



UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

TOPIC: Early College High School (ECHS) Draft Timeline

SUBMITTED BY: Alicia G. Carrillo, Ph.D., Director of Career and Technical Education

OF: Curriculum & Instruction Department

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: April 22, 2015

INFORMATIONAL REPORT:

Based on the Memorandum of Understanding (MOU) to create an Early College High School (ECHS) for United ISD in partnership with Laredo Community College, a timeline was developed to ensure that all activities related to the ECHS are completed in a timely manner. The timeline is cross-referenced to the MOU and is presented for your information.

Laredo Community College - United ISD Early College High School

Draft Timeline

4.2.15

Month	Activity	Person(s) Responsible	MOU Reference
April	Convene Planning Committee (as frequently as needed)	A. Carrillo, F. Solis, Y. Sandoval	3B
April	Convene ECHS Steering Committee	UISD Assoc. Supt. Of C&I, Exec. Director for HS, CTE Director, ECHS Director, ECHS Principal, College President, LCC Dual Credit Liaison	3D
April	Develop a four-year and post-secondary plan based on the Distinguished Achievement Diploma	ECHS Counselor, LCC Liaison	6A
April	Develop recruitment/enrollment policies and practices	ECHS Director, Counselor, LCC Staff	
April	Develop admission criteria/policies/guidelines/expectations	Planning Committee	7A
April	Develop rubric to select students	Planning Committee	7A
April	Develop Parent Involvement/ Outreach Plan	ECHS Director, Counselor	5A
April	Presentations to parents	ECHS Director, Counselor	7A
April	Distribute recruitment/admission packets. Parents must attend presentation in order to receive admission packets.	ECHS Director, Counselor	7A
April	Recruit 8th Graders	ECHS Director, Counselor	7A
April	Begin to develop/identify measures to assist students who may not be performing satisfactorily. Provide a plan for academic and counseling support and work with LCC in the areas of test preparation, remediation and development of an integrated support system for ECHS students.	ECHS Director, Counselor, College Liaison	17A
May	Parent Involvement/ Outreach	ECHS Director, Counselor	5A
May	Recruit 8th Graders	ECHS Director, Counselor	7A
May	Develop ECHS Website	Webmaster	7A
May 31	Applications Due	ECHS Director, Counselor	7A

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Month	Activity	Person(s) Responsible	MOU Reference
May	Develop procedures for UISD and LCC staff to share student information in compliance with federal and state laws and FERPA.	ECHS Director, College Liaison	16
June	Leadership Council (yearly meeting).	LCC President, Dean of Arts and Sciences, LCC Board Representative(s), Superintendent, Assoc. Supt. Of C&I, CTE Director, ECHS Director, UISD Board Rep.	3C
June	Based on Evaluation, determine program improvements needed based on the collection and review of data.	ECHS Director	20B
June	Parent Involvement/ Outreach	ECHS Director, Counselor	5A
June	Summer Bridge - TSI Boot Camp	Planning Committee	6B
June	Administer TSI to 8th Graders wishing to apply	LCC staff	8A
June 30	Select students for ECHS	ECHS Director, Counselor, LCC Liaison	
June	Selection of ECHS teachers/designation as LCC adjunct faculty	ECHS Director, Counselor, Human Resources	8E, 9B
July	Convene ECHS Steering Committee	UISD Assoc. Supt. Of C&I, Exec. Director for HS, CTE Director, ECHS Director, ECHS Principal, College President, LCC Dual Credit Liaison	3D
July	Order ECHS textbooks	ECHS Director	8F
July	Student advisement regarding high school endorsements and LCC plan	ECHS Director, Counselor	8b
July	Develop a four year plan for each ECHS student	ECHS Director, Counselor, College Liaison	8B
July	Parent Involvement/ Outreach	ECHS Director, Counselor	5A
August	Parent Involvement/ Outreach	ECHS Director, Counselor	5A
August	Adjunct faculty will develop their course syllabus.	ECHS Director	

