

2019-2020 SST WEEKLY ADMINS / BIWEEKLY COORDINATORS MEETING AGENDA & MINUTES

August 27, 2019

#	TASK/ITEM	ITEM BROUGHT UP BY	RESPONSIBLE PERSON/S	NOTES	STATUS
1	Admin / Coordinators Meeting Setting & Format	MAMEDOV	ALL ADMINS & COORDINATORS	Biweekly with all admins & coordinators	In Progress
2	Staff / Students Proposal Procedures	MAMEDOV	MARTIN	Preapproval form should be created. Mr. Martin will work on	Next Meeting Agenda Item
3	Any equipment or furniture needs	MAMEDOV	CIKILI	Please submit to Mr. Cikili and cc to Mr. Mamedov	Completed
4	Any Instructional Material needs	MAMEDOV	CIKILI	Please submit to Mr. Cikili and cc to Mr. Mamedov	Completed
5	School Clubs / Mandatory Tutoring	MAMEDOV	ALL ADMINS & COORDINATORS	All clubs will begin Sept. 3rd, mandatory tutoring list will be	In Progress
6	Counseling events & prep	MAMEDOV	COUNSELORS	Check Event Calendar	N/A
7	Testing Calendar	MAMEDOV	HERNANDEZ	TMSFA/MAP / PSAT/ TSI (Saturday? After School)October 16th	N/A
8	2019-2020 Campus Committees	MAMEDOV	HERNANDEZ	Send out to staff this week.	In Progress
9	Home Visit Drive	MAMEDOV	BASKAN	All staff and admins will conduct homevisits on September	In Progress
10	Gradecam tool usage by Mr. Sengez	MAMEDOV	ACADEMICS TEAM		Next Meeting Agenda Item
11	Weekly / Quarterly Attendance Check & incentives &	MAMEDOV		Discussed incentives and set weekly / monthly goals per grade	In Progress
12	Senior Internship Req. & Places	MAMEDOV	COUNSELORS	Dr. Ozturk's Practicum in Health Science course	Next Meeting Agenda Item
13	Clubs (proposal, roster)	BASKAN	BASKAN	Item # 5	In Progress
14	Ellevation training	GONZALES	---	All core subjects will be trained on Ellevation forms	Completed
15	TA Seniors only?	BARBA	COUNSELORS	Only 12th grade students will be allowed for TA position	Completed
16	GT training and GT committee	CALLAGHAN	ACADEMICS TEAM	Need to establish GT Committee to review incoming potential	In Progress
17	Student emails - some students from Alamo keep using	CALLAGHAN	---	Mr. Mamedov will address this to CO / S.Ozturk	In Progress
18	Grades Level Academic Nights	SONMEZ	COUNSELORS	September 5, 2019 - Senior Parents/students, September 12,	In Progress
19	College Application Boot Camp Class of 2020	SONMEZ	COUNSELORS	Local Colleges info sessions and college application boot camp	Completed
20	Class add/drop -Schedule Change	SONMEZ	COUNSELORS	Students only can make change on their schedule if they want	Completed
21	Meeting with students	SONMEZ	COUNSELORS	Meet with all grades level One-on One during the first month	In Progress
22	Weekend PSAT/SAT Tutorial 11th and 12th Grade	SONMEZ	COUNSELORS	PSAT and SAT Tutorials for 11th and 12th Grades on Saturday	In Progress
23	Early Release for Seniors	SONMEZ	COUNSELORS	Seniors who have 22 high school credit/ passed all STAAR EOC	Completed
24	State required notice of ALGEBRA II	BARBA	COUNSELORS		
25	Class of 2020 graduation date/venue	BARBA	ALL ADMINS	Tentatively, June 1, 2020 at Trinity University	In Progress
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2019-2020 SST WEEKLY ADMINS / BIWEEKLY COORDINATORS MEETING AGENDA & MINUTES

