

# **Administrators Meeting Levelland ISD Monday, July 30, 2018 8:30 AM**

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1. Breakfast/Welcome and Important Dates  
Presenter: Jeff Northern
2. ASSESSMENT (20 minutes)

A. FERPA

B. Accommodations - 504, Special Education, ELL Meetings

C. Dissemination of Test Scores

D. 2018 Results

Presenter: Shannon Copeland

3. SPECIAL EDUCATION LEGAL UPDATE (9 a.m. - 10 a.m.)  
Presenter: Peggy Klenco
4. SPECIAL EDUCATION TOPICS (10:15 - 11:00)

A. Focus Program Changes

B. Corrective Action Plan (CAP)/TEA

C. Foster Care/Home School

D. Referrals

E. Staff Development & CPI

Presenter: Kathy Hutchinson

5. TECHNOLOGY (11:05 - 1:45 - with a working lunch here)

- A. Classes and Students Skyward Entry Deadlines
- B. Email and Hangouts
- C. Single Sign On
- D. Programs Available for Each Campus
- E. District Website Updates
- F. Inventory
- G. Campus Needs

Presenter: Heidi Blair/Brady Dalton/Mike Sapia

6. PERSONNEL, ETC. (2:00 - 3:00)

- A. Personnel List
- B. Back-to-School Night Schedule
  - i. Monday, August 13
    - 5-6 p.m. LABC PK
    - 6-7 p.m. LIS 4th Grade
    - 6:30 - 7:30 p.m. LABC K
  - ii. Tuesday, August 14
    - 6-7 p.m. LIS 5th Grade
  - iii. Thursday, August 16
    - 5:30 - 6:30 p.m. Capitol/South
    - 5:30 - 7:30 p.m. LMS
- C. School Night Topics

- i. Handbook Sign-Off Forms [Student Handbook, Student Code of Conduct (including Acceptable Use Procedures Policy - Be sure to address dress code rules)]

- ii. Drug Testing: Grades 7-12 (All Extracurricular)
- iii. Title I Programs
- iv. Gifted and Talented
- v. Special Education
- vi. Dyslexia
- vii. Parent Access
- viii. STAAR Test/Other Testing Information
- ix. TEKS Resource System
- x. Bullying & Bullying Prevention Policy
- xi. Anaphylaxis Information (Food Allergy Form)
- xii. Unlicensed Diabetes Assistants (UDAs)
- xiii. Dental Sealants (3rd Grade Students)
- xiv. Supplemental School Insurance for Students
- xv. Hazing (LMS & LHS)

#### D. Campus and District Advisory Committees

- i. Administrative Representative to DAC - VOTE for an experienced administrator
- ii. Elected CAC Names and DAC Campus Reps to S. Alexander on or before August 24, 2018
- iii. Business Reps should NOT be parents. (Check for makeup of SBDM)
- iv. District Level Reps to Campus Site Base - BQB(LEGAL)
- v. Handbook Sign-Off Forms
  - a. Student Handbook (should be on website)

- b. Student Code of Conduct Acknowledgement
- c. Employee Handbook Orientation Receipt
- d. Reasonable Assurance of Employment
- e. Sick Leave Bank Application Form (online)
- f. Extracurricular Activity Policy/Sign-Off Form
- g. Drug Testing Policy
- h. Military Connected Student Forms (Parents)

E. Football Games and Administrative Duties

F. Safety & Security Drills

G. Lunch Charges

H. Training for 425 Records

I. Campus Behavior Coordinators

Presenter: Rodney Caddell

7. FEDERAL PROGRAM TOPICS (3:00 - 3:30 and 8:30 - 9:00)

A. Parent & Family Engagement (& Parent & Family Engagement Policy)

B. Title I Meeting Agenda, Sign-In & Minutes - Due September 27, 2018

C. Paraprofessional Assessment of Knowledge and Skills

D. School Compacts (Get signed at onset of the year) - These must go out each year to all students

E. Comprehensive Needs Assessment (CNA) - Due on or before September 7, 2018

F. Primary Assignment & Schedule for Parent Liaisons

G. Title I Campus Allocations

H. Title III Allocations

I. Composition of the LPAC

J. LEP Decision Chart

K. Bilingual/ESL Entry/Exit Procedures

L. Free and Reduced Meal Numbers

M. Migrant Program

N. Time & Effort

O. PEIMS

i. Use all updated registration forms. (There is a new Home Language Survey)

ii. Signature - ALL DATA CORRECT

iii. Ensure staff "Sense of Urgency"

