

**BOARD OF TRUSTEES
AGENDA**

<input type="checkbox"/> WORKSHOP	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> SPECIAL
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- (A) Report Only Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

- (B) Action Item

Presenter(s): **David Camarillo, Executive Director for Instruction**
Ana Laura Castellón, Career & Technical Education Director

Briefly describe the action required.

CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN EAGLE PASS ISD AND SOUTHWEST TEXAS JUNIOR COLLEGE FOR THE 2024-2025 SCHOOL YEAR. TO PROVIDE THE EPHS AND CCWHS HEALTH SCIENCE STUDENTS THE OPPORTUNITY TO OBTAIN A CERTIFICATION AND DUAL CREDIT IN THESE COURSES; CERTIFIED NURSE AIDE, CERTIFIED MEDICAL TECHNICIAN AND PHLEBOTOMY/ELECTROCARDIOGRAPHY TECHNICIAN.

- (C) Funding source: Identify the source of funds if any are required.

244 – Carl Perkins Grant

- (D) Clarification: Explain any questions or issues that might be raised regarding this item.




Eagle Pass Independent School District Career and Technical Education

MEMORANDUM

DATE: June 27, 2024

TO: Samuel Mijares, Superintendent

FROM: Ana Laura Castellón, CTE Director 

RE: Memorandum of Understanding between EPISD and SWTJC

Attached is the renewal Memorandum of Understanding for the 2024 - 2025 school year between Eagle Pass ISD and Southwest Texas Junior College. This is to provide Dual Credit instruction/training to EPISD students enrolled in these Health Science programs; Certified Nurse's Aide (CNA), Certified Medical Assistant (CMA), and Phlebotomy/Electrocardiography (EKG) Technician to have the opportunity to obtain a certification.

With a certification, they can obtain employment with different medical entities; hospitals, nursing homes, clinics, and doctor's offices.

I respectfully request this item be presented to the EPISD Board of Trustees at the next regularly scheduled meeting for their consideration and approval.

Please call me should you have any questions.

Approved: 
David Camarillo, Executive Director for Instruction

Approved: _____
Samuel Mijares, Superintendent of Schools

Southwest Texas Junior College | Uvalde

2401 Garner Field Rd • Uvalde, Texas 78801-6297
Main phone: (830) 278-4401



TO: Mr. Samuel Mijares, Superintendent of the Eagle Pass Independent School District

OK FROM: C.A. Garabedian, SWTJC Dean of Instructional Services and School District Partnerships

DATE: July 1, 2024

SUBJECT: 2024-2025 Technical Dual Credit Program Agreement

Enclosed is the 2024-2025 Technical Dual Credit Program Agreement (Appendix C) between SWTJC and your school district. The agreement was updated this year through an ongoing collaborative effort between SWTJC staff and your campus leadership to enhance clarity and efficacy. The changes are highlighted in the document. Please note that the specifics of the Technical Dual Credit Program(s) that you have with SWTJC, including the contract costs, are described in detail on the Technical Dual Credit Program Agreement Appendix C.

Your electronic signature will be required upon your review and approval of the 2024-2025 Technical Dual Credit Program Agreement (Appendix C). Please review and electronically sign the agreement no later than July 25, 2024 in order to create the classes in time for Fall Registration.

If you have any questions please feel free to contact me at any time at (830) 703-1582 or at cagarabedian@swtjc.edu.

Thank you for your attention and continued partnership with SWTJC.

