P-TECH Leadership TEAM Meeting Agenda

January 25, 2022

1:00PM – 2:00PM

Zoom

P-TECH Update

1. Welcome

2. 30/60/90 Day Document Review

(December 1, 2021 - February 28, 2022)			
Task	Person Responsible	Evidence	Date Completed
Benchmark 1: Conduct Seventh Leadership Meeting	Christine Holecek	Sign-in sheets, presentations, materials	January 25, 2022
Meet with Educate Texas Coach Bobbye Hylton	Christine Holecek, Donna McKethan, David Hamilton	PTECH Blueprint SY2021-22 Designation Required Product Tool for Onboarding/Planning the Roadmap to Opening by Timeline	January 21, 2022
Benchmark 1 Teacher Recruitment	Celeste Sodenberg-Advanced Academics, Christine Holecek	Information Session for Pre-AP and AP teachers	Met January 21, 2022 Planning to conduct in March
Benchmark 6 Finish Edits of Initial Student Handbook	Christine Holecek	Completed Handbook	Present to the Leadership Committee on January 25, 2022
Benchmark 2 Develop P-TECH Communications Newsletter	Christine Holecek	Initial Newsletter to be released by January 31st	Request sent to communications
Benchmark 6	Christine Holecek	sign in sheets, presentation, handouts	Combine with 1st cohort group in June-Meeting with ESC Region 12 to

Next Meeting – April 2022 (TBD)

Conduct "Bridge" for Pilot Students			plan, develop and deliver the training
Benchmark 2 Develop Public Relations Plan Including promotional and marketing material	ESD Region 12, Christine Holecek and Marketing Committee	Marketing Plan	Met with ESC Region 12 for brochure creation Present developed marketing materials 1/25
Benchmark 2 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	Budget approvals	by 2/28/22
All Benchmarks Strategize to meet OMB's	David Hamilton, Donna McKethan, Christine Holecek	Strategy Notes	by 2/28/22
Benchmark 6 Develop Student Assessment Timeline	David Hamilton,Advanced Academics, Donna Mckethan, Christine Holecek	approved timeline	by 2/28/22
Benchmark 6 Identify potential academic and emotional support structure	Christine Holecek, Julie Ann Heldt and Sara Miller, Seminar Friday Committee	Sign-In Sheet, Agenda and Minutes	meeting Scheduled for 1/24/22

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

4. Renewal Grant — Submitted 1/6/22

5. Presentation of the Student Handbook — Link to Student Handbook

6. Advisory Team Updates — Click Here to access the Document
    a. Committee Meetings were held in December (December 8th)
    b. Next Advisory Team meeting will be held on Feb 22, 2022

7. 2022-2023 1st Cohort of the Future Educators Academy (Adjusted during 4 year planning)
    a. 39 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
    b. Meeting with Cohort students
        i. Lake Air -January 10th

Next Meeting – April 2022 (TBD)

ii. Cesar Chavez-January 13th
iii. Indian Springs/Carver
iv. Tennyson (TBD)

8. Transition Fair Meetings at the Middle School Campuses
    a. Indian Springs/Carver-TBD
    b. Cesar Chavez Jan 25, 2022
    c. Tennyson Jan 31, 2022
    d. LAMMS-TBD

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. Teacher Recruitment Meeting with Advanced Academics
    b. Initial Newsletter to be released in January
    c. P-TECH 1st Cohort Signing Day-February 26, 2022
    d. Written admission policy and enrollment application development
    e. Written recruitment plan including a timeline of recruitment and enrollment events, and recruitment materials for distribution at feeder schools and other appropriate locations in the community development.
    f. Brochures and marketing in Spanish, English, and/or other relevant language(s) (Contract with ESC Region 12).
    g. Written communication plan for targeting identified audiences, parents, community members, school board, higher education personnel, etc. development.

12. Meeting Dates:
    Leadership Meetings Quarterly
    Entire Advisory Board (Twice a year)
    Advisory Committee Meetings (Quarterly as needed)

January- Leadership Meeting	**April** Leadership Meeting	**July** Leadership Meeting	**October** Leadership Meeting
February Entire Advisory Team Meeting	**May**	**August** Entire Advisory Team Meeting	**November**
March Advisory Committee Meetings	**June** Advisory Committee Meetings	**September** Advisory Committee Meetings	**December** Advisory Committee Meetings

Next Meeting – April 2022 (TBD)

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