September 18, 2019

#	TASK/ITEM	ITEM BROUGHT UP BY	RESPONSIBLE PERSON/S	NOTES	STATUS
1	ASVAB	BARBA	COUNSELORS	9/23/19 52 students signed up	Completed
2	PSAT	BARBA	HERNANDEZ/BARBA	Field trip for 6/7 and 12	Completed
3	LSC Dual Credit Textbooks	BARBA		Update: LSC says all books have shipped	Completed
4	BYU/TKVSN	BARBA	BARBA	AP CALC BC	Completed
5	10th and 9th Grade Parent Night	BARBA	COUNSELORS	Admin and Coordinators attend for brief introduction, SNACKS?	Completed
6	Club Approval	BASKAN		Clubs' stipend approval; the deadline has been extended, but not	Completed
7	Home visit Round-2	BASKAN		2nd Home visit kick off day is Sept. 28th.	Completed
8	More Upcoming trainings: ELPS and SI, Title I, GT	CALLAGHAN		Refresher for ELPS/SI will be at staff mtg on 9/25, GT Training	In Progress
9	Title III ESL Parent Information Night	GONZALES		Date and event info, scheduled for 9/26/19 before the 9th grade	Completed
10	Spending Scholastic book fair money	GONZALES		discuss how to spend budget from Scholastic, \$820 from book	In Progress
11	MAP Testing/ PSAT Oct 16th (Field Trips) 6th/7th/12th	HERNANDEZ	ALL ADMINS	Update and Planning, Map testing is going better than last year,	Completed
12	Annual Title I Meeting and Benefits of Parent and Family	HERNANDEZ		October 2nd (Parent Teacher Conferences) 11 students did not	Completed
13	Parent-Teacher Conference	MAMEDOV	ALL ADMINS & COORDINATORS	Wednesday, October 2nd. Early dismissal, parent/teacher	Completed
14	TAMU AgriLife	MAMEDOV	ACADEMICS TEAM	TAMU AgriLife lesson opportunity for our middle school students	Completed
15	SACADA Youth Program	MAMEDOV	ACADEMICS TEAM	San Antonio Council on Alcohol & Drug Awareness – Youth	Completed
16	ACE Mentoring Program	MAMEDOV	COUNSELORS	Student Recruitment & School Champion / Cosponsor/Liaison	Completed
17	SafeSchools Training	MAMEDOV	MARTIN	Child Abuse: Mandatory Reporting	Completed
18	US Navy Sailor Volunteers	MAMEDOV	ALL ADMINS & COORDINATORS	Job Duties SST schools has MOU with Navy. Our campus has 3	In Progress
19	Hispanic Heritage Month / Proposal	MAMEDOV	ALL ADMINS	Sep.15 – Oct.15, Proposal by Mia R. They want a Mexican	In Progress
20	School Inventorization	MAMEDOV	CIKILI	All items worth \$100 and more must be inventoried by the end of	In Progress
21	School Fundraising	MAMEDOV	CIKILI	Any ideas. We want to have quarterly fundraisers. We have	In Progress
22	Attendance Incentives	MAMEDOV	CIKILI	All items must be purchased by this Friday, Sept. 20th grade	In Progress
23	1st Home Visit Saturday	MAMEDOV	BASKAN	Report, feedback, 16 home visits done with 52 staff members.	Completed
24	School Board Meeting	MAMEDOV		This Friday at NorthWest campus @ 6pm, open to public.	Completed
25	Character Team	MAMEDOV		Team, character survey. We will be applying as a school of	In Progress
26	Fire Drill	MARTIN	ALL ADMINS & COORDINATORS	9/25/2019 morning. Martin will review designated areas fr fire	Completed
27	Staff Dress	MARTIN		Some staff members have voiced opinions about staff dress code,	N/A
28	IEPs	MEJIA		Still an issue with teacher following the IEPs, we will address it	N/A
29	CTE Industry certification	SONMEZ	SONMEZ	industry certified or we could lose our rating.	In Progress
30	T-STEM Renovation	SONMEZ	ACADEMICS TEAM	Principals, dept chair, superintendent, counselor, need to have	In Progress
31	Free Dress for Grade Level ademic Night Participant!	SONMEZ		Mr. Martin has approved to give free dress for a week (with a	Completed
32	PLTW Summit Nov 17-19	SONMEZ	ACADEMICS TEAM	Dr.Oz, Dr.C and Mr.Sonmez will be participating to the summit,	Completed
33	School Picnic			MacArthur Park Pavillion #4 Oct 5 10am-2pm	Completed
34				Barba will check into econ students in B4 for Mr. Torres	Completed
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2019-2020 SST WEEKLY ADMINS / BIWEEKLY COORDINATORS MEETING AGENDA & MINUTES

October 23, 2019

#	TASK/ITEM	ITEM BROUGHT UP BY	RESPONSIBLE PERSON/S	NOTES	STATUS
1	Fall announced formal observation schedule	CALLAGHAN		Already set up the sign up sheet, any recommendations to	In Progress
2	TSI - Testing Dates / Parent Square	HERNANDEZ	Sonmez / Hernandez	10/26,11/2/, 11/9(Dates) about 9 students signed up. We will be	In Progress
3	Title I (Families in need) Title III - Region 20 (Funding)	HERNANDEZ	Hernandez/Gonzalez/ Callaghan	Title III (Possible date Nov 7th 5:30 p.m.) Mrs. Hernandez has	In Progress
4	GT - Testing Cogat	HERNANDEZ	Hernandez/Callaghan	Dates- Mr. Keskin sent an email, testing needs to be done. Mrs	In Progress
5	Observation and walk-thru Schedule	MAMEDOV	ALL ADMINS	Review T-TESS District Calendar - see the item #1	In Progress
6	New Applications Season & Lottery Date	MAMEDOV	ALL ADMINS	IMPORTANT DATES:	In Progress
7	2020-2021 School Master Schedule Planning	MAMEDOV	ACADEMICS TEAM	Decide the meeting dates/time and deadlines	In Progress
8	Character Application	MAMEDOV	ALL ADMINS	Group Names	In Progress
9	Homecoming Week / Day	MAMEDOV	ALL ADMINS & COORDINATORS	StuCo Adviser Ms. Martinez, StuCo President Mayte A.	In Progress
10	Homevisit Status	MAMEDOV	ALL STAFF	% of staff involvement, % of visited students by Oct.9	In Progress
11	November 11th PD Planning	MAMEDOV	ALL ADMINS & COORDINATORS	Sessions suggestions will be discussed at CO	In Progress
12	Reorder Uniforms Status	MAMEDOV	CIKILI	Amount, deadlines. Some have already been ordered-order	In Progress
13	Chocolate Fundraising Drawing	MAMEDOV	CIKILI	How much sold, how many boxes left. Sold a total of 65 boxes	In Progress
14	II Quarter Attendance Incentives	MAMEDOV	---	1st Semester Honor Roll Assembly:	In Progress
15	Gym 2nd Storage Room Usage for Resource Teachers	MAMEDOV	---	Admin will check which blocks/periods they will need more room	In Progress
16	Observations	MARTIN	ALL ADMINS	Skyward Ref. policy (no opinions/no other student names) parent	Reassigned to Another Person
17	Cell phone use in classrooms	MARTIN	ALL ADMINS	students using cell phones in class	N/A
18	Observations	MARTIN	ALL ADMINS	classroom windows covered/students outside classroom	In Progress
19	Hispanic Heritage Presentation	CALLAGHAN		Which specific classes to invite to avoid confusion. Barba and	Completed
20	Phenom San Antonio	BARBA		Bus is \$500; 20 MS 20 HS 4 chaperones. 8th and 9th.	Completed
21	SW PREP College Fair	BARBA	COUNSELORS	We are invited to join the college fair on Feb 5, 2020. SST will set	In Progress
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2019-2020 SST WEEKLY ADMINS / BIWEEKLY COORDINATORS MEETING AGENDA & MINUTES

