

# BOARD OF TRUSTEES AGENDA

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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): **Ana Laura Castellón, Career & Technical Education Director**  
**Samuel Mijares, Assistant Superintendent for Curriculum & Instruction**

Briefly describe the action required.

**CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN EAGLE PASS ISD AND SWTJC WORKFORCE AND TRAINING DEVELOPMENT TO PROVIDE THE EPHS AND CCWHS HEALTH SCIENCE STUDENTS THE OPPORTUNITY TO OBTAIN THEIR CERTIFICATION FOR CERTIFIED NURSE AIDE**

- (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.

# Memo

**To:** Gilberto Gonzalez, Superintendent  
**From:** Ana Laura Castellón, Career & Technical Education Director *AL Castellón*  
**Date:** July 29, 2013  
**Re:** (Certified Nurse Aide) Memorandum of Understanding between  
EPISD and SWTJC Workforce and Training Development

Attached you will find a Memorandum of Understanding between Eagle Pass ISD and SWTJC Workforce and Training Development. This memorandum allows our Health Science Tech II students from both Eagle Pass High School and CC Winn High School to train and test for the Certified Nurse Aide (CNA) certification. This certification allows students to obtain employment with the hospital, nursing homes or doctors' offices.

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

Please call me if you have any questions.

Approved by: \_\_\_\_\_

*Samuel Mijares*  
Samuel Mijares, Asst. Superintendent for Curriculum & Instruction



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between the Eagle Pass Independent School District and Southwest Texas Junior College Workforce Training and Development Division, for the purpose of establishing a collaboration and coordination for the provision of the following training services.

### 1. NURA 1001-Nurse Aide for Healthcare – 375 hours

#### Enrollment Requirements

- Current TB-Skin Test
- Complete Hepatitis-B Series
- Valid photo identification
- Social Security card
- Signed medical release
- Proof of medical insurance
- CPR certified

**Tentative Schedule:** January 6, 2014 to June 4, 2014

Monday thru Friday, 8:30am-11:00am

Clinicals will be held at Maverick Nursing and Rehabilitation on weekends (48 hours, 10 students maximum per clinical instructor)  
(State Exam schedule pending)

#### **Eagle Pass Independent School District will:**

- Adhere to Southwest Texas Junior College refund policy;
- Provide a Letter of Commitment for all students to be enrolled in the program prior to the start of the class;
- Enforce adherence to admission requirements as well as program policies and procedures, specifically regarding attendance to meet the minimum 60 clock hours of classroom instruction and 40 clock hours of clinical experience, as specified in the Texas Department of Aging and Disability Services Nurse Aide Training Requirements;
- Provide transportation to training site;
- Inform students of course schedule;
- Provide paperwork of all enrollment requirements listed above within 30 days after the course start date. Any student that does not provide all paperwork will be officially dropped from the course.
- Provide the CPR certification for all students enrolled in the program;
- Pay the Nurse Aide State Exam fee for each student enrolled in the program;
- Pay for retesting fees, if necessary;
- Inform of and enforce uniform requirement for clinical rotations;
- Provide student textbooks, equipment, and consumable supplies;

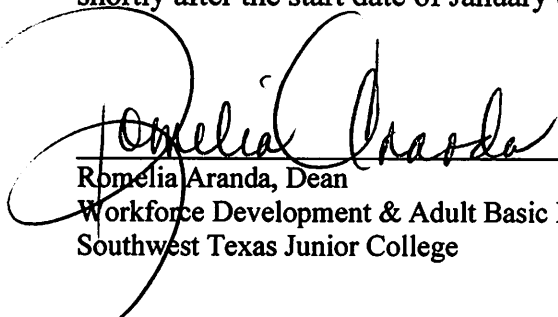
- Be responsible for any photocopies needed;
- Provide a fax machine in the EPISD Nurse Aide classroom for State testing as required;
- Provide access to the Frank Chisum Regional Technical Center on weekends as necessary for instructional or State exam purposes;
- Provide our instructor an assistant if there are 15 students or more enrolled in the program.

**Southwest Texas Junior College Workforce Training and Development Division will:**

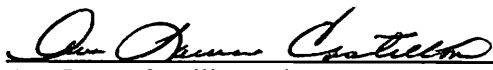
- Provide qualified instructor(s) and state-approved Program Director for each instructional component;
- Facilitate curriculum for applicable components;
- Be responsible for scheduling the Nurse Aide State Exam;
- Oversee and submit the necessary paperwork for the Nurse Aide State Exam;
- Pay the Program Director fee;
- Facilitate student re-tests, if necessary;
- Conduct a criminal history and Nurse Aide Registry check of each student in the program as required by the Texas Department of Aging and Disability Services;
- Provide student identification badges for clinicals;
- Provide student performance updates/grades upon request;
- Provide certificates issuing Continuing Education Units upon successful completion of program.

**Cost:** \$21,050.00 for up to 10 students, \$1,500.00 for each additional student  
(20 students maximum)

Eagle Pass Independent School District is in agreement to make payment in the amount of \$21,050.00 for up to 10 students, \$1,500.00 each additional. An invoice will be generated by Southwest Texas Junior College on behalf of the Southwest Texas Junior College Workforce Training and Development Division and submitted to Eagle Pass Independent School District shortly after the start date of January 6, 2014.



Romelia Aranda, Dean  
Workforce Development & Adult Basic Education  
Southwest Texas Junior College



Ana Laura Castillon, Director  
Career & Technical Education  
Eagle Pass Independent School District

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Dr. Mark Underwood, Vice-President  
Academic Affairs  
Southwest Texas Junior College

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Gilbert Gonzalez, Superintendent  
Eagle Pass Independent School District