



P-TECH LEADERSHIP TEAM MEETING AGENDA

August 31, 2021

1:00PM – 3:00PM

[Zoom](#)

P-TECH Update

1. Introductions
2. 30 Day Document Review

30 Days (August 31, 2021)			
Task	Person(s) Responsible	Evidence	Completed
Conduct Third Leadership Meeting	Christine Holecek	Agenda, Minutes, Action Steps	August 31 st
Finalize Crosswalks (Core Complete and Certification plus/ Hours)	David Hamilton/Donna McKethan/Londa Carriveau/Christine Holecek	Finalized Crosswalks	July 30 th
Establish Community and Campus Information Sessions	David Hamilton/Donna McKethan/Christine Holecek	Scheduled Dates and Locations	Dr. Kincannon spoke about P-TECH at the Town Hall Meetings-Last Meeting was August 20 th
Identify Possible Pilot Students	Donna McKethan/Christine Holecek	List of Students	23 Freshman at UHS 26 Freshman at WHS Holecek will meet with each ACCELERATE Student about the program. Holecek is meeting with CCMR Specialists on 9/1 and 9/2. Also meeting with Principles Classes on 9/1 and 9/2.
Draft Enrollment Process	David Hamilton/Yolanda Williams/Christine Holecek	Enrollment Forms and Protocol	MCC Highlander Orientation 8/19 th (process may be replicated for the Spring Pilot group)
Create and Finalize Marketing Materials	Susan Kincannon/Deena Cornblum/David Hamilton/Christine Holecek	Marketing Materials	Marketing Committee Established will schedule meeting in September to establish Marketing Materials

Next Meeting –September 28, 2021

Conduct Advisory Team Meeting	Susan Kincannon/Deena Cornblum/David Hamilton/Christine Holecek	Agenda, Minutes, Action Steps	8/11/2021
Create Initial Student Handbook	Christine Holecek	Draft Student Handbook	Downloaded and lightly edited
Develop Board Presentation	David Hamilton, Donna McKethan, Christine Holecek	Board Presentation Draft	Holecek modifying Interview Presentation for October Board Meeting
Finalize Website and Content	David Hamilton, Donna McKethan, Josh Wucher, Christine Holecek	Website, Content	Baseline website is created (not published). Presented to leadership on July 30th and marketing committee input will be integrated into the site.
Participate in Q&A Zoom with Akins PTECH	David Hamilton/Nelda Howton/Donna McKethan/Deena Cornblum/Susan Kincannon	Calendar Invite, Preliminary Questions, Campus Profile	Zoom site Visit Conducted on August 5, 2021 at 3:00PM
Establish Fall Site Visit Locations and Preliminary Dates	David Hamilton/Nelda Howton	Calendar Invites w/ Campus Profiles	Meetings with Pflugerville August 30th and LaVega will be in September (Contact is Jeanne Gravitt, AP ECHS)
Finalize Branding of PTECH School	Susan Kincannon/Deena Cornblum/David Hamilton/Donna McKethan	Logos, Text Samples, Colors	Logo is finalized and we are awaiting additional branded work.

3. Essential Intent: Waco ISD's Future Educators Academy is to grow, employ and retain a diverse teacher workforce that supports student success.

4. Committee Assignments

[Click Here to Choose Your Committee](#)

- Curriculum, Instruction and Assessment
- Marketing and Recruitment
- Seminar Fridays
- Summer Bridge
- Work-Based Learning
- Survey Results

Betsy Gilchrist	Special Education Dept.	Curriculum, Instruction and Assessment
James Stewart Jr	Waco ISD (University HS)	Marketing and Recruitment
Lisa Saxenian	Waco High School	Marketing and Recruitment
David Hamilton	Waco ISD	Marketing and Recruitment
Sara Bartlett	Waco High School	Marketing and Recruitment
Kaylan Talley	Waco High School	Marketing and Recruitment
Susan Kincannon	Waco ISD	Marketing and Recruitment
Cindy Cates	Waco High School	Seminar Fridays
Some' McCowan	Waco ISD	Summer Bridge

Next Meeting –September 28, 2021


Karmen Logan	Waco ISD	Work-Based Learning
Hannah Barber	University High School	Work-Based Learning
Lauren Frasure	South Waco Elementary	Work-Based Learning
Grace Benson	English Learners Department	Work-Based Learning
Isabel Lozano	Waco ISD	Work-Based Learning
Karen Baier	University High School	Work-Based Learning
Josie Gutierrez	Waco ISD	Work-Based Learning
Erin Balk	Texas Tech	Work-Based Learning

5. Marketing Logo Quick Reference Update

Waco ISD Future Educators Academy
Quick Reference

LOGO VARIATIONS:

Color Logo:



Official Colors:

#68b2d4


#000000

Fonts:

Futura PT Book


Futura PT Medium Oblique

Single Color Logo Variations:



Icons:

To be used on social media



6. Progress-

- a. Location, South Waco Elementary ✓
- b. The initial crosswalk draft and proposed master schedule has been completed. ✓
- c. Virtual meeting with Akins High School in Austin ISD to discuss their P-TECH Education and Training program was held via Zoom on August 5, 2021 ✓
- d. Budget has been negotiated and is completed with TEA. ✓
- e. TCLAS Grant was submitted August 20th ✓
- f. P-TECH visit are scheduled in Pflugerville ISD August 30th ✓
- g. P-TECH visit are scheduled in La Vega ISD (awaiting response)
- h. P-Tech visit with China Spring Friday, September 10th
- i. Handbook creation-Work in Progress
- j. Job Descriptions-Work in Progress
- k. Website-Work in Progress

7. Next Steps

- a. Begin Pilot Recruitment Process
 - i. Meeting with University High School September 1- Principles Class
 - ii. Meeting with Waco High School September 1-ACCELERATE
 - iii. Meeting with Waco High School September 2-Principles Class
 - iv. Meeting with University High School September 2-ACCELERATE
 - v. TSIA Boot Camp/Bridge for Pilot students (Summer Bridge Committee)
- b. Meeting with Lauren Frasure, South Waco principal at South Waco Elementary Thursday, September 2nd
- c. Set up Committee Meetings in September
- d. Working with WISD staff to create a marketing video
- e. MCC Child Studies & Education Program Future Educators October 5, 2021 at MCC
- f. Middle School Career Fair-November 18, 2021 (tentative date)
- g. P-TECH 1st Cohort Signing Day-February 26, 2022

8. Adjournment