November 5, 2019

#	TASK/ITEM	ITEM BROUGHT UP BY	RESPONSIBLE PERSON/S	NOTES	STATUS
1	Adult Literacy Info Night/Title I	GONZALES	HERNANDEZ	11/7/19 5:30- 6:30 p.m. Hernandez contacted Region20, we will	Completed
2	AP Exam Ordering	BARBA		Exam order deadline is Friday NOV 15, we will talk w/CO about	In Progress
3	Individual Graduation Committee	BARBA		Several students need to be exempted from EOC with this	In Progress
4	Homecoming	BARBA	ALL ADMINS & COORDINATORS	Chaperones will need to arrive by 5:45pm PepRally will be on	Completed
5	SEL teacher/student relationships	WESTOVER		Social Emotional Learning reminders for teachers. Teachers	N/A
6	10/10 rule, Handbook, Student Supervision	WESTOVER			In Progress
7	Formal observation schedule	CALLAGHAN		Let me know if there are dates/time to block out so adjustments	In Progress
8	TSI Testing/ GT Testing (Nov 6-8th)	HERNANDEZ	ALL ADMINS	11/8/19 4th block 27 students have been tested, 5-6 will test this	Completed
9	Home Visit Report	BASKAN		5 staff members have already completed their 10 home visits.	In Progress
10	Homecoming - CHECK ITEM # 4	MAMEDOV	ALL ADMINS & COORDINATORS		Completed
11	CCRSM Site Visit #2 with Dr. Stotts	MAMEDOV	ACADEMICS TEAM	Dr. Stotts gave some suggestions to get students/parents to buy	Completed
12	SST Alamo / SST Discovery 8th Grade Transition	MAMEDOV	COUNSELORS	Alamo-team meeting will be set with Mrs. James; Discovery-team	In Progress
13	No overtime approval	MAMEDOV	CIKILI		In Progress
14	Reenrollment Season - Budget ADA 460	MAMEDOV	---	NEW enrollment started on NOV 1st, REENROLLMENT starts on	In Progress
15	Character Application Team Work	MAMEDOV	ALL ADMINS & COORDINATORS		In Progress
16	Dual Credit Night			Moved to Tuesday NOV 12th 6-7, applications open on the 13th	Completed
17	IDs	MEJIA		Many students do not have IDs because they missed the day of	In Progress
18	Field Trips	WESTOVER		Some field trips are organized and some are not. Dr. C's field trip	In Progress
19	Clubs	WESTOVER		There are a lot of kids in the halls after school, teachers need to	In Progress
20	Internal Audit	MAMEDOV		November 19th.	Completed
21	Duties	MAMEDOV		We need to go over duty responsibilities in the Staff Meeting.	Completed
22	SpEd/ Resource room	MAMEDOV	ALL ADMINS	With Mrs. Mejias consent, we can look into relocating the	N/A
23	PD NOV 11	MAMEDOV		Are there any topics that need to be covered or any	Completed
24	Thanksgiving POTLUCK			NOV 22nd is a full day of work. We may do a brunch buffet	In Progress
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2019-2020 SST WEEKLY ADMINS / COORDINATORS MEETING AGENDA & MINUTES

