San Elizario Early College High School
Benchmark/Products Completion Plan
11/15/2021 Meeting

Week of October 26th – October 30th

Benchmark 1:

- Recruitment Plan and Timeline – Mrs. Marioni/Mrs. Pallares
  - Finalize dates in column 1 – Completed (11/2/2020)
  - Fill in the targeted audience column in document (Targeting identified audiences, parents, community members, school board, higher education, etc.) – Completed (11/2/2020)
- Admission & Enrollment Application – Mrs. Marioni/Mrs. Pallares
  - Deadline: 10/22 – Completed (11/9/2020)
- Brochure & Marketing – Dr. Meza-Chavez/Ms. Sanchez – Completed (11/30/2020)
  - English/Spanish
  - Create Brochure by Print Shop
  - Review with committee and finalize

Benchmark 2:

- SEECHS Interlocal Agreement/MOU – Dr. Meza-Chavez/Dr. Segovia – Completed and Uploaded (1/21/2021)
  - Submitted for BOT approval by October 30th
  - SEISD BOT meeting November 18th
  - EPCC BOT meeting December 1st

Benchmark 3:

- School Board and Board of Regent's Presentation – Dr. Segovia – Completed (11/2/2020)
  - Final and Approved presentation due by October 30th to be included and presented in SEISD BOT meeting November 18th

Week of November 2nd – November 6th

Benchmark 3:

- Meeting Agendas and Minutes – Dr. Segovia – Completed (11/16/2020)
- Description of each Member and Role in Committee – Dr. Segovia – Completed (11/16/2020)

Benchmark 4:

- 60 College Credit Hours Crosswalk – Ms. Sanchez – Completed (11/2/2020)
  - Clean copy with new SEECHS logo and EPCC logo (standalone document)
- Calendar of Family Outreach Events – Mrs. Marioni/Mrs. Pallares/Ms. Rojas – Completed (11/16/2020)

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Week of November 9th – November 13th

Benchmark 4:

- Professional Learning Community Agendas and Notes – Mrs. Marioni/Mrs. Pallares/Ms. Rojas/Dr. Meza-Chavez/Dr. Segovia – Completed (11/16/2020)
- Advisory/Study Skills Curriculum Materials - Mrs. Marioni/Mrs. Pallares/Ms. Rojas/Dr. Meza-Chavez/Dr. Segovia
    - https://www.sisd.net/site/handlers/filedownload.ashx?moduleinstanceid=81200&dataid=97514&FileName=AVID%20Curriculum.pdf - Completed (11/16/2020)
- Master Schedule - Mrs. Marioni/Mrs. Pallares/Ms. Rojas/Dr. Meza-Chavez/Dr. Segovia
    - https://www.sisd.net/site/handlers/filedownload.ashx?moduleinstanceid=81200&dataid=97789&FileName=SEC%20Master%20Schedule.xlsx - Completed (11/16/2020)

Week of November 16th – November 20th

Benchmark 5:

- Calendar of TSIA Test Administration Dates – Mrs. Marioni/Mrs. Pallares/Ms. Rojas/Dr. Meza-Chavez/Dr. Segovia/Ms. Renegar – Completed (11/30/20)
- Reports of TSIA Exam Performance - Mrs. Marioni/Mrs. Pallares/Ms. Rojas/Dr. Meza-Chavez/Dr. Segovia/Ms. Renegar – (Form Completed pending Results after Jan. 2021)
- Tutoring and Bridge Program Schedules - Mrs. Marioni/Mrs. Pallares/Ms. Rojas/Dr. Meza-Chavez/Dr. Segovia/Ms. Renegar – Completed (11/30/20)
- Bridge Program Curriculum - Mrs. Marioni/Mrs. Pallares/Ms. Rojas/Dr. Meza-Chavez/Dr. Segovia/Ms. Renegar – Completed (11/30/20)

Week of November 30th – December 4th

Benchmark 6:

- Mentor/Induction Program Plans - Mrs. Marioni/Mrs. Pallares/Ms. Rojas/Mr. Salcido – Completed (11/30/20)

