students miss bus/canceled class
  - ☐ Create rules for students who are traveling who stay in the counseling center
- ☐ Purchase of Academic Folders?
  - ☐ Folders from kids supplies, blue ones that are already on campus
- ☐ Possible advisory PD pullouts on wed?
  - ☐ Room 315

### Other

- ☒ ~~Summit K12 Reading classes~~
  - ☐ **Sam** Marisol to do sessions with EB's
  - ☐ Small group through reading classes
- ☐
- ☒ ~~9th Grade Advisory- good to go.~~
- ☒ ~~EPCC parking~~
  - ☐ Karen work on parking.
- ☒ ~~Back to school mixer parking~~
  - ☒ **Ruth will call**
- ☒ ~~Walkthrough response Lara~~
  - ☒ **Hold-off**

- ☒ ~~KG out of a math~~
  - ☒ ~~Schedule ARD, take out of math class~~
  - ☒ ~~Ruth schedule~~
- ☒ ~~MAP BOY as a grade in gradebook (Hone)~~
- ☒ ~~Jesse Gradebook question~~
- ☒ ~~Breakfast email~~
  - ☒ ~~Ruth forward email~~
- ☐ Day off transportation
  - ☒ ~~RUth email~~

Sep 16, 2024

### Review items weekly

 Organizational Chart 2024-2025.docx

9/16

9/17 Lara- AP Academy PM

9/18 Sam, Mari, and Chaidez @ Region 19 College Prep Course


9/19 PD

9/20

### Counselor topics

- ☐ Chaidez asked about Math TSI test, kids traveling
  - Look at EOC scores (4000 or higher for math)
- ☐ School profile, colleges for past grads information
- ☐ Percentage class of 24 obtained Associates, where to gather info?

### Other

- ☒ ~~Accountability Talks~~
- ☒ ~~ CECA BOY MAP Data Reflection~~
- ☒ ~~Open House Progress reports~~
  - ☒ ~~HB4545 meetings with parents~~
- ☐ English Teachers want to take TSI
- ☐ PLATO courses review (After leadership?)

# Sep 23, 2024

## Review items weekly

9/23 College Access Team Meeting Lunch

9/24





9/25 Open House

9/26

9/27 Sam Jury Duty


## Counselor topics

### Other

- ☒ ~~EPCG Audits/meeting with Mrs. Cazares on 9/16~~
- ☒ ~~Ysleta HS 9/25~~
- ☒ ~~Google Form: List a strategy you've used in the past worked. What data do you have to back it up.~~
- ☐ TSIA (get update from counselor)
- ☒ ~~Boy's Restroom~~
  - ☐ Look into the securly pass list (Liz quotes)
- ☒ ~~Review Accountability Talk Agenda~~
  - ☐  ELAR Accountability Talks 1st period
  - ☐  Math Accountability Talks 2nd period
  - ☐  Social Studies Accountability Talks 3rd period
  - ☐  Science Accountability Talks 4th period
  - ☐ Send out to teachers!
- ☐ Teacher has to close the gradebook.

# Sept 30, 2024

## Review items weekly

 Organizational Chart 2024-2025.docx

9/30

10/1

10/2 - Lara Dr. AM (Please PM trade Wed. Lara/ Thurs Acosta?)

10/3- AP Academy

10/4


## Counselor topics

### Other

- ☐ Update  Walk-through Stickers
- ☒ Screen in main hallway
  - ☒ Journalism class ask Cinthya H.
- ☒ Conflict TIL in November. 21st is AP academy
  - ☒ No Conflict
- ☐ December EPCC Graduation
- ☐ PLATO Economics and Speech

# Oct 7, 2024

## Review items weekly

 Organizational Chart 2024-2025.docx

10/7


10/8

10/9

10/10 Lara - Dr. leave at 2


10/12

## Counselor topics

- ☐ EPCC registration
- ☐ TSI Voucher Corrections vs EPCC Corrections
- ☐  Draft TSIA Testing Calendar


- ☐ CECA students on HHS EPCC Dashboard

#### Other

- ☐ December Graduation
  - ☐ Stole Ceremony- Dec. 13, 2024
- ☐ Accountability Talks Monday 10/14
- ☐ Pass Out  Walk-through Stickers

## October 14, 2024

#### Review items weekly

-  Organizational Chart 2024-2025.docx

10/14


10/15

10/16 Lara - Leave at 2 Dr.