November 21, 2019					
#	TASK/ITEM	ITEM BROUGHT UP BY	RESPONSIBLE PERSON/S	NOTES	STATUS
1	Award Ceremony for 1st semester (special award nomination ideas)	CALLAGHAN		Special awards for students who are not Perfect Attendance, A-honor roll. Principal's award, Stallion award, Student Ambassador Award, STEM Award.	In Progress
2	Update on Observations; Spring T-TESS training for teachers	CALLAGHAN			In Progress
3	St Phillips Dual Credit Crosswalk List	NEAL	NEAL	Ms. Neal will be working on a crosswalk	In Progress
4	Alamo and Discovery 8th Grade Presentation	NEAL	NEAL	We will add a few more items on CTE and PLTW courses offers and update recent rankings and award. We are scheduled to go to Alamo on Dec 6th, and do a parent night on Dec 9th, Discovery meeting with students on Dec 9th, parent night, Dec 11, 10th and 12th, 17th and 19th Ms. Neal will be on Alamo's campus meeting with students and parents to do course selection forms, PGPs.	In Progress
5	Gift Exchange Game	BASKAN		Winter is coming! (secret santa, white elephant etc.) We used elfster, a week of small gifts and 1 big gift (\$20 limit). Mr. Baskan will run it, and send an email to teachers to see who wants to participate	In Progress
6	Mckinney Vento/ students /families	HERNANDEZ	HERNANDEZ	Donations have been given (gift cards for the holidays) All families have gotten clothes, food, soaps, feminine products, etc. We will continue with gift cards for groceries. Mrs. Hernandez wants to give it to the parents in an envelope. We have a senior who was given a uniform shirt.	Completed
7	US History Dual 2nd Semester	BARBA	ALL ADMINS	Based on the numbers, the course will be done solely online, and the class will turn into STAAR work/tutoring. We would have to be turned into an EOC Lab and it will have to count for a grade. We will finalize this in a academic meeting with counselors.	In Progress
8	Classroom Management	WESTOVER	---	Looking at patterns. Coming up with a game plan to assist. If we see something that needs to be addressed, let Mrs. Westover know. We need to come up with a gameplan for teachers who are suffering. There have been a few movies being shown. We need to enforce movie policy. Mrs. Callaghan will send an email. Do teachers have a good exemplar model of what a lesson plan should look like from beginning to end? If not, we need to show them. We can address this issue at the upcoming PDs. We need to have a PD to show teachers how to include DOK and higher level questions.	N/A
9	11/19 Audit Results & Outcome	MAMEDOV	ALL ADMINS & COORDINATORS	ESL Sup. Certification / New ESL Teacher Hiring, Mrs. Alvarez and Mrs. Ordonez were on campus. ELAR department has many working on their ESL SUP CERT. Teachers not certified will need to go on growth plan/TINA. Can't proctor STAAR if they're not certified. Our campus has the highest number of non certified teachers.	Completed
10	Progress Reports / F-Report as of 11/21	MAMEDOV	ACADEMICS TEAM	Failing Students Report as of 11/21 There are a lot of students currently failing. Big bulk are 9th and 10th graders. Tutoring is not an option. Teachers will need to host 1-2 days of tutoring. If teachers have a big population of sped students who are not passing, Mrs. Mejia will be able to come in and help with Saturday tutoring. Mrs. Gonzales as well. Counselors need to start meeting with students who are failing when we get back from Thanksgiving break. Some teachers are not providing accommodations, Mrs. Gonzales will be checking on that. Encourage students to advocate for themselves.	Not Done
11	Set clear expectations for teachers	MAMEDOV	ALL ADMINS	Clarity on the behavior problems that need to be handled in the classroom versus being referred to the office.	N/A
12	December EOC/ Testing Schedule / Proctors / Plan	MAMEDOV	HERNANDEZ	Mrs. Hernandez has the schedule ready but it hasn't been shared with teachers yet because of privacy for those students who still need to test. Mr. Moore and Ms. Bannworth will be proctoring tests, room changes have already been made. We will be closed campus, except for services for students. Mrs. Hernandez will do a full STAAR training with staff in January, for this round, it will only be Mr. Moore and Bannworth. 2 seniors will be retesting, we need to host IGC meetings for both.	In Progress
13	Sunday, December 1- Re-enrollment period begins	MAMEDOV	---	Central Office encourages us to give an incentive for students to return their reenrollment forms. We have next year's budget set with 465 student. Maybe jeans day, include homeroom teacher too. Pizza/Ice cream party. Movie day with popcorn. For faculty up to \$50 gift card, a leave early pass. Ms. De Luna wants to send out a Parent Square message on Dec 1st.	In Progress
14	District Department Heads - January-6th, February-17th, March-16th PD Days	MAMEDOV	ALL ADMINS & COORDINATORS	January will be general reminders and planning time. Mr. Mesa will be on campus for 2 sessions. We will have reminders from admin. Mrs. Callaghan suggested that we cover Texas Standards with our teachers. Admin/Coordinators can submit topics they think need to be covered.	In Progress
15	Open House Days	MAMEDOV	ALL ADMINS	Admin will meet tomorrow to set dates and put them on calendar. Last year we had 3 days and one landed on SHTeam Festival. This year SHTeam may be combined with Multicultural Fair.	In Progress
16	Thanksgiving Brunch	MAMEDOV	ALL STAFF	is set for tomorrow. Mr. Mamedov ordered 2 turkeys.	Completed
17	Email Etiquette	MAMEDOV	ALL ADMINS & COORDINATORS	Central Office sent a communication support packet. We have a 48 hour window to respond. Please respond to your emails as soon as possible. Communication is vital.	Completed
18	ESL Parents' Requests	SONMEZ	ACADEMICS TEAM	provide list of books for ESL students can read, Ms. Gonzales to meet with students once a week. class setting lessons, already does pull outs.	In Progress
19	College Applications Deadline	SONMEZ	COUNSELORS	Many students are sending documents and rec letters. Mr. Sonmez. We can send out announcement for College Application Bootcamp on DEC 7. Mr. Sonmez has a flyer and he will send it to Ms. Barba meeting on Dec 12, Ms. Barba, Mr. Mamedov, Mr. Sonmez, Mrs. Callaghan should be there 10am-12pm at Central Office. There are observations scheduled and STAAR testing too. Either Callaghan or Barba will attend. Mr. Mamedov will attend for sure. We will have these meetings 2 times a year.	In Progress
20	CTE Local Advisory Committee	SONMEZ	ACADEMICS TEAM		In Progress
21	CTE Clusters/ Pathways	SONMEZ	ACADEMICS TEAM		N/A
22	Scheduling for 2020-2021	SONMEZ	ACADEMICS TEAM	Course selection forms are ready, we will be meeting in December to work on Master Schedule.	In Progress
23	CTE Education Month	SONMEZ	ACADEMICS TEAM	Usually in February, but we can do it sooner because of or course selection process. Maybe late January or early February	N/A
24	CTE Teacher Breakfast/	SONMEZ	ACADEMICS TEAM	We want to recognize our CTE teachers	N/A
25	Career Test for all grade level(6-12)/ Career Awareness	SONMEZ	COUNSELORS	WE will finalize this at next academic meeting	In Progress
26	Safety Drills	WESTOVER		Shelter in place and reverse evacuation. Quick overview at next staff meeting. We have 3 drills we need to do. We can do a brief training in PD and then do the drills	In Progress

27				lowest attendance rate is 81%, about 18 students under 90%. Counselors can help especially when having our 1-on-1 meetings. Mrs. Westover suggested we use a restroom log.	67 hours need to be done. Mrs. Hernandez sent out an email to teachers and she is giving out incentives for completing their renewal. Admin and Counselors need to do the 6 hour renewal. Mrs. Callaghan can send out the access codes for Counselors.
28				Proposed to have a outdoor covered area for solar car	N/A
29		MAMEDOV	CIKILI	Resource room will transition to the back two room and floaters will move to the previous floater room	Completed
30		MAMEDOV	ALL ADMINS	Sub plans need to be revisited. Subs need to know to follow the plans left. Paras need to sit for a training on what is expected when they sub	In Progress
31		GONZALES	GONZALES	ESL trainings not until January.	N/A
32		BASKAN	COUNSELORS	Senior Community Service Hours: many students don't have their hours completed, some haven't started. December 20th, we can send senior letters with updates on graduation requirements. We can offer them opportunities on campus. We need to do a training for Teachers to know what X2Vol is and what to expect.	In Progress
33		MAMEDOV	ALL ADMINS & COORDINATORS	Parents complained to Mr. Mamedov, voicemail boxes are full and need to be reset. We need to update voice messages and name.	In Progress
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2019-2020 SST WEEKLY ADMINS / COORDINATORS MEETING AGENDA & MINUTES