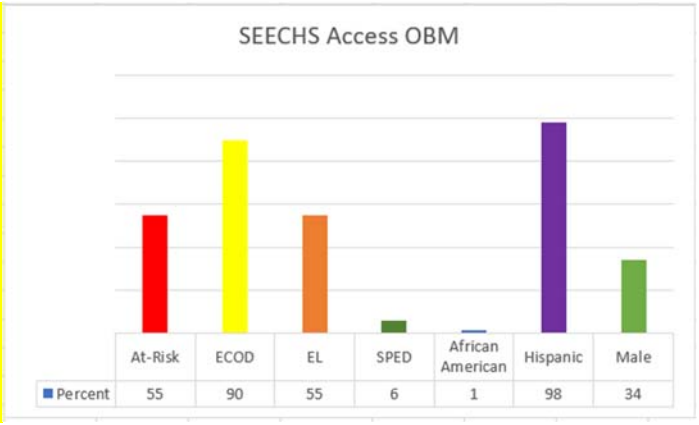
- Annual Training or Professional Development Plan with SEECHS and IHE Faculty – Mrs. Marioni/Mrs. Pallares/Ms. Rojas/Dean Villalobos/Dean Badillo/Ms. Frescas – Completed (11/30/20)
- SEECHS Leader/Liaison Meeting Agenda and Notes – Mrs. Marioni/Mrs. Pallares/Ms. Rojas – Completed (11/30/20)

San Elizario Early College High School Benchmark/Products Completion Plan 11/15/2021 Meeting

Review of Designation Application

- December 4, 2020 target date to submit to Dean Badillo and Dean Villalobos - Complete

Discussion on current recruiting

- Flyers, call outs, social media, etc
  - Via email, text, social media, all call December 3rd
    - English: https://www.smore.com/5wba0
    - Spanish: https://www.smore.com/rgenj
  - SEECHS flyers to be distributed during food distribution December 14, 2020
  - Presentation during Leadership meeting
  - Presentation during Mission: Progressing Together Meeting January 12, 2021
  - Total applications submitted: 65
    - 2 dropped
  - Total completed applications: 63
    - New form: 9 males and 19 females,
      - 21 EL's, 21 At-Risk, 3 Economically Disadvantage
  - 

  - Follow-up activities
  - Presentation for Elementary 6th students
  - Presented to the SBDM on Friday December 4, 2020
  - Will be presented on next SEHS faculty meeting
  - Presented to 8th Grade Teachers
  - GEMS Weekly Newsletter includes application link
  - Flyer distribution during GEMS breakfast/lunch distribution
  - Flyer distribution during El Pasoans Fighting for Hunger Food Distribution
  - Flyer distribution for lower grade levels during breakfast/lunch distribution

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- Mr. Salcido's TikTok

- Review recruiting events/calendar
  - 250 – GEMS 8th Grade Cohort Size
  - 393 – Recipients for GEMS 8th Grade Students
  - Update on Student/Parent Session at GEMS – Tuesday December 1st
    - 30 Parents online
    - 1 Parent in person
- Revised/Added documents
  - Benchmark 3 Product 4 – (Completed 12/7/20)
  - Benchmark 1 Product 1 – (Completed 12/7/20)
    - Lottery Procedure
  - Conversion table – (Completed 2/23/21)
    - Mr. Rene Chavez provided conversion table
    - Invite Dr. Lachica-Chavez for February 1st Meeting
    - Update EIC Reg Conversion table 1/25/21
    - Pending Cabinet review
  - Going live with new revised form – (Completed 1/4/2021)

courses to grade points in accordance with shall calculate a GPA:

Letter Grade	Numerical Grade Earned in Class
A	95
B	85
C	75
D	70
F	69

- Outcome-based measures (OBMs)
- Q&A
  - Designation date – (Completed 1/4/2021)
  - Explanation of lottery – (Completed 1/4/2021)
  - Review list of SEHS teachers with Master's degree (Completed 2/15/2021)
    - All current DC teachers in good standing
      - 5 in good standing
        - 4 current
        - 1 since last meeting
        - Process of recruiting 3 more teachers

