



**Garland Independent School District**

**-School Leadership Communication-**

**Weekly Administrative Information Packet**

Date: March 31, 2023

Audience	Topic	Action Required	Sender(s)	Location
<b>**Action Memos**</b>				
All Secondary Administrators Secondary Counselors Secondary Math and ELAR Teachers	Changes to Scholars Programming and Required TPR Training	Action Required	Kevin Massey	ADMINISTRATORS  SECONDARY PRINCIPALS
All Principals & Assistant Principals	EOY LPAC and IOWA testing Training	Action Required	Tara Sowels Diana Pecorino	ALL PRINCIPALS
All Principals & Assistant Principals	Fentanyl Awareness	Action Required	Dr. Tiffany Gilmore Dr. Lisa Olsen	ALL PRINCIPALS
All Campus Administrators VAPA Athletics and HPE Staff	PFAI FITNESSGRAM DATA DUE	Action Required	LeeAnn Stephenson	ADMINISTRATORS  ALL PRINCIPALS
<b>**Information Memos**</b>				
All 12 Month Employees	12 Month Employee 2023 Summer Work Schedule (Based on the 2023-2024 calendar approved by Board of Trustees)	Information	Dr. Gradyne Brown	ALL GISD STAFF
All Supervisors	Supervisor Role & Responsibilities: Employee Resignation & Retirement	Information	Human Resources	ADMINISTRATORS

All GISD Staff	TXEL.org	Information	Tara Sowels	ALL GISD STAFF
Elementary Principals	22:1 Enrollment Cap	Information	Dina Rowe	ELEMENTARY PRINCIPALS