



P-TECH LEADERSHIP TEAM MEETING AGENDA

November 29, 2021

1:00PM – 2:00PM

[Zoom](#)

P-TECH Update

1. Welcome
2. 30/60 Day Document Review



30 Days (November 31, 2021)			
Task	Person(s) Responsible	Evidence	Completed
Conduct sixth Leadership Meeting	Christine Holecek,	Sign-In Sheets, Presentations, materials	November 29, 2021
Conduct Community and Campus Information Session	Christine Holecek, Donna McKethan, David Hamilton	Sign-In Sheets, Presentations, materials	ongoing, sent request to all secondary principals to present Lake Air Complete Waco High-Scheduled
Write P-TECH Designation Application for November Submission	Christine Holecek/David Hamilton/Donna McKethan	Completed Application	In Progress Open November 1-January 29th
Create Draft Budget for 2022-2023	David Hamilton/Donna McKethan/Christine Holecek	Draft Budget	Reviewed by David Hamilton
Finalize and Create Job Descriptions (Admin Asst., Teacher, etc.)	David Hamilton/Ronnita Carradine/Christine Holecek	Job Descriptions	Holecek Reviewing Sample job descriptions. Have been in conversations with Director or Advanced Academics about AP/Pre-AP Training for interested applicants
Schedule on-site visit with Pflugerville	Christine Holecek/Donna McKethan/Karen Baier/Katelynn Talley		Spoke with the P-TECH Director and we are Planning a

Next Meeting – January 25, 2022

			visit in January
Build out Board Presentation	David Hamilton, Donna McKethan, Christine Holecek	Board Presentation	Submitted 11/10/21
Conduct Board Presentation	Christine Holecek	Board Presentation	November 18, 2021
Introduce Pilot Group to the Board	Christine Holecek	Board Presentation	November 18, 2021

60+ Days (December 31, 2021 - February 28, 2022)			
Task	Person(s) Responsible	Evidence	Completed
Conduct Seventh Leadership Meeting	Christine Holecek	Sign-in sheets, presentations, materials	January 25, 2022
Develop PTECH Communication Newsletter to link to SMORES	Christine Holecek	Initial Newsletter to be released in January	Reviewed Constant Contact will review SMORES
Teacher Recruitment	Celeste Sodenberg-Advanced Academics, Christine Holecek	Information Session for Pre-AP and AP teachers	Planning to conduct in March
Finish Edits of Initial Student Handbook	Christine Holecek	Completed Handbook	Present to the Leadership Committee on January 25, 2022
Conduct "Bridge" for Pilot Students	Christine Holecek	sign in sheets, presentation, handouts	Scheduled for January 7th (not confirmed)
Develop Public Relations Plan Including promotional and marketing material	Christine Holecek and Marketing Committee	Marketing Plan	Present to the Marketing Committee in Dec.
Develop Student Enrollment Packet	Christine Holecek	Completed Enrollment Packet	Ready by Kick-off on February 26th
Finalize Sustainability Plan	David Hamilton, Donna McKethan, Christine Holecek		
Strategize to meet OMB's	David Hamilton, Donna McKethan, Christine Holecek		
Identify potential academic and emotional support structure	Christine Holecek, Julie Ann Heldt and Sara Miller, Seminar Friday Committee		

Next Meeting – January 25, 2022

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

4. Designation Grant Due January 29th

5. Leadership Team Top 3 Priorities [Click here to access benchmarks](#)

- a. Benchmark 1 School Design
- b. Benchmark 2 Target Population
- c. Benchmark 3 Strategic Alliances
- d. Benchmark 4 Curriculum, Instruction and Assessment
- e. Benchmark 5 Work-Based Learning
- f. Benchmark 6 Student Support

6. Advisory Team Updates [Click Here to access the Document](#)

- a. Next set of Committee Meetings will be held in December (December 8th)
- b. Next Advisory Team meeting will be held in February (Date TBD)

7. Pilot Project Update [Click Here to access the Student Presentation](#)

- a. Students were presented to the Board on November 18th
- b. Students were awarded certificates from the board

8. 2022-2023 1st Cohort of the Future Educators Academy

- a. 53 recruits
 - i. 12 from Carver Middle School,
 - ii. 18 from Cesar Chavez
 - iii. 8-Indian Springs Middle School
 - iv. 4-Lake Air
 - v. 11-Tennyson

9. Sustainability Plan Budget projections from 2022-2025

10. Outcome Based Measures [Click here to access the document](#)

- a. Access
- b. Attainment
- c. Achievement

11. Next Steps

- a. Working with WISD staff to create a marketing video
- b. MCC Child Studies & Education Program from MCC to do classroom presentations at UHS an WHS-Dates TBD
- c. Follow-up Recruitment throughout November, December and January to prepare for Cohort Signing Day in February
- d. Next Leadership meeting scheduled for January 25,, 2022
- e. Initial Newsletter to be released in January
- f. P-TECH 1st Cohort Signing Day-February 26, 2022

12. Adjournment--Next Meeting is scheduled by Zoom on January 25, 2021