San Elizario Early College High School Benchmark/Products Completion Plan 11/15/2021 Meeting

- Dual qualifications?
  - Mrs. Marioni to email Dean Villalobos
  - Stipend increase recommendation

- Review of recruitment calendar
- Update of most recent student applications
- El Paso Herald Post News Article: https://elpasoheraldpost.com/san-elizario-early-college-high-school-set-to-open-this-fall/
- Application Deadline
  - February 9, 2021
- Benchmark 5 – TSIA Update
  - 35 students invited, 11 confirmed
  - Confirm by 1/26/21
  - Test on Friday 1/29/2021
- TEA Coach Met with SEHS
  - Reviewed Benchmarks
  - Join Online SEECHS Meeting
  - February 12th Campus Leadership Meeting 2pm – 4pm
- Visit with 8th graders by Dr. Meza-Chavez and Dr. Segovia
  - Wednesday February 3, 2021
- Procedure to follow when a teacher is out for more than 2-3 days
  - Provide a part-time teacher
  - Provide communication of teacher via email even text
  - "In the event the high school credentialed faculty is absent more than 3 consecutive days, or is absent enough times that the instructional contact hours fall below what is required for the college course, the high school is responsible for contacting the College Instructional Dean to discuss the anticipated length of absence, and necessary arrangements for a substitute or replacement. Only discipline/course qualified substitutes/replacement may be used to cover a class. If the high school is unable to find a credentialed discipline/course qualified substitute or replacement, EPCC may provide a qualified faculty if available. The high school will incur the instructor cost"
- SEECHS Application Deadline Extension
  - Second deadline – March 2nd, 2021
  - Mass notification sent 02/11/2021
- Sign ordering and date of installation
  - Friday, April 23rd AM for letter and sign installation
  - 4x3 Banner size
  - Font was provided
- Date for announcing students admitted to SEECHS
  - End of Spring

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- EPCC Prep Program (TSIA support)
  - Edgenuity
    - Pablo Rivera
    - Hector Arriola
    - Bootcamp Training (SEHS & GEMS) Calendars
- Center of Students with Disabilities (TSIA support)
  - Mrs. Carmen Castillo-Attar
    - Call or email if need support CSD Counselor
    - Counselor will send accommodation letter to professors
    - Meet every semester
      - Extended time for testing
      - Scribe
      - Tutoring 1:1
      - Organizational skills
      - Speech assistance
      - Sign language
      - Note taking assistance
    - Registration NOTE: To Register go to www.epcc.edu then click Menu then click Web Banner, log in and register. If you need assistance Registering, you can speak remotely with an Admissions Representative via Blackboard by connecting to https://us.bbcollab.com/guest/73dae3eafe4c4356905cc064ca47f606 If you have problems connecting to Blackboard. Call (915)831-2636.
  - Acceptance Letter Review (Completed 2/22/2021)
  - Special Ed and 504 under the same OBM? (Completed 3/22/2021)
    - OBM's are exclusive for Special Ed population only
  - Lottery Date
    - Allow current 63 students to enroll
  - West Texas Courier Article: http://www.wtxcc.com/flats_pdf/2021/02-25-21.pdf
  - Update banner and leave application form open
    - After March 2nd, students will be place in a waiting list
  - SEECHS Parents Orientation – April 17th 6:00 pm
  - Student Acceptance Letters – April 19th
    - Google form online – Kami use for signature
  - Lawn Signs – April 23rd
    - 4 buses
    - 49 committed students
    - 15 pending students
  - 9th Grade Center Walkthrough (Completed 3/29/2021)
    - Recommended repairs

