

**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): **Samuel Mijares, Deputy Superintendent for Curriculum & 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 SWTJC WORKFORCE AND TRAINING DEVELOPMENT TO PROVIDE EPHS AND CCWHS HEALTH SCIENCE STUDENTS THE OPPORTUNITY TO OBTAIN CERTIFICATIONS FOR CERTIFIED NURSE'S AIDE and/or PHLEBOTOMY TECHNICIAN and/or 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

DATE: June 27, 2016

TO: Gilberto Gonzalez, Superintendent

FROM: Ana Laura Castellón, CTE Director *AACastillon*

RE: Memorandum of Understanding between EPISD & SWTJC Workforce and Training Development

Attached is the renewal for school year 2016 – 2017 Memorandum of Understanding between Eagle Pass ISD and SWTJC Workforce and Training Development to provide training for the Certified Nurse Aide (CNA) program, the Phlebotomy Technician program and the EKG Technician program.

The Health Science students from both EPHS and CCWHS will be able to obtain a Certified Nurse Aide (CNA) certification and/or a Phlebotomy Technician certification and/or a Electrocardiography (EKG) Technician certification. These certifications allow students to obtain employment with different medical entities like; the hospital, nursing homes or doctors' office.

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.

Approval: *[Signature]* *6/30/16*
 Samuel Mijares, Deputy Superintendent for C & I Date

Approval: _____
 Gilberto Gonzalez, Superintendent of Schools Date



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between the Eagle Pass Independent School District and Southwest Texas Junior College Workforce Education Division, for the purpose of establishing a collaboration and coordination for the provision of the selected training services to be offered during the 2016-2017 school year.

Fall Semester Courses: (2 Nurse Aide Classes)

1. NURA 1301-Nurse Aide for Healthcare and
2. NURA 1307-Body Systems

Spring Semester Courses: (2 Phlebotomy Classes)

1. PLAB 1023-Phlebotomy and
2. ECRD 1011-Electrocardiography

Enrollment Requirements:

- Must graduate within 12 months of certification (Phlebotomy & EKG Course)
- Current TB-Skin Test
- Complete Hepatitis-B Series
- Valid photo identification
- Social Security card
- Signed Health Status/Physician Approval form
- Signed Criminal History Authorization form
- Proof of medical insurance

Tentative Schedule: August 2016 to May 2017

Monday thru Friday, 8:30am-9:50am; 10:00am-11:20am
Clinical Facility - Maverick Nursing and Rehabilitation
CPR Certification – to be announced
Nurse Aide State Exam - to be announced
Practicum skills for Phlebotomy – SWTJC Facility
Phlebotomy and EKG Exam – to be announced

Eagle Pass Independent School District will:

- Provide a fully-executed Memorandum of Understanding to cover all students to be enrolled in the program prior to the start of the class;
- Adhere to Southwest Texas Junior College refund policy;
- 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;
- Facilitate student participation in training/clinical site during the school day and/or weekend and provide transportation;
- Facilitate student participation in practicum training for Phlebotomy Program during the school day and/or weekend and provide transportation;
- Facilitate student participation in practicum training for Phlebotomy Program during the school day and/or weekend and provide transportation;
- Inform students of course schedule;
- Provide paperwork of all enrollment requirements listed above within 15 days after the course start date. Any student that does not provide **all** paperwork will be officially dropped from the course.
- Pay the certification exam fees for each student enrolled in the program(s) and provide transportation to the test site;
- Pay for retesting fees, if agreed upon;
- Inform students and enforce uniform requirement for clinical rotations and/or classroom, as applicable;
- Provide student textbooks/workbooks, equipment, and consumable supplies for all programs;
- Be responsible for any photocopies needed.
- Provide access to the Frank Chisum Regional Technical Center on weekends as necessary for instructional or exam purposes.

Southwest Texas Junior College Workforce Education Division will:

- Provide qualified instructors and state approved Program Director for each instructional component;
- Facilitate curriculum for applicable components;
- Be responsible for providing adequate practicum skills lab for Phlebotomy component;
- Be responsible for scheduling the certification exams;
- Oversee and submit the necessary paperwork for the Nurse Aide State Exam;
- Pay the Program Director fee;
- Facilitate student retests, 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;
- Conduct a criminal history check of each student in the Phlebotomy program;
- Provide student identification badges for clinicals;
- Provide student performance updates/grades upon request;
- Issue Semester Credit Hours upon successful completion of program.
- Provide First Aid & CPR instruction and certification.

Cost: \$60,000.00 for the 2016-2017 school year to enroll up to 16 students per semester in Nurse Aide for Healthcare/CPR Basic Life Support and Phlebotomy/Electrocardiography, \$700.00 for each additional student per semester (20 students maximum per semester)

Additional Student Fees:


Nurse Aide Program


<input type="checkbox"/> State Exam	\$95.00 per student	Initial _____
<input type="checkbox"/> Textbook (approx. \$55)	Actual Bookstore price	Initial _____
<input type="checkbox"/> Workbook (approx. \$30)	Actual Bookstore price	Initial _____
<input type="checkbox"/> Uniform	\$35.00 per student	Initial _____
<input type="checkbox"/> Supplies (if applicable)	per agreed quote	Initial _____

Phlebotomy/EKG Program

<input type="checkbox"/> CPT Certification Exam	\$105.00 per student	Initial _____
<input type="checkbox"/> EKG Certification Exam	\$105.00 per student	Initial _____
<input type="checkbox"/> Textbooks	\$200.00 per student	Initial _____
<input type="checkbox"/> CPT Study Guide	\$56.00 per student	Initial _____
<input type="checkbox"/> EKG Study Guide	\$56.00 per student	Initial _____
<input type="checkbox"/> Uniform	\$35.00 per student	Initial _____
<input type="checkbox"/> Supplies (if applicable)	per agreed quote	Initial _____

Eagle Pass Independent School District is in agreement to make payment in the amount of \$60,000.00 per year for up to 16 students in each class per semester, \$700.00 each additional in each class per semester, plus additional students fees as indicated on table for Nurse Aide for Healthcare/CPR Basic Life Support and Phlebotomy/Electrocardiography. An invoice for \$30,000.00 plus \$700.00 for each additional student beyond sixteen will be generated by Southwest Texas Junior College on behalf of the Southwest Texas Junior College Workforce Education Division and submitted to Eagle Pass Independent School District shortly after the Fall start date. A second invoice for \$30,000.00 plus \$700.00 for each additional student beyond sixteen will be generated and submitted to Eagle Pass Independent School District shortly after the Spring start date.


 Romelia Aranda, Dean
 Workforce Education
 Southwest Texas Junior College


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

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

 Gilberto Gonzalez, Superintendent
 Eagle Pass Independent School District