Appendix C

Southwest Texas Junior College and the Eagle Pass Independent School District Technical Dual Credit Program Agreement 2024-2025

Purpose

The purpose of this Technical Dual Credit Program Agreement is to disclose all costs, contract fees, and the proposed courses thereby sustaining a transparent and mutually beneficial partnership between Eagle Pass Independent School District and Southwest Texas Junior College. Fundamental to this Technical Dual Credit Program Agreement is the belief that our two institutions working together can be a significant provider of career and technology education that enriches the lives of students and advances growth in our diverse communities. To this end this Technical Dual Credit Program Agreement will set forth the operational plan for the delivery of Southwest Texas Junior College courses in the following technical program areas for Eagle Pass Independent School District students:

1. Automotive Technology
2. Construction Science
3. Certified Clinical Medical Assistant (CCMA)
4. Certified EKG and Phlebotomy Technician (CET/CPT)
5. Certified Nursing Assistant (CNA)
6. Welding Technology

Parties

Southwest Texas Junior College (hereafter SWTJC)

Eagle Pass Independent School District (hereafter Eagle Pass ISD)

Period of the Technical Dual Credit Program Agreement

August 1, 2024 to July 31, 2025

Responsibilities of the Parties

The Parties agree to:

- I. SWTJC
 - A. If no qualified high school instructor is available SWTJC may provide an instructor for the contract period of one academic school year, approximately 180 days as determined by the Eagle Pass ISD official calendar. SWTJC will provide the instructor at the cost agreed to by the Parties as documented in the Technical Dual Credit Program Agreement. If a cost is listed under Cost of Program, SWTJC will apply a discount to that amount when Eagle Pass ISD is invoiced. The discount will be the amount of FAST eligible at \$55 per credit hour.
 - B. Provide student evaluation and reporting as required by both Eagle Pass ISD and SWTJC.
- II. Eagle Pass ISD
 - A. Provide classroom and lab space adequate for the delivery of the courses for students.
 - B. Provide recruitment, assessment, and referral services for potential students in the courses. Report student IBC and/or exam results when requested by SWTJC.
 - C. Limit the class size as indicated in each program.
 - D. Enroll only eligible students based on Texas Higher Education Coordinating Board dual credit rules as stated in "Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges" Chapter 4, Subchapter D, A§4.85, (b) Student Eligibility.

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- E. Enroll students in the appropriate sequence of courses.
- F. Notify SWTJC of any proposed changes to program offerings 6 months prior to the beginning of the next academic school year.
- G. Pay to SWTJC all applicable program contract fees.

CCMA, CET, CNA, and CPT Student Enrollment Requirements:

- Graduate within 12 months of certification: Phlebotomy (PLAB), Electrocardiograph Technician (EKG), Certified Clinical Medical Assistant (CCMA)
- Current TB-Skin Test
- Complete Hepatitis-B Series Vaccine
- Provide Immunization Record
- Valid Photo Identification (Texas ID/Driver's License)
- Social Security Card
- Signed Medical Release Form(s)
- CPR Certified – Prior to course commencement
- All NHA exams must be proctored by SWTJC staff.

Eagle Pass Independent School District will follow all outlined program requirements for CCMA, CET, CNA, and CPT:

- Enforce adherence to admission requirements as well as program policies and procedures (specifically regarding attendance to meet the minimum clock hours of classroom instruction and clinical experience, as specified in the Texas Department of State Health Services Emergency Medical Training Requirements);
- Inform students of course schedule;
- Provide paperwork of all enrollment requirements listed above prior to course commencement. Any student that does not provide all paperwork will be officially dropped from the course.
- Provide student textbooks, equipment and consumable supplies for all programs;
- Inform students of and enforce uniform requirements for clinical rotations and/or classroom as applicable;
- Provide liability insurance for all students enrolled in the program;
- Be responsible for any photocopies needed;
- Provide access to Eagle Pass Independent School District buildings as necessary for instructional or exam purposes; all NHA exams must be proctored by SWTJC staff;
- Provide the CPR certification for all students enrolled in the program;
- Pay for retesting fees, if necessary;
- Adhere to Southwest Texas Junior College refund policy;
- Provide student performance updates/grades, puncture logs, EKG logs, non-waiver forms to the SWTJC Program Coordinator upon request;

Fee Chart: Study Material, Testing, and Insurance

The fees on the Chart below are billed per student during the respective class only if applicable. (Welding Technology, Construction Science, Automotive Technology, and the Air Conditioning & Refrigeration programs may have certification exams for a fee after completing the program).