December 11, 2019

#	TASK/ITEM	ITEM BROUGHT UP BY	RESPONSIBLE PERSON/S	NOTES	STATUS
1	College & Career Fair Update	BARBA	COUNSELORS		In Progress
2	Cafeteria issues	CALLAGHAN	---	Choir materials blocking the front of the cafeteria - clubs need to reset so the cafeteria is ready for morning service; book fair is now limiting access at the back of the cafeteria; Book fair stuff already set up and assessable to students even though it doesn't start until next week - students trying to take some items.	Completed
3	Award Ceremony Schedule	CALLAGHAN	ALL ADMINS		Completed
4	Paraprofessional responsibilities and reminders	WESTOVER	---	Deadlines, jobs and completion time, etc. Find ways hold them accountable for their tasks and to have more focused tasks during the time they are not specifically assigned.	N/A
5	Technology carts	WESTOVER		Many damaged chromebooks. Teachers allowing students to obtain single chromebooks from carts in other rooms, these getting turned in to Ms. Westover. Teachers not using the spreadsheet to track when the carts are being used or utilizing the roster system	In Progress
6	Book Fair	GONZALES	GONZALES		Completed
7	Dual Credit Update	NEAL	COUNSELORS	Waiting on the results for the US History course; otherwise the rest of the dual credit information is ready to go and students are currently enrolled.	Completed
8	8th Grade Transition Update	NEAL	COUNSELORS	Had 13 parents show up to the information session; it went well and will be on their campus in the upcoming day; Tonight is the Discovery presentation and in January we will focus on our students.	In Progress
9	December EOC's Update	HERNANDEZ	HERNANDEZ	So far going well, all students were present yesterday. Mrs. Hernandez said she spoke with all the students personally to ensure they know that they are testing and to be here on time	Completed
10	CTE Advisor Meeting	SONMEZ	ACADEMICS TEAM	Will be held on Thursday at the Central office b/w	Completed
11	SAT Saturday Tutorial for 10th and 11th graders	SONMEZ	ACADEMICS TEAM	January 11th-18th-25th, February 8th-15th-22nd, March 21st-28th, April 4th-11th; 9am to noon; need to recruit Math and ELA teacher for these Saturday	In Progress
12	Overgrad College Application Platform New!!!	SONMEZ	ACADEMICS TEAM	Starting next year Counseling department will be using Overgrad college application platform for high school college counseling instead Naviance.	In Progress
13	CTE Clusters/ Pathways along with projected plan	SONMEZ	ACADEMICS TEAM	Projected plan: open up two new pathways but not until we get to our new building. Currently have Biomedical, IT, Public Gov & Admin, Engineering.	In Progress
14	SST Secret Santa & Potluck	BASKAN	ALL STAFF	35 replied; waiting on 19 more teachers. Will send an email with Elfster information on how to contact your "pair" anonymously	Completed
15	2020-21 Master Schedule Deadlines	MAMEDOV	ACADEMICS TEAM	Next week on Wed - full day master schedule planning in conference room. Hopefully have course selection forms ready. Considering the future of the Master Teacher program, we may need to adjust for that.	Completed
16	Level - I Certification	MAMEDOV	ACADEMICS TEAM	Two programs: Cyber Security and CNA. Currently St. Phillips is working to try to accommodate our requests to start these programs. Will discipline issues be considered in this student selection process?	Completed
17	DA-2 Updates & Status	MAMEDOV	ACADEMICS TEAM	So far, smoothly. Helped the high school teachers print documents and scan.	Completed
18	Students' Proposals	MAMEDOV	ALL ADMINS		Completed
19	GradeCam Order	MAMEDOV	CIKILI & CALLAGHAN	Sent email for any last minute adopters before moving forward with the purchase	In Progress
20	II Semester PD Days	MAMEDOV	ALL ADMINS & COORDINATORS	Each admin/coordinator should include session/s that will be presented out our upcoming PD days.	In Progress
21	Sped/504 Participation in clubs	MEJIA	ALL STAFF	Need to make sure that parents are informed when their students will be missing class for clubs/activities. Also be sure to inform them of afterschool and weekend activities.	Completed
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2019-2020 SST WEEKLY ADMINS / COORDINATORS MEETING AGENDA & MINUTES