10/17 Testing Academy Acosta AM/ Sam & Ruth PM




10/18 Sam CC Meeting all day

#### Counselor topics

- ☐ EPCC student class registration
  - ☐ Time blocks/ transportation etc
  - ☐ Transportation proposal
- ☐ TSI Voucher Corrections vs EPCC Corrections
- ☐  Draft TSIA Testing Calendar
- ☐ CECA students on HHS EPCC Dashboard
- ☐ TSIA Credits
  - 1 Unit for ELAR MC
  - 1 Unit for ELAR Diagnostic
  - 2 Units for Essay
  - 1.4 units for Math
  - 1.4 units for Math Diagnostic


#### Other

- ☒ Class meetings 3 minute video school threats
- ☒ AM- students out of classroom and returning to building requiring pass but have teacher permission.
- ☒ PLATO economics
- ☐ PLATO speech -Acosta
- ☒ LARA AP number of tests per student 3 or better

- ☒ EOC Plan 1 student- Advisory class with Chaidez
- ☒ Senior Activities - Senior sponsors notified 10/16/2024 via email Lara
  - ☐ Field trip May 20
  - ☐ Field Day May 22
  - ☐ Walks Week of May 12
  - ☐ breakfast/Clearance May 19
  - ☐ Senior. send off May 21
- ☒ Conservation Careers Internship  Conservation Careers Brochure.pdf
  - ☒ Send to Veronica Rodrigues per Ms. Acosta
- ☒ Harvard - send to Veronica Rodriguez per Ms. Acosta
- ☒ Don't flurry be happy - SEL Day Jan. 10, 2024
- ☒ MAP testing (Keep it December add one week prior- Dec.2-Dec.13)
- ☒ MAP workshop Jan. 8 & 9 (Planning Jan. 6)
- ☐ Education 1300 placement for Spring Semester
  - ☐ Send list to Reading Teachers (who should not be enrolled in EDU 1300?)
- ☐ Master Schedule Spring semester (English/Math)
- ☒ Summer EDU 1300
  - ☐ Ramirez, Gallegos, Cinthya, other off campus
- ☒ Review/edit draft  CECA Student Schedule by Grade Level
- ☒ 9th grade schedules spring semester (Edu 1300, Eng 1301, Reading)
- ☒ Pull students for tutoring (Math Tuesdays and Social Studies Thursdays)
  - ☐ Cancel tutoring Thursday
- ☒ Possibility for English Teachers to take TSIA
  - ☐ Acosta speak to EPCC
- ☒ David to update the pacing calendar with Hone?
- ☒ Pass out teacher stickers  Walk-through Stickers
- ☒ Securly Pass

## October 21, 2024

### Review items weekly

 Organizational Chart 2024-2025.docx

10/21 Sam out (Flying home from seeing Taylor Swift!)

10/22

10/23

10/24

10/25 Building Bridges 8:00 am (Acosta, Alvarez, Lara, Rodriguez)

## Counselor topics


- ☐ Spring MS updated?
- ☒ ~~EPCC student class registration~~
  - ☒ ~~Time blocks/ transportation etc~~
  - ☒ ~~Transportation proposal~~
- ☒ ~~TSI Voucher Corrections vs EPCC Corrections~~
- ☒ ~~CECA students on HHS EPCC Dashboard~~
- ☒ ~~TSIA Credits~~
  - 1 Unit for ELAR MC
  - 1 Unit for ELAR Diagnostic
  - 2 Units for Essay
  - 1.4 units for Math
  - 1.4 units for Math Diagnostic
- ☒ ~~Performance Acknowledgement Sheet updates~~

