



P-TECH LEADERSHIP TEAM MEETING AGENDA

October 26, 2021

1:00PM – 2:00PM

[Zoom](#)

P-TECH Update

1. Welcome
2. 30/60/90 Day Document Review



30 Days (October 31, 2021)			
Task	Person(s) Responsible	Evidence	Completed
Conduct Fifth Leadership Meeting	Christine Holecek	Agenda, Minutes, Action Steps	October 26th
Write the TCLAS Application	Christine Holecek/Donna McKethan	Application	October 13th
TSI Preparation and Testing for Pilot Group	Christine Holecek/CCMR Specialists	TSI Results	9/22 & 10/27 at UHS 9/23 & 10/20 at WHS
Recruiting Launch	Christine Holecek/Donna McKethan	Recruiting Presentation	Presentations begin October 4th
Set Recruiting Dates	Christine Holecek/David Hamilton/Donna McKethan	Calendar of Events	October 4-8 October 12-15 October 19-20
Pass out Acceptance Packets to the Pilot Group	Christine Holecek	Letters, Certificate, Note from the Superintendent, Next Steps Memo	October 18, 2021
Finalize Website and Content	David Hamilton, Donna McKethan, Josh Wucher, Christine Holecek	Website, Content	Website is updated set to be completed by 10/31

Next Meeting – November 29, 2021

Complete Industry MOU	David Hamilton, Donna McKethan, Christine Holecek	Signed MOU	David is taking to Dr. Kincannon for signature
Revise PTECH MOU for Year 1/Review Dual Credit Crosswalks	David Hamilton/Donna McKethan/Londa Carriveau/Christine Holecek	PTECH MOU	To review at the AA/CTE Meeting on October 21
Application and Enrollment Packet	Donna McKethan/Christine Holecek	Enrollment Packet and Application	Completed by 10/31

60 Days (November 31, 2021)			
Task	Person(s) Responsible	Evidence	Completed
Conduct Sixth Leadership Meeting	Christine Holecek, Donna McKethan, David Hamilton	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
Write P-TECH Designation Application for November Submission	Christine Holecek/David Hamilton/Donna McKethan	Application	Open November 1
Create Draft Budget for 2022-2023	David Hamilton/Donna McKethan/Christine Holecek	Draft Budget	Have sample budget from another ECHS
Finalize and Create Job Descriptions (Counselor, 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 selected teachers
Schedule on-site visit with Pflugerville	Christine Holecek/Donna McKethan/Karen Baier/Katelynn Talley		
Build out Board Presentation	David Hamilton, Donna McKethan, Christine Holecek	Board Presentation	by November 11, 2021

Next Meeting – November 29, 2021

Conduct Board Presentation	David Hamilton, Donna McKethan, Christine Holecek	Board Presentation	November 18, 2021
Introduce Pilot Group to the Board	Christine Holecek	Board Presentation	November 18, 2021

90 Days (December 31, 2021)			
Task	Person(s) Responsible	Evidence	Completed
Conduct Seventh Leadership Meeting	Christine Holecek	Sigh-in sheets, presentations, materials	December 15, 2021
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		Information Session for Pre-AP and AP teachers	
Finish Edits of Initial Student Handbook	Christine Holecek		Present to the Leadership Committee on December 15, 2021
Conduct "Bridge" for Pilot Students	Christine Holecek	sign in sheets, presentation, handouts	Scheduled for December 13th
Develop Public Relations Plan Including promotional and marketing material	Christine Holecek and Marketing Committee	Marketing Plan	
Develop Student Enrollment Packet	Christine Holecek		
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, Seminar Friday Committee		

Next Meeting – November 29, 2021

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

4. Website Update by Donna Mckethan [Click Here to access the website](#)

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

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

6. TCLAS Grant Awarded \$238,000

- a. Grant Submission in eGrants was Oct 13, 2021
- b. Change Request in eGrants was Oct 20, 2021

7. 2021-2022 CCRSM Kickoff Webinar was held Thursday, September 30 · 2:00 – 3:30pm

- a. New College and Career Readiness School Models Leadership Coach-Bobbie Hylton
- b. 1st meeting with Educate Texas was held by Zoom-October 25, 2021

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

- a. 22 Students in the program, 13-UHS and 9-WHS
- b. 6-Males 16-Females
- c. 4-White 4-Black 14-Hispanic
- d. Pilot Bridge-Tentative Date changed to December 13th (last day at MCC 12/10)

9. 2022-2023 1st Cohort of the Future Educators Academy

- a. 51 recruits
 - i. 12 from Carver Middle School,
 - ii. 18 from Cesar Chavez
 - iii. 8-Indian Springs Middle School
 - iv. 2-Lake Air
 - v. 11-Tennyson

10. Industry MOU Update

11. Review of Pathway Courses for Dual Credit and Education and Training Pathway

12. Sustainability Plan

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

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

14. 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. Present Future Educators Academy to the School Board November 18, 2021
 - e. Next Leadership meeting scheduled for November 29, 2021
 - f. Initial Newsletter to be released in January
 - g. P-TECH 1st Cohort Signing Day-February 26, 2022
15. Adjournment--Next Meeting is scheduled by Zoom on November 29, 2021