January 15, 2020

#	TASK/ITEM	ITEM BROUGHT UP BY	RESPONSIBLE PERSON/S	NOTES	STATUS
1	Duty Stations- People in their assigned areas.	WESTOVER	ALL ADMINS & COORDINATORS	Link was resent, if you see someone missing please let them know. If ver there is no teacher/TA there, please let Mrs. Westover know immediately. Teachers can call home about dress code, they do not need to be sent to Mrs. Westover, we have a new officer on campus.	
2	Course Selection Timeline	SONMEZ		Jan 10-Jan 24; done by Feb 24 meetin w/students&parents; meet with SpEd, 504 and ESL students first; plan to have all schedules ready early in May for students and teachers. After FEB 24, no changes to schedule until student orientation, students will have 1 week to make any schedule changes once school starts, 2 weeks for AP/DI/LAI /OnRamos	
3	CTE Advisory	SONMEZ	---	must hold 2 meetings, had 1 last semester, 2nd will be set after spring break; week of April 20th	
4	Junior College Application Lock-IN	SONMEZ		Jan 31st 3:30-7:30pm, college application tasks and fun activities, junior advisory teachers and counselors will be chaperones, we may need 2 more chaperones. Overgrad will be replacing Naviance, Mr. Sonmez will look into getting a Spanish version of the Guidelines. Counselors will review tasks and update as needed.	
5	SAT Saturday Tutorial	SONMEZ		offered to 10th and 11th grade, data shows students did improve scores, Mr. Rosario and Mr. Yildiz will be hosting the tutoring, 9-12:30 pm, Mr. Sonmez and Cikili will talk to Ms. Mojica to get snacks from caterin company, Jan 25-April 11, teachers will be giving practice tests to students and go over each question and provide tips; Mr. Sonmez will create a list and have names of students who can have jeans with uniform top day(s). Big surprise for students who attend all 10 days	
6	TSI - Testing Dates 1/24-1/25 2/8	HERNANDEZ		Tracking sheet is being used to see who is on Free/Reduced.	
7	MAP/STAAR Training/ Mock STAAR	HERNANDEZ		MOCK STAAR Feb 24-28th. Mrs. Hernandez will communicate with Mr. Kill to see the plan for individual campus, everybody is trained and turning in certificates. Paras will be trained today.	
8	PRS Store	WESTOVER	ALL ADMINS	Middle school teachers will give "buddy bucks" for good behavior. find a way to tie this to something positive, Mrs. Callaghan has set lists some kids have more than 1 required tutorial, maybe give incentives-SST Stallion bucks, display prizes in the shelf across from Mr. Mamedov's office, Some STAAR tested subject teachers host more than 1 club-Mr. Mamedov will ask them to close one club and focus on tutoring	
9	After school tutorial schedule	CALLAGHAN		Mrs. Westover will think about free dress (college shirt with jeans for seniors who already have 4-year college acceptance and meet requirements. MRS. WESTOVER SAID YES!!!	
10	Senior Scholarship Goal/incentives	BARBA		Finalizing spring enrollment issues, books, preparing for next year; books are in process of being ordered, some books are codes-Mr. Cikili will order codes as needed	
11	Dual Credit	NEAL	NEAL	Parent square notification sent, create and share flyer for Alamo and Discovery parents that were not available, food for meeting (cookies/crackers/water); Ms. Neal will send script to Ms. De Luna so she can send a school reach	
12	8th Grade Transitions	NEAL	NEAL	By Families Empowered.org	
13	Saturday, 1/18/2020 - Citywide Open House	MAMEDOV	---	StuCo Board Proposals; Australian Fire-Accept donations to send to Australia students can donate cash in the cafeteria and card to the front office. Students who donate \$2 or more can have free dress on Jan 24. They will have purple wrist bands; StuCo Election March 23-April 9 promote applications, elections on April 21st.; Middle School Snow Ball January 24 5:30-8:30, chaperones are set (San Miguel, De Luna, Garis, Yildiz...) tickets will be \$8 Dr C will lend photobooth, sell pictures for \$1, in Gym, 1 police officer, concessions sold by senior committee.; Shoe Drive-for every pound of shoes we get 40cents. through March; Valentine's Fundraiser-carnations, bear and a bracelet Jan20-Feb12 collecting cash, delivered Feb 14 on advisory; Ceiling Tile Fundraiser-students will take orders from teachers for \$10 through Feb 7th; Hand out pencils with inspirational quotes for MOCK STAAR; STAAR Pep Rally for MS (special for 8th grade) then whole MS in May; Destress night/day-Field Day with stations in cafeteria, giant jenga, checkers, pets or Phoenix, April 30 or May 1. Mr. Mamedov will check if Phoenix is available.; Black History Month-Feb 21, Jai'Len's grandfather does plays and he will see if he can in to present, StuCo will meet with Mrs. Garcia to coordinate. Mr. Torres's niece is first black ballerina to pay lead in the Nutcracker, Ms. Singh has a few songs her choir would like to perform, will ask Ms. Becerra about having students make decorations, maybe MLK parade (will contact Mrs. Romero); Jace M would like to make a senior picture curtain for class of 2020.	
14	StuCo - II Semester Proposals	MAMEDOV	ALL ADMINS & COORDINATORS	Saturday, 2/29/2020 9am-1pm; All Admin and Coordinators MUST attend; merged with Multicultural Event; need professional photographer (Mrs. Bannworth's husband, Harold Clothier's mom) maybe have students assigned to give information about our school for parents here checking out the school, Dr. Thompson will send a media release, and invite VIP guests, Mr. Sengez will send last year's schedule to admin, we need to set the first meeting	
15	SHTeam FESTIVAL	MAMEDOV	ALL STAFF	Dashboard Data	Counselors will remind students that reenrollment ends soon, lottery will be held on Feb 10.
16	Current Re-Enrollment vs Budget Enrollment	MAMEDOV	---	Campus Data	
17	Current Application Data	MAMEDOV	---	Status & Progress	
18	Attendance Recovery - II Semester	MAMEDOV	FRNT OFFC & CIKILI + ADMIN/COUNSELOR		
19	January/February Open House Days	MAMEDOV	ALL ADMINS & COORDINATORS	Saturday 1/25/2020 @1 Thursday 1/30/2020 @5:30 Saturday 2/8/2020; All ADMINS MUST attend, if anything inside the school needs to be fixed please let Mr. Cikili know immediately.	
20	Teacher of the Year Award 2019-2020	MAMEDOV	ALL STAFF	TOTY Nomination Form by April 1; only for teaching staff	
21	Parent of the Year Award 2019-2020	MAMEDOV	ALL STAFF	Survey will be sent to all for nomination;	
22	February 17 / March 16 PD Days	MAMEDOV	ALL ADMINS & COORDINATORS	PD Sessions needs / proposals	
23	Board Meeting	MAMEDOV	ALL STAFF	Texas Academic Performance Report Public Meeting Notice On Friday, January 31, 2020, at 6:30 p.m. at CO:	
24	Behavioral Counselor Referral	MAMEDOV	ALL ADMINS & COORDINATORS	Procedures; General Education students, referral form/slip to give to Mr. Martin. There will be a box by Mrs. Westover's office to submit forms.	
25	ESL Checklist	GONZALES		There are some last minute items added, we need to have a parent meeting, Mrs. Gonzales will check on the deadline so we can set the date for this meeting. We will also need to have an end of the year meeting too.	
26	Telpas Schedule 2020	GONZALES		TELPAS schedule is ready	
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2019-2020 SST WEEKLY ADMINS / COORDINATORS MEETING AGENDA & MINUTES - 1/21/2020