## Other

- ☒ ~~TCMP (we don't have it)~~
- ☐ Student Tutors in Reading classes (interview process)
  - ☐ Juniors and seniors
  - ☐ Add to survey.
- ☒ ~~Possible move of advisory period?~~
- ☒ ~~Don't buy Schmoop~~

Oct 28, 2024

## Review items weekly

 Organizational Chart 2024-2025.docx

10/28

10/29 Trick or Treating


10/30

10/31

11/1 - Lara out at 2 PM

## Counselor topics

## Other

- ☒ ~~Update~~  ~~Walk-through Stickers~~
- ☒ ~~PFE attendance meeting schedule 11/12/2024~~
  - ☐ Veterans Day Thank you
  - ☐ Card with Region 19 kids hand print, STUCO thank you, and snack.
    - ☐ Granola bar, juice box, card

- ☒ ~~AP US History~~
- ☐ PFE/ SPED/ LEP Budget
- ☐ Securly Pass setup
- ☒ ~~PLATO contract~~
- ☒ ~~Google Form Schedules~~
  - ☒ <https://forms.gle/GwVDhP7kw5q8HtDa9>
  - ☒ <https://forms.gle/h5ZoMocx9nRNTbkH8>
- ☐ Applications?
- ☒ ~~Training for November 8th (forward email and subs)~~

**Nov 4, 2024**

### Review items weekly

 Organizational Chart 2024-2025.docx

11/4

11/5

11/6

11/7 TSIA training Math

11/8 TSIA Training English

### Counselor topics

- ☐ Drop Iker Garibaldi for EDU1300, Jude Lopez from all DC classes.- Acosta/Rodriguez
- ☐ December Graduation
  - ☐ Stole Ceremony- Dec. 13, 2024  
AM at CECA
    - ☐ Counselor leads/ organizes etc
      - ☐ Meets with kids for who will cord them
      - ☐ Invitations-Formal Invites
        - ☒ ~~students/parents~~
        - ☐ Gym setup
        - ☐ Cabinet/ board member invites
        - ☐ Graduation - CECA
        - ☐ graduates at 6PM
        - ☐ Chair order - Karen Orders 100 Chairs for parents, invited guests and teachers (Thirteen Students are graduating)
        - ☐ Sign out (attendance) Dolores
        - ☐ Parent in through gym
        - ☐ Stoles



- ☐ Karen Orders 100 Chairs for parents, invited guests and teachers (Thirteen Students are graduating)
- ☐ Bleachers need to be out
- ☐ Photo opportunity -CECA letters, books, class of
- ☐ Advisory

#### Other

- ☐ PFE/ SPED/ LEP Budget - Lara/ Acosta
- ☒ ~~Title 1 Cate CIP/CNA presentation, agenda, minutes?~~
- ☒ ~~Securly Pass setup~~
  - ☐ Sam send to teachers
- ☐ Speech on PLATO 1st time- Acosta
- ☒ ~~PLATO contract meeting~~
- ☒ ~~(Sam) send survey for schedule~~
- ☒ ~~Visit from technology Micahel Tapia and team revisit access controls.~~  
~~Recommendation: access cameras, new cameras. Only employees right now.~~
- ☐ Speech - who will take

Nov 15, 2024

#### Review items weekly

[W](#) Organizational Chart 2024-2025.docx

11/11  
 11/12  
 11/13 EOC training all day  
 11/14  
 11/15  
 11/16 Homecoming  
 11/18 Alvarez Acosta out  
 11/19 Alvarez Acosta out  
 11/20 Lara out all/half?  
 11/21  
 11/22