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- Classroom, halls, and door painting (Complete)
  - Start- June 14th
  - Completion – Mid-July
  - ETC – June 25th
- Banners and Murals (pending)
  - Ms. Rojas shared some ideas and pictures
    - Competition submission
  - Banners have been received
    - Need installation
  - https://docs.google.com/document/d/1iScn_MBCvvxWbQqDmLQpjER3kkZOz1w9jbcLQuqDmzg/edit?usp=sharing
  - Computer lab needs to be updated (Complete)
  - Order is in IT
    - Computer lab complete
  - Mrs. Pallares will be sharing the Art
    - Mr. Rojas will provide feedback based on artwork shared
- Update: 20 new desktops setup complete
- Science lab inspection by EPCC (Complete)
- Ceiling art (pending – item tabled) provide designs
  - Competition Submissions
    - Focus on murals first

- Year-round March Spring Break
  - Check with neighboring districts
- SEHS principal need to send letter with list of students for Career Readiness 1301
- Discuss meeting with Parent Liaison to keep SEECHS's parents informed and involved (Complete)
- How will dual credit teachers be informed/compensated regarding the weeks they have to work when EPCC is in session but SEISD is on intercession? Will they have extended contracts? (Complete)
  - Oct 4-15, March 7-11 – Intercession (Extra compensation for teachers?)
  - Aug 3 – Aug 23, Dec 13-17, May 16-June 2 – EPCC semester has not started, or semester is completed
  - As per Dean Villalobos
    - Teachers don't get paid extra
    - Good time to start preparing
    - Students need access to Blackboard to submit assignments
- Summer Bridge Program Planning for teachers (Complete)
  - June 7 – June 18 – Summer Bridge Program for students
  - May 21, May 28, and June 7 – Summer Bridge Program Prep
  - 3 Teachers

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- https://docs.google.com/document/d/1M1m8vekJ1Lbrt-zbkehbFwdhxP-zVZDYFoGYY8rxwAk/edit?usp=sharing
    - Intro to Digital Citizenship

- In person EPCC visit
    - June 4th 9:30 am
- Class rank review (on going – pending feedback from Dr. Segovia)
    - SEHS class ranks
    - SEECHS class ranks
        - So, I spoke with several different folks whose answers ranged from annotating on the transcript under "Performance Acknowledgement Associates Degree earned," to others thinking it might be ok to put a seal on the diploma indicating the ECHS. HOWEVER, after reaching out to other folks and superintendents, I finally got the rules sent to me, and it appears that TEA only allows limited information on the actual Diploma.
          Please refer to this link on TEA for information about the AAR and diploma. See pg. 2 section 1.4 which has links to the TEC 28.025 and TAC in regard to the diploma
          https://tea.texas.gov/academics/academic-achievement-record

- Provide final list of the 63 students (Complete)
    - Provide IRD form to EPCC
- Follow up with vacancies (Complete)
    - Speech
        - Online Class at EPCC
    - History
        - Hired – Alejandra Garcia
    - Follow up with Dean Villalobos regarding info for potential candidates
- Items to follow up with:

San Elizario Early College High School Benchmark/Products Completion Plan 11/15/2021 Meeting

		Required Activities	Not Yet Started	In Progress	Complete	Blueprint Products
8 Months Prior to Launch	Spring: March, April, May	➢ Conduct student and parent outreach	☐	☐	☐	• Calendar of family outreach events • Calendar of TSI administration dates • Tutoring and bridge program calendars and curricula • Advisory/study skills curriculum material • Mentor/induction program plans • ECHS/IHE leadership meeting agendas and minutes
		➢ Determine student assessment timeline (for entrance and while matriculating through the program)	☐	☐	☐	
		➢ Convene leadership meeting o Develop staff plan for teachers, IHE instructors, counselors, administration, support staff, etc. o Discuss teacher professional development o Plan and finalize summer activities for students (e.g., summer bridge program)	☐	☐	☐	
4 Months Prior to Launch	Summer: June, July, August	➢ Provide teacher professional development	☐	☐	☐	• Professional learning community agendas and notes • Annual training or professional development plan with ECHS and IHE faculty • Master schedules • Aggregate reports of TSI exam performance • ECHS/IHE leadership meeting agendas and minutes
		➢ Hold family orientation	☐	☐	☐	
		➢ Build ECHS culture (within the academic setting as well as through business and community organizations)	☐	☐	☐	
		➢ Convene leadership meeting o Develop data review process o Start to develop intervention strategies for students o Develop master schedule o Plan ongoing leadership convening schedule for upcoming school year	☐	☐	☐	