#	TASK/ITFM	ITFM BROUGHT UP BY	RESPONSIBLE PERSON/S	NOTES	STATUS
1	MAP Testing	HERNANDEZ	HERNANDEZ	Map Testing January 27- Feb 7th ; Jan 27 & 28 Mrs. Hernandez will be at SST Corpus, Leija has been asked to fix/check all chromebooks, Mrs. Callaghan has a login account in case teachers are absent when Mrs. Hernandez is at SST-CC. Everyone has been trained	In Progress
2	STAAR Training/ Oaths / Modules	HERNANDEZ	ALL ADMINS	STAAR -Training/Oaths Due Jan 31, 2020 Mrs. Westover suggested printing on colored paper, not laminating. We will use cardstock and change colors every month. Mrs. Westover will get Caldwell and LEija to work on these (making copies and cutting).	Completed
3	STAAR Tutoring Bucks?	CALLAGHAN	ALL ADMINS	Students that are not assigned to the office are hanging out in the area. Only Devlin Thomas is assigned to TA B4. No other students will be allowed to hang out in the front office.	In Progress
4	Office aids... who is assigned and what time periods?	WESTOVER	ALL ADMINS	Will be shared with admins	N/A
5	Open House Dates Presentation	MAMEDOV	ALL ADMINS	Dean of Students will now be tracking employee attendance and time in/out	Completed
6	Staff Attendance Re-assignment	MAMEDOV	WESTOVER	Mr. Mamedov shared google spreadsheet with all admins, we need to add information as we hand them out	Completed
7	Early Leave Requests Tracking	MAMEDOV	ALL ADMINS	2-3 walktroughs per day. Track them on the tracking sheet. We need to make a schedule at least a day in advance so that we can make it to all teachers.	Completed
8	Walkthroughs	MAMEDOV	ALL ADMINS	Mrs. Westover will add tentative dates to the Event Calendar and put it under Admin reminders. Friedrill scheduled for 1/31 am. February 14 2nd block	In Progress
9	Monthly Drills	MAMEDOV	WESTOVER		
10	Announcements & wall poster approval protocol	MAMEDOV	ALL ADMINS		
11	Big Give San Antonio 2020	MAMEDOV	---	We need 2-3 people for that day. Cikili, Baskan, and Hernandez. March 26, training is February 26th. Last year's goal was \$5,000, this year maybe \$10,000	In Progress
12	NHS Proposals -Mrs. Avila	MAMEDOV	---	Monday-Dress as a Nerd, Tuesday-Career Day, Wed-Light the way (everyone wear yellow), Thursday - College Day, Friday - Club/Spirit shirt. All days will be with jeans. They sent us posters, 6 blank, 21 with messages. Students will put up signs by cafeteria, student entrance, lobby and gym. There are papers where students can write why they love SST, and NHS students/Avila/Sherron will go over all writings before postin around the school. There will be NHS Tutoring on Friday as well. if more room is needed, Mrs. Avila will ask Dr. Lieberman. They will put up yellow streamers in the lobby.	In Progress
13	Senior missing credit updates	BARBA		Mrs. Callaghan and Ms. Barba will put all seniors missing credits on Academic Contracts by Friday, January 31. Mr. Mamedov will talk to Ms. De Luna to contact parents of JC by Friday (JAN 24) regarding withdrawal	In Progress
14	PreAP ordering	BARBA		WE can submit order. Ms. Barba will send it	In Progress
15	EOC Committe for A.R.T	BARBA		We will set meeting with ART parents. Include Teacher of subject not passed, department chair, etc.	In Progress
16	Parent Contact- How are teachers keeping record of which parents they are contacting and are they responding in a timely manner?	WESTOVER	ALL STAFF	Mrs. Westover receives lots of parent complaints on MS teachers.	N/A
17	Updates on Coach books and Rosario's class sets	CALLAGHAN	CIKILI		In Progress
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2019-2020 SST WEEKLY ADMINS / COORDINATORS MEETING AGENDA & MINUTES - 1/29/2020

#	TASK/ITEM	ITEM BROUGHT UP BY	RESPONSIBLE PERSON/S	NOTES	STATUS
1	Teachers holding students from other classes longer than 5 minutes without letting the teacher know.	WESTOVER		a Teacher notified Mrs. Westover that 2 students came in 30 minutes late because they were with another teacher. The other teacher sent a note with the students, but never called to inform next teacher and the note only said <u>they were with her, did not explain what they were doing.</u>	
2	PRS Store	WESTOVER		Mr. Leija and Mr. Caldwell will be preparing the documents, and pricing the items. Mr. Mamedov suggested we use set parameters for giving out the <u>dollars to students.</u>	
3	Latest behavior trends	WESTOVER		All staff are asked to be in the hall ways to monitor behavior and notify Mrs. Westover of any suspicious behavior immediately.	
4	Updates on Eng I coach books and Mr. Rosario's class sets	CALLAGHAN		We will talk with Mr. Cikili; Mr. Cikili said books were delivered yesterday.	
5	Start planning summer bridge proposals with teachers	CALLAGHAN		Mrs. Alanis has already stated that she wants to help with 6th grade summer bridge.	
6	A 6th grade parent is interested in starting the PTO back up; what needs to happen	CALLAGHAN		Parent of a 6th grader asked about PTO and would like to know how to establish it on campus. District has established criteria for background checks and <u>bylaws, etc.</u>	
7	The U.S. Army's, Center for the Intrepid	BARBA		Mr. Torres sent an email with information for a visit to see their facility. Ms. Barba will contact them to see when we can come visit and will invite them to send a representative to our College/Career Fair or School SHTEAM Festival.	
8	8th Grade High School Transitions	NEAL	NEAL	Parent Night went well. 18 parents were present. Individual Parent meetings are being scheduled for February 10th, 11th, 13th and 14th.	
9	Welcoming cards/letters for new students	BASKAN	ALL ADMINS	will be designed and written by students; Mr. Baskan will talk with Ms. Becerra and see if some students can make some designs that we can use.	
10	Title III event with Mrs Hernandez	GONZALES	HERNANDEZ	Done at SHTEAM Fest - Bibliotech and SAPL They will be here to sign up parents and students and have some STEAM activities that they can do with our students.	
11	TELPAS Raters and Verifiers	GONZALES	Gonzales	Training windows opened for both. Online training available until Feb 7th for <u>raters and verifiers</u>	
12	ESL Middle of the Year Parent Info event	GONZALES	Gonzales	Done during Parent conference in February 12th. Mrs. Gonzales will need an admin and a Spanish and Turkish translator.	
13	Course Schedule Timeline	SONMEZ	ACADEMICS TEAM	Course forms have been turned in, one-on-one meetings has started! Should have all meetings done by end of Feb, and schedules for teachers and students <u>ready by 2nd week of May</u>	
14	Junior Lock -In	SONMEZ	COUNSELORS	Overgrad, Pizza, Team Building Activities, 30 has turned permission slip. Mr. Cikili will order the pizza when Mr. Sonmez gives him the exact number of students.	
15	Saturday SAT Tutorial	SONMEZ	ACADEMICS TEAM	32 students have signed up, 18 students have showed up to the first tutorial	
16	PLTW Teacher Training	SONMEZ	ACADEMICS TEAM	Registration is now open! Mr. Mamedov and Mrs. Callaghan will meet to discuss which teachers will be going	
17	School Festival - Feb.29	MAMEDOV		Daily Schedule / VIP Community Leaders / www.brianewenson.com	
18	Upcoming PD's	MAMEDOV	ALL ADMINS & COORDINATORS	February 17th Schedule	
19	Fish Camp for new 6th / 9th Grade Students	MAMEDOV		We need to have a summer bridge program. Many teachers want to get involved and parents have been asking about summer activities.	
20	District Grading Policy (From Superintendent)	MEJIA		Can we share the document with the staff? It makes mention of the minimum amount of graded assignments per week. It also makes mention of using zeros (0) as place holders in the grade book and how this is not a recommended practice.	
21	MAP Testing	HERNANDEZ		Mrs. Hernandez is running reports, Mr. Leija is helping teachers with glitches. Next week is high school testing, and all should be done by Feb 7. Mrs. Gonzales and Mrs. Hernandez have met to go over dates and trainings.	
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2019-2020 / I-SEMESTER			
#3	MEETING DATE	ADMIN / COORDINATOR	ATTENDANCE
1	8/27/2019	Barba	Present
2		Baskan	Present
3		Callaghan	Present
4		Cikili	Present
5		Gonzales	Present
6		Hernandez	Present
7		Mamedov	Present
8		Martin	Present
9		Mejia	Present
10		Sonmez	Present