P. 504

Q. VOICES Back to School Kickoff - Saturday, August 11 - 10 a.m. to 12 p.m. at the Courthouse

R. ACE

i. Jump Start - August 6-10 (See about 9th & 10th) We will need your help! (One Week)

ii. Last week of July, 2019 - host some kind of camp on your campus (One Week)

iii. Tutorials should be planned with Site Coordinators. Extra help for only YOUR students is not ACE eligible

iv. Supplies will be more bare bones - plan accordingly to meet all ACE needs

v. ZSPACE - ACE Technology Component - 2 per campus - Come check it out!  
August 6 at 3:00 p.m. at Cactus

Presenter: Donna Pugh

8. BUSINESS OFFICE TOPICS (9:30 - 10:00)

A. Tax Ratification Election

B. Travel Paperwork Timelines

C. Comp Time Payoff

D. School Vehicle Usage

Presenter: Lance Terrell

9. CURRICULUM / INSTRUCTION / ASSESSMENT (10:15 - 11:00)

A. Changes to TEKS Resource System

B. What do we need to monitor on Common Assessments?

C. PLC Expectations/Academic Plan

D. District Initiatives for 2018-2019 (Balanced Literacy, Foundations, and Writing)  
(Math Work Stations)

E. NWEA Updates

Presenter: Heidi Blair/Lyndsay Lucas/Christy Barnett

10. PROFESSIONAL DEVELOPMENT (11:00 - 11:45)

A. Mandatory Training (Including ELPS and Ethics)

B. Plan for September 24 and November 5 - Teacher Instructional Learning and Planning Days (TILPD)

C. Teacher Academies (TENTATIVE DATES)

i. FYTA: August 6, 2018; September 12, 2018; October 10, 2018; February 6, 2019

ii. TFLA: No dates for this year due to changes in First Year Academy

D. DOK Questioning Training with Holly Roberts

Presenter: Heidi Blair/Lyndsay Lucas/Christy Barnett

11. ACCOUNTABILITY (12:45 - 2:00)

A. Levelland ISD Mission/Vision - Slogan

B. A-F Ratings Projections

C. District Goals

D. Review DIP Goals and Objectives

E. District Dropout Plan

Presenter: Heidi Blair

12. T-TESS / T-PESS (2:00 - 3:00)

A. Review Walkthrough/Observation Data/Coaching - Get Better Faster and DOK Question Training

B. Teacher Training for T-TESS

C. Requirements and Recommendations Handout

D. T-TESS for Life Skills

E. Growth Measure for 18-19 School Year - ARE YOU READY?

F. 2018-2019 T-TESS Appraisal Calendar - Complete Online Certification before school starts. Send to Rodney

G. Schedule for T-PESS

Presenter: Jeff Northern/Heidi Blair/Christy Barnett

13. CLOSING REMARKS (3:00 - 4:00)

A. E-Mail Efficiency (Read and respond so we can use it more)

B. E-Mail Groups - include cabinet

C. Social Media, Cell Phones, Facebook, Texting

D. Staff Dress Code

E. Fund Raising

F. Employee Attendance

G. Public Relations Information

H. Updated Websites

I. Radio Interview Calendar

J. Maintenance/Work Orders - Sodexo works for us

K. Other

L. Family Cookout at Terri White's Home: 9 Crockett Circle Tuesday, July 30 7:00 p.m. Please bring an appetizer or dessert

Presenter: Jeff Northern