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August	Determine assistance/Remediation required by each student enrolled in ECHS.	ECHS Director, Counselor, College Liaison	8I
August	Ensure that technology requirements are met by LCC and LBJ.	ECHS Director, College Liaison	8K
August	ECHS Director and College Liaison will develop PD opportunities to adjunct employees on critical thinking, leadership and student engagement.	ECHS Director, College Liaison	12
August	Adjunct faculty will receive PD on the College's Early Alert system and grade posting.	ECHS Director, College Liaison	11B
August	Faculty will monitor ECHS student's closely to prevent scholastic deficiencies.	ECHS Director, ECHS Faculty	11C
August	Develop/identify measures to assist students who may not be performing satisfactorily. Provide academic and counseling support and work with LCC in the areas of test preparation, remediation and development of an integrated support system for ECHS students.	ECHS Director, Counselor, College Liaison	17A
September	Convene ECHS Steering Committee	UISD Assoc. Supt. Of C&I, Exec. Director for HS, CTE Director, ECHS Director, ECHS Principal, College President, LCC Dual Credit Liaison	3D
September	Ensure that technology requirements are met by LCC and LBJ.	ECHS Director, College Liaison	8K
September	Implement assistance/remediation required by each student enrolled in ECHS.	ECHS Director, Counselor, College Liaison	8I, 17A
September	Faculty will monitor ECHS student's closely to prevent scholastic deficiencies.	ECHS Director, ECHS Faculty	11C

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September	College staff will monitor quality of instruction to assure compliance with the Course Articulation Agreement and College standards.	College Liaison	8E
September	Visit LCC Campus	ECHS Director, College Liaison	6D
September	Parent Involvement/ Outreach	ECHS Director, Counselor	5A
October	The ECHS Director will monitor and ensure the quality of instruction for the courses offered for high school credit.	ECHS Director	8H
October	Determine assistance/Remediation required by each student enrolled in ECHS.	ECHS Director, Counselor, College Liaison	8I, 17A
October	Faculty will monitor ECHS student's closely to prevent scholastic deficiencies.	ECHS Director, ECHS Faculty	11C
October	Visit LCC Campus	ECHS Director, College Liaison	6D
October	Parent Involvement/ Outreach	ECHS Director, Counselor	5A
November	Faculty will monitor ECHS student's closely to prevent scholastic deficiencies.	ECHS Director, ECHS Faculty	11C, 17A
November	Determine assistance/Remediation required by each student enrolled in ECHS.	ECHS Director, Counselor, College Liaison	8I
November	Visit LCC Campus	ECHS Director, College Liaison	6D
November	Parent Involvement/ Outreach	ECHS Director, Counselor	5A
December	Develop an evaluation for the ECHS program based on data, attendance, retention, GPA, satisfactory progress, state assessment results, SAT/ACT, PSAT scores, TSI Readiness by grade level, qualifications of ECHS staff, adequate progress toward college readiness.	ECHS Director	20A
December	Submit ECHS Application to TEA	A. Carrillo	

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December	Faculty will monitor ECHS student's closely to prevent scholastic deficiencies.	ECHS Director, ECHS Faculty	11C
December	Determine assistance/Remediation required by each student enrolled in ECHS.	ECHS Director, Counselor, College Liaison	8I, 17A
December	Students will evaluate early college faculty.	ECHS Director	9C
December	Parent Involvement/ Outreach	ECHS Director, Counselor	5A
January	Faculty will monitor ECHS student's closely to prevent scholastic deficiencies.	ECHS Director, ECHS Faculty	11C
January	Convene ECHS Steering Committee	UISD Assoc. Supt. Of C&I, Exec. Director for HS, CTE Director, ECHS Director, ECHS Principal, College President, LCC Dual Credit Liaison	3D
January	Determine assistance/Remediation required by each student enrolled in ECHS.	ECHS Director, Counselor, College Liaison	8I, 17A
January	Visit LCC Campus	ECHS Director, College Liaison	6D
January	Parent Involvement/ Outreach	ECHS Director, Counselor	5A
February	Faculty will monitor ECHS student's closely to prevent scholastic deficiencies.	ECHS Director, ECHS Faculty	11C
February	Determine assistance/Remediation required by each student enrolled in ECHS.	ECHS Director, Counselor, College Liaison	8I, 17A
February	The ECHS Director will monitor and ensure the quality of instruction for the courses offered for high school credit.	ECHS Director	8H
February	College staff will monitor quality of instruction to assure compliance with the Course Articulation Agreement and College standards.	College Liaison	8E
February	Parent Involvement/ Outreach	ECHS Director, Counselor	5A

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March	Faculty will monitor ECHS student's closely to prevent scholastic deficiencies.	ECHS Director, ECHS Faculty	11C
March	Determine assistance/Remediation required by each student enrolled in ECHS.	ECHS Director, Counselor, College Liaison	8I, 17A
March	Visit LCC Campus	ECHS Director, College Liaison	6D
March	Parent Involvement/ Outreach	ECHS Director, Counselor	5A