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Course(s)	Certification	Agency	Study Material	Exam Fee	Liability Insurance Fee	Total per Student
ACNT 1311	Quick Books	Certiport by Pearson VUE	N/A	\$99.00	N/A	\$99.00
EMSP 1501 & EMSP 1455 & EMSP 1456 & EMSP 1360	Emergency Medical Technician (EMT)	National Registry of Emergency Medical Technicians	N/A	\$104.00	\$13.00	\$117.00
ITSW 1307	Microsoft Office Specialist (MOS) - Access	Certiport by Pearson VUE	\$40.00	\$75.00	N/A	\$115.00
MDCA 1210 & MDCA 1352	Clinical Certified Medical Assistant (CCMA)	National Healthcareer Association (NHA)	\$94.00	\$165.00	N/A	\$259.00
MDCA 1317	Certified EKG Technician (CET)	National Healthcareer Association (NHA)	\$84.00	\$129.00	\$13.00	\$226.00
NUPC 1320	Certified Patient Care Technician Assistant (CPCT/A)	National Healthcareer Association (NHA)	\$84.00	\$165.00	N/A	\$249.00
NURA 1401 & NURA 1307 & NURA 1160	Certified Nursing Assistant (CNA)	Texas Health & Human Services Commission	\$99.00	\$125.00	\$13.00	\$237.00
PLAB 1323	Certified Phlebotomy Technician (CPT)	National Healthcareer Association (NHA)	\$84.00	\$129.00	N/A	\$213.00
POFT 1309	Microsoft Office Specialist (MOS) - Outlook	Certiport by Pearson VUE	\$40.00	\$75.00	N/A	\$115.00
POFI 1349	Microsoft Office Specialist (MOS) - Excel	Certiport by Pearson VUE	\$40.00	\$75.00	N/A	\$115.00
POFI 2301	Microsoft Office Specialist (MOS) - Word	Certiport by Pearson VUE	\$40.00	\$75.00	N/A	\$115.00

Technical Program(s)

1. Automotive Technology

- **Cost of Program:** Waived
- **Instructor:** ISD Staff Member
- **Number of Cohorts:** 1 Cohorts
- **Number of Students per Cohort:** Maximum of 30 students with ISD Lab Assistant (20 students without ISD Lab Assistant). *Lab Assistant does not have to be a teacher; Lab Assistant may be a paraprofessional or other ISD staff member agreed to before the start of classes by both SWTJC and Eagle Pass ISD.
- **Program of Study:**

Grade Level/Term	High School Course	College Course Equivalent
11 th Fall	Automotive Technology I	AUMT 1410 - Brake Systems AUMT 1407 - Electrical Systems
11 th Spring	Automotive Technology I	AUMT 2417 - Engine Performance Analysis I

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2. Construction Science

- **Cost of Program:** Waived
- **Instructor:** ISD Staff Member
- **Number of Cohorts:** 2 Cohorts
- **Number of Students per Cohort:** Maximum of 30 students with a full-time instructor and an ISD Lab Assistant (20 students without an ISD Lab Assistant). *Lab Assistant does not have to be a teacher; Lab Assistant may be a paraprofessional or other ISD staff member agreed to before the start of classes by both SWTJC and Eagle Pass ISD.
- **Program of Study:**

Grade Level/Term	High School Course	College Course Equivalent
10 th Fall	Construction Technology I	CRPT 1429 - Intro to Carpentry CRPT 1423 - Floor Systems
10 th Spring	Construction Technology I	CRPT 1415 - Conventional Wall Systems