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		Required Activities	Not Yet Started	In Progress	Complete	Blueprint Products
Launch	Fall: Sept, Oct	➢ Inaugural group of students start school	☐	☐	☐	• Continue to post blueprint products on school webpage
		➢ Develop plan for continuous improvement, which should include (but not limited to) regularly reviewing student data, developing evaluation methods to monitor and adjust program accordingly, and keeping track of progress toward OBMs (specifically access OBMs for inaugural cohort of students)	☐	☐	☐	
		➢ Continue to convene leadership team	☐	☐	☐	

- Inaugural ceremony date
  - Ribbon-cutting ceremony
  - August 13, 2021 @ 9:00 am – San Elizario High School Auditorium
    - Press release and campus ceremony

San Elizario Early College High School Benchmark/Products Completion Plan 11/15/2021 Meeting

- Embroidered Logo
  - Logos provided to Mrs. Marioni and Mrs. Pallares for approval and shirt ordering
- Will Dr. Serrata be attending? (Completed)
  - Dean Villalobos will attend

- Mrs. Pallares met with SEECHS teacher for the summer bridge program
  - Next meeting May 28, 2021
  - Completed June 18, 2021
- CCRSM Leadership Summit (Completed)
  - 6/8/2021 to 6/17/2021
- College Prep Class (Completed) – August 17th
  - Instructed by Non-ESL certified teacher
  - Students Missing out on credit
  - Training provided by Nelly Ugarte
    - Scheduling date pending with Ms. Morales
  - Follow-up August 25th and 26th
- Ms. Sanchez to provide report regarding registered students (Completed)
- Student T-shirt Status (Completed)
  - Logo approved
  - T-shirts ready to be ordered
  - Logos approved A1 and B2 for banners
- Plan for recruitment for 2022-2023 around November – December - (Completed)
  - September 14th – During lunch
    - In the afternoon, using computer lab 200 during GEMS parent teacher/conference
    - 41 prospective 8th graders Class of 2026
  - October 28th
    - Computer lab in the afternoon
  - November 19th – SEECHS Application Due Date (1st due date)
- Designation Letter Received – **June 7th, 2021**
- Get FERPA restrictions checked and pictures for the 63 SEECHS students – (pending)
  - Pictures taken
  - Pending FERPA restrictions
  - All allowed except 2 student
  - Dr. Segovia is going to follow up by calling them
- Follow-up with SEECHS students - (recurring)
  - Progress Report for September 10, 2021
    - Grades posting September 14, 2021
  - Counselor will reach out to student if failing
  - Intervention began

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  - Struggling students are currently in intercession 10/04/2021 to 10/08/2021
  - Report cards went out week of November 1st to 5th
- Grades due 10/19/2021
  - Will follow with those students who are falling behind
- Check with student calendar (Complete)
  - Grouping students in a cohort
    - Mrs. Olaya will check
  - Retaking courses
  - What type of classes are offered during the summer?
    - Education 1300
    - Speech 1321
  - Keep Dual credit and SEECHS credit recovery separate
- Keep updating website with any parent and student outreach (pending)
  - Check all benchmarks and update all documents
  - Setup Teams reminder
  - Mrs. Marioni provided updated content for website
- EPCC SPRING 2022 IMPORTANT DATES TO REMEMBER
  - CLICK HERE
- EPCC Online Registration for Spring 2022 started
  - 10/01/2021
- Mrs. Marshall training for counselors – Completed
- **Fall CCRSM Site Visit Scheduling**
  - #1 Tuesday, November 2 1:30 – 3:30 pm – Confirmed
    - Mrs. Marioni will send an invite to SEECHS committee
- Resubmission of Dual Credit designation application (pending)
  - Pending EPCC approval
- Meeting and site visit with Dr. Orsun from Harmony Public Schools
  - Planning for early college
  - Provided information regarding Early College
- Check and see if a 63rd student will be allowed to join SEECHS
  - Will contact Dean Villalobosk