

Tutor Session IV
October 27th, 2021

Agenda

I. Superintendent Introduction

Tutor/Administrator Introductions

II. Welcome: *Dr. Joe E. Gonzales*

III. Discussion:

- * Dress Code
- * Time Sheets
- * Hot Spots
- * Transportation
- * Supervision of students after tutoring session
 - Aftercare
- * Tutor Absences
 - Notification of rescheduling of sessions due to a tutor absence
 - Utilizing other tutors to substitute in the event of an absence
- * Documentation- Excel shared spreadsheet
 - Document no-shows in the excel shared spreadsheet
 - Update the spreadsheet regularly
 - Include the Texas Essential Knowledge and Skills (TEKS) when documenting in the shared spreadsheet
- * Resources- Presentation by Melissa Longoria, Reading Specialist
 - Forde-Ferrier
 - CommonLit- (reading 3-12th grade)
 - Edpuzzle- (all subjects pre-k-12th grade)
 - ixl- (all subjects pre-k- 12th grade)
 - Presto Testo
 - Lead4ward

IV. Questions

V. Adjourn