3. Certified Clinical Medical Assistant (CCMA)

- **Cost of Program:** \$23,000 per Cohort
- **Instructor:** SWTJC Instructor
- **Number of Cohorts:** 2 Cohorts (Cohort A Fall Semester; Cohort B Spring Semester)
- **Number of Students per Cohort:** Maximum of 25 students per Cohort with a full-time instructor and a Clinical Nursing Assistant* (*The Clinical Nursing Assistant must be utilized in certain class and/or lab settings when required by state guidelines. Credentials are required for a Clinical Nursing Assistant).
- **Program of Study:**

Grade Level/Term	High School Course	College Course Equivalent
12 th Fall (Cohort A)	Practicum in Health Science Medical Assistant Program	MDCA 1210 – Medical Assistant Interpersonal and Communication Skills MDCA 1352 – Medical Assistant Laboratory Procedures
12 th Spring (Cohort B)	Practicum in Health Science Medical Assistant Program	MDCA 1210 – Medical Assistant Interpersonal and Communication Skills MDCA 1352 – Medical Assistant Laboratory Procedures

4. Certified EKG and Phlebotomy Technician (CET/CPT)

- **Cost of Program:** \$27,000 per Cohort
- **Instructor:** SWTJC Instructor
- **Number of Cohorts:** 1 Cohort – Spring Semester
- **Number of Students per Cohort:** Maximum of 25 students per Cohort with a full-time instructor and a Clinical Nursing Assistant* (*The Clinical Nursing Assistant must be utilized in certain class and/or lab settings when required by state guidelines. Credentials are required for a Clinical Nursing Assistant).
- **Program of Study:**

Grade Level/Term	High School Course	College Course Equivalent
12 th Spring	Practicum in Health Science EKG Practicum in Health Science Phlebotomy	MDCA 1317 - Procedures in Clinical Setting PLAB 1323 - Phlebotomy

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5. Certified Nursing Assistant (CNA)

- **Cost of Program:** \$23,000 per Cohort
- **Instructor:** SWTJC Instructor
- **Number of Cohorts:** 1 Cohort – Fall Semester
- **Number of Students per Cohort:** Maximum of 25 students per cohort with a full-time instructor and a Clinical Nursing Assistant* (*The Clinical Nursing Assistant must be utilized in certain class and/or lab settings when required by state guidelines. Credentials are required for a Clinical Nursing Assistant).
- **Program of Study:**

Grade Level/Term	High School Course	College Course Equivalent
12 th Fall	Extended Practicum in Health Science Certified Nursing Assistant	NURA 1307 - Body System NURA 1401 - Nurse Aid for Healthcare NURA 1160 - Clinical Nursing Assistant

6. Welding Technology

- **Cost of Program:** Waived
- **Instructor:** ISD Staff Member
- **Number of Cohorts:** 2 Cohorts
- **Number of Students per Cohort:** Maximum of 20 Students
- **Program of Study:**

Grade Level/Term	High School Course	College Course Equivalent
10 th Fall	Welding	WLDG 1323 - Welding Safety, Tools, and Equipment
10 th Spring	Welding	WLDG 1421 - Welding Fundamentals

By signing below the Eagle Pass Independent School District Superintendent affirms that they understand their school district's responsibilities, the course sequence (program of study) for the technical dual credit classes, and agrees to make payment in the amount(s) stated in this Technical Dual Credit Program Agreement. An invoice will be generated by Southwest Texas Junior College and submitted to the Eagle Pass Independent School District shortly after the start date of each course.

Signing for the Parties:

Eagle Pass ISD Superintendent

Date

SWTJC President

Date

ANA CASTILLON <acastillon2@eaglepassisd.net>

Thu, Jun 27, 2024 at 8:39 AM

To: "Garabedian, Charles" <cagarabedian@swtjc.edu>

Cc: "Hoffman, Brenda" <bghoffman@swtjc.edu>, DAVID CAMARILLO <dcamarillo@eaglepassisd.net>

Good Morning,

Thank you for the 2024-2025 Dual Credit Partnership Agreement & Early College Academy MOU.