#### Counselor topics

- ☐ TSI Proctor conflict
- ☐ Sharing TSI Spreadsheet with teachers

- ☐ Bus for UTEP MWF -3 nursing students

#### Other

- ☒ ~~Speech Supports~~
  - ☒ ~~Create a contract for parents and students~~
  - ☒ ~~Meeting with students and parents~~
- ☒ ~~Master Schedule~~
- ☒ ~~TIA (CG)~~
- ☐ Peace Officer training list to Lara
- ☒ ~~Performance Acknowledgement spreadsheet update~~
- ☒ ~~TSL cohort meeting Lara~~
- ☒ ~~Progress Reports EPCG~~
- ☒ ~~Deadline to drop EPCG classes~~

Nov 18, 2024

#### Review items weekly

[W](#) Organizational Chart 2024-2025.docx

11/18  
11/19  
11/20  
11/21  
11/22

#### Counselor topics

#### Other

- ☐ Update [+](#) Walk-through Stickers

Dec 2, 2024

#### Review items weekly

[W](#) Organizational Chart 2024-2025.docx

12/2  
12/3 Lara - EOC testing  
12/4  
12/5 Lara AM PEIMS conference  
12/6 MAP make-up day

### Counselor topics

- ☒ Set pre-registration schedule
- ☒ TSI Proctor conflict
- ☒ Update on Spring Schedules/ Transportation

### Other

- ☒ Spanish teacher follow up date
  - ☐ Wednesday or Friday 4th period
- ☒ Phone pouches for cell phones
  - ☐ Sam: Ask Liz
- ☒ Finals week students who travel where will they go when not traveling? Who will watch?
  - ☐ Bandroom w/ Samaniego
- ☒ Plato testing calendar

Dec 9, 2024

### Review items weekly

[W Organizational Chart 2024-2025.docx](#)

12/9 MAP make up

12/10 Lara leave @1:45 Dr.

12/11 Career Day/ Lara half day out PM

12/12

12/13 Stole Ceremony/ Early Release/ Christmas lunch

### Counselor topics

### Other

- ☐ MAP testing makeups Wed. 12/11/2024
- ☐ Travel displacements from band room during SUMmit K12 testing.

Dec 16, 2024

### Review items weekly

[W Organizational Chart 2024-2025.docx](#)

12/16

12/17

12/18 Lara Out

12/19 Lara Out

12/20 Lara Out

## Counselor topics

### Other

☐

# Jan 6, 2024

## Review items weekly

 Organizational Chart 2024-2025.docx

1/6

1/7

1/8

1/9

1/10


## Counselor topics

### Other

- ☐ Speech Pre-Module
- ☐ List of kids enrolled in Speech?
- ☐ Parent Meeting?
- ☐ Tessa No 2nd period TR
- ☐ Alizay Ramirez ENG 1301

# Jan 13, 2024

## Review items weekly

 Organizational Chart 2024-2025.docx

1/13 Lara LPAC 12PM

1/14 Lara leave at 3:45

1/15

1/16

1/17 ARDs

- ☐ PD-see email on Job alike
- ☐ PD Feb 7th Aggressive Monitoring and Spring/Summer Bridge planning
- ☐ Summer Bridge Planning
  - ☐ Planning Committee 1 per department

- ☐ Meet on Feb 7 during PD day
- ☐ At least 1 per department to participate
- ☐ June 2-5
- ☐ Request location at Valle Verde campus
- ☐ Angel Varela remediation plan


### **Counselor topics**

#### **Other**

- ☒ ~~Speech Pre-Module~~
- ☒ ~~List of kids enrolled in Speech. Parent Meeting?~~
- ☒ ~~Senior credit audit~~

## Jan 21, 2024

### **Review items weekly**

 Organizational Chart 2024-2025.docx

1/20 MLK day

1/21

1/22

1/23


1/24

### **Counselor topics**

#### **Other**

# Jan 27, 2024

## Review items weekly

 Organizational Chart 2024-2025.docx

1/27 CJHS AM

1/28 Sam SS test vetting @ central office morning

1/29 CJHS AM (Sam)


1/30 Lara AP Academy PM

1/31 Lara - late to campus

## Counselor topics


- ☒ ~~Counseling center closed during lunch—Students not behaving appropriately lose privilege to be in counseling center at lunch. ( Alexis Anaya, Denisse Texcahua and others)~~
- ☐ CRF's for Summer Courses