# 4	MEETING DATE	ADMIN / COORDINATOR	ATTENDANCE
1	9/18/2019	Barba	Present
2		Baskan	Present
3		Callaghan	Present
4		Cikili	Present
5		Gonzales	Present
6		Hernandez	Present
7		Mamedov	Present
8		Martin	Present
9		Mejia	Present
10		Neal	Present
11		Sonmez	Present

# 5	MEETING DATE	ADMIN / COORDINATOR	ATTENDANCE
1	10/23/2019	Barba	Present
2		Baskan	N/A
3		Callaghan	Present
4		Cikili	Present
5		Gonzales	N/A
6		Hernandez	Present
7		Mamedov	Present
8		Martin	Present
9		Mejia	N/A
10		Neal	N/A
11		Sonmez	N/A
12		Westover	Present

# 6	MEETING DATE	ADMIN / COORDINATOR	ATTENDANCE
1	11/5/2019	Barba	Present
2		Baskan	Present
3		Callaghan	Present
4		Cikili	Present
5		Gonzales	Absent
6		Hernandez	Present
7		Mamedov	Present
8		Mejia	Present
9		Neal	Present
10		Sonmez	Present
11		Westover	Present

# 7	MEETING DATE	ADMIN / COORDINATOR	ATTENDANCE
1	11/5/2019	Barba	Present
2		Baskan	Present
3		Callaghan	Present
4		Cikili	Present
5		Gonzales	Present
6		Hernandez	Present
7		Mamedov	Present
8		Mejia	Present
9		Neal	Present
10		Sonmez	Present
11		Westover	Present

# 8	MEETING DATE	ADMIN / COORDINATOR	ATTENDANCE
1	11/21/2019	Barba	Present
2		Baskan	Present
3		Callaghan	Present
4		Cikili	Present
5		Gonzales	Present
6		Hernandez	Present
7		Mamedov	Present
8		Mejia	Present
9		Neal	Present
10		Sonmez	Present
11		Westover	Present

# 9	MEETING DATE	ADMIN / COORDINATOR	ATTENDANCE
1	2019	Barba	Present
2		Baskan	Present
3		Callaghan	Present
4		Cikili	Present
5		Gonzales	Present

2019-2020 / II-SEMESTER			
# 10	MEETING DATE	ADMIN / COORDINATOR	ATTENDANCE
1	1/15/2020	Barba	Present
2		Baskan	Absent
3		Callaghan	Present
4		Cikili	Present
5		Gonzales	Present
6		Hernandez	Present
7		Mamedov	Present
8		Mejia	Present
9		Neal	Present
10		Sonmez	Present
11		Westover	Present

Mr. Sengez
StuCo Students

# 11	MEETING DATE	ADMIN	ATTENDANCE
1	1/22/2020	Barba	Present
2		Callaghan	Present
3		Cikili	Present
4		Hernandez	Present
5		Mamedov	Present
6		Westover	Present

# 12	MEETING DATE	ADMIN / COORDINATOR	ATTENDANCE
1	1/29/2020	Barba	Present
2		Baskan	Present
3		Callaghan	Present
4		Cikili	Present
5		Gonzales	Present
6		Hernandez	Present
7		Mamedov	Present
8		Mejia	Present
9		Neal	Present
10		Sonmez	Present
11		Westover	Present

6	12/11/2	Hernandez	Present
7		Mamedov	Present
8		Mejia	Present
9		Neal	Present
10		Sonmez	Present
11		Westover	Present

Norms:

Enter your agenda items in the document below at least one day before meeting date.

Write your agenda item preferably in question format in order to give an idea to other participants of what is expected to achieve.

Enter an approximate time needed for your agenda item.

Be Present in Mind and Body. Limit phone/laptop use for urgent matters only.

Give and receive constructive feedback.

Be solution focused and positive.

Always keep students' benefit in mind when sharing opinions.

Plan to be at meeting location 5 minutes earlier.