I need the MOU for the Certified Clinical Medical Assistant, Certified EKG and Phlebotomy Technician and Certified Nursing Assistant

to present to the board since you provide the instructor and to budget appropriately. The additional classes that will be Dual Credit such as Welding, Building Trades and Automotive can be added in Appendix C, once everything is finalized and we will be providing EPISD instructors.

Thank you.

[Quoted text hidden]

--

Ana Laura Castillón

Eagle Pass Independent School District
Career and Technical Education Director
Office: 830-758-7181 Fax: 830-758-7212

Garabedian, Charles <cagarabedian@swtjc.edu>

Thu, Jun 27, 2024 at 8:47 AM

To: ANA CASTILLON <acastillon2@eaglepassisd.net>

Cc: "Hoffman, Brenda" <bghoffman@swtjc.edu>, DAVID CAMARILLO <dcamarillo@eaglepassisd.net>

Good morning Mrs. Castillon,

We should be able to get that to you before the end of the day on Monday July 1st.

Thank you

C.A. Garabedian, M.A. & M.Ed.

Dean of Instructional Services and School District Partnerships

830.703.1582 Office

830.469.6037 Cell

cagarabedian@swtjc.edu



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From: ANA CASTILLON <acastillon2@eaglepassisd.net>

Sent: Thursday, June 27, 2024 8:39 AM

To: Garabedian, Charles <cagarabedian@swtjc.edu>

Cc: Hoffman, Brenda <bghoffman@swtjc.edu>; DAVID CAMARILLO <dcamarillo@eaglepassisd.net>
Subject: Re: DocuSign: 2024-25 Dual Credit Partnership Agreement & Early College Academy MOU

[Quoted text hidden]

ANA CASTILLON <acastillon2@eaglepassisd.net>

Thu, Jun 27, 2024 at 9:26 AM

To: "Garabedian, Charles" <cagarabedian@swtjc.edu>

Cc: "Hoffman, Brenda" <bghoffman@swtjc.edu>, DAVID CAMARILLO <dcamarillo@eaglepassisd.net>

Good Morning,
Thank you.

[Quoted text hidden]

DocuSign: 2024-25 Dual Credit Partnership Agreement & Early College Academy MOU

4 messages

Garabedian, Charles <cagarabedian@swtjc.edu>

Wed, Jun 26, 2024 at 8:53 AM

To: SAMUEL MIJARES <samijares@eaglepassisd.net>

Cc: "Hoffman, Brenda" <bghoffman@swtjc.edu>, "Martinez, Savanna M" <smmartinez1@swtjc.edu>, "hmauricio@eaglepassisd.net" <hmauricio@eaglepassisd.net>, DAVID CAMARILLO <dcamarillo@eaglepassisd.net>, "acastillon2@eaglepassisd.net" <acastillon2@eaglepassisd.net>

Good morning Superintendent Mijares,

I sent you a DocuSign containing the 2024-25 Dual Credit Partnership Agreement and Early College Academy MOU. I sent this DocuSign this morning---(Wednesday June 26th). The DocuSign will need your review and signature approval.

The specific classes and any contract costs for the Technical Dual Credit Programs that you have with SWTJC will be found in detail as Appendix C which is a part of the 2024-25 Dual Credit Partnership Agreement. However, the addition of the new Technical Programs at your high schools has caused a delay in the finalization of Appendix C. The Technical Dual Credit Program portion (Appendix C) will be provided to you the week of July 8th or as soon as the final sequence of courses is determined by SWTJC and EPISD staff.

The PDF attached to this email is a copy of the agreements that I sent you through DocuSign. If you have questions feel free to call me at any time.

Thank you for your continued partnership with SWTJC.

Respectfully,

C.A. Garabedian, M.A. & M.Ed.

Dean of Instructional Services and School District Partnerships

830.703.1582 Office

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cagarabedian@swtjc.edu



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