## Other

- ☐ Update  Walk-through Stickers
- ☐ Teacher stickers
- ☒ ~~Spring Bridge~~
- ☒ ~~Team to interview kids. Starting 2/1/25 (Invite all students to Spring Bridge and interviews to follow)~~

# February 3, 2024

## Review items weekly

 Organizational Chart 2024-2025.docx

2/3

2/4

2/5 Alg Interim Testing

2/6

2/7 PD Day

## Counselor topics

## Other

- ☒ College Connect 2-3
  - ☒ McNeil: practice Speech, read chapter 1 take notes
  - ☒ Falvo: Share group plan, read chapters 1,2,9,10 take notes (hand written notes are allowed on exams)
- ☒ Joshua Hdz:
- ☒ EOG Bootcamps
  - ☒ February (Feb 18 USH and ENG 1) Pending date Bio and Eng 2. Hone did not respond.
  - ☒ April (before testing)
- ☒ Review Bridge Canva Presentation [Spring/Summer Bridge](#)
- ☒ Parent Night Title 1 Acosta
- ☒ Review Parent Night Presentation and give feedback to Student Leadership [Parent Night Presentation](#)
- ☐ Lesson plan review (misunderstandings, internalization, and content language objectives)

## February 10, 2024

### Review items weekly

[W Organizational Chart 2024-2025.docx](#)

2/10

2/11

2/12

2/13

2/14

### Counselor topics

### Other

## Feb 17, 2024

### Review items weekly

[W Organizational Chart 2024-2025.docx](#)

2/17

2/18

2/19

2/20


2/21

**Counselor topics**

**Other**

**Feb 24, 2024**

**Review items weekly**

 Organizational Chart 2024-2025.docx

2/24

2/25


2/26

2/27

2/28


**Counselor topics**

**Other**

☐ Update  Walk-through Stickers

**Mar 3, 2024**

**Review items weekly**

 Organizational Chart 2024-2025.docx

3/3

3/4

3/3

3/5


3/6

**Counselor topics**

**Other**

**Mar 17, 2024**

**Review items weekly**

 Organizational Chart 2024-2025.docx



3/17

3/18

3/19

3/20


3/21

### Counselor topics

### Other

Mar 24, 2024

### Review items weekly

 Organizational Chart 2024-2025.docx

3/24

3/25


3/26

3/27

3/28


### Counselor topics

### Other

☐ Update  Walk-through Stickers

Apr 1, 2024

### Review items weekly

 Organizational Chart 2024-2025.docx

4/1

4/2

4/3

4/4

4/5

### Counselor topics

### Other

Apr 7, 2024

**Review items weekly**

[W](#) Organizational Chart 2024-2025.docx

4/7

4/8

4/9

4/10

4/11

**Counselor topics**

**Other**

Apr 14, 2024

**Review items weekly**

[W](#) Organizational Chart 2024-2025.docx

4/14

4/15

4/16

4/17

4/18

**Counselor topics**

**Other**

Apr 21, 2024

**Review items weekly**

[W](#) Organizational Chart 2024-2025.docx

4/21

4/22

4/23

4/24


4/25

**Counselor topics**

## Other

Apr 28, 2024

### Review items weekly

 Organizational Chart 2024-2025.docx

4/28

4/29


4/30

5/1

5/2


### Counselor topics

#### Other

☐ Update  Walk-through Stickers

May 5, 2024

### Review items weekly

 Organizational Chart 2024-2025.docx

5/5

5/6

5/7

5/8


5/9

### Counselor topics

#### Other

May 12, 2024

### Review items weekly

 Organizational Chart 2024-2025.docx

5/12

5/13

5/14

5/15

5/16

**Counselor topics**

**Other**

May 19, 2024

**Review items weekly**

 Organizational Chart 2024-2025.docx

5/19

5/20


5/21

5/22

5/23

**Counselor topics**

**Other**

☐ Update  Walk-through Stickers